ENGLISH SCHOOLS ASSOCIATION (INC.)

MEMBERS OF COUNCIL

His Grace the Archbishop.

	Position A.G.M. 1954.	Retires A.G.M.
SELECTED BY ARCHBISHOP		
1. Reverend John Aubrey.	Sitting.	1956
2. H.Alers Hankey.	Sitting.	1957
3. Mrs J.P.Brock.	Sitting.	1957
4. Advocate F.C.Robb.	Sitting.	1957
5. Mr David Baxter	Sitting.	1959.
6. Bishop Lavis	Sitting	1959
7. Professor L.F.Casson	Selected First time.	1959
8. Vacant		
NOMINATED BY MEMBERS:		
1. Professor W.F.Grant.	Sitting	
2. Mrs Lane Forsyth	Sitting	
3. Mrs A.J.Ballantine	Sitting	
4. H.L.Kennedy	Sitting	
5. Mrs Dowie Dunn	Sitting	
6. Mrs Small	Sitting	
7. Miss Douglas	Sitting	
8 Mr Justice van Wirsen	Sitting	

ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

February 24th, 1954

The Quarterly Meeting of the Council will be held at Herschel School, Claremont, in the Library, immediately after the Annual General Meeting on Friday March 19th, 1954.

A G E N D A

1. Minutes to be confirmed.

   Quarterly Meeting held on
   December 4th, 1953.

2. Reports of the General Purposes Committee:-

3. Report of Headmistress.

4. Comparative Statement of Number of Scholars.

5. Any other business.

E. R. Withers

SECRETARY

ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

MINUTES OF THE QUARTERLY COUNCIL MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, CAPE, ON FRIDAY 4th DECEMBER, 1953 AT 5. 0. P.M.

PRESENT: The Reverend John Aubrey
Mrs A.J.Ballantine
Mr D.Baxter
Mrs Dowie Dunn
Mrs Lane Forsyth
Mr H.L.Kennedy

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

Apologies for absence: His Grace the Archbishop
Mrs J.F.Brock
Mr H.Alers Hankey
Professor W.F.Grant
Mr F.C.Robb

IRMAN — Mr Kennedy proposed that in the absence of His Grace the Archbishop, Mr Aubrey be asked to take the Chair. Agreed.

UTES: — The Minutes of the Quarterly Meeting of the Council held on September 11th, copies of which had been handed to Members, were taken as read and were signed by the Chairman, as a true record of the proceedings.

Arising from the Minutes:

The question of detentions was reopened, and after the matter had been fully discussed it was accepted that the matter should be left entirely to Miss McLean as it was a matter of internal routine.

Mrs Ballantine asked if the Meeting had taken place between the Junior Staff and Parents; Mr Kennedy replied that Miss McLean had discussed the matter with him but it was found impossible to arrange such a meeting this term.

ORT OF GENERAL
POSES — Mr Kennedy reported that it had been proposed to hold Founder's Day on Friday, February 12th, and His Grace the Archbishop had informed Miss McLean that this date was suitable to him.

The Hon.Mr Justice J.E.de Villiers, Judge President of the Cape Division, had been asked by His Grace to present the Prizes and had agreed to do so.

Mr Kennedy reported on the figures for the current year and said that there should be, according to the monthly figures, a surplus of approximately £250, but this did not take into account the Matron's Account, Text Book Account and Office Account.

The outstanding fees were discussed and Miss McLean reported that she had written to Mr Russell and Mr Sloggs. Mr Russell had paid the third term's fees and had sent a post-dated cheque for the fourth term fees.

...../

Mrs Sleggs had written saying that her husband was in hospital and had undergone several operations and that she would have no alternative but to send the girls to a Government School. It was decided therefore to wait for payment of the outstanding fees, until such time as Mrs Sleggs was in a position to pay the account.

REPORT OF HEADMISTRESS

This was presented.

COMPARATIVE STATEMENT OF NUMBERS

This was presented.

ANY OTHER BUSINESS

Mr Kennedy said that the documents relative to the cession to the City Council of the strip of land bordering on Claremont Park were now being prepared and it was agreed that Mr Kennedy, in his capacity as a Member of the Council, be authorised to sign all documents necessary:-

1. to obtain a Certificate of Uniform Title in respect of Lot Herschel situate at Claremont, in the City of Cape Town: Measuring 2.7410 Morgen.
2. to pass transfer to the Council of the City of Cape Town of Portion 1 of the said Lot Herschel; measuring 1,594 Square feet; sold for the sum of 1/-.
3. In connection with the issue of such Certificate of Uniform Title to sign any documents which may be necessary in connection with the substitution under the existing Mortgage Bonds by the Association of the property to be held under Certificate of Uniform Title in lieu of the property as described in the Transfer in favour of the Association, dated 14th July, 1921, No.6631.

Mr Aubrey asked that it be recorded the Council wish Miss McLean a most happy holiday in England.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED.

DATE. 19. March 1954.

.....
CHAIRMAN.

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

PRESENT: Mrs A.J.Ballantine
Mrs Lane Forsyth
Mr H.L.Kennedy
Mr F.C.Robb

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

Apologies for absence: Mrs Dowie Dunn

UNDER'S DAY: It was decided to recommend Friday, 12th February 1953 as Founder's Day.

Proposed Speaker for that day:-

The Hon.Mr Justice J.E.de Villiers.

Miss McLean was asked to write to the Archbishop to find out if the proposed date was suitable for him and if so, if he would write to The Hon.Mr Justice J.E. de Villiers

TSTANDING ES

A list was presented and after discussion Miss Mc Lean agreed to write to the following requesting immediate payment:-

Mr D.F.Russell
and Mr W.W.Sleggs

K BALANCE: This was presented.

PAIRS: Miss McLean reported that some of the class-rooms had been white-washed, as well as the boarders sitting-room and the Dining-room and so far £97.10.0. had been spent out of the £100 which was allowed.

PAIRS: Miss McLean was asked to get in touch with Mr Chlsson for his advice on the wall of the dining-room, and to report at the next Meeting.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED.

HEADMISTRESS'S REPORT:

DECEMBER: 1953.

STAFF: MRS PROUT leaves now, as her husband has an appointment at Harwell and they will live in England. The Mathematics will be taught partly by me, and partly by Mrs Dodds, wife of the Headmaster of Sea Point Boy's High School, who we have been fortunate in securing.

We have had an excellent Student from the University for English and Latin, and two good ones from the Training College for Physical Training and Games.

HEALTH: This has been good, with one case of Chicken-pox in the Boarding-house.

ACTIVITIES: Twenty-nine girls were Confirmed by the Archbishop in St.Saviour's Church on November 3rd.

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

Old Girls Day on November 21st, was well attended, particularly by the more recent leavers.

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 Juniors Nativity Play is on Monday evening, December 7th, in the School Hall.

The Carol Service will be held this year in St. Saviour's Church on Wednesday, December 9th, at 8.0.p.m.

The Morning Market in aid of Library equipment was a great success and brought in the sum of £143.3.0. With this we have been able to buy the remaining two lights and three pairs of shelves, and have something in hand for repairs and general equipment.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

DECEMBER 3rd, 1953.

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

NO. OF SCHOLARS:

	Third Term:	Fourth Term:
BOARDERS:	51	52
DAY GIRLS:	163	162
KINDERGARTEN:	54	54
	268	268

Net Fees:	3rd Term:	£7131. 5. 0.
" "	4th Term:	£7143. 3. 0.

ENGLISH CHURCH SCHOOLS ASSOCIATION

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL SCHOOL, CLAREMONT, ON FRIDAY, MARCH 19th, 1954 AT 5.15.P.M.

PRESENT: His Grace, the Archbishop
Rev. John Aubrey
Mrs Ballantine
Mr Baxter
Mrs Dowie Dunn
Mrs Lane Forsyth
Mr Kennedy
Mr Robb
Mrs Small
The Hon. Mr Justice van Winsen

Apologies for absence: Bishop Lavis
Mrs Brock
Mr H Alers Hankey
Professor W.P. Grant

In attendance: Miss McLean

Secretary: Mrs Withers

MINUTES: Minutes of the Quarterly Meeting of the Council held on December 4th, 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: Mr Kennedy reported there had been only one Meeting of the General Purposes Committee, since the Council met in December 1953.

There were four matters which he would like to bring before the Council.

Firstly, the Staff Pension Fund had been discussed and it was felt that the percentage deducted from salaries and that paid by the Council, should be increased from 5% to 7½% on the present basic salary. If at any time the Cost of Living Allowance was consolidated, then the matter should be reviewed.
The Staff too had been consulted and were in favour of this change.
It was agreed by the Council that this change be made.

Secondly, the question of the school holidays had come up for discussion in view of the fact that the dates of the various schools differed and made it difficult for parents who had children in different schools. After discussion, it was suggested that the matter should be discussed by Headmasters and Headmistresses of the schools concerned.

Thirdly, there had been numerous complaints by parents that they were not satisfied with the service given by Messrs Henshilwoods. The General Purposes Committee recommended that Messrs Stuttafords be appointed as the alternative to Messrs Henshilwoods.
After discussion, the Council agreed to the suggestion.

Lastly, the Hill, it was felt that an approach should be made to Parents, and it was agreed that a Meeting be called for Friday, May 7th, at 8.15.p.m.

REPORT OF HEADMISTRESS. This was presented and the results of the Matriculation favourably commented upon.

COMPARATIVE STATEMENT OF NUMBERS: This was presented.

...../

COMPARATIVE STATEMENT OF NUMBERS: This was presented.

REDECORATION TO CLASSROOMS Mr Kennedy reported that the estimates had just been received for the class-rooms and the figures quoted were £1,014 and £1,103.
After discussion it was agreed to leave this matter in the hands of the General Purposes Committee to act as they thought best.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

Date 10 Sept. 1954

CHAIRMAN

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT ON WEDNESDAY, MARCH 10TH AT 5.0.P.M. 1954.

PRESENT: Mrs A.J.Ballantine
Mr D.Baxter
Mrs Lane Forsyth
Mr H.L.Kennedy
Mr F.C.Robb

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

UNTS: Mr Kennedy reported on the Accounts for the Financial Year ended 31st December 1953, which showed a surplus for the year of £500:, and pointed out that during the year an amount of £900 had been spent on special repairs and felt that the position as shown in the Balance Sheet was very satisfactory, in view of the fact that the increase in the fees only took effect as from the second term and the increase in salaries was paid as from January 1953. There was also an additional Cost of Living Allowance which took effect as from March 15th.

SION RIBUTIONS: It was suggested that a larger amount be paid by the Staff in their Pension Contributions in order to improve the Pension Benefits. It was agreed that figures be gone into and to see what the additional percentage would be and whether the staff would be agreeable to the higher percentage being paid towards their pensions.

AIRS Miss McLean reported that she had got in touch with Mr R.F.Ohlsson and he called about the middle of February and made an inspection of the building. He said that he felt the classrooms should be done in the Easter holidays and the remaining portion of the building could be done during the June holidays. Mr Ohlsson had promised to let Miss McLean have estimates for all the work that had to be done for this Meeting but the estimates had not been received. Miss McLean said she would get in touch with Mr Ohlsson again and report at the next meeting.

K BALANCE: This was presented.

STANDING FEES: This was presented.

OTHER BUSINESS:

Miss McLean said that she had been asked by several people what was the latest position in regard to The Hill. Mr Kennedy said that the position was still a question of being able to raise the money required. After discussion, it was agreed to ask the Council if, at this stage, a meeting of the parents could be called, to find out whether the money could be raised.

The Ladies Committee for the Secondhand Cupboard had asked if a Banking Account could be opened on their ...../

behalf. It was agreed that if they open an account, they do so in their own three names.

Mr Robb raised two points -

1) Holidays saying he felt that the three private Schools, Bishops, St.Cyprians and Herschel, should make every effort for their holidays to coincide with other schools.

2) Uniform - where he considered it would be an improvement if this could be supplied by two firms instead of one as at present.
It was agreed to bring both these points to Council.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

HEADMISTRESS'S REPORT
MARCH 1954

STAFF: MRS de BEER is re-marrying in April and wishes to resign from the Art post, she will continue with play production from time to time; I have replaced her for Art with Mrs Muller.

MISS FRYLINCK was ill at the end of the holiday and has needed long and rather severe treatment, she is convalescin and should be fit to return next term; in her place we have Mrs Kovachi.

MISS MULLINER had the unexpeced opportunity of going to England for three months and found a good substitute for her work in Mrs Stoy.

MISS WALKER, who has been House Matron for four years leaves at the end of the term, wishing to go to England and then to retire from this type of work; we shall miss her very much. So far I have not appointed anyone.

MISS MITCHELL, who has helped with games and some of the practical affairs of the boarders, wishes to return to clerical rather than school work; so far I have not replaced her.

Mrs Joslin, an old girl from St.Cyprian's will take MISS HARSANT'S place while she is on leave for the next six months.

HEALTH: This has been good.

ADMISSION: Numbers have provided difficulties; boarders who wished to become day pupils for quite good reasons, make it impossible to fill the boarding place for lack of space in the classroom and our numbers have been only forty-seven this term; one of these vacancies occurred on my advice after term started and will be replaced next term, making forty-eight. This number makes the running very much more satisfactory on the domestic side. The decrease in day girls is caused partly by unexpected withdrawals by parents who have paid the terms fees but make it too late to replace in some cases; the other reason being that we have to use two rooms for the present VI Form and cannot, as yet, parallel lower down.

ACTIVITIES: The Clergy Retreat was held in January and I have received letters of appreciation in this connection; the case of poliomyelitis was most unfortunate, but other than the immediate precautions taken, has caused no disturbance to us.

Of the thirty-four candidates who entered for the School Leaving Certificate, twenty-nine passed; 8 in Class I; 13 in Class II; 8 in Class III, with 23 exemptions from the Matriculation and 3 distinctions. An interesting factor in connection with the taking of six or seven subjects, is that of the eight in Class I, seven had seven subjects.

Parties from various parts of the school have visited the Symphony Concerts, the Constantia Winery and the Exhibition tennis matches.

We are planning to produce "St.Joan" towards the end of the year.

In the Inter-Schools tennis, we won the under 16 Section and did reasonably well in the others.

EQUIPMENT The new library shelves have been fitted and the lights completed, and I think both add considerably to its appearance, and use.
I have been promised new garden seats which will be a very welcome addition to the grounds.

HEADMISTRESS'S REPORT: DECEMBER
19

ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

Herschel School,
Claremont, Cape.

March 18th, 1954

COMPARATIVE STATEMENT OF NUMBER OF SCHOLARS AND NET FEES: MARCH 1954

NUMBER OF SCHOLARS:

	Fourth term 1953	First Term 1954	
BOARDERS:	52	47	
DAY GIRLS:	162	160	plus 6
KINDERGARTEN:	54	53	
	268	260	(266)

NET FEES: FOURTH TERM 1953 £7,143
" " FIRST TERM: 1954 £7,003

ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD AT HERSCHEL SCHOOL, CLAREMONT, IN THE LIBRARY, ON SEPTEMBER 10TH, 1954 AT 5.0.P.M.

August 27th, 1954

A G E N D A:

1. Minutes to be Confirmed.

   Quarterly Meeting held on
   March 19th, 1954.

2. Reports of the General Purposes Committee.

3. Report of Headmistress.

4. Comparative Statement of Number of Scholars.

5. Any other business.

E. R. Withers
SECRETARY.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON FRIDAY, SEPTEMBER 10th, 1954, AT 5.0.P.M.

PRESENT: His Grace, the Archbishop.
Mr H Alers Hankey
Mrs Ballantine
Mrs J.F.Brock
Mrs Dowie Dunn
Professor L.F.Casson
Professor W.F.Grant
Mr P. C. Robb
Mrs L.F.Small

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: The Rev John Aubrey
Mr D Baxter
Miss F Douglas
Mr H. L. Kennedy
Mrs Lane Forsyth

COUNCIL Professor L.F.Casson was welcomed by the Archbishop.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on Friday, March 19th, 1954, copies of which had been handed to members, were taken as read and signed by the Chairman, as a true record of the proceedings.

GENERAL PURPOSES REPORT: In Mr Kennedy's absence, Mr Robb commented on the General Purposes Report.

Firstly, the Staff Pension Fund: It was agreed that the increase in the Pension Contribution from 5% to 7½% take effect as from the 1st January 1955. The extra cost to the Council would be approximately £15.0.0. per month.

Secondly, the repairs and painting to the buildings was completed in the June holidays and the members of the Committee inspected the work that had been done and were satisfied.

Heavy rains had caused leaks in the Library and Mr. Ohlsson, the Architect, was asked to inspect the damage and to call for tenders. The estimates have been received and they were £1,000 and £600. After discussion it was agreed to go into the matter further before making any definite decision and to leave it in the hands of the General Purposes Committee.

The position of the accounts for the first six months of the year show an approximate surplus of £670. During this period an amount of £900, was paid for the painting carried out.

The Hill: There has been a delay in the finalising of this due to the fact that it now appears that this estate is zoned only for private houses. A letter was sent to Messrs Syfret's pointing out that if it were not possible to have a school there, then a claim for damages would have to be made. After discussion, it was agreed that nothing could be done until the final position was known.

...../

In the meantime provisional plans have been drawn for certain alterations to be carried out to the existing House and an estimate for those alterations was approximately £11,000.

Taking all monies that have been donated and the present amount in the Extension Fund, the figure now stands at approximately £23,000.

Mr Kennedy asked if the Council would please pass a Resolution for the payment of the monies towards The Hill to be paid into the United Building Society.

Mr Robb proposed that this be passed and it was seconded by Mrs Small. Agreed.

REPORT OF HEADMISTRESS: This was presented.

COMPARATIVE STATEMENT OF NUMBERS. This was presented.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED.

Date Dec 10

Confirmed.....

Chairman.

xxxx 7-5067
xxxx

CLAREMONT
August 30th 1954

Professor L.P.Casson,
University of Cape Town,
RONDEBOSCH.

Dear Sir,

His Grace, the Archbishop, has notified me that you have accepted his invitation to serve on the Council of the English Church Schools Association.

The next Quarterly Meeting will take place on September 10th, 1954, a notice for which I enclose herewith.

Yours faithfully,

SECRETARY.

From the Archbishop of Cape Town

TEL. 7-3689

BISHOPSCOURT.
CLAREMONT.
CAPE.
S. AFRICA.

26th March, 1954.

Dear Mrs. Withers,

I have invited Professor L. F. Casson, of the University, Cape Town, to be a member of the Council of Herschel School, and he has accepted my nomination.

Yours sincerely,

Archbishop of Cape Town

ENGLISH CHURCH SCHOOLS ASSOCIATION

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON FRIDAY MARCH 26th, 1954 AT 5. 0. P.M.

PRESENT:- Mrs A.J.Ballantine
Mrs Dowie Dunn
Mr H. L. Kennedy
Mr F.C.Robb

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

Apologies for absence: Mr D. Baxter

" " Lateness Miss H.C.McLean.

ENTS: The question of the discipline of the school was again brought up and after discussion, it was felt that a parent with any complaint on this matter, could always see Miss McLean, by appointment, on Monday morning or Thursday afternoon.

AINS: Mr Kennedy presented the two estimates which had been sent in for all the work to be done to the building and after discussion it was agreed to accept the tender of Messrs Harper & Company. Before finally accepting the tender, he would like first to go over the estimates with Miss McLean.

At this stage Miss McLean arrived.

Mr Kennedy told Miss McLean briefly what had been discussed.

HILL: Miss McLean said she would like to know if it was thought advisable to send a letter with the invitation setting out what we were about to do. After discussion it was thought best not to send a letter.

ION ...: Miss McLean reported that she had called a Meeting of the Staff and that they were all agreeable to the increased amount to be deducted in respect of Pension Contributions. Mr Kennedy asked Miss McLean if she would get in touch with the Southern Life Association and ask them to produce the necessary figures. It was suggested that perhaps it would be a good idea if 6% were deducted from the basic salary instead of the present 5% and this would probably overcome any legal difficulty in connection with the Cost of Living Allowance.

STANDING FEES: This was presented.

BALANCE: This was presented. It was suggested that an amount of £1,000 be placed "on call".

OTHER INESS: Miss McLean asked about the letter to be addressed to Messrs Henshilwoods informing them that it had been decided to appoint an alternative firm to keep the Herschel Uniform. Mr Kennedy said he would speak to Mr Stuttaford and then arrange for the letter to be sent to Messrs Henshilwoods.

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 2nd, 1954, AT 5.0 P.M.

PRESENT: Mrs A.J.Ballantine
Mr D Baxter
Mrs Dowie Dunn
Miss Douglas
Mr H.L.Kennedy
Mr F.C.Robb.

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

Arising from the previous Minutes.

REPAIRS: Mr Kennedy reported that he had gone over the estimates with Miss McLean and that the painters would begin the work on June 24th, 1954.

PENSION: The question of increasing the monthly contribution from 5% to 7½% was discussed. The Council's contribution would increase by approximately £14.0.0. per month, and it was decided that the matter should be brought before the Council recommending that this extra amount be paid. Miss McLean was asked to get in touch with the Southern Life to find out what benefits would be derived if this additional percentage was paid. It was also agreed that it should be recorded that in the event of the Cost of Living Allowance being consolidated into the basic salary, that the Council would have the right to review the position.

BUILDING FUND: This was presented. Miss McLean reported that letters were being written to all concerned.

BANK BALANCE: This was presented.

THE HILL: Mr Kennedy reported that the Deed of Sale was signed on Tuesday May 25th, and it is still subject to the whole sub-division being approved by the Surveyor General,. The House and four and a quarter acres of land was purchased for the sum of £28,500

FUND RAISING EFFORTS: It was agreed that members approach various people in this connection and it was decided to hold a Meeting on Monday June 7th at 8.15.p.m. Miss McLean said she would write to the members of the Council notifying them of the Meeting.

The question of the proposed report to be sent to the parents was discussed and it was agreed to have a photograph of The Hill engraved on the Report.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

ENGLISH CHURCH SCHOOLS ASSOCIATION

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON WEDNESDAY AUGUST 4th, 1954 AT 5.0.P.M

PRESENT: Mrs A.J.Ballantine
Miss Douglas.
Mrs Dowie Dunn
Mr H.L.Kennedy
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.

PENSION FUND: Miss McLean reported that she had received the schedule for the increased pensions. After discussion it was agreed to recommend to Council that the new percentage take effect as from the 1st January 1955 and that the matter be reviewed at a later date.

OUTSTANDING FEES: Miss McLean reported that all the fees had now been paid.

REPAIRS. Miss McLean reported that during the very heavy rains there were many leaks in the Library. Mr Ohlsson came out to inspect the building and reported that in many places the walls were only 4½" and that the water was coming through the leaded lights. He recommended that the walls be plastered and that the leaded light windows be replaced with plain glass. He has promised to give an estimate for the work to be done.

Miss McLean reported that she had received a call from Mr Elsworth, but she was unable to see him. The purpose of his call was to see how the Library had stood up to the recent heavy rains. Miss McLean said she would like to know what steps should be taken in view of Mr Ohlsson now being the School's Architect. After discussion it was agreed that there was no need to worry. The Secretary was asked to look up the correspondence to see if there was anything in writing, when Mr Elsworth acted as the School's Architect.

BURSARY. Miss McLean reported that she had had a call from Mrs Schuster (Caroline Vos's mother) who wanted to know if it would be possible for Caroline to be granted a Bursary in view of her present financial circumstances. After discussion it was agreed that Mrs Schuster be asked to give particulars of the amount she is able to pay, when the matter would be discussed further.

BANK BALANCE: This was presented.

...../

RESOLUTION FOR DAILY BALANCE. It was agreed that this would have to be passed by the Council Meeting to be held in September.

FUND RAISING COMMITTEE. It was agreed to call a Meeting of this Committee on Monday, August 16th, at 8.0.p.m. Miss McLean said she would send out the notices.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON WEDNESDAY, SEPTEMBER 1st, 1954 AT 5.P.M.

PRESENT: Mrs Ballantine
Mrs Dowie Dunn
Miss Douglas
Mr Kennedy
Mr Robb
Mrs Small

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Mr D Baxter

THE HILL: Mr Kennedy reported that up to date taking into account promised donations and the Rhodes Trust money, the amount now stands at £22,844.

Miss McLean asked if it would be possible to move into The Hill at the beginning of January 1955 and after discussion it was agreed that the position depended entirely on whether the Surveyor General approved of the plans, as it would appear that this Estate has been zoned for residential properties only. Mr Kennedy said that he felt sure we should know the position about the end of October.
Miss McLean said she was in a difficult position as she had accepted pupils for January next year.
After discussion it was agreed that some temporary arrangements could possibly be made.

The plan for the proposed alterations to The Hill was discussed and it was felt for the present the dining-room would have to be left in abeyance. It was definitely decided not to move the teaching staff over to The Hill but it was thought possible to house the Native employees over there.

Mr Ohlsson handed in estimates for the alterations which amounted to £10,750, but pointed out that these were taken out very hurriedly.

LIBRARY: The work to be done to the Library as a result of the leaks was discussed and it was agreed that before anything was done, a further tender should be obtained.

BURSARY: Miss McLean informed the meeting that Mrs Schuster had written offering £6.0.0. per term.
After discussion it was agreed that the Council would be prepared to offer Mrs Schuster £10.0.0. per term.

OUTSTANDING FEES. This was presented.

STAFF: The matter of any possible financial aid to those retiring after long service was discussed and on the whole it was felt that assistance would be given if this were possible and if it were needed.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

HEADMISTRESS'S REPORT JUNE AND SEPTEMBER 1954

STAFF: Miss Prylinck returned for the Second term fully recovered in health.

Miss Mulliner returned in July and we were most grateful for the work Mrs Stoy did for us.

Miss Urquhart came in April to replace Miss Walker and is doing the practical affairs of the boarders which Miss Mitchell did; Mrs Allday is helping with the games and we are fortunate to have her.

Mrs Joslin who was doing Miss Harsant's work for her six months leave was unable, for health reasons, to complete it and Mrs Hodgson is doing the Second term.

HEALTH: There has been one case of Scarlet Fever in the boarding house, nursed at home, and two cases in the Kindergarten Department.
Apart from this the six months have been good.

ADMISSION: There has been little change; the future is difficult to finalise owing to the uncertainty of accommodation.

ACTIVITIES: Parties from various parts of the School have visited The Chinese Art Exhibition; Symphony Concerts; the Arte Viva Trio; the Goodwood Agriculture Show; the Yeoman of the Guard; the Royal Observatory; the French Circle; the Hobbies Fair; the English Women's Hockey match; Parliament; the Southern Printing Press; Nyanga; Athlone School for the Blind; Princess Alice Home; The Imperial Cold Storage; and at school there have been films, debates, and rehearsals for the Joint Schools Orchestra.

The Choir has sung on several special occasions at St.Saviour's Church.

In the Inter-Schools swimming we were 3rd in the Senior Section, 2nd in the Middle and won the Junior.

"St.Joan" is being produced on the nights of Thursday October 28th and Friday 29th.

EQUIPMENT: Repairs, painting and decorating was done in the winter holiday and the improvement is most satisfactory.

ENGLISH CHURCH SCHOOLS ASSOCIATION

(INCD)

Herschel School,

CLAREMONT, Cape.

September 10th, 1954.

COMPARATIVE STATEMENT OF NUMBER OF SCHOLARS AND NET FEES:

	1st Term'54.	2nd Term'54.	3rd Term'54
BOARDERS:	47	48	48
DAY GIRLS:	166	151	153
KINDERGARTEN:	53	54	54
	266	253	255

NET FEES: FIRST TERM 1954. £6,960.

" " SECOND " 1954 £6,695.

" " THIRD " 1954. £6,738.

ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

November 22nd,1954.

The Quarterly Meeting of The Council will be held at Herschel School, Claremont, in the Library, on Friday December 10th,1954 at 5.0.p.m.

A G E N D A:

1. Minutes to be Confirmed.

   Quarterly Meeting held on September 10th, 1954.

2. Reports of the General Purposes Committee.

3. Report of Headmistress.

4. Comparative Statement of Numbers.

5. Any other business.

E. R. Withers

SECRETARY.

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL SCHOOL, CLAREMONT, IN THE LIBRARY ON FRIDAY DECEMBER 10th, 1954 AT 5.0.P.M.

PRESENT: Bishop Sidney Lavis (In the Chair)
The Reverend John Aubrey
Mrs Ballantine
Mrs Brock
Professor L.F.Casson
Mrs Dowie Dunn
Miss Douglas
Mrs Small → Professor Grant
Mr Robb

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: His Grace, the Archbishop.
Mr Baxter
Mrs Lane Forsyth
Mr Kennedy
Judge L.deV.van Winsen

MINUTES: The Minutes of the Quarterly Meeting of the Council held on September 10th, 1954, copies of which had been sent to members, were taken as read and signed by the Chairman, as a true record of the proceedings.

REPORT OF GENERAL PURPOSES: In Mr Kennedy's absence, Mr Robb reported on the General Purposes Meetings.

Firstly, Mr Robb reported that transfer of The Hill was expected to take place shortly and that Resolutions would have to be passed at this meeting, making arrangements for the necessary overdraft facilities from Barclay's Bank (D.C. & O) and for a member to be empowered to sign the documents necessary to effect transfer.

On the motion of Professor W.F.Grant and seconded by Miss Douglas, it was Resolved:-

that MR FRANCIS CHARLES ROBB in his capacity as a member of the Council of the English Church Schools Association (Incd) be empowered to sign the documents necessary to effect transfer of:-

(1) CERTAIN piece of land, being partly freehold and partly redeemed quitrent, being Lot 29 Kenmar Subdivided Estate, situate at Claremont, in the Municipality of Cape Town, Cape Division.

MEASURING: 48,662 Square Feet.

(2) CERTAIN piece of land, being partly freehold and partly redeemed quitrent, being Lot 30 Kenmar Subdivided Estate, situate at Claremont, in the Municipality of Cape Town, Cape Division.

MEASURING: 1,4137 Morgen.

(3) House on Lot 30 known as "The Hill"

into the name of the Association.

...../

On the motion of Professor W.F.Grant and seconded by the Reverend John Aubrey it was Resolved:-

> that to Finance the purchase of "The Hill" it has been necessary to make provisional arrangements with Barclay's Bank D.C.O, Claremont, for the granting of overdraft facilities up to a maximum amount of £20,000, and the Council now confirms the arrangements which have been provisionally made by Mr F.C. Robb to this effect.

Secondly, Mr Robb pointed out that a letter would have to be sent to the City Treasurer, Cape Town, to make application for exemption from rates as from 1st January, 1955.

Agreed.

ADMINISTRESS'S REPORT — This was presented.

COMPARATIVE STATEMENT OF ACCOUNTS — This was presented.

THERE BEING NO FURTHER BUSINESS THE MEETING TERMINATED.

Date 25/3/55 CHAIRMAN .....

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT ON THURSDAY, OCTOBER 21st, 1954, AT 5.0.P.M.

PRESENT: Mr Baxter
Miss Douglas
Mrs Dowie Dunn
Mr Kennedy

...attendance:- Miss McLean
...retary: Mrs Withers

...logies for absence: Mrs Ballantine
Mr Robb

...E HILL: Mr Kennedy reported that it had been provisionally approved to zone the property for a school. The question is being discussed at the moment of the possibility of giving up the three plots at the back in exchange for the open space. It would work out at approximately £3,500 for the two plots. The question of the Title Deeds for the road was discussed. Mr Kennedy said he would go into the matter.

Miss McLean said she would like to hold a Morning Market, the proceeds to go to the Hill. Agreed.

Miss McLean reported that Barclay's Bank, Claremont, had telephoned her in connection with the Resolution for the arrangements for the overdraft. Mr Kennedy said he would ring the Manager and explain the position.

Miss McLean asked the Meeting if they thought it would be wise to employ Jack who has been working for Mr Wilks at The Hill. After discussion it was agreed to engage Jack, but that Mr Wilks should be spoken to first about the arrangements to be made.

...NK BALANCE: This was presented. Mr Kennedy said the figures are not as we had hoped, in fact, it is about £850 to the end of September on the right side.

...STANDING ...ER. These were presented. Mr Norton had been written to but no reply had been received. It was agreed that a further letter should be sent to him pointing out that we would have to take further steps if the account was not paid.

...RSARY: Miss McLean reported that she had received a letter from Mrs Schuster, expressing her appreciation to the Council for the Bursary which has been granted to her daughter Caroline Vos.

...OUNDER'S ...AY It was decided to recommend Friday 11th February 1955 or Friday February 18th, as Founder's Day.

Proposed Speakers:-

Sir de Villiers Graaff

Mrs W.P.Grant.

Miss McLean was asked to write to the Archbishop to find out if the proposed date was suitable for him and, if so, if he would write to Sir de Villiers Graaff.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

MINUTES OF THE GENERAL PURPOSES COMMITTEE
MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT
ON THURSDAY, DECEMBER 2nd, 1954
AT 5. 0. P.M.

PRESENT: Mrs Ballantine
Mr Baxter
Miss Douglas
Mrs Dowie Dunn
Mr Kennedy
Mr Robb

In attendance: Miss McLean
Secretary: Mrs Withers

Arising from the Minutes

THE HILL — Mr Kennedy reported that transfer was likely to take place in approximately three week's time, and, in any case, it was almost certain that it would take place before the end of the year.

It would be necessary to send a letter to the City Council asking for exemption from rates on the grounds that the new property would be used solely for educational purposes. This letter would have to be sent before the end of the year whether or not transfer had been effected.

The question of the outright purchase or obtaining a servitude over the road which divides the two pieces of land at "The Hill", could not be dealt with until transfer had been passed.

The question of the deterioration of "The Hill" because of the fact that transfer had been delayed from early September when it had been expected, until the present time, was discussed.
It was agreed that as the owner was responsible for any deterioration, Mr Ohlsson, the School Architect, should prepare a report to put the position on record and that steps should be taken to safeguard the position before transfer was effected.

REFUND OF SCHOOL FEES — Miss McLean reported that she had received a letter from Mr Croxton in connection with the Refund of School Fees. The case in point was when the school was recently closed on account of the Scarlet Fever. After discussion it was agreed to write to Mr. Croxton and Mr Hofmeyr requesting them to submit particulars of this Insurance Scheme.

THE HEDGE. — Miss McLean reported that she had received a letter from the City Council drawing her attention to the overhanging of our hedge down Herschel Road. After discussion it was agreed to reply to the letter pointing out that we realised the position and perhaps they could let us know what is to be done as it is proposed to widen the road. Miss McLean said she would write the letter.

BANK BALANCE: — This was presented.

OUTSTANDING FEES: — These were presented. Miss McLean reported that reminder letters had been sent to all names on the List.

FOUNDER'S DAY — It has been decided to hold Founder's Day on Friday, February 18th, 1955 and Mrs W.F.Grant will present the prizes.

HEADMISTRESS'S REPORTS:
DECEMBER 1954

STAFF: Miss Briggs leaves at the end of this year, having completed her three years contract; she has done a great deal for the School and I am very sorry to lose her. So far I have not replaced her; no one wishing to come from England at the moment.
Mrs Jordan leaves at the end of this year, feeling she should be more at home; I have replaced her by Miss Dick.

As well Mrs Budtz-Olsen returns to us to teach general subjects to Upper III for the time being and as well to help in the direction of the grounds. Miss Tulloch also joins the Staff for a second division of Upper I. I made these additional appointments at the time when I thought we should be in the Hill for the opening of the new year.

Miss Urquhart left unexpectedly and I have replaced her by Miss Faustmann who has been a House Matron at Wynberg for some years.

Mrs Godsiff leaves at the end of the year, the work now proving too much for her health and age; I hope to appoint Mrs Cowie who has some catering experience in Hotels. I wish to give her the present Prefects Study and the adjoining storeroom as bedroom and sitting-room. These rooms are nearer the kitchen and should prove far more satisfactory from every point of view.

HEALTH: Other than the odd measle and mump among the day girls, we have had a clear term.

ADMISSION: There is far more coming and going than for some years; partly caused by increased classroom accommodation in many schools and new schools opening, making it more of a pity that we have not been able to open the Hill sooner. Senior Schools are starting in Rhodesia, as well parents there want three terms or at any rate the long Easter holiday of the Natal private schools.

Mrs Stobie is over full for next year so that I am taking three from the top form of the Junior School.

ACTIVITIES: The usual Club and House activities have continued and visits have been arranged.
"Saint Joan" was produced on October 27th, 28th and 29th, with the financial gain of £150; a Morning Market was held and £160 made at it; the Junior Nativity Play collected £29 at its performance; all these amounts have gone towards the Extension Fund.
The Carol Service was held at St.Saviour's Church on Wednesday December 8th and that Collection of £20.7.4. has been divided between the Janet Bourhill Institute and St.Saviour's Christmas Cheer Fund.

EQUIPMENT: We have received twelve garden benches from Mr Steens and these have been greatly appreciated and used by the children.
From an anonymous donor we received new door mats for the Main Entrance, the Front Entrance and the Library.
From the Sixth Form has come a very nice filing cabinet for the Library.
The Chapel Committee from its own Fund, together with donations from Mrs Lombardi, Miss Stevenson and Elspeth Grant, bought some carpet for the Chapel and a most generous donor has completed the remaining parts for us. We are all most appreciative of this gift to our Chapel.

ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

March 2nd, 1955.

The Quarterly Meeting of the Council will be held at Herschel School, Claremont, in the Library, on Friday March 25th, 1955 at 5.0.p.m.

A G E N D A

1. Minutes to be Confirmed.

   Quarterly Meeting held on December 10th, 1954.
   MEETING HELD ON FEBRUARY 18th 1955

2. Report of the General Purposes Committee.

3. Report of Headmistress.

4. Comparative Statement of Numbers.

5. Any other business.

E. R. Mathews

SECRETARY.

MINUTES OF THE QUARTERLY MEETING HELD AT HERSCHEL SCHOOL CLAREMONT, IN THE LIBRARY, ON FRIDAY, MARCH 25th,1955 AT 5.0.P.M.

PRESENT: His Grace, the Archbishop (in the Chair)
The Reverend John Aubrey.
Professor L.F.Casson
Miss F Douglas
Professor W.F.Grant
Mr H.L.Kennedy
Mrs L.Small
The Hon.Mr Justice L.van Winsen

In attendance: Mrs J.L.Steyn
Secretary: Mrs E.R.Withers

Apologies for absence: Mrs A.J.Ballantine
Mr David Baxter
Mrs J.F.Brock
Mrs D.Dowie Dunn
Mrs Lane Forsyth
The Rt.Reverend Bishop Lavis
Mr F.C.Robb

MINUTES: The Minutes of the Quarterly Meeting of the Council held on December 10th, and the Meeting held on Friday February 18th, copies of which had been sent to Members, were taken as read and signed by the Chairman, as true records of the proceedings.

MISS McLEAN: Mr Kennedy reported he had seen Miss McLean on Wednesday and that she was making good progress.

Mr Aubrey, on behalf of the Council, thanked Mrs Steyn for looking after the school so well during Miss McLean's absence.

MEETING OF GENERAL PURPOSES COMMITTEE: Mr Kennedy reported that a letter had been received from the City Council drawing our attention to the overhanging of our hedge down Herschel Road and that it would be necessary to have it cut back. On going into the matter with Mr Shelton of Parks and Gardens, he suggested that it should be cut back but if this was done it would look very woody; another suggestion was made that the hedge should be taken out but this would result in the grounds being very exposed to the public. After discussion it was agreed to leave the matter in the hands of the General Purposes Committee.

QUARTERLY SCHOOL REPORT: This was presented.

GENERAL PURPOSES COMMITTEE: On the motion of Mr Kennedy, it was proposed that Mrs Small and Mr Justice van Winsen be asked to serve on the General Purposes Committee.

Mr Justice van Winsen regretted that he would not be able to serve on this Committee.

Mrs Small agreed:-

The following now serve on the General Purposes Committee:-

Mr David Baxter
Miss F Douglas
Mrs Dowie Dunn
Mr H L Kennedy
Mr F.C.Robb
Mrs L.F.Small

REPORT ON TILE HILL: Transferto the Association has now been passed and Mr Ohlsson, the Architect, has prepared plans and specifications for the calling of tenders.

On the motion of Mr Justice van Winsen and Seconded by Mrs Small it was resolved that:

"Tenders be called for"

A letter of application has ~~been~~ sent to the Town Clerk, City Council, Cape Town, with a view to obtaining a servitude on the road separating Lots 29, 4 and 5 from the Main Lot No.30.

The two vacant plots nos 4 and 5 are still not sold. Would the Cpuncil let us know to what figure they think we should offer for these two plots.

On the motion of Mr Aubrey, seconded by Mr. Justice van Winsen it was resolved that:-

"authority be given to the General Purposes Committee to go to the figure of £4,000 if necessary".

RESOLUTION: Mr Kennedy reported that the papers relevant to the transfer from the School to the Council of the small strip of land situate at Claremont being Lot Herschel measuring 2.7410 Morgen, to them, would require the signatures of three Members of the Council.

It was resolved that:

Mr David Baxter
Mr Harold Kennedy
and Mr Francis C.Robb

be authorised to sign the necessary documents.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

Signed..H...C...

DATE. Jan. 10.1.55

CHAIRMAN

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON THURSDAY, FEBRUARY 10th 1955 at 5.0.P.M.

PRESENT: Mrs Dowie Dunn
Mr Kennedy
Mr Robb

Secretary: Mrs Withers

Apologies for absence: Mrs Ballantine
Mr Baxter
Miss Douglas

Arising from the previous Minutes:

Hedge: The Secretary reported that a letter had been received from the City Council advising us that although Herschel Road is on the programme for widening, no date for this work has been fixed, nor is it likely to be effected this year, and in view of this the City Council request that the hedge be cut back.

Mr Shelton of the Parks and Gardens Department was telephoned and he informed the Secretary that he would come round to inspect the hedge and advise the school of the best method to deal with the cutting back.

BANK BALANCE This was presented.

THE HILL: Mr Kennedy reported that transfer would go through on the 17th February, 1955 and that £25.650, the balance of the purchase price would have to be paid before the 17th February,1955. It was agreed that all monies should be withdrawn from the Building Societies immediately and the necessary withdrawal application forms should be signed by Mr Kennedy.

Mr Robb asked if Miss McLean, when preparing her Report for Founder's Day, could include in her speech the information that Transfer of The Hill was taken on the 17th February, after many delays in regard to the zoning and planning. He also felt that it would be wise to let the parents know that a large sum of money was still required and that actual and promised donations and funds from other sources amount to £.....Mr Kennedy agreed to furnish the figures required.

Mr Kennedy reported that the two Plots Nos 4 and 5 were still unsold and that he would like to call a Meeting to discuss the possibility of purchasing these two plots.
It was decided to call a short meeting of the Council for Founder's Day.

FOUNDER'S DAY Mr Kennedy said that he was not sure whether Miss McLean would be able to attend Founder's Day to read her report and that it would be necessary to arrange for someone to do this. After discussion it was agreed to ask one of the lady members of the Council to do so.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

MINUTES OF THE COUNCIL MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON FRIDAY, FEBRUARY 18th, 1955 AT 2. 45. P.M.

PRESENT: His Grace, the Archbishop.
The Reverend John Aubrey.
Mrs Ballantine
Mrs Brock
Mrs Dowie Dunn
Professor L.F.Casson
Professor W.F.Grant
Mr H.L.Kennedy
Mr P.C.Robb
Mrs Small

THE HILL: Mr Kennedy reported that the Plots Nos 4 and 5 were for sale.

It was agreed after discussion that an offer of £3,000 would be made for these two plots but that if they could not be bought for that price, then the Council would not be prepared at this stage to raise its offer.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

DATE 25/3/55 CHAIRMAN

QUARTERLY SCHOOL REPORT March 1955

STAFF

MRS LOUW was appointed as Games Mistress for the first term and she will stay on next term until a permanent appointment can be made.

MISS FAUSTMANN leaves at the end of this term and Miss Thorn has been appointed to take her place.

MRS COWIE has replaced Mrs Godsiff as housekeeper.

In Miss McLean's absence Miss Mulliner came into residence, Mrs Dodd took extra classes and Mrs Diemont relieved Mrs Steyn of some classes to leave her freer for the administrative work.

The co-operation of every member of the staff has helped towards the smooth running of the school.

HEALTH: This has been good except for the odd case of measles, mumps or whooping cough among the day-girls.

ADMISSION: The boarding house is full and applications continue to come in.
On the whole numbers are not as high as we had expected as people withdrew, but this has helped solve the lack of the additional classrooms.

ACTIVITIES: Parties of girls have visited the House of Parliament, the Constantia Winery and the Cape Times Printing Works. They have also attended recitals by the Arte Viva Trio and by Cassado the 'cellist, together with the Symphony Orchestra.

ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

March 2nd,1955.

NOTICE is hereby given that the ANNUAL GENERAL MEETING of Members will be held at Herschel School Claremont in the Library, on Friday, March 25th, 1955 at 5.15.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.

E. R. Withers

SECRETARY

THE ENGLISH CHURCH SCHOOLS ASSOCIATION: (ECSA)

THE MINUTES OF THE ANNUAL GENERAL MEETING HELD AT HERSCHEL SCHOOL CLAREMONT IN THE LYBRARY ON FRIDAY MARCH 25th, 1955 AT 5.0.P.M.

PRESENT: His Grace, the Archbishop (In the Chair)
The Reverend John Aubrey
Professor L.F.Casson
Miss F Douglas
Professor W.F.Grant
Mr H.L.Kennedy
Mrs L.F.Small
The Hon.Mr Justice L.deV van Winsen

In attendance: Mrs J.L.Steyn
Secretary: Mrs E.H.Withers

Apologies for absence: Mrs A.J.Ballantine
Mr D Baxter
Mrs J.F.Brock
Mrs Dowie Dunn
Mrs Lane Forsyth
The Rt Reverend Bishop Lavis
MissH.C.McLean
Mr F.C.Robb

MODE 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 1954, the Balance-Sheet at that date and the Auditor's Report, were submitted and adopted.

AUDITORS. The remuneration of the Auditors, Messrs E.H.Syfret & Company, Chartered Accountants, for the past year was fixed at Sixty-five guineas.

COUNCIL MEMBERS: There is now one vacancy on the Council to be Selected by His Grace, the Archbishop; it was agreed that this be left for the time being.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

Date March 9 1956 Signed .....

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, MARCH 25TH 1955

The Revenue and Expenditure Account for the 12 months ended 31st December, 1954, 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 £182 compared with £498 for the previous year, but this year £1,322 has been spent on painting and property renewals as against similar special expenditure of £880 last year. If these special amounts are excluded the surplus for this year would be £1,504 and for last year £1,378.

The expenditure for the year at £31,000 is only slightly up on last year's figure of £30,839. The individual figures are given below.

The revenue is also shown below and the figure which calls for comment is Tuition and Board. This year the total is £27,072 whereas last year it was £27,562, but last year the increased scale of fees was only introduced from the beginning of the second term, so that the total for the year on a full year's basis would have been £28,672, which means that this year's figure is down by £1,600.

The following is a comparison with last year's figures of the individual items of revenue and expenditure:-

	1953.	1954	+Increase -Decrease
REVENUE:			
Tuition and Board	£27,562	£27,073	- £489
Extra Subjects	3,049	3,480	+ 431
Registration Fees	130	96	- 34
Sundry Revenue	554	382	- 172
Interest	42	106	+ 64
Profit of sale of equipment	-	45	+ 45
	31,337	31,182	- 155
EXPENDITURE:			
Salaries of Staff	15,482	15,663	+ 181
Wages of Domestic Staff	2,388	2,403	+ 15
Provisions	6,186	6,114	- 72
Domestic Charges	2,354	2,035	- 319
Sports requisites	50	53	+ 3
Property charges	1,740	2,138	+ 398
Administration	1,085	1,051	- 34
Pension Fund & Unemployment Insurance	395	368	- 27
Insurance	202	206	+ 4
Interest on Mortgages	672	734	+ 62
Depreciation	285	235	- 50
	30,839	31,000	+ 161
Surplus	498	182	- 316
	£ 31,337	£ 31,182	- 155

/////

PUPILS

A Comparison between 1953 and 1954 of the number of pupils attending the School is as follows:-

	Average 1953	Average 1954
BOARDERS:	52	48
DAY GIRLS:	162	155
KINDERGARTEN:	54	53
	268	256

COUNCIL:

No members of the Council are due to retire.

There is one vacancy on the Council to be filled by the Archbishop.

AUDITORS:

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

THE HILL:

The adjoining property called The Hill, together with 4½ acres was purchased during the year for the sum of £28,500, but an allowance of £212. has been agreed on for depreciation.

The property has been transferred into the name of The English Church Schools Association (Incd).

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED).

BALANCE SHEET AS AT 31ST DECEMBER 1954.

1953 £					1953 £				
	SHARE CAPITAL					**FIXED ASSETS**			
	Authorised					Land and Buildings			
£500	10,000 Shares of 1/- each	£500 - -				Claremont, C.P. - At Cost			
					54,320	Herschel School (Mortgaged as per Contra)	54,319 11 4		
	Issued				1,483	Staff Residence	1,483 6 -		
257	5,142 Shares of 1/- each, fully paid		257 2 -		- 55,803	"The Hill"	28,500 - -	84,302 17 4	
	CAPITAL RESERVE					(Transfer of "The Hill" had not been registered at 31st December 1954)			
24,226	Endowment Account		24,225 15 3			Bathing Box, St. James, C.P. -			
23,131	**REVENUE AND EXPENDITURE ACCOUNT**		23,313 18 -			Book Value at 1st January 1953		10 - -	
47,614			47,796 15 3		10	Furniture and Equipment -			
	MORTGAGE CREDITOR					Book Value at 1st January 1953	1,795 - -		
	South African Mutual Life Assurance Society					Less Depreciation since 1st January 1953	320 - -	1,475 - -	
	Balance of First and Second Bonds				1,635	Pianos -			
2,000		2,000 - -				Book Value at 1st January 1953	225 - -		
12,927 14,927	Balance of Third Bond	12,927 11 9	14,927 11 9			Less Depreciation since 1st January 1953	100 - -	125 - -	
	(Secured on Land and Buildings known as Herschel School, as per Contra)				175	Linen and Curtains -			
	TRUST FUNDS					Book Value at 1st January 1953	100 - -		
	Extension Trust Fund: Total to date 15,364 1 8					Less Depreciation since 1st January 1953	50 - -	50 - -	
	Less Amount not represented by Specific				50				
4,198	Investments 4,561 9 5	10,802 12 3				Cutlery, Crockery, Glassware and Kitchen Utensils -			
323	Hirschhorn Trust Fund	- - -				Book Value at 1st January 1953	150 - -		
50	Sonia Beck Memorial Prize	50 - -				Less Depreciation since 1st January 1953	50 - -	100 - -	
354	R. Grant Trust	- - -			125				
105	Mrs. Ashton Trust	- - -							
	W. Duncan Baxter Trust								
1,623	Fund "A"	1,695 8 1			57,798			86,062 17 4	
1,000 7,653	W. Duncan Baxter Trust Fund "B"	1,000 - -	13,548 - 4			**TRUST FUND INVESTMENTS**			
	EXTENSION TRUST FUND					Quoted:			
	Amount not represented by specific investments		4,561 9 5			1000 5½% Cumulative Preference Shares of £1 each, fully paid, in J.W. Jagger and Company Limited - At Valuation			
	LOAN FROM RHODES TRUST (Free of Interest)					W. Duncan Baxter Trust Fund "B"	1,000 - -		
	To be used for extension to				1,000	(Market Value at:			
5,139	School		5,000 - -			31st December 1954 - £1000. - - 31st December 1953 - £937.10. -.)			
	CURRENT LIABILITIES								
	Balance of Purchase Price of Land and Buildings, known as "The Hill"	25,650 - -							
-									
1,171 1,171	Sundry Creditors	1,024 5 2	26,674 5 2						
£76,504	**FORWARD:**		£112,508 1 11		£1,000 £57,798	**FORWARD:**	£1,000 - -	£86,062 17 4	

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

BALANCE SHEET AS AT 31ST DECEMBER 1954 (CONTINUED)

1953 £				1953 £					
76,504	BROUGHT FORWARD:		£112,508 1 11	1,000	57,798	BROUGHT FORWARD:		£1,000 - -	£86,062 17 4
						TRUST FUND INVESTMENTS (CONTD.)			
						Unquoted:			
						South African Permanent Mutual Building and Investment Society:			
				1,719		Fixed Deposits - Extension Trust Fund	- - -		
				50		Permanent Share - Sonia Beck Memorial Prize	50 - -		
						Southern Building Society:			
				2,089		Fixed Deposits - Extension Trust Fund	2,262 14 11		
				354		R. Grant Trust Fund	- - -		
				105		Mrs. Ashton Trust Fund	- - -		
				1,622		W. Duncan Baxter Trust Fund "A"	1,695 8 1		
						United Building Society:			
				-		Savings Account - Extension Trust Fund	8,539 17 4		
				713	7,652	Cash at Bank awaiting investment	- - -	12,548 - 4	13,548 - 4
						CASH FROM RHODES TRUST DEPOSITED IN SAVINGS ACCOUNTS:			
				2,570		South African Permanent Mutual Building and Investment Society		- - -	
				2,569	5,139	United Building Society		- - -	- - -
						CURRENT ASSETS			
				527		Stocks on Hand		247 17 2	
				1,172		Sundry Debtors		1,627 13 6	
						Cash:			
				1,500		With Inter-Union Finance Limited	1,521 17 6		
						In Savings Accounts:			
						South African Permanent Mutual Building and Investment Society	3,071 - 9		
						United Building Society	2,646 16 -		
						Southern Building Society	1,532 1 2		
£76,504	FORWARD:		£112,508 1 11	£3,199	£70,589	ERS & Co	£8,771 15 5	£1,875 10 8	£99,610 17 8

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

BALANCE SHEET AS AT 31ST DECEMBER 1954 (CONTINUED)

1953 £			1953 £					
76,504	BROUGHT FORWARD:	£112,508 1 11	3,199	70,589	BROUGHT FORWARD:	£8,771 15 5	£1,875 10 8	£99,610 17 8
					CURRENT ASSETS (CONTD.)			
					Cash: (Contd)			
			2,607		At Bankers	2,150 17 3		
			109	5,915	On Hand	99 - 11	11,021 13 7	12,897 4 3
£76,504		£112,508 1 11		£76,504				£112,508 1 11

CHAIRMAN. Hedley Cripps

MEMBER OF THE COUNCIL. J. W. Aubrey

REPORT OF THE AUDITORS TO THE MEMBERS OF ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

We have examined the books, 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 attached 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, the Balance Sheet gives a true and fair view of the state of the Association's affairs as at 31st December 1954 and the Revenue and Expenditure Account gives a true and fair view of the surplus for the year ended on that date.

E. R. Syfret & Co

CHARTERED ACCOUNTANTS (S.A.)

AUDITORS.

CAPE TOWN.

4th March, 1955.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REVENUE AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 1954.

1953 £						1953 £				
		TO Salaries of Staff:						BY Fees:		
11,277		Teaching	10,861 3 5			27,562		Tuition and Board	27,072 15 6	
792		Non-Teaching	838 - 2			3,049	30,611	Extra Subjects	3,479 19 3	30,552 14 9
1,032		Secretarial	1,043 14 -				130	" Registration Fees		96 12 -
2,381	15,482	Special Subjects and Services	2,920 11 -		15,663 8 7		554	" Sundry Revenue		381 13 2
	2,388	" Wages of Domestic Staff and Garden Boys			2,403 5 10		42	" Interest on Cash at Call		106 8 8
		" Provisions:					-	" Profit on Sale of Projector		45 - -
240		Bread	246 6 10							
278		Butter	278 14 10							
1,559		Fish, Fruit, Vegetables and Eggs	1,352 17 1							
1,426		Groceries	1,509 13 9							
1,878		Meat	1,962 4 4							
805	6,186	Milk	764 3 1		6,113 19 11					
		" Domestic Charges:								
626		Electricity, Gas and Coal	625 12 3							
770		General Maintenance	558 17 6							
635		Laundry	561 12 2							
179		Miscellaneous Supplies	175 17 -							
144	2,354	Water	112 17 3		2,034 16 2					
	50	" Sports Requisites			52 14 3					
		" Property Charges:								
106		Grounds	49 4 9							
1,505		Maintenance	1,969 12 9							
65		Rates and Specific Services	63 19 5							
10		Rent of Bathing Box	10 - -							
54	1,740	Water for Swimming Bath	44 14 -		2,137 10 11					
		" Administration:								
3		Advertising	16 18 11							
89		Audit Fee	105 - -							
23		Bank Charges	25 6 -							
332		Miscellaneous	323 9 -							
67		Postages and Telegrams	68 8 5							
196		Printing and Stationery	175 15 11							
101		Telephone	95 13 4							
274	1,085	Class Materials	240 12 1		1,051 3 8					
		" Contributions to:								
347		Pension Fund	337 6 -							
48	395	Unemployment Insurance Fund	30 14 6		368 - 6					
	202	" Insurance			206 2 4					
	672	" Interest on Mortgage Bonds			733 18 9					
	285	" Depreciation of Fixed Assets			235 - -					
	498	" Surplus for the year, carried down			182 7 8					
	£31,337				£31,182 8 7		£31,337			£31,182 8 7

GRS Co

J.O.O. Hx

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED).

REVENUE AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 1954 (CONTINUED)

1953 £			1953 £		
23,132	TO Balance carried to Balance Sheet	23,313 18 -	22,634	BY Balance at 1st January 1954	23,131 10 4
			498	" Surplus for the year, brought down	182 7 8
£23,132		£23,313 18 -	£23,132		£23,313 18 -

NOTE: No Provision for Taxation has been made for the year ended 31st December 1954 as the Association is exempt from Union and Provincial Taxes.

ERS/Co

HJC.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

HERSCHEL SCHOOL

CLAREMONT, Cape.

May 21st, 1955

The Quarterly Meeting of the Council will be held at Herschel School, Claremont, in the Library, on Friday, June 10th, 1955, at 5. 0. p.m.

A G E N D A

1. Minutes to be Confirmed.

   Quarterly Meeting held on March 25th, 1955

2. Report of the General Purposes Committee

3. Report of Headmistress

4. Comparative Statement of Numbers

5. Any other business

E. R. Withers

SECRETARY

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL SCHOOL IN THE LIBRARY ON FRIDAY JUNE 10TH 1955 AT 5.0 P.M.

PRESENT: His Grace, the Archbishop.
The Reverend John Aubrey.
Mrs A.J.Ballantine
Professor L.F.Casson
Miss F Douglas
Mrs Dowie Dunn
Professor W.F.Grant
Mr H.L.Kennedy
Mr P.C.Robb
Mrs L.F.Small
Justice LdeV van Winsen

Apologies for absence: Mr D Baxter
Mrs J.F.Brock
Mr H Alers Hankey
Mrs Lane Forsyth
Bishop Sidney Lavis.

UTES: The Minutes of the Quarterly Meeting of the Council held on Friday March 25th, 1955, copies of which had been sent to members, were taken as read and signed by the Chairman, as a true record of the proceedings.

RT OF ERAL PURPOSES ITTEE:

(1) Mr Kennedy reported that the hdge on Herschel Road had been clipped slightly, but apart from this it was proposed to leave matters as they are in the meantime as no further approach had been made by the City Council.

(2) that further particulars of the Refund of Fees Insurance Scheme had been obtained and the General Purposes recommended that it should be put into operation. The Council was now asked to approve this decision.
After discussion Mr Aubrey proposed and Mr Robb seconded that the Scheme be put into operation. AGREED.

(3) a) in connection with the Hill that:-
tenders had been received from various contractors ranging from £8,182 to £9,430 and that Messrs Harper & Company's tender of £8,182 had been accepted and the work was now in hand; various modifications had been considered advisable and these might mean a saving in cost.

b) Lots Nos 4 and 5 had been purchased at a cost of £3,750.

c) that a letter had been sent to the City Council asking for a servitude on the road between Lots Nos 29, 4 and 5 and the main Lot No.30. The letter had also asked the City Council to consider the possibility of exchanging Lots Nos 4 and 5 for the present open space. It would appear that favourable consideration was being given to these requests.

(4) that an Honorarium of thirty guineas, together with a letter of appreciation had been sent to Mrs Steyn thanking her for her help during Miss McLean's absence. Mrs Steyn had replied thanking the Council and had now given twenty-five guineas to the Building Fund.

T OF ISINESS: This was presented but no discussion arose.

RATIVE STATEMENT UNTS: This was presented.

...../

REVENUE & EXPENDITURE ACCOUNT

Mr Kennedy hoped that this would be presented at each quarterly meeting to provide a further insight into the financial running of the school.

FUND RAISING COMMITTEE: Mrs Ballantine asked if she might know the result of the Fund Raising Committee's Meeting held on May 25th.
Mr Kennedy asked Miss McLean to reply who said that discussion had taken place on the advisability of making further efforts now or later and finally it had been agreed that a parents gathering be held when the alterations were complete, when another drive should be initiated; the school were arranging concerts and demonstrations which would bring in a certain amount; the one given by Mrs Sachs on Cookery had realised £46.
Mr Kennedy added that a circular letter was to be sent with the third term accounts, letting the parents know how matters were proceeding.

Mr van Winsen asked whether it could be estimated to what the cost of the overdraft would amount to and in reply Mr Kennedy said this was difficult in view of the fact that the interest fluctuated from month to month, but this method of borrowing from the bank provided a considerable saving owing to the fees being paid quarterly and the accounts monthly.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

DATE September 9 1955 CHAIRMAN.

SPECIAL MEETING

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON MONDAY APRIL 25th 1955 AT 5. 0. P.M.

PRESENT: Mr Baxter
Miss Douglas
Mr Kennedy
Mr Robb
Mrs Small

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Mrs Dowie Dunn

HILL: Mr Kennedy reported that he had received the following tenders for the alterations to The Hill:-

Messrs F.Bakker & Company	£8,800
Messrs Buckland & Eaton	9,198
Messrs Harper & Company	8,182
Messrs R.H.Morris & Company	8,638
Messrs Warr & Nicolls	9,430

Mr Robb moved that we accept the lowest tender.
AGREED.

Mr Kennedy asked if there was anything to discuss in connection with the specifications.

The following points were raised:-

1) The necessity for 4½" walls between the lavatories.
2) Whether oil paint or oil distemper should be used for the walls in the classrooms.
3) Whether the cupboards which had been removed from the two rooms were the property of the owners.
4) The necessity of covering all glass doors.
5) Whether the electric wiring had been tested throughout the building.
6) The swing door into the kitchen.
7) The advisability or otherwise of laying Battleship linoleum in cloakrooms.
8) Should the burglar bars be removed from the upstairs rooms.
9) Whether it was necessary to remove the chimney stacks and what effect it would have on the appearance of the building.
10) Whether Gas would be more economical for cooking than electricity.

At this stage Mr Ohlsson joined the meeting and answered the above questions.

1) that he would go into the question of cost and regulations in connection with walls and masonite.
2) that he considered it advisable to use oil paint in the classrooms, say, up to a certain height.
3) that he had now made it clear that these cupboards were the property of the owners.
4) that he would insert the necessity for covering the glass doors which had been overlooked.
5) that he had not yet had the electricity tested.
6) that he had not put in the plan two swing doors.
7) the decision over battleship linoleum to be left until more details were obtained.
8) it was agreed to leave the burglar bars in abeyance.

9) It was considered wiser to remove the chimney stacks but Mr Ohlsson said he would go into the advantages or otherwise leaving them.

10) The Gas was considered to be too expensive at 15/- a foot, where the cost would amount to £1440; it was agreed to use electricity.

The date of completion was discussed and Mr Ohlsson promised to let the Committee know the decision of the contractors.

Mr Ohlsson left the Meeting.

ITIONAL
TS Mr Kennedy reported that the two additional plots had been purchased.

A letter had been sent to the City Engineer making application for the closing of the road and the proposed exchange of land. He agreed to investigate the matter and his attitude was sympathic and helpful.

This was discussed and Mr Kennedy agreed to go through the lists with Miss McLean in order that the position might be more definite.

In the meantime the Junior School had several organisation plans for raising funds.

INGS Miss McLean asked if definite dates could be fixed for both the Council and the General Purposes Meeting throughout the year and it was agreed that the Council Meeting should take place on the second Friday in March, June, September and December and that the General Purposes Committee should meet on the second Friday in each month; when these two co-incide the General Purposes should meet at 4.30. and continue after the Council Meeting, if necessary.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON FRIDAY, MAY 13th 1955 AT 5. 0. P.M.

PRESENT: Mr David Baxter
Miss P Douglas
Mr H.L.Kennedy
Mrs L.F.Small

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

ARISING FROM THE MINUTES:

THE HILL: Mr Kennedy reported that the Contractors had started on the alterations.

Miss McLean reported that there were a few items which she had discussed with the builder and felt that possibly in many ways there would be savings in the expenditure. The Contractors were sending a letter detailing the various points.

Miss McLean asked the Committee if they could say how much they were prepared to spend on adjusting the cupboards which were from the rooms for use here.
After discussion Mr Kennedy said he would go and look at them.

BANK BALANCE: This was presented.

Mr Kennedy pointed out that very soon we would be called upon to pay the Architect's Certificates as the work progresses. Facilities up to £20,000 are available, but up to date we have not had to avail ourselves of any overdraft.

OUTSTANDING FEES: This was presented and showed a very satisfactory position.

HEDGE: Miss McLean reported that it was being cut back by the school gardener.
After discussion it was agreed to leave the matter for the time being.

SCHOOL REFUND SCHEME: Miss McLean reported that she had received more particulars of the Scheme from the Insurance Company and felt that something should now be done about the matter.
A case in point has just come up- Mr Charter's daughter has to undergo an operation which will necessitate her being away from school for at least two terms and the parents will have to get a Governess for her. Mrs Charter called to ask if there was anything the School could do to help. After discussion it was agreed to allow a rebate of half fees.

Mr Kennedy asked Miss McLean to implement the scheme with the Insurance Company and that Council would be advised of the decision at the next Council Meeting.

REPAIRS: Miss McLean reported that the netting wire round the Concrete tennis court was in need of repair. A tender had been submitted by Messrs Fences & Guards, who quoted £46. to repair the wire and put new wire at the end; £167.10.0. to put new wire right round the Court. It was agreed to accept the tender of £46.

...../

Miss McLean pointed out that the Staff cottage needed re-decorating and asked if this could be done during the winter holiday. After discussion it was agreed to leave the matter in abeyance.

S STEYN: Mr Kennedy suggested that the Committee give Mrs Steyn an Honorarium of Thirty Guineas for the responsibility she accepted during Miss McLean's absence. Agreed. Miss McLean asked Mr Kennedy if he would write a letter to Mrs Steyn when sending the cheque. Agreed.

S BRUCE: Miss McLean reported that Mrs Bruce was leaving at the end of May, owing to her husband going to Rhodesia. The position has been advertised.

ND
ISING: It was agreed to call a Meeting of the Fund Raising Committee for Wednesday, May 25th, at 8.0.p.m. to discuss ways and means of raising further monies.

XXXX 7-5067

CLAREMONT
XXXXXXXXXX June 1st 1955

Dear Mrs Steyn,

At a recent Meeting of the General Purposes Committee unanimous appreciation was expressed of the efficient way in which you had looked after the general running of the School during Miss McLean's absence. It was also decided to express this in a slightly more tangible form and I have pleasure in enclosing a cheque for Thirty Guineas which the Committee hopes you will accept, together with our sincere thanks for your willing help.

Yours sincerely,

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL CLAREMONT, ON FRIDAY, JUNE 10th 1955 AT 4.30.P.M.

PRESENT: Miss F Douglas
Mrs Dowie Dunn
Mr H.L.Kennedy
Mrs L.F.Small

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

THE HILL: Mr Kennedy reported that he and Mr Robb had been to inspect the Hill to look at the cupboards, there were five of these and they were in doubt as to which it was proposed to make into wardrobes for staff rooms at Herschel.
Miss McLean said that the two low ones could be used, one in each of the dining-rooms for cutlery and linen and would require only small alterations. The others could be made into wardrobes but they needed backs and some alteration.
After discussion it was agreed that a firm estimate be obtained from Mr Weir for these alterations and a set time be fixed in which the work should be done, if the work was given to him. Mrs Small undertook to make these arrangements.

Miss McLean asked if Mr Starck had yet been approached about the furnishings for The Hill. Mr Kennedy said he had the list and suggested that he and Mr Robb discuss the matter with Mr Starck and if the latter was prepared to help in this matter, then Miss McLean could perhaps go to the factory to advise and select the items required.

Miss McLean further reported that:

a) she had looked at electric stoves, both at the General Electric Company and the Modern Appliances, and in view of the oven space, as well as the plate capacity, she thought it would be wiser to have two Frigidaire stoves costing £102. each, less 5% discount in preference to the twelve plate stove suggested by Mr Ohlsson at a cost of £388.

b) she tought it preferable that a Refrigerator should also be obtained from Modern Appliances of a suitable cubic capacity rather than that which the General Electric Company were willing to build at a cost of up to £300, as the large capacity and most modern refrigerator at Modern Appliances cost less than £200. Mrs Sachs was looking into the capacity of these Refrigerators.

It was agreed that if this was suitable it be bought and if these three items were bought from Modern Appliances, the discount should be larger.

c) Mr Shelton had given advice on the cutting of the Camphor Tree and one or two others in close proximity to the house; the wood cutter had inspected the trees and estimated £7.10.0. for the work. It was agreed to put the matter in hand immediately and also to see how many of the pines at the back of the house could be cut now.

It was suggested that advice and help might be sort from Mr Steens or Mr Harris who might

.../

might consider loaning one of their grapplers.

Mr Kennedy reported that nothing further had transpired in regard to the closing of the road but Mr Robb felt confident there would be no difficulty in view of the discussions which he had had with the Town Planning Department.

EDGE There was nothing further to report, some clipping had been done and it was decided to leave the matter for the time being.

SURANCE
HEME: Miss McLean reported that the Insurance Company had brought the letters and post cards and these would be sent out to the parents with the half-yearly reports.

Miss McLean also reported that she had written to Mrs Charter but had had no reply other than the account "with thanks" on it.

Mr Kennedy said that he had received an appreciative letter of thanks from Mrs Steyn for the Honorarium paid to her for help during Miss McLean's illness. Miss McLean said that Mrs Steyn had now contributed twenty-five guineas to the Building Fund and appreciation was expressed of her gift.

FICE Mrs Perguson has been appointed Book-keeper as from June 1st, she is proving co-operative and efficient; it is too early yet to estimate her full capabilities as a book-keeper.

NK
LANCE: This was presented.

TSTANDING
ES : These were presented.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

HEADMISTRESS'S REPORT:

JUNE 1955

AFF: I should like first to record my sincere appreciation of all that the Staff did to maintain the even and uninterrupted running of the School during my absence in the first quarter of the year, and in this I include teaching, matron and office staff but would mention Mrs Steyn and Miss Mulliner who accepted the responsibility at such short notice with no time for directive.

So far I have been unable to obtain a resident Games Mistress, those from England being reluctant to come here just now; in the meantime we are fortunate to have Mrs Louw for this work, though non-resident, she is maintaining the standard of the work well.

Miss Matthews is to be married this month and I have replaced her by Miss Power, a Geography Specialist from Northern Ireland; she is having difficulty in obtaining a passage out but Miss Matthews has agreed to continue with the work until Miss Power arrives.

Mrs Lister resigns from the Afrikaans post at the end of the term and so far I have not replaced her; this is not an easy post to fill.

Miss Kelly Patterson, visiting Elocution Mistress, leaves at the end of the term and I have offered the work to a London Trained Specialist.

Miss Thorn returned to us at the beginning of April as House Matron and is working most successfully in that Department.

Mrs Bruce left at the end of May as her husband's work takes him to Rhodesia. We shall miss her in the Office very much, she has been a most co-operative and loyal worker for the school in all its many channels. Mrs Ferguson has replaced her and I hope will also enjoy the work.

LTH: This has been good.

ISSION: The school is overfull in this building and it has been difficult to estimate where and when vacancies will occur, but this should be easier now.

IVITIES: The usual Club and House activities have taken place; visits have been made to the Symphony Concerts at the City Hall; the Afrikaans Play at the Labia; the Ballet at the Alhambra; "Dear Octopus" at St. Saviour's Hall; Sir Edmund Hillary's lecture at the Alhambra.

The Orchestras continue to meet here on Saturday afternoons; Mr Davenport, lecturer in History at the University, spoke to the Senior Forms; the Juniors are to give an Hour of their Music in aid of the Extension Fund and Mrs Sachs has given an excellent Cookery Demonstration realising £46., for this Fund.

A Hockey match was played and won against the Old Girls and there was a most gratifying number present, both players and spectators.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

Herschel School,
Claremont, Cape.

June 1955

COMPARATIVE STATEMENT OF NUMBER OF SCHOLARS AND NET FEES:

	1st Term 1955	2nd Term 1955
BOARDERS:	50	51
DAY GIRLS:	163	160
KINDERGARTEN:	44	46
	257	257

NET FEES: 1st Term 1955 £6,958

" 2nd Term 1955 £6,976

THE ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

AUGUST 22nd, 1955

The Quarterly Meeting of the Council will be held at Herschel School, Claremont, in the Library, on Friday, September 9th, 1955 at 5.0.p.m.

A G E N D A

1. Minutes to be Confirmed.

   Quarterly Meeting held on
   June 10th, 1955.

2. Report of the General Purposes Committee.

3. Report of Headmistress.

4. Any other Business.

E. R. Withers

SECRETARY

MINUTES OF THE QUARTERLY COUNCIL MEETING HELD AT HERSCHEL SCHOOL IN THE LIBRARY ON FRIDAY SEPTEMBER 9th 1955 AT 5.0.P.M.

PRESENT: His Grace, the Archbishop(In the Chair)
The Reverend John Aubrey
Mr D Baxter
Miss F Douglas
Professor L.P.Casson
Mr H.L.Kennedy
Mr P.C.Robb
Mrs L.P.Small
The Hon.Mr Justice L de V van Winsen

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

Apologies for absence: Mrs A.J.Ballantine
Mrs Dowie Dunn
Mrs Lane Forsyth
Mrs J.P.Brook

MINUTES: The Minutes of the Quarterly Meeting of the Council held on June 10th,1955, copies of which had been sent to Members, were taken as read and signed by the Chairman, as a true record of the proceedings.

POINTS OF THE GENERAL PURPOSES COMMITTEE:

This Report covers the matters which have been discussed at the three meetings held on June 10th, August 1st and August 12th.

Most of the time has been taken up with discussions in connection with The Hill and the present position is that that Contractors had undertaken for us to take possession of the building by the beginning of the Third Term and as the position now appears, it would seem that the work will not be fully completed until the middle of November.

The Application for the closing of the road is receiving favourable consideration by the City Council and we have been given to understand that there should be no difficulty in this respect.

Mr G.H.Starck has given a donation of £200 towards The Hill Extension Fund.

The cost of the furniture and the Electrical appliances required for The Hill is well within the figure set aside for this purpose.

It has been suggested that a pensioner and his wife should be engaged and it was thought possible for them to be housed in the quarters at present used by our Native Staff, who will be housed at The Hill when occupation of the building is taken. Having people on the property would prove very beneficial when the school is closed for the holidays. After discussion it was agreed that this was a very suitable arrangement.

A number of parents who live in the country had suggested that a Junior Boarding House be built at the back of The Hill and if this met with the Council's approval, they would endeavour to raise an amount of approximately £8,000. After discussion it was agreed that it would not be possible to do this until figures had been gone into. Since this suggestion had been made, the parties concerned have informed us that they will now not be able to raise the money.

HEADMISTRESS'S REPORT:

This was presented.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

Confirmed J.W. Auckland Chairman. Date.....

MINUTES OF THE SPECIAL MEETING OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL ON MONDAY, AUGUST 1st, 1955 AT 5.0.P.M.

PRESENT: Miss F Douglas
Mrs Dowie Dunn
Mrs L.P.Small
Mr H.L.Kennedy
Mr P.C.Robb

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

Apologies for absence: Mr D.Baxter

THE HILL

This was inspected before the Meeting opened and the following points were discussed:

1) Re-covering the Front Porch: Estimates had been received to recover:-

a) with Malthoid costing £155.12.0.
b) with Marsailles Tiles, £217.15.0.

Both of these would require new beams underneath.

It was agreed that tiles should be used and that a further price be obtained for the small tiles rather than the Marsailles ones which would mean replacing only those that were necessary. The beams were a necessity and the decision between the two quotations should be left to the Architect.

2) Furniture: Estimates had been received from Messrs Starcks and prices for comparison from Messrs Hombergs.

	Starcks.	Hombergs.
a) Desks teak	£5. 2. 6.	£5. 12. 0.
b) Chairs:	2.12. 6.	2. 18. 0.
c) Dining-room Tables	17.17. 9.	app 20. 0. 0.
d) Staff Tables	7.17. 9	

The Homberg Tables would be tubular steel with coloured tops whereas Starcks would be Refectory type made of teak. Chairs were further discussed since Messrs Pearce could supply these at £1.15.0. each, although they were of course not teak, but were strong and had been used in the school.
It was agreed, subject to price, that it would be advisable to buy Starck's furniture and Mr Robb agreed to discuss the matter further with Mr Starck.

SENIOR BOARDING HOUSE

Miss McLean raised the point of adding sleeping accommodation to The Hill in order that some thirty-five to forty juniors might board there rather than the existing sixteen boarding at present with Mrs Stobie; this present arrangement had many drawbacks and disadvantages which were difficult to overcome. A Parent in the country had suggested that it might be possible to raise sufficient capital amongst similar parents needing this boarding accommodation.
This was discussed and finally it was agreed that before accepting the suggestion from this parent, the cost of running such an establishment be gone into.
Mr Robb was of the opinion that it costs approximately £750 per bed to build a boarding establishment. Against this recreation rooms, dining-rooms and kitchens were already in existence, but he was also of the opinion that it required at least eighty children to make it pay.
Miss McLean agreed to try and work out the cost of running it/.....

ROAD

Mr Robb reported that he had spoken to Mr Wheeler and that it would appear there were no obstacles in the way of closing the road except the signing of papers.

GROUNDS

Mr Robb suggested that the housing of native boys at The Hill where there would be less or no supervision, might lead to difficulties and wished to consider the possibility of employing a retired European man who would at the same time as overseeing the discipline of the native workers, be able to do running repairs. It might be possible for us and his wife to live in the existing boy's quarters if these were put into repair. This was considered an excellent idea by the Committee.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING
HELD AT HIGHSCHOOL SCHOOL ON FRIDAY AUGUST 12th, 1955
AT 5. 0. P.M.

PRESENT: Mr D Baxter
Mrs Dowie Dunn
Mr H.L.Kennedy
Mr F.C.Robb
Mrs L.F.Small

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

Apologies for absence: Miss F.Douglas

Arising from the Minutes: 10th June 1955

Cupboards: The two for the Headmistress's bedroom had been completed and delivered by Mr Weir as promised. Miss McLean thanked the Committee for these cupboards and said how much she appreciated them. The two low ones for the dining-room were at present stored in Mrs Small's garage and it was agreed that the remaining one be stored there also for the time being.

Electric Stoves. Nothing further had as yet been done about these, but in that two Frigedaire Stoves and one Frigedaire were definitely to be bought from Modern Appliances, Mrs Small agreed to see Mr Gill and ask about school discount.

Camphor Tree: This had been lopped and the felling of the other trees had been put in hand.

Grounds Something would have to be done at the back of the house in view of the clay and water draining from the land above. Mr Clifford Harris had agreed to come and give advice in that matter as well as over the planning of the grounds.

INSURANCE SCHEME Forty had asked for the Insurance and the majority had not wished to be covered by this Scheme.

Book-keeper: Miss McLean reported that Mrs Ferguson was proving satisfactory.

Arising from the Minutes of the Special Meeting.

The Porch It was agreed to use the smaller tiles and not the Marsailles one in view of the small difference in cost.

The progress in the alterations were slow; Harpers had agreed to complete the work by August 31st, but at this stage it would not appear that this were possible.
To date an amount of £4,000 had been paid to the Contractor and £327 to the Architect.

Doors The covering of these was still far from satisfactory and it was agreed to ask that these be covered with ply wood as suggested by the Architect.

Furniture This had not yet been ordered as Miss McLean wondered whether in view of the prices quoted if it would not be wiser to order a smaller quantity and the remainder at a later date. After discussion, it was agreed that further prices be obtained from the Invincible Furniture Factory and Messrs R.H.Morris

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Miss McLean agreed to go out to the two factories and see if they had the furniture in stock and at what price.

Mr Robb reported that Mr C.H.Starck had made a gift of £200. which was an independent donation and should in no way be connected with the order for the furniture.

ding
modation: The question of building boarding accommodation arose and it was agreed that a rough estimate be obtained from the architects and running costs if possible.

fer
nd. An account from Messrs Syfret,Godlonton & Low had been received in connection with the transfer of the strip of land as described in Diagram No.1046/52 and prior Deed of Transfer No 6631/1921 (this refers to the strip of land between Herschel School and the Claremont Park) and it was agreed that the previous correspondence be checked to see if any reference this payment had been made.

es
ounts Miss McLean asked the Committees advice on certain applications and after going through these, it was agreed to accept both Mr Thompsons and Mrs Smut and that Mr Kennedy would enquire further into Mr Martin.
It was agreed that a full term's fees should be paid by Mrs Knight for Brigitte who had left without notice to join the Ballet School.
Mrs Knight had previously asked that she be charged a half term's fees. Miss McLean agreed to write again to Mrs Knight expressing the Committee's views.

e Sale: This was being held on Thursday September 1st and was being organised mainly by the Staff and Miss McLean hoped that the lady members of the Council would help in this effort. Agreed.

tionary
Miss McLean asked permission to keep a discretionary Fund; the Fund to consist of monies from a parent who had suggested paying a round figure each term to cover her fees, the difference to be used as Miss McLean thought best. Agreed.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED.

HEADMISTRESS'S REPORT
SEPTEMBER 1955

STAFF

Mrs Lister returned for the first three weeks of this term as I had been unable to replace her for the Afrikaans work and we were most grateful to her for her help; since, Mrs Diepeveen, B.A. Rhodes, has taken over the work up to and including Form V and Miss Goldblatt is teaching Form VI; this division of the work will continue until the end of this year.

Mrs Morais (Biology) unexpectedly wishes to leave at the end of this term and I have filled her place with Mrs Hinderks M.Sc. Cape Town; we are fortunate to fill a Science post at this time.

Miss Burder, Dartford Physical Training College, will join the Staff in January on a three years' contract.

Miss Murray (Music) is at present away ill and her work is now being continued by Miss Rainier.

HEALTH

There has been one case of mumps in the boarding house and one or two cases of everything else in the day school; otherwise all has been well.

ADMISSION

The position for this term is unchanged.

ACTIVITIES

The Choir and some of the Orchestra took part in the Cavalcade of Song in the City Hall on August 6th, some of the Orchestra played at the Guide Sunday Service on August 21st, and the Choir will sing at Adele Jooste's wedding on September 17th.
Parties of girls have visited a Battery factory; the Art Gallery and the Students Clinic and Creche at Windermere; they have also attended the Wynberg production of H.M.S.Pinafore; the Vienna Boys Choir; the Bach Mass in B Minor in the City Hall, while speakers at the School include Canon Green, the Baroness von Moltke, on post war Germany, Miss Vane on Housing Management; Hans Kramer has given a Gramophone Recital and debates have been held with Rustenburg and Bishops.

FUND RAISING

The Hour of Very Junior Music realised £40.7.9; the members of Staff in the Junior School ran a Rummage Sale which realised £61.10.7. with a £50 donation as well; the Produce Sale run by Staff and Lady members of the Council realised £158.10.6; there is to be a Natural Movement Dancing Display on September 15th at 3.0.p.m; an Hour of Music on September 23rd at 8.15.p.m. and three Junior Plays on October 21st at 7.30.p.m.
So far the School efforts this year have reached £371.4.10.

ENGLISH CHURCH SCHOOLS ASSOCIATION

	1953	1954	1955:7-12ths
:	2296.16. 8.	2256. 1. 3.	2320. 0. 0.
i-l Subjects:	254. 1. 8.	290. 0. 0.	305. 5. 0.
	2550.18. 4.	2546. 1. 3.	2625. 5. 0.
ctration Fees:	10.16. 8.	8. 1. 0.	10. 4. 0.
ry Revenue:	49.13. 4.	44. 8. 6.	- - -
	2611. 8. 4.	2598.10. 9.	2635. 9. 0.
ries:	1091.15. 0.	1061.18. 0.	1201.19. 6.
ial Subjects:	198. 8. 4.	243. 7. 7.	223. 4. 3.
s:	199. 0. 0.	200. 5. 6.	211.18. 2.
ion Fund & U.I.P:	32.18. 4.	30.13. 4.	49.17. 8.
s Material Recoverable:	22.15. 4.	20. 1. 0.	27.13. 5.
inions:	515.10. 0.	509.10. 0.	433. 3. 6.
stic Charges:	196. 3. 4.	169.11. 4.	203.18. 1.
erty:	145. 0. 0.	178. 2. 7.	305. 7. 3.
ts:	4. 3. 4.	4. 7.10.	1. 6.10.
nistration:	67.11. 8.	67.11. 0.	78. 3. 7.
rance:	16.15. 8.	17. 3. 6.	17. 3. 6.
rest:	56. 0. 0.	61. 3. 3.	61. 3. 3.
eciation:	23.15. 0.	19.11. 8.	18. 0. 0.
	2569.18. 0.	2583. 6. 7.	2902. 1. 8.
	Surplus £41.10. 4.	Surplus £15. 8. 2.	Deficit £266.12.8.

THE HILL

DONATIONS: £18,825.15. 0.

RHODES TRUST: 5319. 9. 9.

£24,145. 4. 9.

AMOUNTS PAID OUT:

	(Deposit)
	£2850 .0 .0
Transfer Fees:	260. 8. 6
Balance Purchase Price:	25650. 0. 0
Messrs Harper & Co.	4000. 0. 0
Architect:	327. 5. 7
Sundry payments:	61. 1. 8
Transfer Fees: Lots 4 and 5.	47.10. 0
	£33181.12. 3

PREMISES AMOUNT TO £1,800

THE ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

November 15th, 1955.

The Quarterly Meeting of the Council will be held at Herschel School, Claremont, in the Library, on Friday, December 9th, 1955 at 5.0.P.M.

A G E N D A :

1. Minutes to be Confirmed.

   Quarterly Meeting held on September 9th, 1955.

2. Report of the General Purposes Committee.

3. Report of Headmistress.

4. Any other business.

E. R. Wilkins
SECRETARY.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION
(INC)

THE MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL SCHOOL CLAREMONT, ON FRIDAY, DECEMBER 9th, 1955 AT 5.0.P.M.

PRESENT: The Reverend John Aubrey
Miss F Douglas
Mrs Dowie Dunn
Mrs A.J.Ballantine
Professor L.P.Casson
Mr.P.C.Robb
Mrs L.P.Small
Mr Justice L deV van Winsen

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

Apologies for absence: His Grace, the Archbishop
Mr D Baxter
Mrs J.F.Brock
Mr H Alers Hankey
Bishop Sidney Lavis
Professor W.P.Grant

CHAIRMAN: In the absence of His Grace, the Archbishop, Mr Aubrey was elected to the Chair.

MINUTES: The Minutes of the Meeting of the Council held on Friday, September 1955, copies of which had been sent to Members, were taken as read and signed by the Chairman, as a true record of the proceedings.

REPORT OF THE GENERAL PURPOSES COMMITT. The Report on the Meetings held on:

Friday September 9th, 1955
Friday October 14th, 1955
and Friday November 11th, 1955

was given.

Arising from this Report.

STAFF: The Council agreed to the suggestion put forward in connection with Miss Taylor and it was agreed that a letter be sent by Miss McLean to Miss Taylor outlinging these proposals for her consideration.

FOUNDER'S DAY The Council agreed to the names put forward by the General Purposes Committee for a Speaker on Founder's Day, but added the name of the Dean of Cape Town and it was agreed that Miss McLean send these names to the Archbishop and that he make the final decision.

FINANCE The position of outstanding fees was satisfactory and only one amount of

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£37.10.0. remained unpaid.

v.s.c. 200 £ The financial position at present shown an approximate loss of ~~£2,000~~ on the current year, due to the fact that a considerable amount of repairs had been undertaken and that extra staff had been needed on account of illness.

HEADMISTRESS'S REPORT

This was presented.

Professor L.F.Casson asked if more details as to Staff could be given in these reports for the benefit of those who had no regular contact with the School.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED.

DATE. March 9 1956 CHAIRMAN.....

had suggested it, felt they could not raise so large a sum of money as would be required.

DOORS — The Architect had decided to leave the communicating glass doors in their original state and to arrange to have them covered by some other firm at a later date.

SINKS: — Miss McLean reported that a mistake in depths and division of the sinks had been made by the contractors and that any further expense incurred must be paid by them.

BOYS QUARTERS — Miss McLean reported that the architect had examined the existing boys quarters with a view to altering them for the use of a European foreman and his wife and he was of the opinion that it would be cheaper to leave the present building and to erect new quarters elsewhere. After discussion it was agreed that Mr Kennedy and Mr Robb would inspect the premises.

WROUGHT IRON RAILS — Miss McLean said that some rail must be put rounf on the landing overlooking the Hall. A price had been quoted of £45 and Miss McLean felt this was too high. It was agreed that the architect be consulted again about this.

ELECTRICITY: — Miss McLean reported that she had received a letter from the Chief Electrical Engineer pointing out that the school would have to put in hand immediately the earthing of a section of the guttering and that much of the existing wiring needed replacing. The earhting of the guttering had already been done by Messrs Edward Shaw and after discussion it was agreed to call for estimates from both Messrs Edward Shaw and Messrs Burley and Lerner for the re-wiring as was needed.

OUTSTANDING FEES — These were presented; Miss McLean notified the Meeting that the fees had now been paid by Mrs Knight.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT ON FRIDAY, OCTOBER 14th, 1955 AT 5.0.P.M.

PRESENT: Mr D Baxter
Mrs Dowie Dunn
Mr H.L.Kennedy
Mr P.C.Robb
Mrs L.F.Small

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

Apologies for absence: Miss F Douglas

Arising from the Minutes:

DONATION: Miss McLean reported that she had received a cheque for £250 from Mr W.H.Holmes towards the Hill Extension Fund.

ELECTRICITY: Miss McLean reported that as a result of an interview Mr Baker (of Edward Shaw) had with the City Electrical Engineer in connection with the re-wiring that is required, a further letter had been received from the City Council, itemising the main faults.
After discussion it was agreed that Miss McLean should write to Messrs Edward Shaw asking them to give an estimate for the work to be done.

INSURANCE: Miss McLean reported that she had received a letter from Messrs Syfret's Trust Company in connection with the present Insurance cover.
After discussion Mr Kennedy agreed to go further into the matter with Mr Fish of Messrs Syfrets and would report the result at the next Meeting.

RM: Miss McLean reported that she had received complaints about the Uniform and was of the opinion that Messrs Stuttafords were not exercising sufficient care over uniform supplied by the manufacturers. It was suggested that perhaps a second supplier would improve matters but after discussion it was agreed that this would not be practicable.
One point discussed at length was the high price of the Alweathers and Miss McLean agreed to go and see Stuttafords to find out whether perhaps a less expensive raincoat could be supplied.

HILL: Miss McLean said that she felt rather worried about all the extras, as she considered that in a large number of instances, the fault had been the Contractors and that they should be held responsible for any extra due. Mr Kennedy suggested that, if possible, Miss McLean should make a list of the items in question and when the final payment is due, the matter can be discussed with Mr R.P.Ohlsson.

Miss McLean reported that Mr Ohlsson had informed her that the steps leading to the stoep, if repaired, would cost approximately £19.0.0. for each flight and that to cement both sides of the stoep approximately £257.10.0.

After further discussion it was agreed that Mr Kennedy, after seeing the stoep, would discuss it further with Mr Ohlsson and report at the next meeting.

OUNDS: Miss McLean presented estimates from Mr Clifford Harris for the tennis courts and levelling of the hockey field. The prices quoted by Mr Clifford Harris for the tennis courts appeared very reasonable.
After discussion it was agreed that these matters would have to be held in abeyance until definite confirmation had been received in connection with the closing of the road.

E: Miss McLean reported that the roof of the tennis shelter on Plots 4 and 5 had been gutted by fire and asked if this was covered by Insurance. It was agreed to refer the matter to the Insurance Agents and to say that a cash payment would be preferred rather than replacement.

ER HISTORY
OOL. Miss McLean informed the Meeting that Miss Mulliner and Mrs Budtz-Olsen were most anxious to attend this School, which was taking place in Johannesburg, and she herself felt that it would be of great benefit if representatives from Herschel could attend.
After discussion it was agreed that the school would be prepared to meet the fare and expenses for one.

UNDER'S
: A Speaker for Founder's Day was discussed and Mr Robb suggested that Dr.J.H.Viljoen, Minister of Education, be invited. Agreed.
Miss McLean said she would write to the Archbishop, suggesting February 10th or Friday February 17th, and asking his opinion on the suggestion.

TING
T FOR
PILS Miss McLean reported that in view of the Senior Schools now being opened in Rhodesia, that there had been several withdrawals and consequently at this stage it makes it almost impossible to fill the places for next year.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON FRIDAY NOVEMBER 11th, 1955 AT 5. 0. P.M.

PRESENT: Miss F Douglas
Mrs Dowie Dunn
Mr H.L.Kennedy
Mrs L.F.Small

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

Apologies for absence: Mr D Baxter
Mr F.C.Robb

Arising from the Minutes:

ELECTRICITY: A further letter had been received and Edward Shaws had inspected the wiring and were now of the opinion that it was not as faulty as was at first anticipated. After discussion it was agreed that the required work should be done by Edward Shaw according to the City Electrical Engineer's instructions.

INSURANCE: For an additional £47.0.0. per annum, a Full Comprehensive Cover could be obtained. After further discussion it was agreed that the Insurance be changed to this full cover.

The Loss of Profits Policy is for £22,000, but it is considered that when The Hill is fully occupied, this cover can be increased.

UNIFORM: Miss McLean reported that she had written to those parents to whom alweathers had been sold by Stuttafords, asking that they return them for correction. Stuttafords were not willing to accept responsibility beyond changing the buttons and belt buckle, whereas it was mainly the thin and inferior lining which was in question, besides the buttons and belt. Miss McLean had, as well, spoken to Mr Stuttaford personally in this connection and asked the opinion of the Committee. After discussion it was agreed that Messrs Stuttafords be held responsible in this matter.

STOEP & STEPS. Mr Kennedy reported that he had seen Mr Ohlsson in connection with the stoep and steps and in view of the various points put forward for and against replacing the whole storp with cement and in that this would not be in keeping with the style of the rest of the building, it was agreed to leave the whole matter in abeyance and that Messrs Happers should repair the steps as agreed in the original estimate.

INSURANCE Fire. Miss McLean reported that the Insurance Company had agreed to pay the School in cash for the damage caused to the Tennis Hut as a result of the fire. It was suggested that the stone of this building might, after demolition, be useful for building retaining walls.

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FOUNDER'S DAY: Miss McLean had received a reply to her letter from the Archbishop suggesting that Dr J.H.Viljoen, Minister of Education, be invited to present the Prizes and the Archbishop while being willing to issue the invitation was not in agreement with the suggestion. Mr Kennedy voiced the suggestion that he had since re-considered this view but after discussion it was agreed not to invite the Minister of Education at this time. The names of Mr Duncan Baxter was proposed as well as that of Mr.G.D.Jooste and both were unanimously agreed upon and that Mr Baxter be first asked and in the event of his refusal, then Mr Jooste. It was also agreed that Mr Kennedy should mention it to them before the Archbishop be asked to send the official invitation.

RENEWALS AND REPAIRS.

The Fence by the Servery Door:- This had entirely collapsed, a strong wire fence had been suggested as being more lasting than a wooden fence and less expensive than a wall. After discussion it was agreed to revert to some type of wooden fence, prices to be obtained from Mr F.W.Hoare.

The existing duplicating machine, a Gestetner, was really now beyond repair and prooving both unsatisfactory and wasteful. It was agreed that the £100 received from the Jooste Trust be used to replace this machine and that both Gestetner and Ellams be asked to demonstrate their newest machines.

BANK BALANCE:

This was presented.

OUTSTANDING FEES. These were presented and Miss McLean reported that letters had been sent to the parents concerned.

THE HILL

Mr Kennedy reported that the Council had submitted Plans in connection with the Application for Exchange of Areas, Kenmar Road, Claremont, and after discussion it was agreed that a letter be sent to the City Council, confirming that the English Church Schools Association agree to the proposals submitted and requesting permission to proceed with the fencing of the land now rather than waiting until the usual formalities were completed.

Miss McLean said that she hoped to move the Junior School into The Hill on Friday November 18th; she also reported that she had been with the Architect and Contractor on Thursday November 10th, for a final inspection of the work; there were still small things to be adjusted but she did not think that these would be done by Friday November 18th. It was suggested that The Hill be officially opened on

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Founder's Day and that the Archbishop be asked to Bless it, possibly after the morning Service.

STAFF Miss McLean reported that Mrs Ferguson had handed in her resignation. An advertisement would be placed in the local papers advertising the post.

Miss McLean reported that Miss Taylor had reached retiring age; she has been on the Staff for 25 years, her health had not always been good and the question arose as to whether she be asked to remain for a further five years or to withdraw her services at this stage. After discussion it was agreed that she might find it easier to obtain other employment now rather than in five years' time, but in any case some material expression of appreciation should be given. It was agreed to discuss the matter again at the next General Purposes Meeting and to bring the matter to Council before reaching a final decision.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

HEADMISTRESS'S REPORT
DECEMBER 1955

STAFF: MISS POWER arrived at the beginning of this term and I think we are fortunate to have her here.

MRS BUDTZ-OLSEN has had to resign unexpectedly as her husband has accepted a post in Australia; this will prove a great loss in manyways, both teaching and general activities.

MISS CRAIK feels the time has come for her retirement and we shall miss her very much, she has been with us since January 1949; I have replaced her with a resident French Specialist trained at Sobourn and with good experience.

It was with deep regret that we learnt of Miss Murray's death on September 14th, after so short an illness; she had been on the Staff since July 1945 and had given much to the School in that time and in so great a measure to the Music Department.

HEALTH: This has been good throughout the term and in this we have been very fortunate while so many infectious diseases have been prevalent.

ADMISSION:
There are still waiting lists for the Junior School, but those for the Senior School have been absorbed both by Rhodesian withdrawals and increased accommodation in many schools as well as here.

ACTIVITIES:

Twenty-seven girls were Confirmed by the Co-adjutor Bishop of Cape Town in St.Saviour's Church on Wednesday November 2nd.

Three girls attended the Citizenship Course in the Michaelmas holidays.

Old Girls Day was held on November 19th and was well attended.

The VIth Form held their dance on September 29th, and some members attended Bishops Dance.

The Choir sang at Evensong on Sunday November 20th, and at Mary deVilliers wedding on Tuesday November 22nd.

Parties from various parts of the School have visited The Castle; Koopman de Wet's House, the Lutheran Church, and the Groote Kerk; the St.Michael's Orphanage; Princess Alice Home; the S.A.B.C; Lever Bros Soap Factory; the Fencing Championships; the National Dancing Display; the Italian Opera Company production of Rigolette; Symphony Concerts; Recitals by Julius Katchen and Manuel Villet; Rhodes University Choir at the City Hall; Western Province Preparatory's school production of "Pirates of Penzance"; the Afrikaans film at the Alhambra.

Within the School Miss Mandlebrote gave a talk and exhibition on Books; Dr Budtz-Olsen spoke on Blood Transfusion; Prunella Stack spoke on Music and Movement; members of the Sociological Club spoke on their visits during the year; the Abe Bailey Prize for Afrikaans Public Speaking was competed for.

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In aid of the Extension Fund the Natural Movement Classes gave a display and collected £8.17.3; the Hour of Music realised £28.0.6; Mrs Sachs gave a Cookery lesson to 12 visitors realising £13.3.0; the Junior School produced three Plays resulting in £44.0.0; the whole School gave a Country Dancing Display, with £99.10.1. as a result In all, these activities have raised £195.10.10. in cash and have been good training at the same time. This brings our total for the year to £564.15.8.

The most important event being the move to The Hill on the morning of Friday November 18th; the Senior School saw the Juniors safely to the door and cheered them on their way, not a little envious.

The following Friday grass and bushes caught fire and the Fire Brigade had to be called; the flames were quickly extinguished by a new and most efficient engine.

The Carol Servicewill be held in St.Saviour's Church on Wednesday December 7th, at 8.0.p.m.

MENT: Stainless steel sinks, with formica topped tables, have been given to us for the one side of the Domestic Science Room; this anonymous gift has been very much appreciated and has greatly improved this Department. The Domestic Science section of Forms V and Upper IV entertained the Staff to tea to celebrate this long wanted addition.

We are seeing new duplicating machines with a view to replacing the existing Gestetner one, which has had hard and long service; this will be purchased from the annual donation from the Jooste Trust.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC)

MINUTES OF COUNCIL MEETINGS

IN

1956

with Reports of

GENERAL PURPOSES COMMITTEE

and

MINUTES OF ANNUAL GENERAL

MEETING

1956.

871

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INC) MARCH 1956

MEMBERS OF COUNCIL :

His Grace, the Archbishop.

	Position A.G.M. 1956	Retires A.G.M.
SELECTED BY THE ARCHBISHOP:		
1. Rev.John Aubrey	Retired and re-selected	1960
2. Mr David Baxter	Sitting	1958
3. Mrs J.F.Brock	Sitting	1957
4. Professor L.P.Casson Resigned	Sitting	1958
5. Mr H.Alers Hankey	Sitting	1957
6. Bishop Lavis	Sitting	1959
7. Advocate F.C.Robb	Sitting	1958
8. Vacant: Mrs G E N Henderson	selected	1961
NOMINATED BY MEMBERS:		
1. Mrs A.M.Ballantine	Sitting	1958
2. ~~Miss E Douglas~~ Mr J.D Wrres	~~Resigned~~	1961
3. Mrs Dowie Dunn	Retired and re-elected	1960
4. Mrs Lane Forsyth Resigned 1957 AGM	Sitting	1957
5. Professor W.F.Grant	Retired and re-elected	1960
6. Mr H.L.Kennedy	Sitting	1958
7. Mrs L.P.Small	Sitting	1958
8. Mr Justice LdeV van Winsen	Sitting	1958

CLAREMONT:CAPE

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

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

The Reverend John Aubrey
St.Saviour's Rectory,
Bowwood Road,
CLAREMONT. Cape.
(Telephone No.7-2801)

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

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

Mrs J.F.Brock
Old Timbers
Balintone Road,
ROONDEBOSCH. Cape
(Telephone No.6-2580)

Professor L.F.Casson
The Hawthorns,
Lovers Walk,
ROONDEBOSCH. Cape. Resigned.
(Telephone No.69-5941)

Mrs Dowie Dunn
Foldend,
Tennent Road,
WYNBERG....Cape.
(Telephone No.7-8557)

Mrs Lane Forsyth
Kilfinan Farm
SIMONSTOWN. Cape. Resigned

Professor W.F.Grant
Clausentum
Wolmunster Road
ROSEBANK. Cape.
(Telephone No.6-2841)

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

Mrs Henderson
Cranbourne House
Salisbury Avenue
Mynberg

H.L.Kennedy, Esq.,
P.O.Box.205
CAPE TOWN
(Telephone No.2-6182)

Bishop Sidney Lavis
Coadjutor Bishop of
Cape Town,
16, Burnside Road,
TAMBOERSKLOOF.
(Telephone No.2-8500)

Advocate F.C.Robb
Silverhurst
Alexandra Road
WYNBERG.
(Telephone No.7-4185)

Mrs L.F.Small
Rosehill
Hillwood Road
KENILWORTH. Cape.

Mr Justice LdeV van Winsen
Villiers
Dunkeld Avenue
Bishopscourt Estate
CLAREMONT. Cape.
(Telephone No.7-3428)

Mr. J. D. Hanes
Hebden
MacGeorge Rd
Kenilworth

GENERAL PURPOSES COMMITTEE MARCH 1956

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

David Baxter,Esq.,
P.O.Box.726
CAPE TOWN.

Mrs Dowie Dunn
Foldend
Tennant Road
WYNBERG. Cape.

H.L.Kennedy,Esq.,
P.O.Box.206
CAPE TOWN

F.C.Robb,Esq.,
Silverhurst
Alexandra Road,
WYNBERG. Cape.

Mrs L.F.Small
Rosehill
Hillwood Road
KENILWORTH..Cape.

NOTE: The Committee meets at the School at 5.0 o'clock in the afternoon on the second Friday in each month.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INC)

February 23rd, 1956

NOTICE is hereby given that the ANNUAL GENERAL MEETING of Members will be held at Herschel School, Claremont in the Library, on Friday, March 9th, 1956 at 5. 0. p.m. for the following purposes:-

1. To receive the Accounts, with the Auditor's Report thereon and the Report of the Council on the past year's transactions.

2. To fix the remuneration of the Auditors.

3. To elect Members to fill the vacancies on the Council in place of Members who retire by rotation.

4. Any other business.

E. R. Withers

SECRETARY

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INC)

February 23rd, 1956

The Quarterly Meeting of the Council will be held at Herschel School, Claremont, in the Library, immediately after the Annual General Meeting on Friday, March 9th, 1956.

A G E N D A

1. Minutes to be confirmed.

   Quarterly Meeting held on December 9th 1955.

2. Report of the General Purposes Committee.

3. Report of Headmistress.

4. Any other business.

E. R. Withers

SECRETARY

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INC)

THE MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING
HELD AT HERSCHEL SCHOOL ON FRIDAY, DECEMBER 9th, 1955
AT 5.0.P.M.

PRESENT: Miss F Douglas
Mrs Dowie Dunn
Mr H.L.Kennedy
Mr F.C.Robb
Mrs L.F.Small

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

Apologies for absence: Mr D Baxter

Arising from the Minutes: November 11th, 1955.

ELECTRICITY: Messrs Edward Shaw had not, as yet, completed the work owing to unexpected difficulties with rust and damp in certain pipes.

INSURANCE: The change in the Insurance Policies has been attended to by Messrs Syfret's Trust Company, through the Insurance Company.

UNIFORM: Miss McLean reported that she had received a further letter from Messrs Stuttafords, stating that they felt unable to accept the responsibility for the lining of the mackintoshes, but that they were willing to replace the buckles and buttons, but that the question of a less expensive mackintosh be held in abeyance until the present supply needed replenishing.
It was agreed that a letter be sent to Messrs Stuttafords, saying that this matter had been brought before Council who expressed their surprise at the unhelpful attitude shown by Messrs Stuttafords and that the letter should be marked "For the attention of Mr R.B.Stuttaford"

STOEP AND STEPS (At the Hill): It was reported that part of the steps had already been broken and it was agreed that these should be repaired by Messrs Harpers before expiry of the retention period.

FOUNDER'S DAY: Mr Kennedy reported that Mr Duncan Baxter, for health reasons, was unable to accept the invitation to present the prizes and Mr G.D. Jooste, while being grateful for the invitation, felt unable to accept it.

The following names were suggested to be discussed at the Council Meeting:-

Mr Leo Marquard
Mr Justice Ogilvie Thompson
Mr W.J.Slater
(The Provincial Secretary)

STAFF: The question of Miss Taylor's retirement was again discussed and it was decided to ask

Council.....

to agree that the following suggestion be put to Miss Taylor:-

a) that she retire either in December 1955 or March 1956, as she wished.

b) that during the first three months of 1956 she be paid her normal salary in either case.

c) that for the remaining 9 months of 1956 she be paid £20.0.0. per month.

LEVELLING OF GROUNDS: After discussion it was agreed that it would be unwise to proceed with this until some further confirmation had been received.

Mr Robb said that the request had already been approved by the Plans Committee, but there were still further stages through which it must pass.

STANDING FEES: These were presented and showed a satisfactory position.

BALANCE: This was presented.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

DATE:.....

CHAIRMAN .....

HEADMISTRESS'S REPORT: MARCH 1956

STAFF — The move to The Hill has necessitated changes and re-arrangement with the following as the present position for teaching.

Senior School:

Scripture. — The Reverend John Aubrey with Mrs Muller and Miss Power, while Miss Prylinck is away.

English. — Mrs Pierce-Jones, B.A., London (non-Resident) with Miss Power.

Afrikaans. — Miss Sarah Goldblatt (part-time) with Mrs Diepeveen B.A., Rhodes (non-Resident)

French. — Madame Polakiewicz, Diploma-Sorbonne. (Resident)

German. — Mrs Hinderks.

Latin. — Mrs Steyn M.A., Stellenbosch-(Resident)

Biology. — Mrs Hinderks, B.A., M.Sc., Capetown (Non-Resident)

Mathematics. — Mrs Dodd, B.A., (Part-time) with Miss Power, Mrs Diepeveen and myself.

Geography. — Miss Power, B.A., Dublin. (Resident)

History. — Miss Mulliner, B.A., Capetown (Part-time, Resident) with Mrs Diepeveen.

Art. — Mrs Muller, B.A., Natal (non-Resident)

Domestic Science. — Mrs Sachs, Nat.T.Dip., Domestic Science (non-Resident)

Gymnastics. — Miss Burder, Dartford, P.T.C. (Resident)

Games. — Miss Burder with Mrs Louw and Mrs Allday, Bedford P.T.C. (Part-time)

Preparatory School - Miss Porter.

Lower III and Afrikaans. — Mrs Lillelund, Primary Higher Certificate (Non-Resident)

Upper II and Gym. — Mrs Louw, Training College, Mowbray (Non-Resident)

Lower II.J. — Miss Joubert (Resident)

Lower II.M. — Miss McCracken, Froebel Institute (Resident)

Upper I. — Miss Tulloch, Froebel Institute (Resident)

Lower I. — Mrs van Oudsthoorn (Part-time)

Transition. — Miss Dick, Froebel Institute (Non-Resident)

Kindergarten. — Miss Harsant (Non-Resident)

Games. — Miss Burder and Mrs Louw.

MUSIC — Miss Harwood, U.T.L.M.
Miss Montgomery, L.R.A.M.
Mrs Popham-Smith, L.R.A.M.
Miss Rainier, L.R.A.M.
Miss Sweet, U.T.L.M.

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isiting.

Miss Blackwell	- Riding
Mrs Dawes	- Violin and Orchestra
Miss Dulcie-Howes	- Ballet
Mr Houba	-Tennis
Mrs Hutcheson	- 'Cello
Mr McLoughlin	- Fencing
Mrs Muckett	-French
Miss Watson-Morris	-Natural Movement and Ballroom.

and of these Madame Polakiewicz replaces Miss Craik who retired in December; Miss Burder replaces Mrs Louw in the Senior School; Mrs Lillelund is teaching Afrikaans throughout the Preparatory School which we have not had before; Miss McCracken replaces Miss Taylor who retired in December.

Mrs van Oudsthoorn is now only part-time and Mrs Budtz-Olsen's work is being covered, mainly, by Miss Power and Mrs Diepeveen.
As will be seen we are very well staffed now.

LTH This has been good.

SSION: The numbers are up very slightly this term, as compared with December 1955, but an increase was shown then over the previous year.
I shall prefer to group the numbers differently now and divide them as to:

School		
Boarders	41	
Day	79	120
Preparatory		
Boarders	8	
Stobie	14	
Day	78	100
Kindergarten		42
		262

VITIES The usual Club and House activities have taken place.

Founder's Day was kept on Friday, February 10th and "The Hill" was Blessed after the Service in St.Saviour's Church.

Of the twenty-two candidates who entered for the School Leaving Certificate, all passed, 3 in the First Class, 14 in the Second and 5 in the Third and twenty received exemption from Matriculation.

The Library's birthday was kept on Thursday February 16th, and as a result we received £50.14.6. in cash and book tokens, together with a very pleasing number of books; we are most grateful to all who gave in this way.

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THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

THE MINUTES OF THE ANNUAL GENERAL MEETING OF THE COUNCIL HELD AT HERSCHEL SCHOOL IN THE LIBRARY ON FRIDAY MARCH 9th,1956 AT 5.0.P.M.

PRESENT: His Grace,the Archbishop (In the Chair)
The Reverend John Aubrey
Mrs J.F.Brock
Professor L.F.Casson
Mr H.L.Kennedy
Mr F.C.Robb
Mrs L.F.Small

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

Apologies for absence: Mrs A.J.Ballantine
Mr D.Baxter
Mrs Dowie Dunn
Professor W.F.Grant
Mrs Lane Forsyth
Mr H.Alers Hankey
The Rt.Reverend Bishop Sidney Lavis
Mr Justice L deV van Winsen.

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

REPORT AND ACCOUNTS: The Report of the Council and the Statement of Revenue and Expenditure for the year ended 31st December 1955, with Balance Sheet at that date, together with the Auditor's Report were submitted.

ELECTION OF COUNCIL: In accordance with the rules of the Association, the following elected by Members are due to retire, but, being eligible, were re-elected on the proposal of Mr.H.L.Kennedy, seconded by Mrs L.F.Small:-

Mrs D.Dowie Dunn
Professor W.F.Grant

The Reverend John Aubrey (nominated by the Archbishop) is also due to retire but, being eligible, was re-selected.

Miss F.Douglas has submitted her resignation from the Council and this was accepted with regret.

To fill this vacancy it was proposed by Mr.H.L. Kennedy and seconded by Mr.F.C.Robb that Mrs H.E. Henderson be nominated by Members to the Council. This was approved.

There is still one vacancy to be filled by the Archbishop but, after discussion, His Grace said that he felt it would not be necessary to fill the vacancy immediately. He would, however, attend to the matter.

AUDITORS. On the motion of Mr.H.L.Kennedy, seconded by Mr.F.C.Robb, it was resolved:-

That the remuneration of the Auditors, Messrs E.R.Syfret and Company, Chartered Accountants (S.A.) for the past year be fixed at One Hundred Guineas.

Agreed.

DATE. 11th May 1957

J. D. Aubrey

CHAIRMAN

March 29th, 1956

Mrs Henderson,
Cranberne House,
Salisbury Avenue,
WYNBURG.

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 Friday, March 9th, 1956.

The next Meeting takes place on Friday, June 8th, at 5. 0. p.m.

Yours faithfully,

SECRETARY.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

HERSCHEL SCHOOL

Tel.7-5067. CLAREMONT, Cape.

May 22nd, 1956

THE QUARTERLY MEETING of the Council will be held at Herschel School, Claremont, in the Library, on Friday June 8th, 1956 at 5.0.p.m.

A G E N D A:

1. Minutes to be Confirmed.
   Quarterly Meeting held on March 9th, 1956.
2. Report of the General Purposes Committee.
3. Report of Headmistress.
4. Any other business.

E.R. Withers

SECRETARY.

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, MARCH 9TH, 1956.

The Revenue and Expenditure Account for the 12 months ended 31st December 55, together with the Balance Sheet at that date certified by the Auditors, s submitted with this Report.

VENUE AND EXPENDITURE ACCOUNT.

The Revenue and Expenditure Account shows a surplus of £28 compared with 82 for the previous year.

The Revenue for the year is up by £1,026 but Expenditure increased by 1,180 which left a surplus of only £28.

The main increase in Expenditure was in Salaries of Staff and this was s largely to preparing for the increased staff which will be needed with e opening up of The Hill, but was also due to additional expenses incurred rough illness etc.

The following is a comparison with last year's figures of the individual ms of Revenue and Expenditure :-

	1954	1955	+ Increase - Decrease
VENUE:			
dition and Board	£27,073	£27,926	+ £853
tra Subjects	3,480	3,723	+ 243
gistration Fees	96	103	+ 7
scellaneous Revenue	382	419	+ 37
erest	106	37	- 69
fit on sale of Equipment	45	-	- 45
	£31,182	£32,208	+£1026
PENDITURE:			
laries of Staff	£15663	£17,722	+ 2,059
ges of Domestic Staff	2403	2,606	+ 203
visions	6114	5,527	- 587
mestic Charges	2035	2,628	+ 593
rts Requisites	53	21	- 32
perty Charges	2138	585	- 1,553
ministration	1051	1,186	+ 135
sion Fund & Unemployment Insurance	368	581	+ 213
surance	206	272	+ 66
erest	734	835	+ 101
preciation	235	180	- 55
d Debt Written Off	-	37	+ 37
	31000	32,180	+ 1,180
rplus	182	28	- 154
	£31182	£32,208	+£1,026

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PILS.

A comparison between 1954 and 1955 of the number of pupils attending the ool is as follows :-

	Average 1954	Average 1955
BOARDERS	48	52
DAY GIRLS	155	161
KINDERGARTEN	53	49
	256	262

BERS OF COUNCIL.

Mrs. D. Dowie-Dunn and Professor W. F. Grant, elected by members, and e Reverend John Aubrey, selected by the Archbishop, are due to retire by ation, but having signified their willingness to serve, are eligible for ppointment.

Miss F. Douglas has resigned from the Council and this leaves one vacancy, o be filled by a nomination by Members. There is one vacancy on the Council o be filled by the Archbishop.

ITORS.

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

E HILL.

Two additional plots No. 4 and 5 of the Property, The Hill, were purchased ring the year at a total cost of £3,750.

THE MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL SCHOOL IN THE LIBRARY ON FRIDAY MARCH 9th, 1956 AT 5.15.P.M.

PRESENT: His Grace, the Archbishop (In the Chair)
The Reverend John Aubrey
Mrs J.F.Brock
Professor L.F.Casson
Mr.H.L.Kennedy
Mr P.C.Robb
Mrs L.F.Small

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

Apologies for absence: Mrs A.J.Ballantine
Mr D.Baxter
Mrs Dowie Dunn
Mrs Lane Forsyth
Professor W.F.Grant
Mr H Alers Hankey
The Rt.Reverend Bishop Sidney
Mr Justice L deV van Winsen.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on December 9th, 1955, 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 THE GENERAL PURPOSES COMMITTEE:

The Report of the Meeting held on December 1955, was given.

Arising from this Report.

INSURANCE: The Insurance Cover on the properties had been reviewed.

THE HILL: Mr Kennedy reported that as the office had been short staffed, it had not been possible to make a detailed statement on the financing of The Hill; it would appear that the figures were well within the original estimate of £40,000, apart from the purchase of the additional Plots Nos 4 and 5, Kenmar Estate, at a cost of £3,750. It is hoped to produce an estimated Revenue and Expenditure Account with regard to the Hill at the next Quarterly Meeting. The Architect has the matter of planning the grounds in hand. It is proposed to lay out a Hockey Pitch and tennis courts and to erect a fence with gates at the entrance.

ADMISTRESS'S REPORT: This was presented.

GENERAL PURPOSES COMMITTEE: Mr Kennedy reported that Mr D.Baxter had expressed a wish to resign from the General Purposes Committee and as Miss Douglas had resigned from the Council this would leave two vacancies.
Mr Kennedy proposed that Mrs Brock and Mr Justice L.deV van Winsen be invited to serve on the Committee, and these proposals were seconded by Mrs Small and Mr.Aubrey respectively and approved.
The persons serving on the General Purposes Committee

Mrs J.F.Brock
Mrs Dowie Dunn
Mr H.L.Kennedy
Mr F.C.Robb
Mrs L.F.Small
Mr Justice L deV van Winsen

RHODES TRUST: It was suggested that a letter be sent to the Rhodes Trustees, to advise them of the progress of "The Hill" and Mr Kennedy agreed to prepare the letter for His Grace's signature.
It was also proposed that Mr Gibson, a local representative of the Rhodes Trust should be invited to view The Hill. Agreed.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

DATE: June. 6. 1956.....

SIGNED.....

PLANNING COMMITTEE: Miss McLean said that as the lay out of the grounds of the Hill was under consideration, she felt very strongly that a programme could be laid down for the future of The Hill.
This was considered unnecessary as Mr Ohlsson's survey, already taking place, would be made with a view to the future as well as the present.

OUTSTANDING FEES: These were presented. £344.14.9.

BANK BALANCE: This was presented.

5.30.p.m. Further reference was made to a Planning Committee and Miss McLean was asked to put before the next Meeting what she had in mind.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

THE MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL CLAREMONT ON THURSDAY APRIL 19th, 1956 AT 5.0.P.M.

PRESENT:- Mrs Dowie Dunn
Mr H.L.Kennedy
Mr P.C.Robb
Mrs L.F.Small
Mr Justice L deV van Winsen

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

Apologies for absence: Mrs J.F.Brock

HARE'S ACCOUNT: Mr Kennedy brought up for discussion the question of Mr Hoare's accounts and the lack of detailed information in regard to charges for the numerous jobs he is asked to do for the school. After discussion it was agreed that in the case of work to be done which would possibly run into a large amount, that tenders should be called for such work.

BALANCE: This was presented.

DRAFT: Mr Kennedy reported that he had been asked by the Manager of Barclay's Bank, Claremont, if the Bank could be given some approximate figure as to the overdraft facilities for this year. After discussion it was agreed that no definite information could be given until the estimates had been received for the levelling and fencing of the ground, as well as estimates for the additional playing fields.

LEVELLING OF GROUNDS AT THE HILL AND THE JUNIOR SCHOOL The question as to what would be the most suitable and practical method of laying down a hockey pitch and more tennis courts was discussed fully, the plans submitted by the Architect, Mr R.F.Ohlsson, in this connection, were displayed and the following suggestions were put forward:-

a) whether it would be advisable to lay a full sized hockey pitch at The Hill as well as arranging for three more tennis courts at the back of The Hill.

b) whether the hockey pitch at present in use at the Senior School should be enlarged and thus avoid any unnecessary walking to and fro from the Senior School to the Junior School or vice versa.

After discussion it was agreed that Mr Clifford Harris should be asked to give an estimate for the two schemes as put forward by the Architect. The figures quoted by Mr Clifford Harris for the tennis courts appeared to be very reasonable but it was felt that his estimates possibly did not include the fencing of the courts and the planting of the grass on the hockey pitch.

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FENCING ON THE HILL SIDE OF PROPERTY :

This was discussed from various angles and it was decided that nothing could be done in this connection until the levelling of the grounds had been completed. The following suggestions were made in regard to the type of fencing that should take place.

a) a three strand wire fencing.

b) a Mesh wire fence.

It was suggested that possibly Mr C.Regnier, a parent, would be willing to help in this connection.

TOOL SHED.

It was agreed to accept Messrs Harper's tender of £75.7.0.

BOYDS AND BOARDS AT HALL.....

It was agreed to accept Mr F.W.Hoare's tender of £36.2.0. instead of Messrs Harpers of £45.7.0.

RAISING FITTING.....

It was agreed to call a Meeting for this on Monday, April 30th, at 8.15.p.m. and to ask members of the General Purposes Committee to be present, representatives from the Old Girls, Staff as well as Mrs Henderson of the Council.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

in dealing with matters in connection with the property and the grounds.
After discussion Mrs Small proposed that Mr. Justice van Winsen be asked to help in this connection and Mr Justice van Winsen said he was quite willing to help.
Mr Kennedy suggested that Mr. J.D. Ware, who has been selected for the Council by the Archbishop might be co-opted to the General Purposes Committee and also to help with the grounds.

BRANDING FEES — These were presented.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

Harden,
Marlborough Road,
KENILWORTH.

1st June, 1956.

The Secretary,
The English Church
Schools Association (Incd),
Herschel School,
CLAREMONT.

Dear Madam,

I have to leave Cape Town on an unexpected business trip to the United Kingdom to-morrow, the 2nd June, and I shall be away for four or five weeks.

I am very conscious of the fact that I cannot be present at the first Quarterly Meeting of the Council after my acceptance of nomination. I tender my sincere apologies and hope that I may be excused on this occasion.

Yours faithfully,

J.D. Wares.

Harden,
Marlborough Road,
Kenilworth.

7th May, 1956.

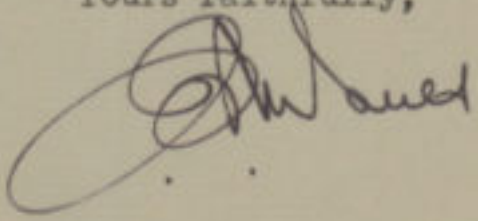
The Secretary,
Herschel School,
Claremont,
Cape.

Dear Madam,

Thank you for your letter of 2nd May, advising me that the next Quarterly Meeting of the Council of the English Church Schools Association will be held on the 8th June at 5 p.m.

I shall be pleased to attend.

Yours faithfully,



May 2nd, 1956

J.D.Wares,Esq.,
Warden,
Marlborough Road,
Kenilworth.

Dear Sir,

His Grace, the Archbishop, has notified me that you have accepted his invitation to serve on the Council of the English Church Schools Association.

The next Quarterly Meeting will take place on Friday, June 8th, 1956 at 5.0.p.m.

An official notice convening the meeting will be sent to you.

Yours faithfully,

SECRETARY.

BALANCE SHEET AS AT 31ST DECEMBER 1955

1954				1954				
	SHARE CAPITAL				**FIXED ASSETS**			
	Authorised				Land and Buildings			
£500	10,000 Shares of 1/- each	£500 - -			Claremont, C.P. - At Cost			
				54,320	Herschel School (Mortgaged as per Contra)	54,319 11 4		
	Issued			1,483	Staff Residence	1,483 6 -		
257	5,142 Shares of 1/- each, fully paid		257 2 -	28,500 84,303	"The Hill"	41,094 15 3	96,897 12 7	
	CAPITAL RESERVE				Bathing Box, St. James, C.P. -			
				10	Book Value at 1st January 1953		10 - -	
24,226	Endowment Account Extension Trust Fund Total collected to date, appropriated towards the cost of acquisition and alterations of Land and				Furniture and Equipment -			
					Book Value at 1st January 1953	1,795 - -		
					Additions since, at Cost	1,269 13 -		
-	Buildings, "The Hill"	20,583 18 11	44,809 14 2			3,064 13 -		
				1,475	Less Depreciation since 1st January 1953	449 13 -	2,615 - -	
23,314	**REVENUE AND EXPENDITURE ACCOUNT**		23,342 2 4		Pianos -			
					Book Value at 1st January 1953	225 - -		
47,797			68,408 18 6		Less Depreciation since 1st January 1953	150 - -	75 - -	
	MORTGAGE CREDITOR			125				
	South African Mutual Life Assurance Society				Linen and Curtains -			
					Book Value at 1st January 1953	100 - -		
,000	Balance of First and Second Bonds	2,000 - -						
14,928	Balance of Third Bond	12,927 11 9	14,927 11 9		Less Depreciation since 1st January 1953	50 - -	50 - -	
	(Secured on Land and Buildings known as Herschel School, as per Contra)			50	Cutlery, Crockery, Glassware and Kitchen Utensils -			
					Book Value at 1st January 1953	150 - -		
	TRUST FUNDS							
4,803	Extension Trust Fund	- - -			Less Depreciation since 1st January 1953	50 - -	100 - -	
50	Sonia Beck Memorial Prize	50 - -		100				
	W. Duncan Baxter Trust Fund "A"	- - -		86,063			99,747 12 7	
4,695								
	W. Duncan Baxter Trust Fund "B"	1,000 - -	1,050 - -		**TRUST FUND INVESTMENTS**			
8,000 13,548					Quoted:			
	EXTENSION TRUST FUND				1000 5½% Cumulative Preference Shares of £1 each, fully paid, in J.W. Jagger and Company Limited - At Valuation			
	Amount not represented by specific investments		- - -					
4,561					W. Duncan Baxter Trust Fund "B"	1,000 - -		
	LOAN FROM RHODES TRUST (Free of Interest)		5,000 - -		(Market Value: At 31st December 1955 - £950 At 31st December 1954 - £1000)			
5,000	(Used in connection with the cost of acquisition of Land and Buildings, "The Hill")			1,000				
	CURRENT LIABILITIES							
	Balance of Purchase Price of Land and Buildings, "The Hill"	- - -						
650								
-	Bank Overdraft	9,137 4 1						
1,024 26,674	Sundry Creditors	4,239 15 11	13,377 - -					
£112,508	**FORWARD:**		£102,763 10 3	£1,000 £86,063	**FORWARD:**	£1,000 - -	£99,747 12 7	

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

BALANCE SHEET AS AT 31ST DECEMBER 1955 (CONTINUED)

1954				1954					
£112,508	BROUGHT FORWARD:		£102,763 10 3	£1,000	£86,063	BROUGHT FORWARD:	£1,000 - -		£99,747 12 7
						TRUST FUND INVESTMENTS (CONTD.)			
						Unquoted:			
						South African Permanent Building Society:			
				50		Permanent Share - Sonia Beck Memorial Prize	50 - -		
						Southern Building Society:			
				2,263		Fixed Deposits - Extension Trust Fund	- - -		
				1,695		W. Duncan Baxter Trust Fund "A"	- - -		
						United Building Society:			
				8,540	13,548	Savings Account - Extension Trust Fund	- - -		1,050 - -
						CURRENT ASSETS			
				248		Stocks on Hand	418 - -		
				1,627		Sundry Debtors	1,451 19 7		
						Cash:			
				1,522		With Inter-Union Finance Limited	- - -		
				7,250		With Building Societies	- - -		
				2,151		At Bankers	- - -		
				99	12,897	On Hand	95 18 1		1,965 17 8
£112,508			£102,763 10 3	£112,508					£102,763 10 3

H Sutton Crosthwaite

CHAIRMAN.

H A Kennedy

MEMBER OF THE COUNCIL.

REPORT OF THE AUDITORS TO THE MEMBERS OF ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

We have examined the books, accounts, vouchers and securities of the Association, with the exception of the title deeds relating to Lots 4 and 5 (Purchase Price £3,750), being a portion of the Property known as "The Hill", which have not yet been produced to us. 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 attached 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, the Balance Sheet gives a true and fair view of the state of the Association's affairs as at 31st December 1955 and the Revenue and Expenditure Account gives a true and fair view of the surplus for the year ended on that date.

L. R. Syputslo

CHARTERED ACCOUNTANTS (S.A.)

AUDITORS.

CAPE TOWN.

6th March, 1956.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REVENUE AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 1955

1954						1954				
		TO Salaries of Staff:						BY Fees:		
10,861		Teaching	12,540 19 11			27,073		Tuition and Board	27,926 - 6	
838		Non-Teaching	815 1 -			3,480	30,553	Extra Subjects	3,723 6 6	31,649 7 -
1,044		Secretarial	1,103 13 2				96	" Registration Fees		102 18 -
3,920	15,663	Special Subjects and Services	3,262 - 10		17,721 14 11		382	" Sundry Revenue		419 10 1
	2,403	" Wages of Domestic Staff and Garden Boys			2,606 - 10		106	" Interest on Cash at Call		37 - 1
		" Provisions:					45	" Profit on Sale of Projector		- - -
246		Bread	257 18 1							
279		Butter	215 3 11							
1,353		Fish, Fruit, Vegetables and Eggs	1,315 12 8							
1,510		Groceries	1,182 1 9							
1,962		Meat	1,794 7 7							
764	6,114	Milk	761 15 5		5,526 19 5					
		" Domestic Charges:								
626		Electricity, Gas and Coal	612 18 8							
559		General Maintenance	1,104 17 3							
561		Laundry	580 4 4							
176		Miscellaneous Supplies	169 16 3							
113	2,035	Water	160 8 3		2,628 4 9					
	53	" Sports Requisites			20 12 7					
		" Property Charges:								
49		Grounds	88 9 4							
1,970		Maintenance	372 10 11							
64		Rates and Specific Services	64 1 11							
10		Rent of Bathing Box	10 - -							
45	2,138	Water for Swimming Bath	50 5 -		585 7 2					
		" Administration:								
17		Advertising for Staff	64 4 11							
105		Audit fee	105 - -							
25		Bank Charges	32 9 11							
323		Miscellaneous	398 8 6							
68		Postages and Telegrams	50 3 2							
176		Printing and Stationery	171 12 8							
96		Telephone	96 11 11							
241	1,051	Class Materials	267 16 6		1,186 7 7					
		" Contributions to:								
337		Pension Fund	559 5 -							
31	368	Unemployment Insurance Fund	22 2 -		581 7 -					
	206	" Insurance			272 4 4					
		" Interest:								
734		On Mortgage Bonds	746 7 6							
-		On Bank Overdraft	88 7 -		834 14 6					
	-	" Bad Debt written off			37 4 9					
	235	" Depreciation of Fixed Assets			179 13 -					
	182	" Surplus for the year, carried down			28 4 4					
	£31,182				£32,208 15 2		£31,182			£32,208 15 2

GRS 16 +/C. 8

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REVENUE AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 1955 (CONTINUED)

1954				1954			
23,314	TO Balance carried to Balance Sheet		23,342 2 4	23,132	BY Balance at 1st January 1955		23,313 18 -
				182	" Surplus for the year, brought down		28 4 4
£23,314			£23,342 2 4	£23,314			£23,342 2 4

NOTE: No Provision for Taxation has been made for the year ended 31st December 1955 as the Association is exempt from Union and Provincial Taxes.

ERS & Co

MISTRESS'S REPORT: JUNE 1955

STAFF: Mrs Hinderks has, unfortunately, been advised by her doctor to stop teaching for the time being and will leave at the end of this term; I have been fortunate to replace her by Mrs Simons M.A.Oxon.

Miss Dick is on 9 months unpaid leave, partly for study and Miss Liesching is replacing her most satisfactorily.

Mrs van Oudsthoorn goes on 3 months unpaid leave next term and Mrs L Botha-Reid (Miss Barry) will replace her for the term.

HEALTH: this has been good.

FEES: the position is about the same; there are vacancies in Standards VI and VII and a few in the Kindergarten Department but the other forms are full.

SCHOOL:	JUNE	MARCH
Boarders:	42	41
Day:	78	79
	120	120
PREPARATORY:		
Boarders.	9	8
Stobie	14	14
Day.	77	78
	100	100
Kindergarten:	43	42
	263	262

ACTIVITIES: The usual Club and House activities have taken place; visits have been made to the Symphony Concerts and recitals by Manuel Villet, Themeli and Sybil Thorndyke; to productions of Androcles and the Lion, Pygmalion and Richard of Bordeaux and to the Houses of Parliament; those visiting the school included Professor James, Dr von Moltke, Mr Hopewell, M.P. and Mrs Woolley, harpist; the joint schools' orchestras are meeting here again on Saturdays for rehearsals.

The Squash Court is in constant use and an exhibition match has been watched there; we fenced against St.Cyprians for the first time this term, resulting in a draw; at the Schools' Hockey trials we had one chosen for the Province XI and one for the 2nd XI; at the end of last term 5 girls gained the Silver Medal of Royal Life Saving Society.

The Preparatory School held a Morning Market with the gratifying result of £150.14.9.
The School is planning to produce "Hiawatha" on September 13th and 14th.
The Old Girls and Parents are planning a fete for Saturday, November 17th and I am most appreciative of this spontaneous effort on their part.

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THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

Herschel School,

CLAREMONT, Cape.

August 22nd, 1956

The Quarterly Meeting of the Council will be held at Herschel School, Claremont, in the Library, on Friday, September 14th,1956 at 5.0.p.m.

A G E N D A.

1. Minutes to be confirmed.

   Quarterly Meeting held on June 8th,1956.

2. Report of the General Purposes Committee.

3. Report of Headmistress.

4. Any other business.

E.R. Withers

SECRETARY.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

THE MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL SCHOOL, CLAREMONT, IN THE LIBRARY, ON FRIDAY JUNE 8TH 1956 AT 5.0.P.M.

PRESENT: His Grace, the Archbishop (In the Chair)
The Reverend John Aubrey
Mr David Baxter
Mrs J.F.Brock
Professor L.P.Casson
Mrs Dowie Dunn
Professor W.P.Grant
Mrs C.E.W.Henderson
Mr H.L.Kennedy
Mrs L.F.Small
Mr Justice L deV van Winsen

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

Apologies for absence: Mrs A.J.Ballantine
Mr H.Alers Hankey
Mrs Lane Forsyth
Bishop Sidney Lavis
Mr F.C.Robt
Mr J.D.Wares

...: The Minutes of the Quarterly Meeting of the Council held on Friday March 9th, 1956, copies of which had been sent to Members, were taken as read and signed by the Chairman, as a true record of the proceedings.

...OF THE GENERAL PURPOSES COMMITTEE: This was presented.

Arising from this Report:

SOCIAL EVENING FOR PARENTS: It was suggested that owing to the different functions due to take place at the School, that an Evening in the first two weeks of October would be suitable.

...OF HEADMISTRESS: This was presented.

Mr David Baxter asked if it would be possible for the meeting to be supplied with the numbers on the waiting lists for the respective years, AGREED.
Miss McLean pointed out that she had vacancies in Standards VI and VII. Letters have been sent to the parents in respect of the names on the waiting lists for 1957, but to date replies have not been received. Miss McLean explained that it is very difficult to give any definite numbers due to the fact that many withdraw at the last moment or have already placed the children in another school and have omitted to notify her of this.

...TORY BOARDING ...DATION: Mr Kennedy reported to Council that Mrs Stobie, who runs the Preparatory Boarding House in Kenilworth, had notified Miss McLean that she wishes to give it up at the end of this year - this raises a very serious problem. At the moment there are 14 pupils with Mrs Stobie and it will cause a big drop in Revenue if

...../

arrangements cannot be made by us for accommodating these pupils, for it is very likely that they will be withdrawn from the School.

After discussion, it was suggested that all Members be asked to give the matter very serious thought and offer suggestions which they think would help solve the situation, for it is a question that has to be decided and the parents concerned will have to be written to, notifying them of the position.

Leave of absence to Mr F.C.Robb from June to September, was approved.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED.

DATE..14/9/56..

CHAIRMAN.....

REPORT OF THE GENERAL PURPOSES COMMITTEE

Herschel School,
Claremont, Cape.

June 8th, 1956

There have been three meetings of the General Purposes Committee, on the 9th of March, 19th of April and 11th of May. The main matters which have been discussed have been the completion of the layout of the Hill and the financial aspects.

So far we have not been able to estimate the final figure for completing the layout of the grounds at the Hill. We have just received provisional estimates of £1,375 for levelling and providing a hockey pitch, and £920 for laying out three tennis courts without netting. The cost of netting would be a fairly substantial item.

The first four months of the year have resulted in a deficit of £876. This is higher than we anticipated would be the case when we made our estimates in connection with the Hill, and the most worrying part of it is that the number of pupils in the School is not going up as quickly as we should like.

We are endeavouring to see whether economies can be made but most expenditure has already been cut as much as it can be and we are still faced with quite substantial maintenance costs on the older parts of the building. For instance, we had to spend, towards the end of last year and the beginning of this year, an amount of £238 for re wiring part of the School property.

As it has now become necessary to try to raise additional funds, a meeting of the nucleus of the Fund Raising Committee/

was held in May and various proposals were put forward and agreed to, the main one was for the holding of a fete some time in November in the School grounds.

It has also been suggested that to widen the interests of parents in the School, that the Staff should have an At Home for parents on the same lines as the Evening which Bishops has. It is felt that such a meeting would be of great benefit.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

E MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT RSCHEL SCHOOL,CLAREMONT, ON FRIDAY JUNE 8th 1956 AT 4.30.PM

PRESENT: Mrs J.F.Brock
Mrs Dowie Dunn
Mr H.L.Kennedy
Mrs L.F.Small
Mr Justice L de V van Winsen.

endance: Miss H.C.McLean
ary: Mrs E.R.Withers

rising from the Minutes:May 11th,1956:

The Hill- Laying out: Provisional estimates have now been received from Mr Clifford Harris to execute the following:-

a) levelling of the grounds and providing a hockey pitch: £1,375.

b) laying of tennis courts (does not include the fencing of the courts) £920.

After discussion it was agreed that no definite decision could be reached owing to the present financial position.
Mr Kennedy said that he had been asked by the Manager of Messrs Barclays Bank, Claremont, if no definite information could be given as to how the overdraft would be reduced.

ATORY BOARDING
ODATION: Miss McLean informed the Meeting that she has been advised by Mrs Stobie, who runs the Junior Boarding House at Kenilworth, that owing to health reasons, she will not be able to continue after the end of this year. Miss McLean explained that it will be necessary to notify the parents at the end of this term of the position and she would like the Meeting to decide what can be done. After discussion the following suggestions were put forward:-

a) to find out if there is anyone who would be prepared to act in the same way as Mrs Stobie.
b) to rent a large house and arrange for the necessary staff to be appointed.
c) if some temporary arrangements could be made in the present building to accommodate the 14 to 16 pupils at present with Mrs Stobie.

Mrs Dowie Dunn said she would come and see Miss McLean on Saturday morning and discuss the matter and see if any further suggestions could be put forward to the next meeting. She also suggested that she would contact all the local Agents and see if there were any suitable properties on the market.

5.0.p.m. At this stage the Meeting adjourned to the Library for the Council Meeting.

...../

3.30.PM: Resumed.

Further discussion took place in connection with the Preparatory School boarding accommodation. A suggestion was made that perhaps boarding accommodation could be added on to The Hill. Mr Kennedy pointed out that owing to the serious financial position, he could not see that this could be entertained at the moment. Miss McLean asked if she could get in touch with Mr A.J.McCarthy and ask him to give an estimate for the required accommodation at The Hill. AGREED.

HEDGE: Miss McLean reported that she had received a further letter from the Council. After discussion Mr.Justice L deV van Winsen said he would go into the matter with the Council and report at the next Meeting, the result of his interview.

BURSARY: Miss McLean reported that she had received a request from Mrs Kenny asking if the Council could grant her daughter a concession in respect of the fees. After discussion, it was agreed that in view of the circumstances, the School is unable to grant this request.

BANK BALANCE: This was presented.

OUTSTANDING FEES: These were presented. Letters have been sent to the respective parents reminding them that the accounts are still unpaid.

Miss McLean reported that an amount of £2.15.4. had been received from Mr Sleggs. This amount was due for the last term of 1954 in respect of disbursements. Owing to financial circumstances, the children were removed from the School.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL CLAREMONT ON FRIDAY, AUGUST 10th 1956 AT 5.0.P.M.

PRESENT: Mrs J.F.Brock
Mrs Dowie Dunn
Mr H.L.Kennedy
Mrs L.F.Small
Mr Justice L de V van Winsen

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

ARISING FROM THE MINUTES

Levelling of Playing Fields- The Hill. Miss McLean reported that no reply had been received from the City Council in reply to the letter sent to them, requesting to be allowed to build a brick wall on their boundary. After discussion, Mr Justice van Winsen agreed to get in touch with the City Engineer and he would report the position at the next Meeting.

Flats: Mrs Dowie Dunn reported that she had agreed with The Santa Maria Properties (Pty) Ltd., to rent two flats Nos.6 and 7, at a rental of £26.10.0. per month, being a reduction of £1.0.0. per flat; occupation to be taken on August 1st.

Miss McLean reported that she had received the lease ready for signature; she had as well written to all parents concerned and had received letters from several who were pleased with the arrangements. After discussion it was agreed that the signatures on the lease must wait for a Resolution from Council and that the School would move the Juniors into the flats for the last term of this year. There were at present fourteen children.

Hedge: Mr Justice van Winsen reported that he had seen the City Council in this connection and it was decided that a hedge should be planted on the inside of the existing boundary. A portion of this had already been planted, but it was agreed that the remainder should be done now.

Mrs Kenny Miss McLean reported that she had written to Mrs Kenny informing her of the Committee's decision in regard to her request for a Bursary for her daughter and in reply Mrs Kenny had said that she would reluctantly have to take Alison away.

Miss McLean asked the Committee whether the 25% remission in fees was applicable to all Members of the Clergy. After discussion it was agreed that this remission applied only to Members of the Anglican Church.

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Seepage of [illegible] The Hill — Miss McLean reported that the letter had been sent to the City Council in connection with the seepage from Kenmar Crescent to our grounds but no reply had been received. Letters had been received from two residents pointing out the danger to the children when coming to school owing to the very bad state of the road. After discussion Mr Kennedy agreed to get in touch with Mr Fairweather in regard to the making up of the road.

Squash Court : Miss McLean reported that she received an estimate from Mr Leith for £75. for repairing the roof of the Squash Court which had completely perished and caused leaks on to the court floor. The work has been done and appears to be quite satisfactory.

[illegible]IVE EMPLOYEES: Miss McLean reported that an Inspector from Langa had called at the School saying that under the new Regulations application must now be made for a licence to house the School's native employees. After discussion it was agreed that we must comply with the Regulations and that the necessary application, together with the cheque for £1.10.0. be sent.

[illegible]NEY IN KITCHEN [illegible] THE HILL — Miss McLean reported that the water had been pouring into the kitchen. She got in touch with Mr Ohlsson and he is of the opinion that this matter must be attended to by Messrs Harpers and that he was taking it up with them.

[illegible]CTRICITY: Miss McLean reported that Mr Baker, of Messrs Edward Shaw has examined and tested the circuits which were damaged by water due to the storm and had given the following estimates:-

1) To testing installation and making temporary repairs. £7. 0. 0.
" rewiring 2 lighting circuits (16 lights) 62. 0. 0.

£69. 0. 0.

2) To removing existing conduit and installing screwed welded conduit for 2 lighting circuits (16 lights) £55. 0. 0.

Mr Baker also drew attention to 3 other lighting circuits in the same vicinity, which show a low insulation test and are protected by conduit as described above, these circuits, consisting of 23 lighting points, should also have new conduit installed and the circuits rewired, the cost of which would be £135.16.0.

Miss McLean pointed out that Mr Baker told her that he did not think there was any emergency in so far as the last item is concerned, but strongly recommended that the first two items should be attended to at once.
After discussion it was agreed that a letter be written to Messrs Edward Shaw requesting them

...../

them to go ahead with the first two mentioned items and that the last one be left in abeyance for the time being, but that we would like to be reassured that this would in no way be dangerous.

TS
ING: Miss McLean handed in estimates received from Mr W.Dau and Mr H.Church for rewiring the tennis courts. After discussion it was agreed that the matter be left in abeyance until Mr Kennedy had ascertained whether this storm damage was also covered by Insurance.

BALANCE: This was presented.

ER: Mr Kennedy commented on the present financial position and said that for the first six months of 1956 there was a deficit of approximately £1,500 and that he was disturbed that the numbers were not increasing and wondered whether anything could be done in this connection, the numbers this half year being 263 as compared with 262 for the first half year and 259 at the end of 1955.

HEADMISTRESS'S REPORT: SEPTEMBER 1956

STAFF: MRS COWIE: leaves at the end of this term to be married; so far I have not replaced her and the post of House-keeper, as held by her, will prove difficult to fill I am afraid.

MRS DIEPVEEN-Junior subjects and Afrikaans-also leaves at the end of this term and her work will be taken over by Miss Goldblatt, Mrs Dodd, with Mrs McCormick part-time.

HEALTH: This has been good markedly so in view of the general standard in the Cape this winter, but once again I think the sleeping in the open accounts for this, as does the constant supervision from the Matrons.

ADMISSION: There has been much discussion over numbers in the School at recent Meetings and in view of this I felt the following might be of interest.

When I came in 1947 the average for that year was 240; 1948 it was 243; in 1949-253; in 1950-254; in 1951-264: this increase being possible owing to numbers in the classes fitting well into the floor space available; 1952-268; 1953 also 268; 1954-256, reverting to the old availability of space; in 1955 with the Hill accommodation in view we increased to 262, this meant using the Staff Dining room and accepting no further increase owing to the uncertainty of the completion of The Hill alterations; 1956 remained the same -263 and up to date we shall be 276 in 1957 an increase of 36 since 1947 and 20 since the move to the Hill.

We shall now accommodate the Stobie boarders at the two flats in Herschel Gardens under the care of Miss Tulloch with a Matron; next term these will number 14 or 15 but will necessitate an increase in Staff as well- the Matron and a maid.

The position at present being:-

SCHOOL:	September.	June.
Boarders:	42	42
Day:	76	78
	118	120
PREPARATORY:		
Boarders:	9	9
Stobie:	14	14
Day:	79	77
	102	100
KINDERGARTEN:	44	43
	264	263

ACTIVITIES: Visits have been made to the Symphony Concerts; Bishop's production of Richard II; Ballet at the Labia; two factories in connection with Welfare work; St.Michaels and Princess Alice Homes; and the International Netball Match.
The Schools' Orchestra Concert was held at Rondebosch Boys School and we provided 13 members, 11 of whom played in a recorded concert at S.A.B.C.House.
Debates have been held with Rustenburg and St.Cyprians.
Visitors to the School include Bertha Haggert Pianist; Dr John Nunn on Uses of Seaweed; Miss Cowie from St.Paul's Girls School, London on Careers; and a Speaker

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from the S.P.C.A.

Four entered for the under 18 Fencing Championships of the Western Province and were placed 2nd 3rd, 4th and 6th respectively; at the inter-schools Hockey Tournament we were beaten by Rustenburg in the Final-3-0.

Much damage was done to roofs, walls, electricity and in the grounds during a sudden freakish storm in July . Most of this has been put right now and it is more than fortunate that we were already insured against storm damage.
I should like to record my appreciation to all those who dealt with the situation, as it was in the holidays, but in particular to Joel for his promptness and to Mrs Withers for her continued and untiring efforts to see that all was safe and dealt with at that time.

The storm added damage to the wooden garage which is the only one, other than mine, on the premises; it is unlikely to stand for very much longer and has ever only been a "temporary building" but we are considerably handicapped by lack of garage space.

The two top tennis courts are being re-wired - the additional damage caused by the storm is not covered by Insurance.

Tenders have been called for levelling the grounds at the Hill and laying a hockey pitch and 2 or 3 tennis courts there.

Two flats have been rented on the first floor of Herschel Gardens to accommodate the 14 juniors now at Mrs Stobies, when she closes the House for sale, in October. This will incur considerable additional expense both in running and capital expenditure. We shall for the present make the same charge as did Mrs Stobie - 35 guineas per quarter. This is not an ideal arrangement but I trust will prove satisfactory until we are able to build sleeping accommodation at the Hill.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

NOVEMBER 20th, 1956

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD AT HERSCHEL SCHOOL IN THE LIBRARY ON FRIDAY DECEMBER 7th 1956 AT 5.30.p.m.

A G E N D A:

1. Minutes to be confirmed:-

   Quarterly Meeting of Council. - September 14th, 1956.

2. Report of the General Purposes.

3. Report of Headmistress.

4. Any other business.

E. R. Withers

SECRETARY

ER ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

TES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL
THE LIBRARY ON FRIDAY SEPTEMBER 14th, 1956 AT 5. 0. P. M.

PRESENT: His Grace, the Archbishop (In the Chair)
The Reverend John Aubrey
Mrs Brock
Professor L.F.Casson
Mrs C.E.W.Henderson
Mr H.L.Kennedy
Mr P.C.Robb
Mrs L.F.Small
Mr J.D.Wares

ttendance: Miss H.C.McLean
retary: Mrs E.R.Withers

logies for absence: Mr D Baxter
Mrs A.J.Ballantine
Mrs Dowie Dunn
Mrs Lane Forsyth
Mr H Alers Hankey
Professor W.P.Grant
The Rt.Revd Bishop Sidney Lavis
Mr Justice L deV van Winsen

ERS: Mr J.D.Wares was welcomed to the Council by His Grace.

TES: The Minutes of the Quarterly Meeting held on Friday, June 8th, copies of which had been sent to Members, were taken as read and signed by the Chairman as a true record of the proceedings.

ORT OF
ERAL PURPOSES: This was presented:-

Arising from this Report.

FLATS: On the motion of Mr P.C.Robb and Seconded by Mrs Brock, it was resolved:-

That Mr H.L.Kennedy and the Secretary be authorised to sign the leases in connection with the two Flats Nos 6 & 7 at Herschel Gardens, Herschel Road, Claremont, at a monthly rental of £26.10.0. each.

AGREED.

On the motion of Mr H.L.Kennedy and Seconded by Mrs L.F.Small, it was resolved:-

That Miss Tulloch be granted an additional £5.0.0. per month, in view of the extra duties she will be called upon to do in connection with being in charge of the Junior Boarders at the Flats.

AGREED.

TRESS'S REPORT: This was presented:

Arising from this Report.

The question of numbers in the School as a result of opening the Preparatory School was discussed and it was disappointing that the Revenue in respect of Fees had not increased.

After fully discussing the matter it was agreed that something definite should be done to ascertain the reason for the drop.

It was proposed that the following Members be asked to form a Finance Committee to go into the matter:-

Mrs Henderson
Mr Kennedy
Mr Justice L deV van Winsen
and Mr J.D.Wares

AGREED:

GC GP

It was agreed that this matter be left in the hands of the General Purposes Committee who would report to Council the result of their decisions.

It was also agreed that this question be left to the General Purposes Committee to deal with.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED:

H Gallaher

Date. December 7 1956

CHAIRMAN

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING
HELD AT HERSCHEL SCHOOL CLAREMONT ON FRIDAY
SEPTEMBER 14th 1956 AT 4.30.P.M.

PRESENT: Mrs J.P.Brock
Mr H.L.Kennedy
Mr P.C.Robb
Mrs L.P.Small
Mr J.D.Wares

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

Apologies for absence: Mrs Dowie Dunn
Mr Justice L de V van Winsen.

Until Mr Kennedy arrived Mr Robb took the Chair.

Mr Robb welcomed Mr Wares to the Committee.

Arising from the Minutes:

HEDGE: Miss McLean reported that she has arranged with Stewarts Nurseries in Claremont, to supply Pitosporium trees to complete the new hedge inside the existing hedge.

FLATS: Miss McLean reported that plans had been made for moving the Preparatory Boarders into Flats Nos 6 and 7 at Herschel Gardens, on October 10th.
The question of a responsibility allowance for Miss Tulloch who, with a matron, will be responsible for these children, was discussed and it was agreed to offer her £5.0.0. per month.

ELECTRICITY: This has not yet been completed.

FEES: Miss McLean reported that she received a letter from Mr Martin expressing his appreciation of waiving of the fees for his daughter.

SEEPAGE: Miss McLean reported that she had written to Mr Tyers in this connection but had not yet received a reply. Mr Kennedy said that he had spoken to Mr Fairweather with regard to the road and he had promised to let him know the result on Monday.

CHIMNEY: Miss McLean reported that this has been attended to and is proving satisfactory.

LIBRARY: Mr Kennedy reported that Mr van Winsen and he had inspected the library and would advise that the necessary work be done - the approximate cost would be £130.

Miss McLean asked the Committee's advice in regard to the dates for the Easter holidays 1957 in view of the fact that Easter falls on April 20th. She suggested that the school breaks up on April 9th and returns on April 22nd, thus avoiding the two breaks which would occur if school broke up on March 29th and reopened on April 11th.
After discussion it was felt that certain difficulties arise in connection with other schools. Mr Robb suggested that His Grace, the Archbishop be asked to have a word about this with Mr Kidd.

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TENDERS FOR
SWELLING-THE HILL: The following tenders have been received:-

1. Lump sum price for the construction and fencing of tennis courts Nos.1 and 2 only, as specified.

2. Lump sum price for the construction and fencing of tennis courts Nos.1, 2 and 3 only, as specified.

3. Lump sum price for the construction of grass hockey field, as specified.

4. Lump sum price for the construction of gravelled hockey field, as specified.

5. Unit price per cubic yard for construction of 1:2:4 concrete foundations for walls including excavation and part back filling.

6. Unit price, per square yard, for 9" brickwork as specified, including flush pointing and weepholes.

MESSRS MURRAY & STEWART (CAPE TOWN) PTY LTD.

Item No. 1.....	£1,338
2.....	1,864
3.....	1,518
4.....	2,231
5.....	6
6.....	2. 5. 0.

MESSRS R.H.MORRIS (PTY) LTD.

Item No. 1.....	£1,294
2.....	1,580
3.....	1,905
4.....	2,189
5.....	4.10. 0.
6.....	1.15. 0.

MESSRS SILLARS CONSTRUCTION

Item No. 1.....	£1,468
2.....	2,161
3.....	2,655
4.....	3,726
5.....	4. 0. 0.
6.....	1.18. 0.

MESSRS THE SIMPSON ROAD CONSTRUCTIONS

Item No. 1.....	£1,050
2.....	1,500
3.....	1,470
4.....	2,320
5.....	4.10. 0.
6.....	1.15. 0.

.....

MESSRS CLIFFORD HARRIS & COMPANY

Item No. 1.....£ 932
2.....1,278
3.....1,374
4.....1,956
5.....
6.....

Meeting adjourned to attend Quarterly Meeting 5.0.p'm.

30. RESUMED

Further discussion took place in connection with the Hill and the laying out of the grounds, and the tenders submitted as above.

It was agreed that Messrs Clifford Harris's tender be accepted and that the following work be done.

1) Laying out of Gravel Hockey Pitch. £1,956

2) Making of two tennis courts only: 932

£2,988

Owing to the present financial position it was agreed that the one tennis court be left in abeyance.

ANCE: Mr Kennedy discussed the Free of Interest Loan from the Rhodes Trust and said that while he is in England he will make arrangements to see Lord Elton and let him know what has been done.

STANDING ES: These were presented.

RAFT This was presented.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL CLAREMONT ON FRIDAY OCTOBER 12th, 1956 AT 5.0.P.M.

PRESENT: Mrs Dowie Dunn
Mr H.L.Kennedy
Mr F.C.Robb
Mrs L.P.Small
Mr Justice L deV van Winsen

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Mrs Brock
Mr J.DWares

Arising from the Minutes:-14.9.1956

HEDGE: Mr Justice van Winsen said he had made himself responsible for attending to this matter and that he would get in touch with Stewarts Nurseries and arrange for the completion of the hedge.

FLATS: Miss McLean reported that the arrangements were proving satisfactory - certain furniture had been taken over from Mrs Stobie but some items had to be bought new.

Miss McLean asked the Committee if it is customary for the owner of the flats to hold the duplicate keys - after discussion it was suggested that we arrange for duplicate keys to be cut immediately blanks could be obtained.

ELECTRICITY: Miss McLean reported that Mr Baker of Edward Shaws had written again in connection with the electricity and points out that in order to put the wiring in a safe condition, that it will now not be as costly as was at first quoted- namely £135. He considers that this will now only cost £48.0.0. After discussion it was agreed that the work be carried out at this figure.

SLEEPAGE: Mr Kennedy reported that Mr Fairweather had not let him know but that he would get in touch with him again.

LIBRARY: Miss McLean reported that this matter will be left over until December when the walls will have completely dried out.

EASTER HOLIDAYS: This matter was not brought up at the Council Meeting.

DAY Day: It was decided to recommend to His Grace, the Archbishop, Friday February 8th or Friday February 15th.

Proposed Speaker for that Day:

DR. ZAC de BEER.

OUTSTANDING FEES: Miss McLean reported that the fees for the Third Term were still outstanding by Mr Norton. After discussion, it was agreed that a further

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letter be sent to Mr Norton, pointing out that the matter had been referred to the Council and that they had instructed Miss McLean to say that these fees must be paid immediately.

Miss McLean reported the position in connection with Mr der Kinderen, who had requested that owing to his financial position he would be unable to leave his daughter at Herschel. After discussion it was agreed that the matter be handed over to Messrs Syfret, Godlonton & Low.

SS TULLOCH

Miss McLean reported that she had discussed the question of the extra £5.0.0. Responsibility Allowance to Miss Tulloch and she was surprised at this figure. After discussion it was agreed that this be increased to £10.0.0. by not deducting the £5.0.0. for board and residence.

LLING OF
NDS:

Miss McLean reported that she had spoken to Mr Clifford Harris in this connection and he told her that they were unable to tender for this work owing to their machinery being upcountry, but that Mr Harris would be pleased to look at the tenders received and give any advice thereon.
After discussion it was agreed that Messrs Simpson's Road Construction's tender be accepted.
It was suggested that Mr Simpson be asked to come to the School one afternoon about 5.30. to go into the various matters that have to be done. Mr Justice van Winsen and Mr Kennedy agreed to be present if they could be advised the time arranged for such a meeting.

ANCE:

Mr Kennedy reported that he hoped to present a statement of figures, showing approximately what the financial position will be next year.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED:

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL CLAREMONT ON MONDAY NOVEMBER 12th, 1956 AT 5.0. P. M.

PRESENT: Mrs Brock
Mrs Dowie Dunn
Mr F.C.Robb
Mrs Small
Mr J.D.Wares
Mr Justice L deV van Winsen

In attendance: Miss McLean
Secretary: Mrs Withers

Arising from the Minutes: October 12th, 1956:

HEDGE: Mr Justice van Winsen reported that he had seen Mrs Stewart who said she would let him have 100 Pitosporium plants as soon as they are ready.

FLATS: Miss McLean reported that Santa Marie Holdings telephoned to find out if the leases had been signed - At the Quarterly Council Meeting held on September 14th, IT WAS RESOLVED that the leases be signed by Mr Kennedy and the Secretary - unfortunately the leases were not signed by Mr. Kennedy at the time and Mr Kennedy is now on leave. It was agreed that Mr Kennedy or Mr Robb should sign.

Miss McLean asked the Committee if they would allow Miss Currie, Headmistress of Wynberg Girls' High School to occupy the flat at a nominal rental to cover the cost of electricity and water. Agreed. Miss McLean said that possibly she would use the other flat herself on her return from Natal as the School will be closed.

ELECTRICITY: Miss McLean reported that nothing had yet been done.

SEEPAGE: Miss McLean reported that letters had again been sent to Mr Tyers, Mr Smit and Mr Sinclair Black. Mr Sinclair Black telephoned to say that he had passed the letter on to the right quarter but he did not hold out much hope as there were numerous matters on the programme to be dealt with prior to our request.

FOUNDER'S DAY: Miss McLean reported that the Archbishop had written to her saying that De de Beer's reply was -

"I am most anxious to do this for you (i.e. give away the Prizes) on February 15th. I must however mention that Parliament will be in Session at that time and that it is just conceivable, although highly unlikely, that some urgent business may cause the whips to refuse me leave. As I say, this is not a likely contingency; and if I may accept the invitation on these terms I should like to do so".
After discussion it was agreed that this being the main function of the School Year, it would be advisable to suggest another name and that Dr deBeer be written to explaining the difficulties and that perhaps at some other time he would be willing to come.
It was proposed that Miss Currie, Headmistress of Wynberg Girls' High School be invited to give away

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the prizes; should she not be available, Advocate Broekema's name was proposed. Miss McLean said she would write to the Archbishop advising him of the Committee's decision.

STANDING
DER: Miss McLean reported that Mr der Kinderen had now paid the fees.

S TULLOCH: Miss McLean reported that Miss Tulloch is satisfied with the additional £5.0.0. Responsibility allowance, with free board and lodging, for her responsibility of the children boarding in the flats.

CELLING: This is now under way.

VENUE: Mr Robb read out the figures prepared by Mr Kennedy for 1957 as compared with 1953, 1954, 1955 and 1956. There will be an approximate deficit of £1,320 which is very serious and in order to overcome this, something will have to be done.
Mrs Brock proposed that a levy of £2.0.0. per pupil be included on the account each term. After discussing this point it was felt that before anything of this nature could be done a letter would have to be sent to all parents to find out what they felt about such a levy. Mr Robb said he definitely was not in agreement with the scheme until parents had been approached.

ENTRY
GARAGE: Miss McLean asked if something could be done in connection with the Laundry machinery which has been stored in the crypt for a number of years. After discussion it was agreed that Mr Tromp from whom the machinery was purchased, should be approached with a view to selling it. Miss McLean said she would do so. It was felt that at this stage nothing could be done about erecting a garage.

NO: Miss McLean reported that the School had the opportunity of purchasing a secondhand piano for £60, needing £40.0.0. to put it in good order and not to lose this opportunity, she purchased it. The Preparatory School paying £30.0.0. towards the cost of it out of money which they raised at their morning Market this year and the balance to be paid by the school, for the time being. Miss McLean said that the piano was most urgently required at the Preparatory School.

RUST: Miss McLean reported that a cheque for £100. had been received from the H.D.Jooste Trust, with a covering letter saying - "This donation of £100. is to be expended by you in providing any amenity, or to meet the cost of performing any necessary piece of work, which, in your sole opinion, would be to the benefit and advantage of the School in a general way". Miss McLean said she would like to purchase stainless steel vegetable dishes for the dining-room, as breakages were tremendous. It was agreed that the money be spent in this way.

NE: Miss McLean said that she had received a communication from the Telephone Department informing her that they could not supply a telephone until an additional cable be laid. Mr Wares offered to go to the Telephone Department and see what he could do.

LANCE: This was presented.

TINGS: Miss McLean asked if it would be possible to have the Quarterly Meeting on December 7th, in view of the fact that the School will be closed on the 14th. It was agreed that Thursday December 6th or Friday December 7th, be arranged. Miss McLean agreed to find out which date would suit the Archbishop.
The General Purposes Meeting was arranged to take place on Monday December 3rd,1956 at 5.0.p.m.

Miss McLean said she felt that she should report that the Matron's appointment at the Flats has not proved satisfactory and that she has left and she hoped to replace her very shortly.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED:

From the Archbishop of Cape Town

TEL. 7-3689

BISHOPSCOURT.
CLAREMONT.
CAPE.
S. AFRICA.

6th November, 1956.

Dear Miss McLean,

I enclose the letter to Lord Elton signed.

Dr. Zac de Beer writes as follows: "I am most anxious to do this for you (i.e. give away the prizes) on February 15th. I must however mention that Parliament will be in Session at that time and that it is just conceivable, although highly unlikely, that some urgent business may cause the whips to refuse me leave. As I say, this is not a likely contingency; and if I may accept the invitation on these terms I should like to do so." Shall I tell him to come?

Yours very sincerely,

Geoffrey Cape

Miss C. McLean.

HEADMISTRESS'S REPORT:

NOVEMBER 1956

STAFF: We were without a Housekeeper for the first 10 days of term, but the position was then filled by Miss Jackson, recently of the Settlers Club and so far all seems well in that Department.

MISS POWER, Geography, and MISS MCCRACKEN, Lower II, both intend returning to England via Rhodesia and leave us at the end of this term. Miss Power, who thus breaks her contract, I have not as yet been able to replace; but in Miss McCracken's place I have appointed Patricia McCarthy, an Old Girl, who has done particularly well at the Training College, she will take the small division parallel to Miss Porter.
The Biology post, always a difficult one to fill, is again undecided as Mrs Simons leaves at the end of term.

MRS VAN OUDSTHOORN leaves to become a Lecturer at Barkly House, but Miss Leisching will take her Form when Miss Dick returns from England in January.

MISS WATSON-MORRIS feels unable to continue her Natural Movement Classes any longer, she has been here since 1939 and we are sorry that the classes must now cease.

HEALTH: has been good except for one or two cases of whooping cough in the Preparatory School now.

MISSION: The numbers now and those expected for January are as follows:-

SCHOOL	December	January:
Boarders:	42	51
Day:	77	81
	119	132
PREPARATORY:		
Boarders:	24	18
Day:	76	82
	100	100
KINDERGARTEN:	44	48
	263	280

There are increased inquiries at this stage and the waiting list is roughly as at September of this year.

ACTIVITIES: 18 girls were Confirmed by the Archbishop of Cape Town in St.Saviour's Church on Thursday November 1st.

8 girls attended the Citizenship Course held in the Michaelmas Holidays.

A member of Upper IV gained 1st place in her group for the Competition held by the French Circle.

The VIth Form held their Dance on Thursday September 27th; this was a particularly happy occasion.

Old Girls Day was held on Saturday October 20th and was well attended.

Gatherings have been held for Parents to meet the Staff; at the Preparatory for tea on Wednesday September 19th, and at School for Coffee on Monday evening, October 29th and both were most enjoyable.

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The Parents have been active in so many ways this term and we are most grateful to them for bringing and letting off fireworks, the production of "The Hollow", the showing of films and other innumerable activities and hard work which led to so successful a Fete on November 17th, on which day £1,474.12.8. was banked - the final figure is yet to come.

Within the School-House Plays have been held, a Sweet Making Demonstration by Mrs Sachs, Hiawatha, and the Natural Movement Dancing Display, all bringing in funds for development.

Visits have been made to the M.C.C.Cricket Match; S.P.C.A. at Grassy Park; Exhibition Tennis; Recital by Yehudi Menuhim and the Arte Viva Trio; and in School we had Count Waldimeroff to speak on Russian History, the Film, Marie Antoinette, Fencing with St.Cyprians, a Squash Match, the Form Gym Competition, the Abe Bailey Afrikaans Speaking Competition.

The Preparatory Plays take place on November 29th and 30th and the School Carol Service on Wednesday December 5th, and this will be recorded for Broadcasting on Sunday December 23rd at 4.45 p.m. on the A Programme.

The Preparatory Boarders have occupied the Flats this term and the accommodation seems adequate (a suitable Matron proving difficult to find).

The ground is being levelled for the tennis courts and the hockey pitch and apart from the noise all seems well.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

February 19th, 1957.

NOTICE is hereby given that the ANNUAL GENERAL MEETING of MEMBERS will be held at HERSCHEL SCHOOL, CLAREMONT, in the Library, on Friday, March 8th, 1957, at 5. 0. p.m. for the following purposes:-

1. To receive the accounts, with the Auditor's Report thereon and the Report of the Council on the past year's transactions.

2. To fix the remuneration of the Auditors.

3. To elect Members to fill the vacancies on the Council in place of Members who retire by rotation.

4. Any other business.

E. R. Withers
SECRETARY

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

February 19th, 1957

The Quarterly Meeting of the Council will be held at Herschel School, Claremont, in the Library, immediately after the ANNUAL GENERAL MEETING on Friday, MARCH 8th, 1957

A G E N D A

1. Minutes to be Confirmed:-

   Quarterly Meeting held on Friday, December 8th 1956.

2. Report of the General Purposes Committee.

3. Report of Headmistress.

4. Any other business.

E.R. Withers
SECRETARY

TES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL CLAREMONT, ON MONDAY DECEMBER 3rd 1956 AT 5. 0. P. M.

PRESENT: Mrs Brock
Mrs Dowie Dunn
Mrs Small
Mr Justice L deV van Winsen
Mr Wares

ttendance: Miss McLean
retary: Mrs Withers

logies for absence: Mr Robb

ing from the Minutes:

HEDGE: Nothing has been done due to the fact that this is not the time to plant Pitosporium. In the meantime the holes are being prepared and Mr van Winsen agreed to supervise the planting of the hedge when the time arrives.

EPHONE AT FLATS: Mr Wares reported that he had been in touch with the telephone department and they informed him that this will be attended to within the next two to three weeks.

NDER'S DAY: Miss McLean said that she had received a letter from His Grace, the Archbishop, in which he said that he was very disappointed in the Committee's decision. Miss Currie, has accepted the invitation to give away the Prizes.

PAGE: Mr Tyers, City Councillor, had informed the School, that the City Council were recommending that £4,000 be spent on Kenmar Crescent for the coming year.

ELLING: This work is now in progress and the Tennis Courts should be ready for the first term of 1957. The question of planting grass on the bank of the hockey pitch was not included in the tender. After discussing the best way in which to deal with this, the following suggestions were made:-

1) to cut the banking for seating accommodation.

2) to plant grass.

or 3) to cement the cutting out for seating.

It was suggested to ask Mr Simpson, of Messrs Simpson Road Construction, who are the Contractors doing the work, what he thinks of the above suggestions.

BALANCE This was presented.

ANDING FEES: These were presented and showed a satisfactory position.

SION OF FEES: Miss McLean asked the Committee if Private Schools in general granted any remission to Lecturers or Professors on the University Staff who had children in private Schools. After discussion it was agreed that the School could not allow any reduction in fees for such members on the University Staff.

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL SCHOOL CLAREMONT, IN THE LIBRARY, ON FRIDAY, DECEMBER 7th, 1956 AT 5.30.P.M.

PRESENT: His Grace, The Archbishop (In the Chair)
The Reverend John Aubrey
Mr D.Baxter
Professor L.E.Casson
Professor W.E.Grant
Mrs Ballantine
Mrs Henderson
Mr F.C.Robb
Mrs Small
Mr J.D.Wares

Apologies for absence: Mrs Brock
Mrs Dowie Dunn
Mrs Lane Forsyth
Mr H Alers Hankey
Mr Justice L deV van Winsen

MINUTES: The Minutes of the Quarterly Meeting of the Council held on Friday September 14th, 1956, copies of which had been sent to Members, were taken as read and signed by the Chairman, as a true record of the proceedings.

FINANCIAL PURPOSES REPORT: This was presented by Mr Robb in Mr Kennedy's absence.

Arising from this Report.

Firstly, Mr Robb reported that Messrs Simpson Road Construction's tender of £3,370 for the construction and fencing of two tennis courts (£1,050) and the construction of a gravelled hockey field (£2,320) has been accepted and they have promised to have the tennis courts completed when school opens at the end of January 1957 and the hockey field should be ready for use when school opens after the Easter holidays.

Secondly, the question of asking the parents if they would be agreeable to a small levy being charged on their quarterly accounts was discussed but it was generally felt that this would not be advisable. However, it is very encouraging to know that there will be an additional 25 to 30 pupils in the school from January 1957, which will increase the fees by £1,500 per annum.

MISTRESS'S REPORT: This was presented.

The Council expressed their appreciation to the Parents for the work they put into the Fete and for the money raised. A special vote of thanks was given for Mrs Small, Mrs Brock, and Mrs Dowie Dunn. To date the amount raised as a result of the Fete was £2,600 but Mrs Small said there were several amounts to come in and as soon as the final figure was reached, that the money would be paid in to the School's Banking Account in Claremont.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

DATE 8.3.1957 CHAIRMAN ..J.W. Cantuar...

UTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL OOL, CLAREMONT, HELD ON FRIDAY, FEBRUARY 8th,1957 AT 5. 0. P. M.

PRESENT: Mrs Brock
Mrs Dowie Dunn
Mr H.L.Kennedy
Mrs Small
Mr [illegible].Robb
Mr Justice LdeV van Winsen.
Mr Wares

attendance: Miss McLean
retary: Mrs Withers

ISING FROM THE MINUTES: DECEMBER 3rd,1956:

GROUNDS: THE HILL: Miss McLean reported that the Tennis Courts are now completed and that she is arranging for two tennis nets to be purchased through Mr Houba.

The question of purchasing a roller was discussed for the tennis courts and the hockey field. Miss McLean said she thought that the roller which was used by the Contractors may be for sale and that she would ask Mr Blow of Messrs Clifford Harris, if he would make enquiries. Should this not be for sale, it was suggested that possibly one could be purchased at a sale and that it would possibly cost about £5.0.0.

Miss McLean reported that she had received the estimate from The Simpson Road Construction Company for the retaining walls to the Hockey Ground. The estimate for £500 would cover the following work:-

To construct a series of three dwarf walls in 9" brickwork, 18" high, - this would include first-grade brickwork and including for three sets of steps five foot in width.

These walls could be topped with a 9" plank to act as a seat, if this is thought to be necessary, but the estimate does not include for this.

Alternatively:

Grass could be layed in sods over the whole area of the embankment, except for the footway, at a cost of £150.

After discussion, Mr Robb said that he felt that the tender of £500 should be accepted as he did not think the alternative proposal would be satisfactory. It was agreed that the tender of £500 be accepted, on the understanding that channelling should be put in at the bottom of the banking to carry the water away during the winter- AGREED.

The fencing of the grounds will have to be considered but it was agreed that this could not be finally arranged until the transfer had gone through. Mr van Winsen agreed to go into the matter.

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LAUNDRY EQUIPMENT: Miss McLean reported that she had spoken to Mr Tromp, from whom the machinery was purchased, and he made the following proposals:

1) that he would allow £468. for the machinery as it stands.

2) that it could be advertised.

and 3) that he would try and dispose of the equipment in his showroom, either in one or by selling the items separately.

Miss McLean reported that the washing machine at present used by the school had broken down and that the agents had given her an estimate of £32 to repair the machine. After discussion it was decided that this figure seemed rather high. Miss McLean agreed to see if the washing machine attached to the laundry machinery would be suitable and will report the position at the next meeting.

AL ACCOUNTS: Miss McLean reported that the Final Accounts for the alterations to The Hill have been sent in by Messrs Harpers amounting to £694. After going through the various items it was agreed that it was in order but that payment must be held over, pending the investigation into the condition of the paint work which is peeling very badly. Agreed.

CE: Mr Kennedy said that according to the figures taken out for the financial year it would appear that the accounts will show an approximate deficit of £1,500.

It is very encouraging to report that for the present term the number of pupils have increased by 32. This will make an appreciable increase in fees- approximately £700 per term.

DGHART This was presented-as at January 31st - £6,815.

ING BOX Miss McLean reported that the rental for the Bathing Box at St.James was now due. It was felt that the children do not make use of the box and Miss McLean said she had made enquiries from the City Council as to the prodedure of disposing of the box. Mr Robb said he felt that before doing anything about it that Mr. Duncan Baxter should be approached as he gave the bathing box to the school. Mr Robb agreed to get in touch with Mr Baxter.

S: Mrs Small asked if it is not possible to increase the charges for the mid-day meal supplied to the day girls, as she felt that the cost-of-living has been increasing all the time but no adjustment has been made in this connection. After discussion it was agreed that nothing could be done in this connection at present.

ING ACCOMMODATION FOR THE PREPARATORY BOARDERS:

Miss McLean said that the present arrangement cannot continue indefinitely both from an administrative point of view and the winter weather.

...../

VICE SALARIES: These were discussed and it was agreed that Mrs Gatonby's salary be increased by £7.10.0. and that Mrs Withers's salary be increased by £5 a month, although she had expressed herself as being entirely satisfied with the present arrangements, the Committee preferred to make this increase in appreciation of all that she does for the School.

ES: The reduction given to sisters of families who were in the school at April 1953, when this allowance was discontinued, was again discussed, but no final decision was reached; the amount being given in these allowances for this term amount to £65.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED

HEADMISTRESS'S REPORT MARCH 1957

STAFF: MRS SILBERBAUER B.Sc.(N.U.C.) has replaced Mrs Simons and is responsible for Biology throughout the Senior School.

MRS McCORMICK B.A.(London) is now full-time, teaching English, French and History.

MISS MITCHELL B.A.(U.C.T.) is part-time teaching the Geography in place of Miss Power.

MRS duTOIT has substituted for Miss Goldblatt this term but unfortunately cannot stay longer now that Miss Goldblatt is unable to return.

MRS HOMBERG L.R.A.M. has replaced Miss Rainier for piano.

HEALTH: There has been one case of polio, a day girl in the Preparatory (with no resultant paralysis); precautions taken on advice of the Medical authorities have been longer rest each day, no over exertion on the games field, no matches other than cricket, the swimming bath used by the Senior School only and then for diving and style, thus avoiding over exertion and no visits have been made to outside functions.

NUMBERS: These have increased in all departments:-

SCHOOL	December 1956.	March 1957.
Boarders:	42	51
Day:	77	84
	119	135
PREPARATORY:		
Boarders:	24	18
Day:	76	92
	100	110
KINDERGARTEN:	44	45
	263	290

ACTIVITIES: The Club and House activities have been restricted to Meetings here.

Founder's Day was held on Friday February 15th and the Library Birthday on Monday February 18th.

Of the 16 who entered for the School Leaving Certificate, all passed, 1 in the 1st Class, 10 in the 2nd, 5 in the 3rd and 14 gained exemption from the Matriculation of the University of South Africa.

EQUIPMENT: The Savage Washer has been replaced by a "Easy-Washer" the Savage has been in use since 1946 and the repairs have grown beyond economy; the new machine cost £71.11.0. and £7 was obtained for the old one,

The two tennis courts are complete, but have not been used, as we have no roller as yet.

The Hockey Pitch is complete and the Preparatory School are playing tennisette on it, four courts have been marked and equipped.

The time has come when we must consider a new floor for this kitchen, it is very difficult to keep clean and many of the boards are badly cracked.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD):

...T of the Council to be submitted at the ANNUAL GENERAL MEETING ...e Association, to be held on Friday, 8th March, 1957.

...e Revenue and Expenditure Account for the 12 months ended ... December 1956, together with the Balance Sheet at that date, ...ified by the Auditors, are submitted with this Report.

...UE AND EXPENDITURE ACCOUNT:

...e Revenue and Expenditure Account shows a deficit of £1,784. ...ared with a surplus of £28 for the previous year.

...lthough Revenue for the year increased by £761 this was heavily ...et by increases in Expenditure under practically all headings. ...e increases were anticipated as a result of opening "The Hill" ...owing to an increase in the numbers of pupils at the School in ..., it is hoped that the present year may show a surplus.

...further increase in the number of pupils would provide for a ...ction in the overdraft, and eventually enable the Council to ...k on further schemes such as a Junior Boarding House.

...UE:

	1955	1956	Increase + Decrease -	1957: Estimate.
...on & Board:	27,926	28,964	+ 1038	34,045
...e Subjects:	3,723	3,646	- 77	3,840
...stration Fees:	103	116	+ 13	100
...y Revenue:	419	243	- 176	250
...rest:	37	-	- 37	
	£32,208	£32,969	£ + 761	£38,235
...DITURE:				
...ries of Staff:	17,722	18,005	+ 283	18,840
...Domestic "	2,606	2,719	+ 113	2,760
...ations	5,527	5,787	+ 260	6,600
...ric Charges:	2,628	3,166	+ 538	2,940
...s Requisites:	21	77	+ 56	120
...rty Charges:	585	1,257	+ 672	1,500
...istration:	1,186	1,005	- 181	1,200
		268	+ 268	636
...on Fund & U.I.P.	581	609	+ 28	660
...ance:	272	288	+ 16	324
...est:	835	1,288	+ 453	1,800
...ciation:	180	284	+ 104	300
...bt Written off	37	—	- 37	—
	£32,180	£34,753	£2,573	£37,680
...us	28			555
...t:		1,784	-1,812	
	£32,208	£32,969	+ 761	£38,235

...../

ILLS:

average number of pupils attending the School during 1955 1956 is as follows (the numbers attending at the date of s Report is given for comparison):-

	Average 1955.	Average 1956.	Ast at 8th March 1957
SCHOOL:			
Boarders.	52	51	51
Day.	161	169	84
PREPARATORY			
Boarders			18
Day			92
KINDERGARTEN.	49	43	45
	262	263	290

Junior Boarders only came under control of the School in the term of 1956. Previously they boarded with Mrs Stobie.

S ON COUNCIL:

ccordance with the Rules of the Association, the following bers selected by His Grace, the Archbishop, are due to retire:-

Mrs J.F.Brock
Mr H Alers Hankey

Lane Forsyth, a members nomination, is also due to retire.

S: It will be necessary to fix the remuneration of the Auditors for the past 12 months.

HILL: At the 31st December 1956, the expenditure on The Hill ted to £41,918 and an amount of approximately £2,600 was ired to complete the laying out of the hockey pitch and two de courts. The amount raised in the Development Fund to the December was £24,641, leaving a shortfall of approximately ,000, which is at present being financed by means of a Bank erdraft and an interest free loan of £5,000 from the Rhodes Trust.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON FRIDAY, MARCH 8th, 1957 AT 4. 30. P. M.

PRESENT: Mrs Brock
Mrs Dowie Dunn
Mr H.L.Kennedy
Mr P.C.Robb
Mrs Small
Mr Justice LdeV van Winsen
Mr J.D.Wares

In attendance: Miss McLean
Secretary: Mrs Withers

ARISING FROM THE MINUTES: February 8th 1957.

THE HILL: Messrs Simpson Road Construction have completed the terraced wall at the top of the hockey field below the school building and everything appears to be satisfactory. The children in the Preparatory are now playing tennisette on the hockey field - four courts have been marked out for this purpose.

LAUNDRY EQUIPMENT: Miss McLean reported that she went ahead with the purchasing of a new washing machine for the Senior School - An Easy Washer was bought at a cost of £71.11.0. and the old one was sold for £7.10.0.

The Laundry Machinery was discussed and Miss McLean reported that two Members of the Lady Buxton Home Committee called to see the Ironer, but unfortunately Mr Tromp, from whom the machinery was originally purchased, informs us that spare parts for this particular make of Ironer are unobtainable now and consequently the Buxton Home cannot entertain purchasing it. After discussion it was agreed that we should accept Mr Tmp's offer of £468 for the complete unit.

PAINT: Nothing further has been reported .

BATHING BOX: Mr Robb reported that he had spoken to Mr Duncan Baxter, who was willing for the School to dispose of the Boxes and to use the money received for them as the Committee think fit. It was decided that a letter should be sent to the Council asking them to consider an offer of £150 for the Boxes No. 94 (D). AGREED.

ROLLER: Miss McLean reported that she had purchased a Roller from Messrs Consanni at a cost of £11.10.0. for the tennis courts at The Hill. It will be necessary to purchase a heavier roller for the hockey field.

ALLOWANCES ON FEES: No definite decision was reached at the last Meeting in this connection.
Miss McLean said she had received a letter from Mr Smith, asking if he was not entitled to the 10% remission in fees for his younger daughter - after discussing the matter it was agreed that Mr Smith be allowed the 10% for this year, but that as from January 1958 it be recommended to the Council that the 10% granted in respect of younger sisters be discontinued. If this proposal is agreed to by the Council, that a letter be sent to all the parents concerned, notifying them of the discontinuance of the remission.

.....

[illegible]: Miss McLean asked the Committee if the Chaplin's remuneration would be reviewed. He was at present receiving £7.10.0. per quarter. Discussion took place but no decision was reached.

[illegible].M. The Meeting adjourned to attend the Quarterly Council Meeting in the Library.

[illegible].m. The Meeting resumed.

Mrs Henderson joined the Meeting as a new Member on the General Purposes Committee in place of Mrs Dowie Dunn who retires by rotation.

[illegible]. Miss McLean said she felt something must be done about the portion of the hedge, which was burnt, at the boy's quarters. Mr van Winsen reported that he had made a few enquiries about building a wall or wooden fence. Should a brick wall be decided on it would cost approximately £100 - a wooden structure by A.S.A.Timbers would cost £46, but if the poles were sunk in concrete it would amount to £55. After discussion it was agreed that it would be wiser to decide on the brick wall.

Mrs Dowie Dunn asked if something could be done about the road where parents call for children at The Hill; there was no way in which the cars could get up to the building and in the wet weather the congestion was going to prove a difficulty - Mr van Winsen said he would go and look at the grounds and see what could be done.

[illegible]ING FEES: These were presented and Miss McLean reported that letters had been sent to the parents concerned, requesting payment of the fees.

[illegible]: This was presented: £8,332.

[illegible]
[illegible].

[illegible]MEYER Miss McLean reported that Dr Watermeyer had intimated to her that he felt the time had come for him to resign as the School's Doctor. Miss McLean said she would like to ask the Committee's permission to ask Dr Watermeyer to remain on. After discussion it was agreed that a letter be written to Dr Watermeyer, thanking him for his services to the School and trusting that he would continue with this good work.

[illegible] THE
[illegible] PURPOSES COMMITTEE:

Mr Kennedy said he would like to suggest that this Committee be divided into the following groups:

Finance: Mr Kennedy and Mr Robb
Grounds: Mr Justice van Winsen and Mr Wares.
Domestic Affairs: Mrs Brock, Mrs Henderson and Mrs Small.

AGREED:

It was suggested that the Meeting should think of possible names of people whom they would like to serve on the Council and that the names be discussed at the next Meeting.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED:

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

REPORT OF THE

GENERAL PURPOSES COMMITTEE

The Report covers Meetings held on 7th December and 8th February

THE HILL: The capital expenditure programme has now been completed for the alterations and additions, laying out of the hockey field and the erection of two tennis courts. The total cost will be about £45,000 and to the 31st December last £24,641 had been raised by various means and from various sources.

Further improvements are contemplated at a later stage, but first will be directed to the lay our and fencing of the grounds. It is felt, however, that it is better to wait till the City Council has completed the laying of the road and sidewalks in Kenmar Crescent, and also till they have indicated their intentions in regard to the levels and the fencing of the ground where Claremont Park now adjoins the School property.

On the side of the Hockey Field nearest the Hill it was decided to build low retaining walls of brick at an additional cost of £500 as it was felt that a grass bank would not be satisfactory and that the cost of such a bank would be a dead loss as it would eventually become necessary to build retaining walls.

The interior paintwork at the Hill has proved defective as a considerable part of it is peeling off.
We have indicated to the Contractors, through the School Architect that we hold them responsible and that the Final Payment of £694 is being retained till the matter is settled. It is possible that there may have been a defect in the paint supplied. Tests are being made.

NDRY
IPMENT. Steps are being taken to sell the Laundry Equipment which has been in store unused for nine years and it is hoped to sell it for a minimum preice of £468 against a cost of £748. It may be possible to use the washing machine attached to this equipment in place of the present machine now being used and which has now broken down beyond repair, except at a high figure.

NANCES. As a result of a substantial increase in the number of pupils the financial estimates for 1957 have taken on a better appearance, and it appears that there is a likelihood of a surplus. Expenses still tend to increase but at present it is difficult to make comparisons with previous years owing to the opening of the Hill and consequent increase in numbers. If the School can be filled to capacity which means an additional 35 pupils, a start can be made to reduce the indebtedness and to contemplate further expansions such as a Junior Boarding House.

ES ETC. Discussions took place on whether or not a remission of fees could be granted to Professors or Lecturers on the University Staff who had children at the school and it was decided this could not be done.

....

The position regarding outstanding fees is satisfactory.

BATHING BOX AT ST.JAMES: It has been decided to give up the Bathing Box at St. James as it is never used by the School.

Mrs Lane Forsyth,

It was with regret that the Council received
resignation at their Meeting on Friday March 8th and
their wish to accept this with reluctance and at the
time to thank you most sincerely for your interest and
over the past years.

At the same time they trust that you will
your connection and friendship with the School.

Yours sincerely,

E.P. Wilkins

SECRETARY

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

BALANCE SHEET AS AT 31ST DECEMBER 1956

1955					1955				
		SHARE CAPITAL					**FIXED ASSETS**		
		Authorised					Land and Buildings		
£500		10,000 Shares of 1/- each	£500 - -				Clarement, C.P. - At Cost		
					54,320		Herschel School (Mortgaged as per Contra)	54,319 11 4	
		Issued			1,483		Staff Residence	1,483 6 -	
	257	5,142 Shares of 1/- each, fully paid		257 2 -	41,095	96,898	"The Hill"	41,918 18 8	97,721
		CAPITAL RESERVE					Bathing Box, St. James, C.P. -		
						10	Book Value at 1st January 1953		10
24,226		Endowment Account Development Fund Total collected to date, appropriated towards the cost of acquisition and alterations of Land and Buildings, "The Hill"	24,225 15 3				Furniture and Equipment -		
							Book Value at 1st January 1953	1,795 - -	
							Additions since, at Cost	1,843 11 2	
								3,638 11 2	
20,584	44,810		24,641 1 -	48,866 16 3					
							Less Depreciation since 1st January 1953	633 11 2	
	23,342	**REVENUE AND EXPENDITURE ACCOUNT**		21,557 17 4		2,615			3,005
							Pianos -		
	68,409			70,681 15 7			Book Value at 1st January 1953	225 - -	
							Additions since, at Cost	324 19 6	
								549 19 6	
		MORTGAGE CREDITOR							
		South African Mutual Life Assurance Society					Less Depreciation since 1st January 1953	249 19 6	
						75			300
2,000		Balance of First and Second Bonds	2,000 - -				Linen and Curtains -		
12,928	14,928	Balance of Third Bond	12,927 11 9	14,927 11 9			Book Value at 1st January 1953	100 - -	
		(Secured on Land and Buildings known as Herschel School, as per Contra)							
						50	Less Depreciation since 1st January 1953	50 - -	50
		TRUST FUNDS					Cutlery, Crockery, Glassware and Kitchen Utensils -		
50		Sonia Beck Memorial Prize	50 - -				Book Value at 1st January 1953	150 - -	
1,000	1,050	W. Duncan Baxter Trust Fund	1,000 - -	1,050 - -			Less Depreciation since 1st January 1953	50 - -	100
						100			
	5,000	**LOAN FROM RHODES TRUST** (Free of Interest) (Used in connection with the cost of acquisition of Land and Buildings, "The Hill")		5,000 - -					
						99,748			101,121
		CURRENT LIABILITIES					**TRUST FUND INVESTMENTS**		
							Quoted:		
9,137		Bank Overdraft	9,677 1 11						
4,240	13,377	Sundry Creditors	2,510 11 5	12,187 13 4			1000 5½% Cumulative Preference Shares of £1 each, fully paid, in J.W. Jagger and Company Limited - At Valuation W. Duncan Baxter Trust Fund	1,000 - -	
		NOTE: There is a commitment in respect of a Contract for Alterations and Additions to Landed Property estimated at - £2,570.			1,000		(Market Value: At 31st December 1956 - £800 At 31st December 1955 - £950)		
£102,764		**FORWARD**:		£103,847 - 8	£1,000	£99,748	**FORWARD**:	£1,000 - -	£101,121

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REVENUE AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 1956.

1955					1955				
		Salaries of Staff:					Fees:		
12,541		Teaching	13,305 2 1		27,926		Tuition and Board	28,963 19 3	
815		Non-Teaching	892 4 4		3,723	31,649	Extra Subjects	3,646 3 -	32,610
1,104		Secretarial	1,043 15 -			103	Registration Fees		115
		Special Subjects and							
3,262	17,722	Services	2,763 10 6	18,004 11 11		420	Sundry Revenue		243
		Wages of Domestic Staff and							
	2,606	Garden Boys		2,719 3 5		37	Interest on Cash at Call		-
		Provisions:					Excess of Expenditure over Revenue for the year,		
258		Bread	290 7 4			-	carried down		1,784
215		Butter	248 18 8						
		Fish, Fruit, Vegetables							
1,316		and Eggs	1,434 12 9						
1,182		Groceries	1,207 6 1						
1,794		Meat	1,882 6 1						
762	5,527	Milk	723 8 3	5,786 19 2					
		Domestic Charges:							
613		Electricity, Gas and Coal	749 4 2						
1,105		General Maintenance	1,539 6 7						
580		Laundry	560 13 10						
170		Miscellaneous Supplies	165 8 1						
160	2,628	Water	151 2 9	3,165 15 5					
	21	Sports Requisites		77 - 5					
		Property Charges:							
88		Grounds	59 16 6						
373		Maintenance	813 5 9						
64		Rates and Specific Services	64 9 5						
-		Rent of Santa Maria Flats	267 14 -						
10		Rent of Bathing Box	- - -						
50	585	Water for Swimming Bath	51 15 -	1,257 - 8					
		Administration:							
64		Advertising for Staff	19 18 6						
105		Audit Fee	105 - -						
33		Bank Charges	29 3 7						
398		Miscellaneous	696 - 5						
50		Postages and Telegrams	49 19 3						
172		Printing and Stationery	149 3 -						
97		Telephone	80 4 2						
268	1,187	Class Materials	143 16 6	1,273 5 5					
		Contributions to:							
559		Pension Fund	589 7 9						
22	581	Unemployment Insurance Fund	19 17 1	609 4 10					
	272	Insurance		288 7 4					
	£31,129	Forward:		£33,181 8 7	£32,209		Forward:		£34,751

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ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REVENUE AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 1956 (CONTINUED)

1955				1955		
£31,129	Brought Forward:		£33,181 8 7	£32,209	Brought Forward:	£34,753
	Interest:					
747	On Mortgage Bonds	808 11 6				
88	On Bank Overdraft	479 2 3	1,287 13 9			
37	Bad Debt written off		- - -			
180	Depreciation of Fixed Assets		283 17 8			
28	Surplus for the year, carried down		- - -			
£ 32,209			£34,753 - -	£32,209		£34,753
	Excess of Expenditure over Revenue for the year, brought down		1,784 5 -	23,314	Balance at 1st January 1956	23,34
-				28	Surplus for the year, brought down	
23,342	Balance carried to Balance Sheet		21,557 17 4			
£23,342			£23,342 2 4	£23,342		£23,3

NOTE: No Provision for Taxation has been made for the year ended 31st December 1956 as the Association is exempt from Union and Provincial Taxes.

GRS & Co

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

BALANCE SHEET AS AT 31ST DECEMBER 1956 (CONTINUED)

1955				1955				
£102,764	BROUGHT FORWARD:		£103,847 - 8	£1,000	£99,748	BROUGHT FORWARD:	£1,000 - -	£101,1
						TRUST FUND INVESTMENTS (CONTD.)		
						Unquoted:		
						South African Permanent Building Society:		
						Permanent Share -		
				50	1,050	Sonia Beck Memorial Prize	50 - -	1,0
						CURRENT ASSETS		
				418		Stocks on Hand	221 - -	
				1,452		Sundry Debtors	1,332 14 7	
				96	1,966	Cash on Hand	56 10 1	1,4
£102,764			£103,847 - 8		£102,764			£103,8

J. W. Aubrey.
CHAIRMAN.

H. H. Kennedy
MEMBER OF THE COUNCIL.

REPORT OF THE AUDITORS TO THE MEMBERS OF ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED).

We have examined the books, accounts and vouchers of the Association and have satisfied ourselves of the existence of securities. We have obtained all the information and explanations which, to the best of our knowledge and belief, were necessary fo purposes of our audit. In our opinion proper books of account have been kept by the Association, so far as appears from our examin of those books.

The above Balance Sheet and attached Revenue and Expenditure Account are in agreement with the books of account. In opinion and to the best of our information and according to the explanations given to us, the said Accounts give the information req the Companies Act, 1926, as amended, in the manner so required, the Balance Sheet gives a true and fair view of the state of the Ass affairs as at 31st December 1956 and the Revenue and Expenditure Account gives a true and fair view of the Excess of Expenditure ov Revenue for the year ended on that date.

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

CAPE TOWN.
21st February, 1957.

CORRESPONDENCE TO LORD ELTON IN ENGLAND

IN CONNECTION WITH

THE FREE OF INTEREST LOAN £5,000.

1st August, 1957.

The Secretaries,
Rhodes Trust,
P.O.Box 206,
CAPE TOWN.

Dear Sirs,

At the recent Quarterly Meeting of the Council of the English Church Schools Association, the Council were informed that the Trustees of the Rhodes Trust had agreed to extend the period of the interest-free loan of £5,000 to Herschel School, for a further five years until May, 1962.

The Council expressed its very sincere thanks to the Trusteesand the Secretary of the Council was asked to convey this message to the Rhodes Trust. Will you kindly convey the Council's thanks to the Trustees.

Yours faithfully,

SECRETARY

April 12th, 1957

The Secretaries,
Rhodes Trust,
C/o Syfret's Trust Co.Ltd.,
P.O.Box.206
CAPE TOWN

Dear Sirs,

Further to my letter of March 29th, I enclose a copy of a letter dated March 26th, from Lord Elton and a copy of Mr Kennedy's reply dated April 4th.

Yours faithfully,

SECRETARY.

March 29th, 1957

The Secretaries,
Rhodes Trust,
c/o Syfret's Trust Co.Ltd.,
P.O.Box.206
CAPE TOWN

Dear Sirs,

I am enclosing for your information copy of the Draft letter which was sent to Lord Elton on the 22nd March, 1957.

Yours faithfully,

E.R. Hitchins

SECRETARY.

EJX/GYT

4th April, 1957.

The Rt. Hon. Lord Elton,
36, Beaumont Street,
OXFORD, ENGLAND.

BY AIRMAIL.

Dear Lord Elton,

Thank you for your letter of the 26th March, 1957.

I enclose a copy of the Balance Sheet of Herschel School as at the 31st December, 1956, and from this you will see that the indebtedness of the School, including the amount due to the Rhodes Trust, is £32,114, against which there are fixed assets of £97,721.

The total area of land held by the School is approximately six acres and as a rough guide a plot of just under quarter of an acre in the area which was part of the original estate of "The Hill" was sold recently for £1,900. This would give a value for the land held by the School of somewhere in the neighbourhood of £40,000, but this is of course ignoring the value of the buildings which I feel is quite considerable.

In the draft of the Archbishop's letter it mentioned the fact that the original scheme to purchase the whole of "The Hill" estate was dropped, and a purchase of only a portion of the property was made. The sale of surplus land, therefore, fell away but the loan from the Rhodes Trust was of great help in carrying out the revised scheme and the Council would be very grateful if it could be continued for an indefinite period, free of interest, until the position of the School finances is such that repayment can be undertaken.

Yours sincerely,

Rn/1.

COPY:

THE RHODES TRUST,
36, Beaumont Street,
OXFORD.
26th March, 1957.

Dear Mr. Kennedy,

Thank you for your letter of the 22nd March about Herschel School. The Archibishop's letter does not say for how long the extension of the interest-free loan is asked for. Is the School asking for an indefinite extension? As I remember, the original suggestion of repayment in five years was based on the expectation of a sale of surplus land likely to yield from £24,000 to £29,000. I should also be glad to know whether you still consider, as Mr. Gibson wrote that he did in October 1952, that there is good security for the loan.

I remember Mr. Rose-Innes well and am sorry to gather from your letter that he is in poor health. Please give him my kind regards when you next see him.

Yours sincerely,

(sgd.) ELTON.

22nd March, 1957.

e Rt. Hon. Lord Elton,
cretary: The Rhodes Trust,
, Beaumont Street,
FORD, England.

ar Lord Elton,

Although I am a Director of Syfret's rust Co. Ltd., I am writing to you in my rsonal capacity as a member of the Council Herschel School, Claremont, Cape Town, to ich the Rhodes Trust so very kindly granted interest-free loan in 1952.

The loan was requested originally help provide a separate Junior School but, ing to delays and changes of plan, the nior School was only opened in November, 55, and we have had, therefore, just over year of working, which I am glad to say s proved very successful.

In discussions I had with the e Archbishop of Cape Town, we were ious to send a letter to you explaining present position and giving information regard to the new Junior School. A ter was drafted early in November, 1956, ause at that time I had contemplated ing over to England for a short trip and ould have taken the opportunity of calling to see you to explain the letter and also discuss with you the position in which a ool such as Herschel is now placed.

Unfortunately, just as we were to sail the Israelis invaded Egypt and

/our

trip was postponed and then finally
ut off.

When I returned from long leave,
hich I spent in South Africa, the matter
as again brought up and the original
etter from the Archbishop to you was
rought up to date and a draft was ready
or his approval when he so unexpectedly
ied. His death is a great loss to us
ut here for at the present time we can
ll-afford to lose men with his clarity
f thought and strength of character.

I am now, therefore, on behalf
f the Council sending this draft letter
o you, and the Council hopes that the
odes Trust will view favourably an
xtension of the interest-free loan.

With the legislation which is
oing put through by the present Govern-
ent on educational matters, it is very
ssential to maintain the independence
f the Private Schools, and this in-
ependence can only be fully maintained
nder present conditions by not accept-
ng any grants from the Government or
rovincial Educational Authorities.

Yours sincerely,

P.S. I have just had a letter from
great friend of mine whom I believe you
ew in his days in Oxford. I refer to
ol Rose-Innes who was a surgeon in

/ Oxford

ford up to 1939 and lived out at
adington. I saw him just before
ristmas and his wife has since been
ying with us. He is remarkably cheer-
l in spite of his very poor condition.

DRAFT OF LETTER FROM HERSCHEL SCHOOL, CLAREMONT, CAPE TOWN, TO BE SIGNED BY THE ARCHBISHOP:

The Rt. Hon. Lord Elton,
Secretary, The Rhodes Trust,
36, Beaumont Street,
Oxford,
ENGLAND.

I am writing on behalf of the Council of Herschel School, Cape Town, to give you information on the position of the School as a result of the extensions which have been made through the purchase of the property known as "The Hill" for use as a Junior School.

In my letter of the 23rd of June, 1952, to the Trustees of the Rhodes Trust in Cape Town, I gave particulars of a scheme which envisaged the purchase of "The Hill" and grounds of approximately 13 acres, and as a result of this, the Rhodes Trust in December 1952 kindly gave the School an interest free loan of £5,000. Due to various difficulties which arose in connection with the zoning of the ground and with the price which the seller was asking, the scheme to purchase the house and the whole of the 13 acres was dropped. Instead the seller carried out a sub-division of the land, and in June, 1954, the Council of Herschel was able to purchase the house and a number of plots of ground, in extent approximately 4½ acres, for £28,500.

The sub-division of the whole property included a road running through the middle of the plots purchased by the School, and an application was made to the Cape Town City Council for a consolidation of title and also for the zoning of the property for school purposes.

The City Council, and the Administrator of the Cape Province, eventually agreed to a consolidation scheme, but this entailed the purchase by the School of a further two plots at a cost of £3,750. Portions of these two plots had to be given up to the City Council in exchange for

/ the

the land which had been requisitioned for roads, but the consolidation is greatly to the benefit of the School which now holds the land without any servitudes or other encumbrances. The School did not suffer any loss as an equivalent area of land was received in exchange for the portions surrendered.

A number of alterations and additions had to be made to the building at an approximate cost of £8,000 to £9,000 and there was further expenditure on the laying out of a hockey field and the construction of two tennis courts which have now been completed.

There is ground available for future extensions such as a Junior Boarding School.

The final cost will be approximately £45,000 and against this donations and other fund raising activities have brought in £24,640. The School had accumulated funds of approximately £3,000 and £5,000 was received from the Rhodes Trust, leaving a shortfall of approximately £12,000 which is at present being financed by means of overdraft facilities.

This method was adopted as the payment of fees at the beginning of each term brings a temporary reduction in the overdraft with a consequent saving of interest charges.

Owing to the delays caused by consolidating the title to the ground the new Junior School could only be opened in November 1955 and since then it has been very successful.

I enclose a copy of the circular which was issued at the time the Fund Raising Appeal was launched as this includes a photo of "The Hill". The alterations made to the premises have proved very satisfactory and the class rooms are bright and airy and the other accommodation is very adequate. I also enclose a photo, which appeared recently in the School magazine, of the main building.

/ The

The enclosed schedule gives the financial results of the School for the years 1953, 1954, 1955 and 1956, and the estimated figures for 1957. It was expected that 1956 and 1957 would result in deficits as it was not considered likely that the additional accommodation would be utilised immediately. In estimating figures it was thought that it would take at least three years before the classes could be filled to allow the proper staggering of age groups. For 1957 there has been a larger increase in numbers than anticipated and there should be a surplus for the year. The number at the School is now 290 and the present accommodation will allow a further 25. When the additional pupils are enrolled there should be sufficient surplus to enable a start to be made on reducing the capital debt, but the Council will also have to plan for further additions, particularly for a Junior Boarding House. Junior boarders are presently housed in two flats in a building close to the School.

You will notice from the estimated figures for 1957 that the average monthly charge for interest will be £150 and I should like to know, on behalf of the Council, if consideration can be given by the Rhodes Trust to extending the period of the interest free loan as the repayment under present conditions would involve the school in further heavy interest charges which would be of considerable handicap.

The Council is still pursuing ways of raising further funds and a large fete was held in November last, at which over £2,600 was raised.

I have sent a copy of this letter to the Trustees of the Rhodes Trust in Cape Town and have told them that I have written direct to you.

[redacted] HOSTEL, CAPE TOWN.

ANNUAL FIGURES

	1953	1954	1955	1956	Estimate for 1957
INCOME:					
Tuition and Board	27,562	27,073	27,926	28,964	34,045
Extra subjects	3,049	3,480	3,723	3,646	3,840
Sundry Revenue	726	629	559	359	350
	£31,337	31,182	32,208	32,969	38,235
EXPENDITURE:					
Salaries of Staff	15,482	15,663	17,722	18,005	18,840
Wages of Domestic Staff	2,388	2,403	2,606	2,719	2,760
Provisions	6,186	6,114	5,527	5,787	6,600
Domestic Charges	2,354	2,035	2,628	3,166	2,940
Sports Requisites	50	53	21	77	120
Property Charges	1,740	2,138	585	1,257	1,500
Administration	1,085	1,051	1,186	1,005	1,200
Pension Fund and Unemployment	395	368	581	609	660
Insurance	202	206	272	288	324
Interest	672	734	835	1,288	1,800
Depreciation	285	235	180	284	300
Bad Debts written off	-	-	37	-	-
Rent	-	-	-	268	636
	30,839	31,000	32,180	34,753	37,680
Surplus	498	182	28	-	555
Deficit	-	-	-	1,784	-
	£31,337	31,182	32,208	32,969	38,235

HERSCHEL SCHOOL
CLAREMONT
CAPE

November 1st, 1956

The Rt.Hon. Lord Elton,
Secretary, The Rhodes Trust,
56, Beaumont Street,
Oxford,
ENGLAND.

Dear Lord Elton

I am writing on behalf of the Council of Herschel School, Cape Town, to give you information on the position of the School as a result of the extensions which have been made through the purchase of the property known as "The Hill" for use as a Junior School.

In my letter of the 23rd June, 1952, to the Trustees of the Rhodes Trust in Cape Town, I gave particulars of a scheme which envisaged the purchase of "The Hill" and grounds of approximately 13 acres, and as a result of this, the Rhodes Trust in December 1952 kindly gave the School an interest free loan of £5,000. Due to various difficulties which arose in connection with the zoning of the ground and with the price which the seller was asking, the scheme to purchase the house and the whole of the 13 acres was dropped. Instead the seller carried out a subdivision of the land, and in June, 1954, the Council of Herschel was able to purchase the house and a number of plots of ground, in extent approximately 4½ acres, for £28,500.

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The sub-division of the whole property included a road running through the middle of the plots purchased by the School, and an application was made to the Cape Town City Council for a consolidation of title and also for the zoning of the property for school purposes.

The City Council, and the Administrator of the Cape Province, eventually agreed to a consolidation scheme, but this entailed the purchase by the School of a further two plots at a cost of £3,750. Portions of these two plots had to be given up to the City Council in exchange for the land which had been requisitioned for roads, but the consolidation is greatly to the benefit of the School which now holds the land without any servitudes or other encumberances. The School did not suffer any loss as an equivalent area of land was received in exchange for the portions surrendered.

A number of alterations and additions had to be made to the building at an approximate cost of £8,000 to £9,000 and there will be further expenditure on the laying out of a hockey field and the construction of two tennis courts but these can only be completed when transfer is finally passed in about three months time.

There is ground available for future extensions such

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as a Junior Boarding School.

The final cost will be approximately £45,000 and against this donations and other fund raising activities have brought in £22,300. The School had accumulated funds of approximately £3,000 and £5,000 was received from the Rhodes Trust, leaving a shortfall of approximately £15,000 which is at present being financed by means of overdraft facilities.

This method was adopted as the payment of fees at the beginning of each term brings a temporary reduction in the overdraft with a consequent saving of interest charges.

Owing to the delays caused by consolidating the title to the ground the new Junior School could only be opened in November 1955 and it has been very successful during the present year.

I enclose a copy of the circular which was issued at the time the Fund Raising Appeal was launched as this includes a photo of "The Hill". The alterations made to the premises have proved very satisfactory and the class rooms are bright and airy and the other accommodation is very adequate.

I also enclose a schedule giving the average monthly financial results of the School for the years 1953, 1954 and 1955, for the nine months January to September, 1956, and the

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estimated figures for 1957. It was realised that 1956 and 1957 would result in deficits as it would not be possible to fill the additional accommodation immediately. In estimating figures it was considered that it would take at least three years before the classes could be filled to allow the proper staggering of age groups. For 1957 there will be an additional twenty pupils over 1956, and we feel that a further twenty would enable us to break even, whereas when the total additional pupils of between 70 and 80 are enrolled, there should be sufficient surplus to enable a start to be made on reducing the capital debt. You will notice from the estimated figures for 1957 that the average monthly charge for interest will be £150 and I should like to know, on behalf of the Council, if consideration can be given by the Rhodes Trust to extending the period of the interest free loan as the repayment under present conditions would involve the School in further heavy interest charges which would be of considerable handicap.

The Council is still pursuing ways of raising further funds and a large fete is being held in the middle of November at which it is hoped to raise at least another £1,000.

Mr H.L.Kennedy who is on the Council of the

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School is going over to England and will arrive there towards the end of November. He will take the opportunity of calling, if it is convenient for you, to discuss the position and to give you further information on the need for maintaining the private schools in South Africa, which, as you are aware, are free of Government control.

I have sent a copy of this letter to the Trustees of the Rhodes Trust in Cape Town and have told them that I have written direct to you.

Yours sincerely

+ Geoffrey Capetown

Archbishop of Cape Town

P.O. BOX 286
TELEPHONE 2-6152

24 WALE STREET,
CAPE TOWN.

15th April, 1957.

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

Dear Miss McLean,

The following is a letter dated 9th instant, which I have received from Lord Elton, the Secretary of the Rhodes Trust:-

> "Thank you for your letter of the 4th April about Herschel School. Evidently the School has good security for a loan. But I think that it is asking rather a lot to suggest a loan free of interest for an indefinite period, since this is almost tantamount to the grant of an equivalent sum. As you know, all our other Schools' loans bear interest which goes to the wiping out of the loan."

I understand that the Rhodes Trust consider these applications when they have a meeting and I think the next meeting will be in May, but, in the meantime, it will be necessary for us to discuss the matter.

Yours sincerely,

Harold Kennedy

P.O. BOX 206
TELEPHONE 2-6182

24 WALE STREET,
CAPE TOWN.

14th May, 1957.

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

Dear Miss McLean,

I have received the following letter from Lord Elton, Secretary of the Rhodes Trust:-

> "The Trustees have now carefully considered the application as to their loan to Herschel School, and have agreed to extend this, interest-free, loan for a further five years, on the understanding that the whole position will then be re-considered."

I have replied to Lord Elton thanking him and in due course we shall send a reply from the Council.

Yours sincerely,

Harold A. Kennedy

TELEPHONE 3-6182

24 WALE STREET,
(P.O. BOX 206)
CAPE TOWN,
SOUTH AFRICA.

4th April, 1957.

Miss H.C. McLean,
Herschel School,
CLAREMONT, CAPE.

Dear Miss McLean,

Further to my letter of the 26th ultimo I enclose a copy of a letter dated the 26th March from Lord Elton and a copy of my reply of to-day's date.

I enclose two further copies of these letters which I shall be glad if you will send to the Rhodes Trust, c/o Syfret's Trust Co., Ltd., 24, Wale Street, Cape Town, for their information.

Yours sincerely,

Harold Kennedy

Enc/s.

P.O. BOX 206
TELEPHONE 3-6163

24 WALE STREET.
CAPE TOWN.

26th March, 1957.

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

Dear Miss McLean,

For the school record, I enclose a copy of a letter dated 22nd instant, which I wrote to Lord Elton, the Secretary of the Rhodes Trust. Attached to the letter is a draft of the letter which had been prepared for signature by the Archbishop, but which was not signed by him owing to his death.

I enclose also an additional copy of the draft letter from the Archbishop. Will you kindly ask Mrs. Withers to send this to the Secretaries to the Rhodes Trust, addressed care of Syfret's Trust Co. Ltd., P.O. Box 206, Cape Town, with a covering note on Herschel paper stating that the draft was sent to Lord Elton on the 22nd March. It is not necessary to send a copy of my personal letter to Lord Elton.

With kind regards,

Yours sincerely,

Harold Kennedy

THE ENGLISH CHURCH SCHOOLS ASSOCIATION, (INC)

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL SCHOOL, CLAREMONT, ON FRIDAY, MARCH 8th, 1957, AT 5.20. P. M.

PRESENT: The Reverend John Aubrey, Mr D.D.Baxter, Mrs Brock, Professor W.F.Grant, Mrs Henderson, Mr H.L.Kennedy, Mrs Dowie Dunn, Mr F.C.Robb, Mrs Small, Mr Justice LdeV van Winsen, Mr J.D.Wares.

In attendance: Miss McLean - Secretary: Mrs Withers.

Apologies for absence: Mrs Ballantine, Bishop Sidney Lavis, Professor L.F.Casson, Mr H Alers Hankey, Mrs Lane Forsyth.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on December 7th, 1956, 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 THE GENERAL PURPOSES COMMITTEE: This was presented by Mr Kennedy.

Arising from this Report:

REMISSION IN FEES. The General Purposes Committee recommended to the Council, that the remission of 10% granted to parents who have more than one child in the School, be discontinued as from January 1958.

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

That the 10% remission in fees granted to parents who have more than one child in the School, be discontinued as from January 1958. AGREED.

Mr Aubrey thanked Mr Kennedy for presenting this Report.

MISTRESSES'S REPORT. This was presented.

GENERAL PURPOSES COMMITTEE:

The following Members of the Council were appointed to serve on the General Purposes Committee for the ensuing year:-

Mrs J.F.Brock
Mrs C.E.W.Henderson
Mr H.L.Kennedy
Mr F.C.Robb
Mrs L.F.Small
Mr Justice L.deV Van Winsen
Mr J.D.Wares.

Mrs Henderson takes the place of Mrs Dowie Dunn, who retires on this Committee.

VACANCY ON COUNCIL: Owing to Mrs Lane Forsyth's resignation, Members were asked for suggestions to fill this vacancy and it was decided to make further enquiries.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED.

DATE....14/3/57

SIGNED....

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

ES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL OOL, CLAREMONT, ON FRIDAY, APRIL 12th, 1957, AT 5. 0. P. M.

PRESENT: Mrs Brock
Mrs Henderson
Mr Kennedy
Mrs Small
Mr Justice LdeV van Winsen

tendance: Miss McLean
tary: Mrs Withers

gies for absence: Mr Robb
Mr Wares

e of thanks to Mr Justice van Winsen was passed on the excellent s of the Tennis Day which he organized and resulted in the lopment Fund benefiting to the extent of £72.3.6.

Arising from the Minutes: March 8th,1957:

LAUNDRY EQUIPMENT: Miss McLean reported that Mr Tromp called to see her and presented three cheques in payment of this equipment, made up as follows:-

£200. dated 29th March 1957.
£120. dated 29th April 1957.
£100. dated 29th May, 1957.

PAINT: Nothing further has transpired in this connection. Mr Kennedy agreed to get in touch with Mr Ohlsson, the Architect, to find out if the investigation into the paint has been made.

BATHING BOXES. Miss McLean reported that a cheque for £150. in payment of the boxes, had been received from the City Council.

CHAPLIN: Miss McLean asked if this matter could be discussed as no decision was reached at the last Meeting held on March 8th. After discussion, it was agreed that the Chaplin's remuneration be fixed at £15. per quarter.

MEDICAL OFFICER: Mr Kennedy said he felt that the visiting doctor's remuneration should be discussed, as it would seem very likely that Dr.Watermeyer, will be retiring in the near future. After discussion Mr Kennedy asked Miss McLean if she would go into the question of the number of visits paid by the doctor during the year and report at the next meeting.

R FOR KITCHEN FLOOR:

Miss McLean reported that the following estimates were received:-

MESSRS HARPER & CO. Estimate A.1.....£215.10. 0.

MESSRS H.WEIR & CO. Estimate A.. ....£132. 0. 0.
Estimate B.....£168. 7. 0.
Estimate C.....£150. 0. 0.
Estimate D.....£202. 0. 0.

The Lady Members of the Committee had gone into these estimates and looked at the kitchen and they recommended that Messrs Weir & Co's estimate of £202 or £168.7.0. be accepted. The decision between these two to be made by the Finance Members of the Committee.
After further discussion and of costs and textures of tiles, it was agreed that Mr Kennedy would go through the Estimates and make the final decision.

AR SERVERY:

The following Estimates were received for this wall:-

Messrs Harper & Company. Estimate B.	£70:10:0.
Messrs Russell Stuart.	£75.10.0.

After some discussion, it was agreed that a wooden fence here might be possible and Mr van Winsen agreed to go into the matter.

BOYS QUARTERS:

An estimate received from Messrs Russell Stuart for this work was received and includes the following work:-

"To enclose the area on road from swimming bath up to the line of the cottage with curved corner 6' high and with teak close boarded gate fixed adjacent to cottage.....£192.10.0."

It was reported that Messrs Harpers gave a verbal estimate of approximately £185. but that the estimate, in writing, would be submitted.

Discussion took place but no final decision was reached.

BOYS QUARTERS:

Miss McLean reported that this door was falling to pieces and that it would be necessary to replace it. Mr van Winsen agreed to inspect the door.

AND RENEWALS:

STAFF COTTAGE: Miss McLean asked if it would not be possible and advisable to have the Staff Cottage painted - it was last done in May 1952. Mr van Winsen said he would look at the property and report at the next meeting.

COURTS: It was reported that the Tennis Courts at the Preparatory School were cracking very badly on the far side. After discussion, Mr van Winsen said he would look into the matter and get in touch with Mr Simpson of Messrs Simpson Road Construction, who did the work and report at the next Meeting.

It was agreed that the time had come when the fencing of the land might be reasonably well considered and Miss McLean was asked to get in touch with Mr A.J.MC Carthy, who had promised to do something in this connection when the land was ready.

ING FEES:

It was reported that there were only two accounts outstanding for the first term and that letters had been written to the parents concerned requesting immediate settlement.

Miss McLean reported that she had received a letter from Mrs Arnold, who has two children in the school, notifying her

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that through financial circumstances, she would be unable to keep the children at school here and asking that the coming term's fees might be waived. After discussion it was agreed that Mrs Arnold be asked to pay half terms fees for each child.

A letter was also received from Mrs Bayman that she too, was unable to keep the children at Herschel for financial reasons and that she had had them accepted at Greenfield Preparatory School, but that she realises she must pay the fees in lieu of notice. The Committee agreed to accept the fees in this case.

Miss McLean reported that Mrs Kenny, whose daughter left at the end of December 1956, was still owing an amount of £52.3.0. The last payment made by Mrs Kenny in reduction of the original amount owing by her was in October 1956. After discussion it was agreed that the matter be handed over to Messrs Syfret,Godlonton & Low, to deal with the matter.

Mr Kennedy reported that over the first three months of this year, there was an average monthly surplus of £211.

This was presented. £11,723.

Mr van Winsen asked if any specific amount is set aside for repairs in order that some guide could be given as to what could be done when the occasion arises. Mr Kennedy replied that since The Hill was purchased, this has not been possible.

THERE BEING NO FURTHER BUSINESS,THE MEETING TERMINATED.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INC)

THE MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON FRIDAY, MAY 10th, 1957 AT 5.0.P.M.

PRESENT:	Mrs Brock Mrs Henderson Mr Kennedy Mr Wares
In attendance:	Miss McLean
Secretary:	Mrs Withers
Apologies for absence:	Mr Robb Mrs Small Mr Justice van Winsen

Arising from the Minutes: April 12th, 1957.

PAINT: Nothing further has transpired.

CHAPLINS REMUNERATION:

Mr Aubrey expressed his appreciation for the increase granted by the Committee.

MEDICAL OFFICER: Mr Kennedy read a letter from Dr Watermeyer to Miss McLean, expressing his thanks to the Committee in that they would like him to continue as the School's Medical Adviser, nevertheless he felt he would have to resign his position as from the end of the present year, at the same time pointing out that the financial position would need to be reviewed if one of his younger partners was likely to be considered in his place.

Miss McLean was asked to find out from Miss Currie and Mr Kidd what they paid their Medical Adviser and to discuss the matter with Dr Watermeyer.

KITCHEN FLOOR:

Miss McLean reported that the tiles for which Messrs Harpers had quoted in their estimate were Marley Tiles and not Marley Flex Tiles and in that the Marley Tiles were not heavy enough for the wear in this kitchen, Mrs Henderson had gone further into the matter and had been told through one of the senior members of Scott Arderne that these particular tiles should never have been considered for the work by Messrs Harpers; Therefore in view of the fact that it was for a school, the Marley Flex Tiles would now be supplied through Messrs Harpers for the original quotation. It was agreed that Mr Robb should be asked to speak to Messrs Harpers in this connection.

WALL AT THE SERVERY:

It was agreed that Messrs A.S.A.Timbers estimate of £24.10.0. be accepted for this work and that the work be put in hand immediately.

After the meeting when looking at the Servery, a further suggestion was put forward by Mr Wares that it might be advisable to use burglar proofing and opaque glass and do away with the fence and this suggestion is now being considered and Mr Hoare is to be asked to give an estimate.

WALL AT BOYS QUARTERS:

Mr Justice van Winsen asked that the following amendment be made in the Minutes of April 12th in connection with this item:

"That it was agreed to carry out this work".

The wall again came up for discussion and it was suggested that possibly a strong wire fence would serve the purpose and would be cheaper than a brick wall. It was proposed that after the meeting the Committee members should go and inspect the site and that they would again discuss the matter with Mr Justice van Winsen.

At this inspection it was agreed to ask Messrs A.S.A.Timbers to give an estimate for a wooden fence.

DOOR AT BOYS' QUARTERS:

This work has been done at a cost of £18.0.0.

STAFF COTTAGE: An estimate of £153 for the repairs and painting has been received from Messrs Harpers.
After discussion it was agreed that this figure was on the high side and that further estimates should be asked for.
The name of Messrs Martin and East was suggested.
Mr Wares agreed to attend to this matter and would report at the next meeting.

TENNIS COURTS: It was reported that Mr Simpson is keeping an eye on these.

OAK TREE AT BOYS' QUARTERS:

Miss McLean reported that she has consulted Mr Skelton of Public Parks and Gardens, who said that the tree in its present state is dangerous.
Miss Green of Grove Buildings, Claremont, had said that she thought it would cost roughly £30 to £35, but that she would get estimates and at the same time would get an estimate for thinning the Ilex Tree, while judging that this would cost in the vicinity of £10.0.
It was agreed that definite estimates be obtained.

FENCING AT THE HILL:

Miss McLean said there was nothing further to report in this connection as Mr McCarthy was still in Port Elizabeth.

OUTSTANDING FEES:

Miss McLean reported that Messrs Syfret,Godlonton & Low have written to Mrs Kenny requesting payment of the amount due by her of £53 and stating that this must be paid on or before May 15th.
Mrs Arnold has paid the half term's fees and Miss McLean handed a letter to Mr Kennedy, which he read to the Meeting, in which Mrs Arnold expressed her appreciation to the School for waiving half the term's fees.
Mrs Bayman's cheque has not been received.
It was agreed that the Secretary should telephone to Mrs Pegram and if this brought no result, then the matter be handed over to Messrs Syfret,Godlonton & Low for their attention.

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IN LIEU OF NOTICE. The request by Mrs Orpen that a half term's notice be accepted in that they were leaving unexpectedly for Johannesburg was discussed After discussion it was agreed that this would be sufficient if the place could be filled, thus causing no financial loss to the school.

ET: Miss McLean said that she had a visit from Dr Barclay, bringing with him a letter from his firm in connection with the fact that their names appeared in the School Prospectus and "In duty bound they had to report themselves to the South African Medical and Dental Council who have replied that the appearance of the names of Medical practioners and Dentists in a School Magazine or in a School Prospectus is not permissible under the Council's Rules". After discussion it was agreed that a reply be sent stating that the names would be removed from the Prospectus when it was reprinted in order that this might cause no further embarrassment.

VERDRAFT This was presented: £6,600.

ICIANS: Miss McLean said that she had received a letter from Messrs J.M.Georgala & Co.(Pty) Ltd., stating that Mr Baker, formerly of Edward Shaws, was now employed by them .

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED.

QUARTERLY REPORT OF THE GENERAL PURPOSES COMMITTEE: 14th June 1957.

There have been three Meetings of the General Purposes Committee held on the 8th March, 12th April and the 10th May.

The Playing Fields at The Hill have been completed and are now in full use.

In regard to the School property, steps have been taken to erect a wooden fence to replace the portion of the hedge which was burnt near the boys' quarters. It was at first contemplated that a brick wall would be built but in view of the fact that this would cost more than double, it was decided to erect a wooden fence.

Dr.Watermeyer, the School's doctor for many years, had intimated to Miss McLean that he felt the time had come for him to resign. It was felt that it would be better if Dr.Watermeyer could continue but he feels that he cannot do so but would like one of his younger partners to be appointed in his place. Discussions are going on at the moment in regard to the increased remuneration or the method of remuneration which will be payable to Dr.Watermeyer's successor.

The interior painting at The Hill has not proved satisfactory and there has been a considerable amount of flaking. The Builders, Messrs Harper, contentds that there was no unsatisfactory work on their part and that the flaking of the paint was caused by dampness in the building. The Architect, although admitting that some of the flaking may be due to dampness, disputes that it can be altogether so, particularly as paint on some of the ceilings where there is no dampness is peeling. The matter is still under discussion.

The position in rgard to outstanding fees does not show quite such a satisfactory tendency as has been apparent over the past few years, but the position is not in any way serious and most of the outstanding amounts are collected after some delay.

It has been found necessary to relay the kitchen flooring in the main building, the cost being just over £200. The new floor will be tiles laid on a concrete base.

The accounts for the four months to the end of April show a fairly satisfactory position and the surplus to date is £800. In view of this position, the Committee now feel that they can start once again making a definite allocation towards repair work to be done during the year and it is suggested that an amount of £700 should be spent each year on property maintenance but that this figure should be increased if necessary.

The General Purposes Committee, whilst still meeting as a composite group, has split its functions into three sections; Finance, Grounds and Domestic Affairs and by this means the work does not fall so heavily on certain individuals and a better general interest is maintained.

HEADMISTRESS'S REPORT: JUNE 1957:

: MISS LIESCHING returned to England in April and her place has been taken by Mrs Himing -Teachers Training Certificate. London University.

MRS JONKER has taught Afrikaans this term and been very good but unfortunately is already booked to go to S.A.C.S. in July; so far I have not replaced her, despite extensive advertising.

: has been good.

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:	March.	June:
orders	51	51
	84	85
	135	136
EPARATORY:		
orders	18	18
	92	89
	110	107
NDERGARTEN:	45	46
	290	289

ere is, again a moving marginal population.

TIES: Normal activities are again taking place and visits this term include the House of Assembly, the Supreme Court, the Medical School, the opening of the New Kennels at Grassy Park (where one has been given by Herschel), the Symphony Concerts, the Play at Bishops in aid of St.Cyprians; and the Princess Alice Home.
At School the Inter-House Drama Competition was held for the first time, Mrs Wier gave a most interesting talk on Tibet and her visit to the Dalai Llama, Bishops came to Debate and the film Pride and Prejudice has been shown. Matches have been resumed and the opening hockey one took place on the new field on Saturday April 13th between last years VI Form and this years team, with tea afterwards; the number of spectators was most disappointing for so auspicious an occasion.

An evening for parents to meet Staff was held on Monday May 13th, and was well attended.

ENT: The office typewriter bought in 1946, proving uneconomical in repairs, has been replaced by another Halda machine at a cost of £72 - (£18.10.0 was obtained for the old one) and the office has received the gift of an adding machine, thus saving many hours in time.
A secondhand roller has been bought from Dr Silberbauer for £6, for use on the hockey field.
Some extremely good strip films have been given to the Art Department.

Burglar proof guards have been fitted to the windows at the flats.

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THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

Herschel School,
CLAREMONT, Cape.

August 24th, 1957.

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD AT HERSCHEL SCHOOL, IN THE LIBRARY, ON FRIDAY, SEPTEMBER 13th, 1957 AT 5.0.P.M.

A G E N D A.

1. Minutes to be confirmed.

Quarterly Meeting of Council
June 14th, 1957.

2. Report of the General Purposes.

3. Report of Headmistress.

4. Any other business.

E.R. Withers

SECRETARY

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL SCHOOL, CLAREMONT, IN THE LIBRARY, ON FRIDAY, JUNE 14th 1957 AT 5. 0. P.M.

PRESENT: Mrs Brock, Mrs Ballantine, Mr Baxter, Mrs Dowie Dunn, Mrs Henderson, Mr Kennedy, Mr Robb, Mrs Small, Mr Justice van Winsen, Mr Wares.

In Attendance: Miss McLean; Secretary Mrs Withers.

Apologies for absence: The Reverend John Aubrey, Mr Alers Hankey, Bishop Lavis.

MINUTES: The Minutes of the Quarterly Meeting held on Friday, March 8th, 1957, copies of which had been sent to Members, were taken as read and signed by the Chairman, as a true record of the proceedings.

REPORT OF THE GENERAL PURPOSES COMMITTEE: This was presented by Mr Kennedy.

Arising from this Report.

PAINT: It was decided at the General Purposes Committee Meeting, that a letter be written to Messrs Harpers, informing them that the School feel that they must hold them responsible for the flaking of the paint at The Hill and until this work has been satisfactorily carried out, payment of the balance due will be held in abeyance.

MEDICAL OFFICER: The matter has been discussed with Dr Watermeyer, but no decision reached. Miss McLean will have further talks with him.

MISTRESS'S REPORT: This was presented.

Arising from this Report.

STAFF: Miss McLean said she would like to add that after advertising the post in several daily papers in the Cape, Transvaal and Free State, without success, she has now appointed an Afrikaans Mistress, who was recommended to her by one of the Professors at the Cape Town University.

NUMBERS: Miss McLean reported that applications continue to come in.

RESOLUTION: It was resolved that Mr Kennedy be authorised to sign the Cession in favour of the S.A.Mutual Life Assurance Society in connection with the increases in respect of Fire Policy No.Cl.94049/UA which the Assurance holds in respect of Bond.6168.

LEAVE OF ABSENCE:

The granting of Leave of Absence to Professor W.F.Grant during his visit to England, was recorded.

RHODES TRUST: It was reported that the Rhodes Trustees having considered the School's applic tion for the Free of Interest Loan of £5,000 to be extended, have granted an extension for a further five years. The Council expressed their thanks and sincere appreciation and asked that a letter be sent to the Rhodes Trust to this effect.

DATE..... CHAIRMAN... J. W. Aubrey .....

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Clauserlem
Wolmuster Road,
Rosbank
12 . 4 . 57

The Secretary,
Herschel School,
Claremont.

Dear Madam

I shall be grateful if you will place this application for leave of absence for the period 1st May – 31st October before the School Council at its next meeting.

I am leaving for England on April 26.

Yours faithfully,

W. Grant

WATERMEYER, OWEN-SMITH, COOK AND LEINBERGER.
80, PALMYRA ROAD,
NEWLANDS,
CAPE.

...ARY. ENQUIRIES
...-2536 9 A.M.-4 P.M.
(Not Saturdays)

8th May, 1957.

Miss MacLean,
Herschel School,
CLAREMONT. Cape.

Dear Miss MacLean,

Thank you for your letter of March 22nd conveying the thanks of your Committee. Will you please thank the Committee on my behalf for their request that I remain the School's medical adviser for some time to come.

Although it is not my intention at present to retire from general practice, I feel that as far as the School is concerned the work should be undertaken by a younger man. Having been associated with Herschel School for many years I would like to suggest to you that one of my younger partners attend to this side of the practice for me and so continue the association with your School, but here I find myself in a difficult position.

Contd.

. WATERMEYER, OWEN-SMITH, COOK AND LEINBERGER.

80, PALMYRA ROAD,
NEWLANDS,
CAPE.

TELEPHONE ENQUIRIES
9 A.M.-4 P.M.
(NOT SATURDAYS)

Contd. 2.

Most unhappily the financial picture to-day is completely changed from that of 1946 when my appointment was made. It is with reluctance that I find it my duty, both to myself and to my colleagues to ask you to convey to your Council the desirability of reviewing the position.

I am extremely doubtful if the School would find any medical practitioner willing to carry out the duties required at the present remuneration, and I know that none of my younger partners would do so.

Assuming that the present allowance is the School's settled policy, I should reluctantly be obliged to ask to be relieved of my duties at the end of the present year.

With kind regards,

Yours sincerely,

H. D. Watermeyer

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON FRIDAY, JUNE 14th, 1957, AT 4.30. P.M.

PRESENT: Mrs Brock
Mrs Henderson
Mr Kennedy
Mr Robb
Mrs Small
Mr Justice van Winsen
Mr Wares
In attendance: Miss McLean
Secretary: Mrs Withers

Arising from the Minutes:-May 10th 1957

MEDICAL OFFICER: Miss McLean reported that Dr Watermeyer sent a statement of the number of visits he has made over the past four years and it was most interesting to compare these with the amount paid to him. After discussion it was suggested that in the event of several calls having to be made in any particular case, the an additional fee be paid to the visiting doctor and that the pupil concerned should have this charged to her account. Miss McLean was asked if she would discuss the matter further with Dr Watermeyer.

PAINT: Mr Kennedy reported that he had correspondence in connection with this matter and Messrs Harpers, the Builders, contend that there was no unsatisfactory work on their part and that the flaking of the paint was caused by dampness in the building. The Architect, although admitting that some of the flaking may be due to dampness, disputes that it can be altogether so, particularly as paint on some of the ceilings where there is no dampness is peeling. After discussion it was proposed that Mr Wares and Mr van Winsen go further into the matter and that the balance still owing by the school be held over until some satisfactory agreement is achieved.

KITCHEN FLOOR: This work is to be carried out during the holidays by Messrs Harper & Company.

WALL AT THE SEVERY: The suggestion made that Opaque glass be fitted into the frames was carried out and is very satisfactory. The old wooden fence has been taken down.

WALL AT BOYS QUARTERS: An estimate of £82.0.0. was received from Messrs A.S.A.Timbers and this was accepted by the Grounds Committee and the work would be carried out during the June holidays.

STAFF COTTAGE: The following estimates have been received:-

Messrs Harpers.....£153. 0. 0.
Messrs Strybis.....£153.10. 0.
Messrs J.Weir.....£119.10. 0.

...../

Mr Kennedy proposed that Messrs J.Weir & Co.'s tender be accepted and that the painting of the cottage be held over until January - AGREED.

OAK TREE: This has been attended to.

MR MCCARTHY: Miss McLean reported that Mr McCarthy came in to see her and told her that he is quite willing to give a cheque for £1000 - he said he felt it would probably help matters considerably if the school had some definite building plan to work on. Miss McLean said she felt that a fence was essential at The Hill and, as well, something will have to be done in connection with Junior Boarding accommodation. The question of finance for such an undertaking was discussed - after going into the matter, it was suggested that Miss McLean got in touch with the Architect, Mr Ohlsson, and ask him to draw up a plan of what she has in mind for the Junior Boarding establishment, when the matter could again be discussed.

5.0.p.m. The Meeting adjourned to the library for the Quarterly Meeting.

5.30.p.m. The Meeting resumed.

TREES: It was reported that there were several trees in the grounds that were considered by Mr Skelton of Parks and Gardens, to be in a dangerous condition. It was agreed that an estimate be obtained from Mr.Jacobs.

OUTSTANDING FEES: Messrs Syfret,Godlonton & Low, reported that a letter has been sent to Mrs Kenny and they will advise us immediately a settlement has been made by her. Mrs Bayman has written to say that owing to unforeseen circumstances, she is unable to pay the fees outstanding until the end of June.

FINANCE. Mr Kennedy reported that for the first four months of the year the position was fairly satisfactory and the surplus to date is £800., and that in view of this position, the Finance Committee now feel that they can start once again a definite allocation towards repair work to be done during the year and it is suggested that an amount of £700/800 should be spent on property maintenance each year, but that this figure should be increased if necessary.

THERE BEING NO FURTHER BUSINESS THEMEETING CLOSED.

THE MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON FRIDAY AUGUST 9th, 1957 AT 5. 0. P. M.

PRESENT: Mrs Henderson
Mr Kennedy
Mr Robb
Mrs Small
Mr Justice van Winsen
Mr Wares
In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Mrs Brock

Arising from the Minutes: June 14th, 1957:

PAINT: Mr van Winsen reported that he had spoken to Mr Ohlsson but unfortunately he was unable to give the final decision on the matter as Mr Ohlsson was ill. Messrs Harpers have now requested that an amount of £500 be paid to them which would leave a balance of approximately £194. After discussion it was agreed that after Mr van Winsen and Mr Ohlsson had discussed the matter further and to their satisfaction, that this amount be paid.

MEDICAL OFFICER: Nothing further has been done in this connection.

KITCHEN FLOOR: This work is now completed and is most satisfactory.

WALL AT THE SEVERY: This work has been done and is a great improvement.

WALL AT BOY'S QUARTERS. This has been completed and is very satisfactory.

STAFF COTTAGE: All the repair work has been carried out and the painting of the building will be done later in the year.

MR MC CARTHY: Nothing further has transpired.

TREES: The following estimates were received:-

Mr W Dau	£40.10.0.
Mr Jacobs	51.10.0.

It was decided to give the work to Mr Dau; this was done in the holidays, but the hedge was only cleaned and not lopped; in further enquiry it appeared that Mr Dau had only estimated for cleaning and after negotiation, he agreed to complete the work for the sum of £51.10.0. This has now been done.

AT THE HILL: Leaks were reported at The Hill in two places. Mr Ohlsson saw these and considered the flat roos to be the cause - tenders were received for repairing these from:-

Messrs Arderne Scott Timbers:	£158
Messrs F.W.Hoare & Company:	161
Messrs J.Weir & Company:	152

Mr Weir considered that further work was necessary to

...../

put the matter completely right and gave an additional estimate accordingly of £217.
It was agreed to give the tender as set out, through Mr Ohlsson, to Messrs Weir & Company and to consult Mr Ohlsson again on the need or otherwise for the additional work.

INAGE OF HOCKEY CH:
It was reported that there was a lot of water seeping on to the hockey pitch in two places. After discussing the matter, it was agreed that Mr Ohlsson's advice be obtained and that he go into the matter with Mr Simpson.

S' WAGES:
After discussion it was agreed that the following boys wages be increased by 10/- per week, with the possibility of a further increase at a later stage. Many of them had given long and honest Service to the School.

Joel	33 years
Donnie	22 years
Peter	19 years
Adam	8 years
Elliott	9 years
James	2½ years
Jack	2 years in our employ and previous to that with Major Wilks.

IS COURTS:
Mr Simpson had agreed to look at these at the end of the Winter.

RAISING:
Miss McLean said she felt that this matter must not be overlooked. The Staff are organising an afternoon Market and that an Hour of Music is being arranged to take place this term and Miss Porter is putting on a Junior Play.
Further suggestions included a Rummage Sale; Fireworks Display and a Tennis Day. The Fireworks Display was considered to be insufficiently profit making.
Mrs Small undertook to arrange the Rummage Sale in the near future and Mr van Winsen agreed that it would be as well to repeat the Tennis Day at some suitable time.

ER'S DAY:
It was agreed to ask the Archbishop-Elect, to give away the Prizes on the Friday closest to February 15th, if this date was agreeable to him.

TANDING FEES:
These were again discussed; Miss McLean reported that she had spoken to Mr Syfret's office on the telephone, but he had not yet succeeded in obtaining Mrs Kenny's outstanding fees, owing to insufficient address, although this had been given to him in the middle of June. It was agreed that Mr Syfret deal with this and, as well, with Mr Pulvermacher and Mrs Pegram.

URAFT:
This was presented.

IRS AND GENERAL EQUIPMENT.

It was again brought to notice that the Court Yard facing the Gym was badly in need of attention and, as well, the front of the building.
After discussion it was agreed that these were the two next items to be considered, but at the same time

...../

all internal Equipment should be kept as up to date and to supply as was needed, in particular such equipment as was necessary for the Geography,Science, Domestic Science and Music Departments.
Miss McLean replied that with the exception of Maps, which were difficult to be obtained, the general equipment was in a satisfactory state. The pianos were being overhauled from time to time - one had been done last year and again this year at a cost of £50. each.

BOARDING
UATION.

Miss McLean reported that Mr Ohlsson was preparing plans for this.

THERE BEING NO FURTHER BUSINESS,THE MEETING CLOSED.

G.P.-S.34519—1962-63—1,300-50. S.

REPUBLIEK VAN SUID-AFRIKA.—REPUBLIC OF SOUTH AFRICA.

KANTOOR VAN DIE ONTVANGER VAN INKOMSTE TE _____

OFFICE OF THE RECEIVER OF REVENUE AT _____

Verwysingnr. / Reference No 2471038/0

I.T. 65.

19____

MENEER, MEVROU, MEL.,

SIR/MADAM,

Inkomstebelasting-opgawe. 1964 Income Tax Return

Hierby stuur ek u u opgawe van besonderhede van u inkomste vir bogemelde belastingjaar terug en versoek u om die besonderhede gevra op bladsye 1 tot 8 volledig in te vul.

Geliewe die vorm, behoorlik ingevul, per kerende pos terug te stuur.

U word daaraan herinner dat die Inkomste-belastingwet swaar boete voorskryf vir die versuim of nalatigheid om opgawes of inligting binne die voorgeskrewe tydperk te verstrek.

Die uwe,

Ontvanger van Inkomste

I have to return herewith the form sent in by you giving particulars of your income for the above tax year, and to request you to insert the full particulars required on pages 1 to 8 thereof.

Kindly send the form back duly completed by return of post.

You are reminded that the Income Tax Act prescribes substantial penalties for failure or neglect to furnish returns or information within the period allowed.

Yours faithfully,

Receiver of Revenue.

AAN / TO Mr. A. J. Pelston, 52 Strauss Lane, - Retreat.

Please complete Schedule 5 page 3

HEADMISTRESS'S REPORT: SEPTEMBER 1957

STAFF: MRS GRAHAM, who came in July to be Form Mistress of the divided L.lV, will unfortunately have to be away next term on Doctor's orders; MISS VAN ZYL, B.A. Cape Town, is teaching the Afrikaans and is resident, this is her first post but she was highly recommended by Professor Scholtz.

HEALTH: In the Senior School we have so far been fortunate in view of the wide spread incidence of influenza, there were a goodly number in the Sick Bay at the beginning of term but never more than 9 at a time; in the Preparatory the numbers were very much higher and when some 50 were away, we closed for the 2 days, August 19th and 20th. Both Departments are back to normal again.

NUMBERS:	June.	September.	Booked for January
SCHOOL			
Boarders	51	51	55
Day	85	86	97
	136	137	152
PREPARATORY			
Boarders	18	18	18
Day	89	90	92
	107	108	110
KINDERGARTEN	46	46	43
	289	291	305

ACTIVITIES: Club, House and General Activities have included visits to Princess Alice Home, with birthday presents, to St.Michaels Home with gifts of hand knitted garments and sweets, to Symphony Concerts, to Mr Baxter for an evening of his records, Fact and Fiction Film at St.Saviours and Form Vl to the University; the Choir has sung at the Patronal Festival Evensong and will sing at two Old Girls weddings in the holidays; the Inter House Music Competition takes place this term and will be judged by Mrs G.Creighton; all those who entered for Music Examinations were successful; Mrs Lawson, a lecturer at Ashanti University College, spoke to the Sociological Club on Ghana and Mrs Truswell, a trained Almoner, on her training and her work now for S.H.A.W.C.O. and Windemere.

Still to come this term is An Hour of Music with a Collection for the Development Fund, a Produce Sale on September 18th at 3.0.p.m. and the Inter Schools Netball and Hockey.

The Cape Town City Players brought their production of Charley's Aunt to our Hall and as well as having a most enjoyable evening we added £30. to the Development Fund.

HERSCHEL SCHOOL

REPORT OF THE GENERAL PURPOSES COMMITTEE: SEPTEMBER 1957

Two Meetings of the General Purposes Committee were held - on the 14th June and on the 9th August.

Following on matters which were mentioned in the last Report of the General Purposes Committee, the wooden fence has now been erected at the boys' quarters and is very satisfactory.

There is nothing further to report at present on the School Doctor. Miss McLean is still having discussions with Dr Watermeyer in regard to his continuing.

Discussions have taken place between the School's Architect Mr Ohlsson, the Builders Messrs Harper and ourselves, regarding the interior paint work at The Hill, which was unsatisfactory. There is a considerable element of doubt as to where the trouble lies and a compromise has now been reached between us. Harpers will make a concession on the price and the School will bear some of the cost of repainting. The alternative would have been arbitration and the indications are that this would not have been satisfactory.

The floor in the kitchen has been relaid and is satisfactory.

During the heavy rains experienced in the winter leaks occurred in the roof of The Hill in two places. Mr Ohlsson reported that the trouble appeared to be in the flat roofs and that it would be necessary to have this put right. The approximate cost is likely to be just over £200.

It appears that there is likely to be a satisfactory increase in the number of pupils from the beginning of next year, and this should have a good effect on the financial results. For the six months January to June there was a surplus of £627 and there is no reason to anticipate that there will be any serious drop in the figure over the next six months.

As a result of the improvement in the figures, the General Purposes Committee is considering what further repairs can be undertaken in the School Buildings.

Further discussion has taken place on the need for a Junior Boarding School in the grounds of The Hill and the School Architects are preparing rough plans to enable an estimate to be made of the probable cost.

Founder's Day will be held on the Friday closest to February 15th, 1958, and it has been decided to ask the Archbishop Elect to present the prizes.

Discussions have also taken place on Fund Raising and the General Purposes Committee is not overlooking the need to continue fund raising efforts.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

HERSCHEL SCHOOL,

NOVEMBER 15th, 1957

The QUARTERLY MEETING of the Council will be held at Herschel School, Claremont, in the Library, on Friday, December 6th, 1957 at 5. 0. p.m.

A G E N D A:

1. Minutes to be Confirmed.
   Quarterly Meeting held on
   September 13th, 1957.

2. Report of the General Purposes Committee.

3. Report of Headmistress.

4. Any other business.

E. R. Withers

SECRETARY.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION: (INCD)

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL SCHOOL, CLAREMONT, IN THE LIBRARY ON FRIDAY, SEPTEMBER 13th, 1957, AT 5. 0. P.M.

PRESENT: Mr Aubrey, Mrs Ballantine, Mr Baxter, Mrs Henderson, Mr Robb, Mrs Small, Mr Wares, Mr Justice van Winsen: In attendance: Miss McLean Secretary Mrs Withers.

Apologies for absence: Mrs Brock, Professor Grant, Mr Kennedy, Bishop Lavis.

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

T OF THE GENERAL PURPOSES COMMITTEE:

MEDICAL OFFICER: In that Dr Watermeyer retires at the end of this year and his successor has yet to be appointed, it was agreed -on the motion of Judge van Winsen and seconded by Mr Aubrey -

"that the General Purposes Committee be given power to appoint Dr Watermeyer's successor and to fix the fee as they think best".

JUNIOR BOARDING HOUSE:

Owing to the increase in numbers and the urgent need for Junior Boarding Accommodation, it was felt that this matter must now be given serious consideration. Rough plans have been drawn up by the Architect in order to have a basis for discussion; while the Architect estimated that this might cost in the region of £14,000, it was felt that with contingincies, it would probably be £20,000.
It was agreed that the Council authorise the General Purposes Committee to go into this matter and report back, if necessary, call a special meeting.

F HEADMISTRESS: This was presented.

The Council said they were very sorry to see that owing to lack of response The Hour of Music had to be cancelled.

Miss McLean reported that owing to the increase in numbers, it is very probable that two lunches will have to be served and this may mean the engaging of additional domestic help.

ER BUSINESS: Miss McLean said she felt very strongly about the reading matter in our daily newspapers and wondered if something could not be done. All members felt in agreement with Miss McLean and it was suggested that this matter be discussed at the Heads Conference.

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Miss McLean also asked Members if they would be interested in something being done for the children in the 14-16 age group - she suggested Clubs where the children should be encouraged to organise matches between themselves - these clubs have proved very successful - After discussing the matter it was agreed and suggested that Miss McLean get in touch with other Headmistresses and find out what their feelings are about it.

ISHOP: Miss McLean said she would very much like to arrange for the Council to meet the Archbishop.
It was agreed that Miss McLean should write to His Grace, asking him to meet the Council on October 29th, or a date which would be most suitable to him.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED:

H M Kennedy

DATE: 6/10/57

SIGNED.....
CHAIRMAN.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON FRIDAY, SEPTEMBER 13th, 1957, AT 4. 30. P.M.

PRESENT: Mrs Henderson, Mr Robb, Mrs Small, Mr Justice van Winsen, Mr Wares; In attendance: Miss McLean Secretary: Mrs Withers.

Apologies for absence: Mrs Brock, Mr Kennedy.

ARISING FROM THE MINUTES: AUGUST 9th, 1957.

PAINT: Judge van Winsen reported the following compromise offered by Messrs Harpers & Company.

(a) the actual cost of scraping down and painting two coats Cebestos on the asbestos ceilings of the two balconies, and removing all loose flakes, and touching up only isolated spots, but touching up and painting from corner to corner all walls badly affected would be approximately.....£114.

(b) the actual cost of cleaning down and painting two coats on the fibrous plaster ceilings to Rooms Nos. 20, 26 and 29 would be approximately.....£ 62.

and although in no way accepting responsibility for the flaking, but solely to bring this matter to a conclusion, we are willing to conceed the cost of cleaning and painting the ceilings of Rooms Nos. 20, 26 and 29 and are prepared therefore to carry out the work as (a):-

for .....£114 approximately
less concession..... 62

£ 52.

or the round figure of £50, extra cost to ourselves.

Messrs Harper and Company point out, however, that they cannot vouch that the flaking will not continue to occur, for they consider that the fault lies in earlier cleaning down, and therefore cannot guarantee that this will not occur again.

After discussing the proposed compromise put forward by Messrs Harper & Company, the Committee agreed that they are not satisfied and that a letter be sent to them to this effect and under the circumstances await to hear further from them.

ROOM AT THE HILL:

It was reported that Mr Ohlsson inspected the additional work which was recommended by Mr Weir in his tender and he agrees that the following additional work be carried out:-

"In addition to the removal and refixing of the gutters, the gutter brackets, not just the gutters, must be taken off and refixed above the turned up roofing felt at the main roof, and new fascia boarding

...../

the full height of the turn up with a splayed diagonal timber section at its base to support the cove in the roofing, felt should be fixed to the full length of the main roof and the two returns."

After discussion it was agreed that a letter be sent to Mr Weir requesting that this work be carried out and asking him to submit a separate tender for this additional work.

DRAINAGE AT HOCKEY PITCH.

It was reported that an inspection was made by Mr Ohlsson Mr Simpson and Mr van Winsen and it was agreed that some form of drainage was essential. This will have to be attended to before next winter and Mr van Winsen agreed to at end to this matter and obtain an estimate.

BOY'S WAGES. Miss McLean reported that they were all very grateful to the Committee for the increases granted.

THE MEETING ADJOURNED TO ATTEND THE COUNCIL MEETING IN THE LIBRARY:

5.45. Resumded.

MEDICAL OFFICER: It was reported that Dr Watermeyer definitely intends resigning at the end of the year.

Dr Watermeyer said he thought that if Dr Leinberger agreed to take over from him, he would want a fee of £200. per annum.

After discussing the matter the Committee felt that this fee was rather high and it was suggested that a figure of £150 be offered.

The question of Medical Insurance for the pupils was discussed and after discussion it was agreed that in the case of new pupils this could possibly be made compulsory, but not so for the present pupils. It was proposed that this question be gone into and Mr Wares agreed to attend to this.

ESTIC WAGES. It was agreed to increase the cook's wages from £12 to £14. per month.

K BALANCE: This was presented - Overdraft £9,142.3.7.

STANDING FEES.

The position is as follows:-

Mrs Pegram - has now paid in full.
Mr Pulvermacher - has been written to on several occasions requesting payment, without success.
The Lady de Villiers - has been written to buy no payment has been received.

It was agreed that Messrs Syfret,Godlonton & Low be instructed to attend to these and it was suggested that they should get in touch with the S.A.Association in connection with The Lady deVilliers.

A letter from Messrs Syfret,Godlonton & Low was received stating that Mrs Kenny has agreed to pay off the outstanding amount of £52.3.0. by monthly payments of £2.

...../

After discussing the matter it was agreed that this be accepted and that the position will no doubt be reviewed within the next six months.

SALARIES: This question was raised and it was agreed that it be left over until the next meeting.

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THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT ON FRIDAY, OCTOBER 18th, 1957 AT 5. 0. P.M.

PRESENT:- Mrs Henderson
Mr Kennedy
Mrs Small
Mr Justice van Winsen
Mr Wares

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Mrs Brock, Mr Robb.

Arising from the Minutes: September 14th, 1957.

PAINT: A reply has now been received from Messrs Harpers, who report that they have consulted a firm of Chemists and Analysts, viz the Industrial Consulting Laboratory (pty) Ltd., who have visited the site, taken samples of the paint etc., and will, in due course submit a report of their findings and immediately Messrs Harpers receive this report, they will communicate with us further.

DRAINAGE AT HOCKEY PITCH: Mr van Winsen reported that he had obtained a rough estimate of 6/- per foot, to put in a form of drainage and to do this would cost approximately £170; it was felt that this was very expensive and Mr van Winsen agreed to go further into the matter and find out if this could not be done cheaper.

MEDICAL OFFICER: It was reported that Dr Leinberger would be agreeable to take over from Dr Watermeyer at the figure of £150, but Dr Watermeyer has raised a point in regard to the question of advertising this position. Dr Watermeyer said he would go further into the matter and let Miss McLean know.

MEDICAL INSURANCE: Mr Wares said he would hand in the report in this connection at the next meeting.

ARCHBISHOP: Miss McLean reported that the Archbishop has accepted the invitation of the Council and the date agreed upon is November 7th at 6.0.p.m.

MUSIC FEES: Miss McLean said she had received a letter from Mrs Stammers who teaches Eurhythmics in the school, asking if the Committee could review the percentage deducted from the fees. At present a deduction of 25% is made. After discussion, it was agreed that only 10% be deducted. The Music Fees were discussed and it was felt that these should be reviewed at a later date.

HOUSEKEEPER'S SALARY: Miss McLean said she would like the Housekeeper's salary reviewed.
Her present salary is £24.0.0. per month, Miss Mclean was asked how this compares with other schools and she said that it xxx is very much lower.
After discussion the following proposal was made:-

.....

On the motion of Mr Wares, seconded by Mr Justice van Winsen, it was resolved:-

> That an increase of £3.0.0. be now granted to the Housekeeper and that future increases be made at the rate of £18.0.0. per year, until the maximum salary reaches £95.0.0. per annum.

AGREED.

MATRONS. These were discussed and it was agreed that they remain as they are at present and when the normal increases are given in January that £1.10.0. per month be granted instead of the usual £1.0.0. per month.

The question of paying into the Pension Fund was discussed and it was suggested that when appointing someone who is over the age for joining the Pension Scheme, that it should be made clear to the one concerned, that there are no pension privileges attached to the appointment.

FENCING: Estimates were received from Mr Dau and Mr Church for re-fencing the concrete tennis court and the two courts next to the Claremont Park:-

Mr Dau: For rewiring the Hard Court on three sides only with 6 x 14 x 2 Diamond Mesh Chainlink wire. £97.10. 0

2) For rewiring the same court with bottom 6' chain link wire and top 1½ x 19 gauge chicken wire: £79.10. 0

3) For rewiring Two tennis courts-four sides with chain link wire. £175. 0. 0

4) For rewiring same courts with bottom 6' of chain link mesh and top with 1½ x 19 G chicken wire. £145. 0. 0

5) One pole to be painted. 18/-.

6) If poles to be painted. £ 10.10. 0

Mr Church:

1) Hard court:-2" x 12½ gauge chain link wire will cost. £197.10. 0

2) Hard Court:½ diamond and ½ chicken will cost. £187.10. 0

3) Two tennis Courts:2" x 12 gauge chain link wire will cost. £195. 0. 0
Covered with 2" by 14 gauge chain link wire will cost. £179.10. 0

After discussing the matter Mr Wares and Mr Justice vanWinsen agreed to go into the matter and report at the next meeting.

FOR BOARDING ACCOMMODATION:

Miss McLean asked the Committee's advice in connection with disturbances in the flat below those occupied by the school - she explained that at int rvals during the night there is noise and screaming. Mr Wares agreed to attend to this.

...../

Miss McLean said that Miss Tulloch had told her that she did not think she could continue after the end of the year, or the latest, next Easter, under the present arrangements for the Preparatory Boarders.

The whole question of adding boarding accommodation for the Preparatory Boarders was discussed, and it was agreed that prefabricated buildings would not be allowed and the suggestion of obtaining the house belonging to Miss Kent either by purchase or at a rental would not prove practical either from domestic arrangements or financial.

The main question left was one of finance and it was suggested that a consolidated bond on the whole property be considered and at the same time whether any reduction could be made in the actual accommodation or in the cost of providing it.

Mr Kennedy agreed to go into the financial question and Miss McLean to see the Architect and that a special meeting be called for Monday, October 28th, at 5.30. to discuss the results.

Miss McLean asked the Committee if she might call on Miss Walker, a former matron at the school, for additional help in supervising the preparatory children at the flats. AGREED.

ON IN

Miss McLean said that she has been approached by a member of the staff asking if her daughter came to Herschel whether staff are entitled to any remission in the fees. After discussion it was agreed that a third of the fees be allowed.

Mr Kennedy reported a surplus of £759. over the first nine months of the year.

Mr McLean said that the Choir have been asked to sing at the Archbishop's welcome in the City Hall and that she, with four children, would attend the Enthronement in the Cathedral at 3.0.p.m. on Friday October 25th.

REPORT ON THE SPECIAL MEETING OF THE GENERAL PURPOSES COMMITTEE MEETING HELD ON MONDAY, OCTOBER 28th, 1957 AT 5.30.P.M. RE THE PROPOSED ARRANGEMENTS FOR BUILDING JUNIOR BOARDING ACCOMMODATION AT THE HILL FOR THE PREPARATORY BOARDERS:

PRESENT: Mrs Brock
Mrs Henderson
Mr Kennedy
Mrs Small
Mr Justice van Winsen
Mr Wares
In Attendance:Miss McLean:Secretary,Mrs Withers.

Apologies for absence: Mr Robb.

Mr Kennedy reported that he had been in touch with the South African Mutual in connection with raising the money and said that he did not think there would be any difficulty in the money being granted.

It would appear that the lowest possible cost of the proposed building would be £12,500.

Mr McLean was asked in the event of the building being erected at TheHill, if this would relieve any accommodation here - also if it would be possible to sell the Staff Cottage - and house the present resident staff in the new building - Miss McLean said she could not see that this would be possible owing to the fact that she would require the senior staff to look after the school here.

At present in the flat 18 preparatory boarders are housed and it is hoped that the new accommodation would be able to take thirty, which would naturally increase the revenue.

Mr Kennedy said he would prepare figures if Miss McLean would let him know the increase of expenditure and revenue from the increased numbers. Mr Kennedy went on to say that we must not lose sight of the fact that the £5,000 received from The Rhodes Trust is repayable in 1962 and therefore provision must be made for the repayment of this sum if called upon to do so.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON FRIDAY, NOVEMBER 8th, 1957 AT 5. 0. P. M.

PRESENT: Mrs Brock
Mrs Henderson
Mr Kennedy
Mrs Small
Mr Justice van Winsen
Mr Wares
In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Mr Robb

ARISING FROM THE MINUTES: OCTOBER 18th, 1957

PAINT: THE HILL: Mr Robb is now attending to this matter and will report to the Committee immediately a decision has been reached.

DRAINAGE AT HOCKEY PITCH: Mr van Winsen reported that he is attending to this matter and immediately he has received a firm estimate, he will report to the Committee.

MEDICAL OFFICER: Nothing further has transpired and it is felt that the matter should now be accepted as it stands.

INSURANCE: Mr Wares handed in his report on the Medical Insurance Scheme and after going through the various points, the question was raised as to whether, when any pupils are attending outside activities in connection with the school, they are covered - Mr Wares agreed to go further into the matter. The Committee felt that it was an excellent scheme and would strongly advise that it be put into operation.

DANCING FEES: Miss McLean said that the staff concerned were most grateful for the Committee's decision in allowing the deduction to only be 10% instead of the normal 25%.

WIRE NETTING: Mr van Winsen reported that this matter is now in hand - it has been decided that the bottom portion of the courts be wired with chain-link and the top with Chicken-wire, which would result in a light saving in the original estimate.
Miss McLean said she was pleased to report that when Mr Jooste called at the school he noticed that the Court were being re-wired and asked that the account be sent to him as he would like to settle this for the school. The Committee expressed their appreciation and asked that a letter be sent to him, conveying the School's thanks and appreciation.

JUNIOR BOARDING ACCOMMODATION:

Mr Kennedy reported that he is going into the figures and immediately these are finalised, further discussion can take place.

BOOK GIFT. Miss McLean reported that she had received a letter from Messrs Syfret's Trust Company, informing her that

...../

Herschel School will receive a £1,000 but on the condition that it is not used for current revenue, but for something of a permanent nature and, if it was practical, to commemorate the Testator in some way or other.

MOTHER'S DAY: The Archbishop has accepted to give away the Prizes; Mr Aubrey has agreed to give the Address in the morning.

OTHER BUSINESS: Miss McLean asked about the Rummage Sale and the picture given by Mrs Shawzin - Mrs Small said that so far they had raised £56 and £81. respectively.

Mrs Brock asked about the letter written by Mr Lees to the Archbishop, a copy of which had been sent to the Council by him. After discussing the matter it was agreed that the questions raised might be answered at the Council Meeting to clarify the position.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

SYFRET'S TRUST COMPANY LIMITED

CHAIRMAN & JOINT MANAGING DIRECTOR: C. S. CORDER. JOINT MANAGING DIRECTOR: E. CARTER.
...O. E. D. DRPEN. H. D. DUNCAN. L.E. CARTER. E. E. C. LEFEUVRE. L. N. ROOD. J. M. NORTON. W. L. KENNEDY. H. HYDE JONES (BRITISH)
ALTERNATES: G. V. WHITE. D. A. ST. C. HENNESSY. A. E. FISH.
...Y. D. C. RILEY.

SWORN APPRAISERS:
FRANK MELLISH. A. N. FOOT.

TELEGRAPHIC & CABLE ADDRESS
"SYFRETS"

...PHONES
...2 (10 LINES)
...1 (8 LINES)

POST OFFICE BOX
206

24, WALE STREET
CAPE TOWN

PLEASE QUOTE
/GMP.

19th December, 1957.

The Headmistress,
The Herschel School,
Herschel Road,
CLAREMONT. CAPE.

Dear Miss McLean,

re: Estate late Walter Barlow.

Further to our letter of the 15th ultimo, we now have much pleasure in enclosing herewith the Estate's cheque for £1000. in payment of the legacy allocated to the Herschel School in terms of the discretionary powers granted to the Executors by the late Mr. Barlow in his Will, to be utilised as suggested and agreed.

Kindly complete and return to us the attached form of Acquittance, which is required for filing by the Master of the Supreme Court.

Yours truly,

DIRECTOR.

November 7th, 1957.

Dear Mr Kennedy,

In answer to your letter of November 4th, may I express our appreciation at the thought which lies behind the Award allocated to Herschel and thank you for this gift.

We are quite willing to agree with the conditions and to use the £1,000 for our Development Fund, as capital expenditure and not as revenue to defray our normal running expenses.

We would be quite willing to commemorate the Testator by name should this be necessary.

I hope that this letter is sufficiently clear in confirming that we agree with the conditions laid down in connection with the gift.

Yours sincerely,

HEADMISTRESS.

SYFRET'S TRUST COMPANY LIMITED

CHAIRMAN & JOINT MANAGING DIRECTOR: C. S. CORBER. JOINT MANAGING DIRECTOR: E. CARTER.
H. E. D. DRPEN. H. D. DUNCAN. L.E. CARTER. E. E. C. LEFEUVRE. L. M. ROOD. I. M. BORTON. H. L. KENNEDY. H. HYDE JONES (BRITISH).
ALTERNATES: G. V. WHITE. E. A. ST. C. HENNESSY. A. I. FISH.
SY: D. C. RILEY.

SWORN APPRAISERS:
FRANK MELLISH. A. M. FOOT.

TELEGRAPHIC & CABLE ADDRESS
"SYFRETS"

EPHONES
2 (10 LINES)
1 (8 LINES)

POST OFFICE BOX
208

24, WALE STREET
CAPE TOWN

PLEASE QUOTE
K/GMP.

4th November, 1957.

The Headmistress,
Herschel School,
Herschel Road,
CLAREMONT.

Dear Miss McLean,

re: ESTATE LATE WALTER BARLOW.

The late Mr. Walter Barlow, formerly of Rondebosch who died on 24th March 1957, bequeathed the residue of his Estate to us and our Co-Executor, Mr. A.A.W. Dichmont, in trust, for us to select Institutions for the advancement of Science or Art or of a charitable or educational nature amongst whom such residue could be divided and to fix the amount or share to each beneficiary and the terms and conditions of each bequest.

The Executors have suggested an award to your school of £1000.0.0. provided it is regarded by you as a Capital receipt and specially set aside for, or towards, something of a permanent nature, for example your Building Fund or Fund for future Development, and is not used as revenue to defray your normal running expenses.

Kindly confirm to us that the above condition will be adhered to, and indicate the purpose for which the bequest will be utilised.

Thereafter the Executors, if satisfied as to the above, will approve the award and we shall forward you a cheque as soon as The Master of The Supreme Court has passed our Account.

Should your Capital Fund not yet have reached the amount you require for the specific purpose abovementioned, we are prepared to invest the said amount on your behalf and allow the interest to accumulate until such time as you require it.

We consider that, if practicable, it would be appropriate for you in some way or another to commemorate the Testator.

Yours truly,

Harold Kennedy

DIRECTOR.

HEADMISTRESS'S REPORT: DECEMBER 1957

F: MISS BURDER: returns to England at the end of term and we are very sorry that she must leave the physical training side of the work here where she has been so successful I have replaced her by Miss Oldfield, Chelsea, P.T.C. who arrives from England in January.

MRS JONKER: returned in October to take some Afrikaans and will remain as a part-time member of the Staff.

MISS MC CARTHY: leaves having done her first teaching year most successfully; she is going to Europe for further experience and wishes to return but this will depend on the staff position at that date. We have been glad to have an Old Girl here and one who is so keen and interested in her work.

MRS MOODIE : came in October for Form Lower 11 after Mrs Hugo and Mrs Fry had helped us in the Third Term.

MISS WISEMAN; L.R.A.M. came from England to join the Music Staff and is a most useful member of it.

We have had two Students from the University this term and both have been most useful and promising.

TH: We have had three cases of measles in the Boarding House and something of everything in the Preparatory and Kindergarten Departments.

ERS: Applications continue to come in, with somewhat of an increase from Rhodesia again.

	SEPTEMBER:	DECEMBER:	BOOKED FOR JANUARY.
SCHOOL:			
Boarders:	51	49	48
Day:	86	88	101
	137	137	149
PREPARATORY:			
Boarders:	18	18	18
Day:	90	90	95
	108	108	113
KINDERGARTEN:	46	47	46
	291	292	308

VITIES: Visits have been made by groups in various parts of the School to slides shown on Ovamboland, the University lecture on the Satellite, the Cape Argus, the Enthronement of the Archbishop in the Cathedral and the Welcome in the City Hall at which the Choir sang, the Castle, the Professional Tennis Players at Rondebosch, "Falstaff" at the Little Theatre, to judge a Sewing Competition at Protea School, the Dedication of the South Transept of the Cathedral.

Within the School we have had Inter-House sports after a lapse of several years, films, fireworks, debates, the Abe Bailey Afrikaans Competition and a visit from the Archbishop to see the School.

Twenty-seven girls were Confirmed by the Archbishop in St.Saviour's Church on October 31st, the Choir sang at this and parents of boarders came back for tea afterwards.

Old Girls Day was held on Saturday October 19th; there was a good attendance and as well several of the early

...../

HLK/TF 4th December, 1957.

REPORT OF THE GENERAL PURPOSES COMMITTEE

Meetings of the General Purposes Committee were held on the 13th September, 18th October, 8th November and a Special Meeting on the 28th October.

PROPERTY MATTERS:

At the last Quarterly Meeting the Council were advised that a compromise had been reached with Messrs. Harpers on the question of liability for the interior paint work at The Hill. Harpers undertaking in regard to re-doing the work was, however, not considered satisfactory and following on this, Harpers obtained a report from an Industrial Chemist. As a result of this, Mr. Robb has had discussions with Harpers, and Mr. Ohlsson the School Architect, and as it is obvious that Harpers did not strip the walls in accordance with the specification, it is considered that they should make some further concession to the School. It is apparently the normal practice not to strip walls down to the bare plaster if they have many layers of hard paint on them, as by doing so damage can be caused to the plaster. However, when this is not done, it is the duty of the Contractors to advise the Architect that they have not done so. Harpers did not do this. The matter is still under discussion.

The roof on the Squash Court at The Hill has been relaid and appears to be satisfactory.

It will be necessary before next winter, to lay some additional drainage in the hockey pitch at The Hill. The matter is being attended to by the Sub-Committee.

Re-wiring was necessary on a number of the

Tennis Courts and estimates had been received and accepted. Mr. Jooste, who has done so much for the School in the past, noticed that the work was being done the evening he attended the party for the Archbishop, and he told Miss McLean that the bill should be sent to him. The cost will be at least £150 and a letter has already been sent to Mr. Jooste expressing the Council's appreciation.

JUNIOR BOARDING HOUSE AT THE HILL:

At present the junior boarders are housed in two flats across the road from the School Playing Fields and, while this accommodation has served its purpose, it is obvious that it is not satisfactory. Matters have been brought to a head by Miss Tulloch, who is in charge of the flats, intimating that she cannot carry on for very much longer with things as they are, and also by the fact that there have been certain disturbances in a flat below which had to be reported to the owners of the building.

The junior boarding house has been a matter which has been in front of the General Purposes Committee for some time but for financial reasons it has not been a practical proposition either from the point of view of raising the capital or from the fact that the revenue of the School was insufficient to meet the additional costs. You will notice from the Headmistress' report that at the beginning of next year the numbers at the School are likely to be over 300 for the first time, and this should have a very good effect on the revenue.

On the capital side the Rhodes Trust have agreed to defer repayment of the interest-free loan until 1962 and I have had discussions with the South

African Mutual to find out if they would be agreeable to granting a further bond to the School. The additional amount required would be £25,000 which would be split into £15,000 for the new junior boarding house and £10,000 to pay off the present Bank overdraft and provide a margin. The Mutual have agreed in principle, that they would be prepared to lend the money at 6%.

The General Purposes Committee will now go ahead with the School Architect in getting more detailed estimates of the cost of a boarding house which would be able to accommodate up to 30 girls. It will depend very much on the estimates as to whether or not the scheme is put forward for such a big building, but it is felt that additional boarders will be available should we be able to accommodate them.

I have prepared estimates on the basis of taking thirty boarders and, after allowing for the additional expenses, extra staff, interest, provisions, etc. it appears that we could still expect a surplus on the year's Accounts of approximately £500. If, however, the increase in the number of pupils in the School continues, then the figures should be better but at the same time one must not overlook the fact that costs are still on the up-and-up. We have recently had to give increases to the Housekeeper, Matron, domestic and outdoor staff and, if the increases which are now being requested by the Government School Teachers are granted, I think it will be essential for us also to give increases. I am not opposed to these but merely stating that it will be difficult to grant them without a further increase in fees.

The General Purposes Committee would like the Council to authorise it to proceed with the plan of the erection of a junior boarding house provided the estimates

are within reason and the funds necessary can be raised.

The results for the ten months to the end of October, show a surplus of £

The position in regard to outstanding fees is reasonably satisfactory.

The School has received a gift of £1,000 through Syfret's Trust Company Limited in terms of the Will of the late Walter Barlow. The only condition attaching to the gift is that the money should not be used for current revenue.

The Headmistress will report on the correspondence and discussions she had with Mr. Lees.

Vacancies on Council.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

Herschel School,
CLAREMONT, Cape.

March 3rd, 1958.

The Quarterly Meeting of the Council will be held at Herschel School, Claremont, in the Library, on Friday, March 28th, 1958 at 5.0.p.m.

A G E N D A:

1. Minutes to be Confirmed.

   Quarterly Meeting held on December 8th,1958.

2. Report of the General Purposes Committee.

3. Report of Headmistress.

4. Any other business.

E.R. Withers
SECRETARY

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL SCHOOL, CLAREMONT, IN THE LIBRARY ON FRIDAY, DECEMBER 6th, 1958 AT 5.0.P.M.

PRESENT: Mrs Ballantine, Mr Baxter, Mrs Dowie Dunn, Mrs Henderson, Mr Kennedy, Mrs Small, Mr van Winsen, Mr Wares. In attendance Miss McLean, Secretary -Mrs Withers.

Apologies for absence: His Grace, the Archbishop, Mr Aubrey, Professor Grant, Mrs Brock, Mr Robb.

ES: The Minutes of the Quarterly Meeting held on Friday, September 13th, 1957, copies of which had been sent to Members, were taken as read and signed by the Chairman, as a true record of the proceedings.

ARISING OUT OF THE MINUTES:

MEDICAL OFFICER: Mr Kennedy reported that at the General Purposes Meeting, the question of Dr Watermeyer's retirement at the end of the year was discussed and it was suggested that some small memento to be given to him in appreciation of his Services to the School. The Council agreed to this suggestion and left it to the General Purposes Committee to decide what form of present be given to Dr Watermeyer.

L PURPOSES REPORT: This was presented by Mr Kennedy.

ARISING FROM THIS REPORT

Junior Boarding Accommodation. The financial aspect of building had been fully discussed and the Committee now asked Councils approval to go ahead with the scheme. After discussion, Mr Baxter proposed and Mr Wares seconded that:-

Providing the total cost of the building was within the figure of £15,000, the General Purposes Committee could go ahead with the arrangements, but if it was not possible to erect the building at this figure, further discussion must take place at a Council Meeting.

AGREED.

T OF THE HEADMISTRESS: This was presented.

ARISING FROM THIS REPORT:

Miss McLean was asked about the number of boarders and she said whereas at one stage she had booked five too many boarders, she was now one short, owing to change of plans, withdrawals and cancellations, both for new children and those living locally who wished to change from boarding to day. This was a position which constantly arose and was difficult to avoid. Various suggestions were made for overcoming the difficulty, but no real solution appeared possible.

[redacted]

LETTER WRITTEN TO THE ARCHBISHOP BY MR LEES: Mr Kennedy asked if there was anything further which Miss McLean would like to say in connection with the letter written to the Archbishop by Mr Lees, of which the Council Members had received copies.

Miss McLean replied that despite a warning given in Hall after four girls had broken bounds, to the effect that should a further offence of this kind occur, she would reserve the right to expel; she further added that this was the only occasion on which she had used the word "expel" despite Mr Lees's statement to the contrary. Robin Lees had broken bounds on a Sunday afternoon and Miss McLean had acted in accordance with her statement to the School. Mr Lees had taken exception to this as was seen from the letter.

Discussion took place and Miss McLean was asked if she would wish a letter to be sent to Mr.Lees from the Council; she replied that the Archbishop had already replied on his own behalf and that she considered it more dignified to let the matter rest there, providing the Council had confidence in the action she had taken.

It was unanimously agreed that they had this confidence and that the matter should rest there.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED.

28 March 1958
DATE.....

+ Jack Capper
CHAIRMAN.....

REPORT ON MEDICAL INSURANCE SCHEME

I have reviewed the proposals put forward by various firms relating to the Scholars' Personal Accident Insurance Scheme and I would recommend that the Council adopts the scheme put forward by Messrs. Holmwoods and Back and Manson (S.A.) (Pty) Limited. This scheme is underwritten by Lloyds of London.

The scheme provides for compensation for injury from accident, the main benefit being hospital or doctors' fees, cost of medical treatment, etc., up to a limit benefit of £75 in any one year. The cover is limited to the periods whilst the pupil is within the bounds of the school, travelling to or from the school and on supervised expeditions organised by the school.

The cost to the parent will be -

if the scheme is voluntary £1.1.0. per pupil per annum, reducing to 16/- per pupil per annum, if over 150 girls are included;

if the scheme is compulsory 18/- per pupil per annum, reducing to 15/- per pupil per annum, if over 150 girls are included.

I do not think the Council would be justified in making the scheme compulsory and I recommend, therefore, that it be adopted on a voluntary basis. The scheme could have the blessing of the Council and the Headmistress in the hope that over 150 girls would be included.

The brokers, Messrs. Holmwoods and Back and Manson (S.A.) (Pty) Limited, will furnish the necessary printed circular, etc., without cost to the school.

Cape Town.
8th November, 1957.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON FRIDAY, DECEMBER 6th, 1957 AT 4.30.P.M.

PRESENT: Mrs Henderson
Mr Kennedy
Mrs Small
Mr van Winsen
Mr Wares

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Mrs Brock
Mr Robb

Arising from the Minutes: 8th November 1957

MEDICAL INSURANCE: Mr Wares reported that he had gone into the points raised at the last meeting and that a letter is being sent out to the parents covering the children when they go to and from school to riding.

JUNIOR BOARDING SCHOOL: The Architect, Mr Ohlsson, had prepared plans in this connection and after discussing the matter it was agreed that before any final decision could be reached, the matter would have to be referred to the Council for their permission to ago ahead with the project.

APT: This was presented: £8,164.

Mr Kennedy said that some effort will have to be made to raise more money in order to keep the overdraft at a nominal figure, in view of the proposed arrangements for Junior Boarding Accommodation at The Hill as the South African Mutual would naturally have to hold the title deeds in respect of the two buildings as security for the Bond which is to be raised.

ADING

These were presented and showed a very satisfactory position.

HER
GS:

An estimate for the proposed painting work to the exterior of the school premises was received from Mr H Weir. The total estimate for all the paint work is £1,963, made up as under:-

(A) Section of the buildings from corner of Library wall nearest Herschel Road, around to top corner of property towards the mountain and next to Herschel Road, at the Cloakroom. This includes the Library side wing up as far as the Dining Room and the stair well in this section, chimneys on main roof, lantern light and access dormer and portions of Maids' quarters on roof. The grassed quadrangle, colonnade from Library wing to Main Building stoeps and balconies are included.

Estimate: £863.

...../

(B) Section of buildings from Cloak Room corner at Herschel Road, around to corner of Library where Section "A" starts. £517.0.0.

(C) Section of buildings comprising Quadrangle enclosed by Sick Room, Hall, Dining Room and kitchen; quadrangle adjacent to Hall and cloak rooms at top end of property and enclosed yard on Herschel Road, side of kitchen where the refrigerators are sited. £490.0.0.

(D) Sheet Iron Ridges to whole of property to be cleaned down, rust removed and affected areas treated with Jenolite and primed and all the ridging thereafter painted 2 coats oil paint. £ 93.0.0.

After going into these figures it was agreed that they are on the high side and that before any decision could be reached further estimates must be obtained.

It was suggested that the school should employ a handyman painter but this was not considered practical for so large a building.

LL: In discussing the general progress of the property at The Hill, Miss McLean said she would like to have placed on record the work done by Mrs Sachs - it was agreed that a letter be written to Mrs Sachs expressing the Committee's appreciation for all that she does.

ERMEYER: Dr Lienberger has agreed to attend the school in Dr Watermeyer's place - it was suggested that some small memento be given to Dr Watermeyer in appreciation of his Services to the School. Miss McLean agreed to attend to this.

INUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT
ERSCHEL SCHOOL, CLAREMONT, ON MONDAY, FEBRUARY 17th, 1958
AT 5.0.P.M.

PRESENT: Mrs Brook
Mrs Henderson
Mr Kennedy
Mrs Small
Judge van Winsen
Mr Wares

n attendance: Miss McLean
ecretary: Mrs Withers

pologies for absence: Mr Robb

ARISING FROM THE MINUTES: December 6th, 1957

JUNIOR BOARDING ACCOMMODATION: Mr Ohlsson has the plans ready - slight changes have had to be made - Mr Kennedy said he was arranging to sign the plans this morning and that they will be sent in to the City Council to be passed.

PAINTING: The estimates submitted by Mr Weir were again discussed and it was felt that Section "C" should be the first to be attended to, but before proceeding with this, that a further estimate be obtained. Mr van Winsen agreed to attend to this.

It was agreed that Section "D" for £93.0.0. should be put in hand immediately.

DR WATERMEYER: Mr McLean showed the Committee what she had purchased and all were in agreement with her choice and it was agreed that a small inscription be put on the Thermos Flask case.

MOWER: It was reported that two machines had been brought out for demonstration - the prices being £49.0.0. (Suffolk) and £180 (Ransom). Judge van Winsen said he had endeavoured to find another machine in between the two but he had not been successful. After going into the costs - Miss McLean reported that she had arranged for Mr Duke, who owns a lawn cutting business, to cut the lawns before Founder's Day at a cost of £7.0.0. The question was raised as to whether it would not be better to engage Mr Duke to attend to the mowing of the lawns - this would cost approximately £96.0.0. per year. No definite decision was reached and Judge van Winsen said he would continue to make enquiries about other machines.

LEASE: Miss McLean said that we had definitely leased the flats for two years, which time ended on July 31st and would it be necessary to consider extending this lease now.
Mr Wares agreed to go into the matter and it was proposed that we should ask the landlord for an open monthly extension, but that we give him two months notice to let.

INS: Miss McLean asked the Committee's advice in connection with fees in respect of Mr Timmins eldest daughter who was

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.....

moved without notice at the end of last year. Mr Timmins felt that as Hilary had been unhappy, he should not be asked to pay the fees. The Committee said that it was clearly stated in the prospectus that a term's notice was necessary and that he must abide by this. Miss McLean was asked to write to him to this effect.

E: It was reported that a tree in the corner of the grounds facing Herschel Road and Church Street had died and was sufficiently dangerous to be removed - estimates had been obtained from Mr Dau who quoted £32 and Mr Jacobs who quoted £52.10.0. It was agreed that Mr Dau be given the work, but that it must be ascertained that his Insurance Cover was sufficient. Mr Wares agreed to do this.

NO: Mr Victor Jones had been asked to value Miss Darbyshire's property and as her piano was housed here, he had been asked out to value this; so far nothing further has transpired.

AISING: It was agreed that something should be done this year and that the women of the Council should meet to discuss the best ways and means. A Meeting was fixed by them for Thursday, February 20th, at 4.0.p.m. at Mrs Small's house.

NT
NCE: The response to this had been reasonable some seventy having so far been asked to be insured. It was felt that it might be advisable to send one set of reminder notices to those who had not, as yet, insured and had perhaps overlooked the original notice in the Report envelopes at the end of 1957 . AGREED.

PITCH: Miss McLean asked that the drainage might be attended to before the beginning of next term, in order that the pitch might be ready for the Winter - Judge van Winsen agreed to go into the matter and have this done.

It was agreed that Mrs Steyn's salary be paid in full for the time being - the question of this arose owing to Mrs Steyn's sudden and prolonged illness originating in December of last year and still needing professional nursing. Appreciation for her work for the school was expressed, as well as regret in her present illness.

OR THE
S MEETINGS. This was discussed and finally agreed that the General Purposes Committee Meetings take place on the second Monday in each month at 5.15.p.m. at Herschel School, but that the Quarterly Meeting remain in the second Friday in March, June, September and December at 5.0.p.m. in the library - the March Meeting to be followed by the Annual General Meeting - For the March Meeting it was agreed to check with the Archbishop whether he would be available for either the 14th or 21st;

When this was done it was found he was only available for March 28th and this date was agreed upon.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON MONDAY, MARCH 10th, 1958 AT 5.15.P.M.

PRESENT: Mrs Brock
Mr Kennedy
Mrs Henderson
Mrs Small

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Mr Robb
Mr Justice van Winsen
Mr Wares

ARISING FROM THE MINUTES: February 17th 1958.

PAINTING: An estimate had been received from Messrs Clark Bruce - Part C of the work, amounting to £417. Mr Weir's quotation being £490. After discussion, Mr Kennedy said he felt that for work of this nature, Mr Ohlsson, the Architect, should be consulted to decide whether the work set out in each tender was the same. AGREED.

LAWN MOWER: It was reported that a Ransome Power Lawn Mower has been purchased at a cost of £172.

FLATS LEASE: Miss McLean said that Mr Wares had studied the lease and considered it a straight-forward matter and that it would be wiser for he, Mr Wares, to speak to Mr Susman, the landlord, letting him know the position, in order that we should not find ourselves without accommodation. Mr Wares had agreed to do this.

MR TIMMINS: Miss McLean said that she had written to Mr Timmins, but so far had received no reply. It was agreed to hand the matter overto Messrs Syfret, Godlonton & Low, if payment was not received.

TREE: The tree in the corner had been felled by Mr Dau and the last log had yet to be taken away. The question as to whether the adjoining tree was in any way dangerous now and it was decided to draw the attention of the City Council to the fact that the branches were overhanging the elctric wires.

MRS STEYN: Mr Kennedy asked about Mrs Steyn, whose progress was very slow and who is unlikely to be able to teach for some months. It was agreed to continue to pay her salary in full for the time being and to get some definite decision from the Doctor as to when she is

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likely to be able to teach again.

K OVERDRAFT: This was presented £7,345.

STANDING FEES: These were presented and letters have been sent to all concerned, requesting payment.

IOR BOARDING OMMODATION: Mrs Henderson asked if there was anything to report in connection with the Junior Boarding accommodation and it was reported that the plans had been signed and were waiting approval. The Quantity Surveyor had been given these plans.

CE: Miss McLean reported that the supports of the fence round this property were very weak and that she had asked Mr Dau for the probable cost of putting these in order to prolong the life of the fence and he considered £10. to be the maximum.
It was agreed that the work should be put in hand.

L GUIDES: Miss McLean asked that the Girl Guide Association might hold their Annual Training Week at Herschel from January 3rd to January 10th 1959. It was agreed that they might be given this permission.

NCIL MEMBERS: Mrs Henderson asked if anything further had been considered about asking Mr Humble to join the Council as she felt it was wise to have someone with outside interests as well as parents on the Council. Mr Kennedy felt that he would prefer to discuss this when there were more members of the Committee present.

Miss McLean asked if the Coadjutor Bishop of Cape Town was an automatic appointment. Mr Kennedy said he fit not think so.

HEADMISTRESS'S REPORT:

MARCH 1958

STAFF: MRS STEYN is still on sick-leave and it is unlikely that she will be fit for some months, her work has been divided between Mrs v.d.Bijl for the Latin, with Miss Mulliner, Mrs Pierce-Jones and Mrs Sachs sharing the duties of Senior Mistress.

MISS LOOSE has also been away ill and her Geography teaching has been done by Mrs Viney; Miss Loose expects to be well for next term.

MRS MORKEL has replaced Mrs Graham as Lower IV-Form Mistress, teaching middle school subjects and Afrikaans, she will teach more Afrikaans when Miss van Zyl returns to the University in July.

MISS EVANS has replaced Miss McCarthy in the Preparatory School and is resident.

MISS SHIPPEY is helping with resident duties both in the school and in the flats.

We have a student from Barkly House in the Kindergarten and several from the Mowbray Training College for games.

ALTH this has been good this term with the exception of some whooping cough in the Kindergarten.

MBERS: These have increased as follows:-

SCHOOL	DECEMBER 1957	MARCH 1958
BOARDERS:	51	50
DAY:	86	97
	137	147
PREPARATORY:		
BOARDERS:	18	18
DAY:	90	96
	108	114
KINDERGARTEN:	46	47
	291	308

Requests are still coming in both for Senior and Preparatory Schools.

TIVITIES: Club and House activities continue; one member of Jagger House earning £95 in the holidays for their particular Charity, C.A.F.D.A.; Christmas good turns were done by the three Houses and the Sociological Club gave its usual party at Protea, one member taking one of the most needy children afterwards to fit her with new clothes and shoes. Help has been given at both St.Saviour's and Buxton Home Fete.

Parties of the school have visited Symphony Concerts; "As You Like iT" at Maynardville; Parliament; the Art Gallery under Dr vom Moltke; the Cricket at Newlands; Attwells Bakery; the Cape Town Museum;

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visitors to the school will have included Miss Henshilwood to speak on the work of the Mowbray Training College and Miss deBlank on her work among "Youth in Britain".

Founders Day was celebrated on Friday, February 14th, when His Grace, the Archbishop, gave the Prizes and spoke to the visitors and School; there was a very large attendance both then and at the Service in the morning when the collection given to the Sick and Poor of the Parish, amounted to £23.12. 4.

Of the 17 who entered for the School Leaving Certificate, 15 passed, 2 in the First class, 11 in the Second, 2 in the Third, with 13 exemptions from Matriculation and 2 Distinctions.

The Preparatory School are holding a Produce Market on Friday, March 21st, at 3.0.p.m. and we have invited the Parents to meet the Staff on Monday, March 24th, at 8.0.p.m.

The Inter-Schools tennis and Swimming events take place this term and we hope to play the Fathers at Cricket on Wednesday, March 12th.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MARCH 3rd, 1958.

NOTICE is hereby given that the ANNUAL GENERAL MEETING
f Members will be held at HERSCHEL SCHOOL, CLAREMONT, in
he Library, on FRIDAY, MARCH 28th, 1958, at 5.30.p.m.
or the following purposes:-

1. To receive the accounts, with the Auditor's Report thereon and the Report of the Council on the past year's transactions.

2. Fix the remuneration of the Auditors.

3. Elect Members to fill the vacancies on the Council in place of Members who retire by rotation.

4. Any other business.

E R. Withers

SECRETARY :

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REVENUE AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 1957 (CONTINUED)

1956			1956		
			23,342	Balance at 1st January 1957	21,557
1,784	Excess of Expenditure over Revenue for the year, brought down	- - -	-	Surplus for the year, brought down	722
21,558	Balance carried to Balance Sheet	22,280 7 7			
£23,342		£22,280 7 7	£23,342		£22,280

NOTE: No Provision for Taxation has been made for the year ended 31st December 1957 as the Association's income is exempt from Taxation.

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ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REVENUE AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 1957

1956						1956				
		Salaries of Staff:						Fees:		
13,305		Teaching	14,687 9 7			28,964		Tuition and Board	33,730 10 -	
892		Non-Teaching	1,150 11 -			3,646	32,610	Extra Subjects	3,626 19 -	37,357
1,044		Secretarial	1,247 1 8							
2,764	18,005	Special Subjects and Services	2,503 9 8	19,588 11 11			116	Registration Fees		107
		Wages of Domestic Staff					243	Sundry Revenue		444
	2,719	and Garden Boys		2,800 15 11			-	Surplus on Sale of Bathing Box		140
		Provisions:						Excess of Expenditure over Revenue for the year,		
290		Bread	323 8 5				1,784	carried down		-
249		Butter	289 9 4							
		Fish, Fruit, Vegetables and								
1,435		Eggs	1,498 4 9							
1,207		Groceries	1,359 2 -							
1,882		Meat	2,098 3 5							
724	5,787	Milk	668 12 6	6,237 - 5						
		Domestic Charges:								
749		Electricity, Gas and Coal	805 - 10							
1,539		General Maintenance	965 9 1							
561		Laundry	592 12 5							
166		Miscellaneous Supplies	174 9 9							
151	3,166	Water	150 9 3	2,688 1 4						
	77	Sports Requisites		119 12 3						
		Property Charges:								
60		Grounds	192 8 10							
813		Maintenance	1,191 2 -							
64		Rates and Specific Services	66 10 8							
268		Rent of Santa Maria Flats	636 - -							
52	1,257	Water for Swimming Bath	58 7 -	2,144 8 6						
		Administration:								
20		Advertising for Staff	31 16 5							
105		Audit Fee	105 - -							
29		Bank Charges	31 8 2							
696		Miscellaneous	301 9 2							
50		Postages and Telegrams	60 6 7							
149		Printing and Stationery	238 9 2							
80		Telephone	122 6 11							
144	1,273	Class Materials	287 6 -	1,178 2 5						
		Contributions to:								
589		Pension Fund	641 11 3							
20	609	Unemployment Insurance Fund	18 3 11	659 15 2						
	288	Insurance		268 8 4						
		Interest:								
809		On Mortgage Bonds	821 - 4							
479	1,288	On Bank Overdraft	526 15 6	1,347 15 10						
	284	Depreciation of Fixed Assets		294 2 11						
		Surplus for the year,								
	-	carried down		722 10 3						
	£34,753			£38,049 5 3		£34,753				£38,049

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ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

BALANCE SHEET AS AT 31ST DECEMBER 1957 (CONTINUED)

1956				1956				
£103,847	BROUGHT FORWARD:		£107,114 3 7	£1,000	£101,187	BROUGHT FORWARD:	£1,000 - -	£104,384
						TRUST FUND INVESTMENTS (CONTD.)		
						Unquoted:		
						South African Permanent Building Society:		
				50	1,050	Permanent Share - Sonia Beck Memorial Prize	50 - -	1,050
						CURRENT ASSETS		
				221		Stocks on Hand	151 13 2	
				1,333		Sundry Debtors	1,465 13 4	
				56	1,610	Cash on Hand	62 11 1	1,679
£103,847			£107,114 3 7		£103,847			£107,114

J. J. Lapchan
CHAIRMAN.
H. H. Kennedy
MEMBER OF THE COUNCIL.

REPORT OF THE AUDITORS TO THE MEMBERS OF ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED).

We have examined the books, accounts, vouchers and securities of the Association. 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 book of account have been kept by the Association, so far as appears from our examination of those books.

The above Balance Sheet and attached 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, the Balance Sheet gives a true and fair view of the state of the Association's affairs as at 31st December 1957 and the Revenue and Expenditure Account gives a true and fair view of the Surplu for the year ended on that date.

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

CAPE TOWN.

21st February, 1958.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

BALANCE SHEET AS AT 31ST DECEMBER 1957

1956					1956				
		SHARE CAPITAL					**FIXED ASSETS**		
		Authorised					Land and Buildings		
£500		10,000 Shares of 1/- each	£500 - -				Claremont, C.P. - At Cost		
		Issued			54,320		Herschel School (Mortgaged as per Contra)	54,319 11 4	
		5,142 Shares of 1/- each, fully paid		257 2 -	1,483 41,919	97,722	Staff Residence "The Hill"	1,483 6 - 45,586 8 8	101,389
	257						Bathing Box, St. James, C.P. -		
		CAPITAL RESERVE					Book Value at 1st January		
24,226		Endowment Account Development Fund	24,225 15 3			10	1953		-
		Total collected to date, appropriated towards the cost of acquisition and alterations of Land and					Furniture and Equipment - Book Value at 1st January 1953	1,375 - -	
							Additions since, at Cost	2,097 14 1	
24,641	48,867	Buildings, "The Hill"	26,594 16 10	50,820 12 1				3,472 14 1	
	21,558	**REVENUE AND EXPENDITURE ACCOUNT**		22,280 7 7		3,005	Less Depreciation since 1st January 1953	827 14 1	2,645
	70,682			73,358 1 8			Pianos - Book Value at 1st January 1953	225 - -	
		MORTGAGE CREDITOR					Additions since, at Cost	324 19 6	
		South African Mutual Life Assurance Society						549 19 6	
2,000		Balance of First and Second Bonds	2,000 - -						
12,927	14,927	Balance of Third Bond	12,927 11 9	14,927 11 9		300	Less Depreciation since 1st January 1953	349 19 6	200
		(Secured on Land and Buildings known as Herschel School, as per Contra)					Linen and Curtains - Book Value at 1st January 1953	100 - -	
		TRUST FUNDS					Less Depreciation since		
						50	1st January 1953	50 - -	50
50		Sonia Beck Memorial Prize	50 - -				Cutlery, Crockery, Glassware and Kitchen Utensils -		
1,000	1,050	W. Duncan Baxter Trust Fund	1,000 - -	1,050 - -			Book Value at 1st January 1953	150 - -	
		LOAN FROM RHODES TRUST (Free of Interest)					Less Depreciation since		
	5,000			5,000 - -		100	1st January 1953	50 - -	100
		(Used in connection with the cost of acquisition of Land and Buildings, "The Hill")				101,187			104,384
							TRUST FUND INVESTMENTS		
		CURRENT LIABILITIES					Quoted:		
9,677		Bank Overdraft	11,867 15 6				1,000 5½% Cumulative Preference Shares of £1 each, fully paid, in J.W. Jagger and Company Limited - At Valuation		
2,511	12,188	Sundry Creditors	910 14 8	12,778 10 2			W. Duncan Baxter Trust Fund	1,000 - -	
					1,000		(Market Value: At 31st December 1957 - £750 At 31st December 1956 - £800)		
	£103,847	**FORWARD:**		£107,114 3 7	£1,000	£101,187	**FORWARD:**	£1,000 - -	£104,384

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MINUTES OF THE ANNUAL GENERAL MEETING OF MEMBERS OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INC) HELD AT HERSCHEL SCHOOL, CLAREMONT, IN THE LIBRARY, ON FRIDAY, MARCH 8th, 1957 AT 5.0.P.M.

PRESENT: The Reverend John Aubrey, Mr Baxter, Mrs Brock, Professor W.P.Grant, Mrs Henderson, Mr Kennedy, Mrs Dowie Dunn, Mrs Small, Mr Robb, Mr Justice van Winsen, Mr Wares.

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Mrs Ballantine, Bishop Sidney Lavis, Professor L.F.Casson, Mr H Alers Hankey, Mrs Lane Forsyth.

CHAIRMAN: The Reverend Mr Aubrey was asked to take the Chair.

Mr Aubrey asked Members to stand as a mark of respect to the late Archbishop.

MEETING: The Notice convening the Meeting was submitted.

REPORT & ACCOUNTS: The Report of the Council and the Statement of Revenue and expenditure for the year ended 31st December 1956, with Balance Sheet at that date, were submitted.

On the Motion of Mr H.L.Kennedy, seconded by Mr J.D.Wares, it was resolved:-

That the Balance Sheet and Accounts as at 31st December 1956, be adopted.
This was carried unanimously.

Members asked if the Report of the Council could be sent to them prior to the Meeting to enable them to consider it. It was agreed to do this but it would always be subject to the Audited Balance Sheet and Accounts being available in time.

Mr Aubrey said he would like placed on record the Association's appreciation to Mr Kennedy for looking after the School's financial affairs.

REMUNERATION OF THE AUDITORS:

On the Motion of Mr Kennedy, seconded by Mr Wares, it was resolved:-

That the remuneration of the Auditors, Messrs E.R.Syfret & Company, Chartered Accountants (S.A.) for the past year's audit, be fixed at One Hundred Guineas.

AGREED.

MEMBERS OF COUNCIL:

Mrs J.F.Brock and Mr H Alers Hankey, selected by the late Archbishop, retire but are eligible for re-selection.

Mrs Lane Forsyth, nominated by the Members retires and has informed the Secretary that she feels that she will not be able to serve and tenders her resignation.

Professor L.F.Casson, selected by the late Archbishop, has tendered his resignation owing to ill-health.

The Archbishop did not before his death advise the Secretary

of his intention or otherwise to re-appoint the retiring Members selected by him and the point wasdiscussed as to whether or not the Council had the power to re-appoint such Members. After discussion it was agreed that the re-appointments be left in abeyance but that the Members concerned be asked to remain on the Council.

The vacancy caused by Professor Casson's resignation will remain open.

AGREED.

The Council wish to place on record their appreciation of the work done and interest taken in school affairs by Professor L.F.Casson and Mrs Lane Forsyth and asked that letters be sent to them expressing their appreciation.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED:

DATE: 28 March 1958 CHAIRMAN: [signature]

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

REPORT of the Council to be submitted at the Annual General Meeting to be held on Friday, the 28th, March, 1958.

The Revenue and Expenditure Account shows a surplus of £722 compared with a deficit of £1784 for the previous year. The surplus of £722. included a special item of £140 for the sale of the bathing box at St.James and therefore the net figure was £582 which is very close to the estimated surplus of £555. It is difficult to make exact comparisons with 1956 as the number of pupils increased during the year and this is responsible for the increase in Staff Salaries which showed a considerable rise even on the estimated figure. Due to the additional number of pupils in 1958 with a consequent need to build up the Staff it is estimated that expenditure on salaries will again be higher. In the estimate, allowance has been made for additional costs incurred through illness and staff changes.

The cost of provisions was below the estimate and this indicates that the supervision is now more effective than it was in the past.

There was a big increase in the cost of Property Maintenance but this had been anticipated. An amount will now be allocated each year for Special Maintenance and for 1958 it has been fixed at £750. In the past special work has been done only when funds were available.

The estimated figures for 1958 do not include any provisions for the establishing of a Junior Boarding House.

	1956.	1957	Increase & Decrease.	Estimate for 1957.	Estimate for 1958
tion & Board.	28964.	33730	+ 4766	34045	35400
ra Subjects	3646	3627	- 19	3840	3600
.Fees.	116	107	- 9	100	120
ry Revenue.	243	445	+ 202	250	240
ry Special.	---	140	+ 140		
	32969	38049	+ 5080	38235	39360
aries-Staff.	18005	19589	+ 1584	18840	20880
s-Domestic.	2719	2801	+ 82	2760	2820
visions	5787	6237	+ 450	6600	6240
stic Chrgs.	3166	2688	- 478	2940	2940
ts Req.	77	120	+ 43	120	120
perty Chrgs.	138	721	+ 583	750	750
p.Maintenance.	851	787	- 64	750	750
inistration.	1273	1178	- 95	1200	1200
.	268	636	+ 368	636	636
ion Fund & F.	609	660	+ 51	660	750
rance.	288	268	- 20	324	280
st.	1288	1348	+ 60	1800	1560
ciation	284	294	+ 10	300	300
	34753	37327	+ 2574	37680	39226
lus		722	+ 722	555	134
cit	1784		+ 1784		
	£32969	38049	+ 5080	38235	39360

PUPILS: The average number of pupils attending the School during 1956 and 1957 and the number at the date of this Report are as follows:-

	Average 1956.	Average 1957.	Number March 1958
SCHOOL			
Boarders.	51	51	50
Day.	169	85	97
PREPARATORY.			
Boarders		18	18
Day		90	96
KINDERGARTEN	43	46	47
	263	290	308

BERS OF COUNCIL:

In accordance with the Rules of the Association the following Members selected by His Grace, the Archbishop, are due to retire by rotation, but having signified their willingness to serve, are eligible for reappointment -

Mr D. D. Baxter
Mr F. C. Robb

The following Members were due to retire at last year's Annual General Meeting but were requested to remain on the Council and their appointments should now be confirmed by His Grace, the Archbishop.

Mrs J. F. Brock
Mr H Alers Hankey

There is one vacancy on the Archbishop's list.

The following Members elected by Members, are also due to retire by rotation but having signified their willingness to serve, are eligible for re-election.

Mrs A. J. Ballantine
Mrs L. F. Small
Hon.Mr Justice LdeV van Winsen.

There is one vacancy to be filled by Members and Mr R Humble has been proposed by Mr Kennedy and seconded by Mrs Henderson. Mr Humble has signified in writing his willingness to serve, if elected.

ITORS: It will be necessary to fix the remuneration of the Auditors for the past 12 months.

AL: The major expenditure on "The Hill" has been completed and the total cost at the 31st December 1957 was £45586. The amount collected to the same date was £26594 leaving a shortfall of £18992 which is still being financed mainly by the loan of £5,000 from The Rhodes Trust and by a Bank overdraft.

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Towards the end of the year a start was made to find out if it would be possible to build a Junior Boarding House in the grounds of The Hill and details of the proposals were given to the Council at a meeting on the 6th December 1957. Draft plans have been prepared by the School Architect and estimates of the anticipated cost are being obtained.

HERSCHEL SCHOOL

COMPARATIVE FIGURES FOR THE TWO YEARS 1957 and 1956:

crease in Revenue:	1957	1956	
Fees:	37,465	32,726	4,739
Sundry Revenue:	585	243	342
	£ 38,050.	£ 32,969	
Total increase.			£5,081

es: Increase in Expenses.

Increases:			
Salaries	19,589	18,005	1584
Wages	2,801	2,719	82
Provisions	6,237	5,787	450
Sports Requisites	120	77	43
Property Charges	2,144	1,257	887
Pension & Unemployment Insurance Funds.	660	609	51
Interest	1,348	1,288	60
Depreciation	294	284	10
	£ 33,193	£30,026	3167

Decreases:			
Domestic Charges	2,688	3,166.478	
Administration	1,178	1,273 95	
Insurance	268	288 20	
	£ 4,134	£4,727	593
Net increase in Expenses			2,574
Net improvement.			£2,507

Proof:

Surplus for 1957	£723
Deficit for 1956	1784
	£2,507