THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

1958

MEMBERS OF COUNCIL:

His Grace the Archbishop.

	Position A.G.M. 1958.	Retires A.G.M.
SELECTED BY ARCHBISHOP:		
1. Rev.John Aubrey.	Sitting	1960
2. Mrs J.F.Brock.	Sitting	1962
3. Miss deBlank.	Selected	1963
4. Mr Alers Hankey.	Sitting	1962
5. Mrs C.E.W.Henderson.	Sitting	1961
6. Bishop Lavis.	Sitting	1959
7. Mr F.C.Robb.	Retired and Re-Selected.	1963
8. Vacant.		
NOMINATED BY MEMBERS:		
1. Mrs Ballantine.	Retired and Re-Elected.	1963
2. Mrs Dowie Dunn.	Sitting	1960
3. Professor W.F.Grant.	Sitting	1960
4. Mr R.Humble.	Elected	1963
5. Mr H.L.Kennedy.	Sitting	1960
6. Mrs Small.	Retired and Re-Elected.	1963
7. Mr Justice van Winsen.	Retired and Re-Elected.	1963
8. Mr J.D.Wares.	Sitting	1961

CLAREMONT:

March 28th, 1958.

- COUNCIL -

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

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

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

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

Westfield
Lemon Lane
Rustenburg.

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

Mrs J.F.Brock,
Old Timbers,
Balintone Road,
RONDEBOSCH, Cape.

Miss deBlank,
Bishopscourt,
CLAREMONT, Cape.
(Telephone No.7-3689)

Mrs Dowie Dunn,
127,Milner Road,
RONDEBOSCH,Cape.
(Telephone No.)

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

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

Mrs C.E.W.Henderson,
Cranbourne House,
Salisbury Avenue,
WYNBERG, Cape.
(Telephone No.7-3788)

Mr R Humble,
179,Camp Ground Road,
RONDEBOSCH, Cape.
(Telephone No.69.5431)

Mr H.L.Kennedy,
P.O.Box.206
CAPE TOWN.
(Telephone No.2-6182)

Mr F.C.Robb,
Silverhurst,
Alexandra Road,
WYNBERG, Cape.
(Telephone No.7-4185)

Mrs L.F.Small,
Rosehill,
Hillwood Road,
KENILWORTH,Cape.
(Telephone No.7-5471)

Mr Justice van Winsen,
Villiers,
Dunkeld Avenue,
Bishopscourt Estate,
CLARE MONT, Cape.
(Telephone No.7-3428)

Mr J.D.Wares,
Hebden,
Marlborough Avenue,
Kenilworth,Cape.
(Telephone No.7-5227)

GENERAL PURPOSES COMMITTEE

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

Mrs J.F.Brock
Old Timbers
Balintone Road,
RONDEBOSCH:
(TELEPHONE No.6.2680)

Mrs C.E.W.Henderson,
Cranbourne House,
Salisbury Avenue,
WYNBERG, Cape.
(TELEPHONE No.7.3788)

Mr R. Humble,
179, Camp Ground Road, Westfield Lemon Lane.
NEWLANDS, Cape.
(TELEPHONE No.69.5431)

Mr H.L.Kennedy,
P.O.Box.206
CAPE TOWN.
(TELEPHONE No.2.6182)

Mrs L.F.Small
Rosehill,
Hillwood Road,
KENILWORTH, Cape
(TELEPHONE No.7.5471)

The Hon.Mr Justice LdeV van Winsen,
Villiers,
Dunkeld Avenue,
BISHOPSCOURT ESTATE, CLAREMONT.
(Telephone No.7.3428)

Mr J.D.Wares,
Hebden,
Marlborough Avenue,
KENILWORTH, CAPE.
(TELEPHONE No.7.5227)

NOTE: The Committee meets at the School at 5.15.p.m. in the afternoon on the second Monday in each month.

Archbishop's selections.

Due to retire but eligible for re-selection.

Mrs Brock
Mr Robb

Members' nominations.

Due to retire but eligible for re-election.

Mrs D-Dunn
Professor Grant
Mr Kennedy
Mrs Small
Judge van Winsen

I vacancy for members election

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

Herschel School,

CLAREMONT, Cape.

May 26th, 1958

THE QUARTERLY MEETING of the Council will be held at Herschel School, Claremont, in the Library, on Friday, June 13th, 1958 at 5.0.p.m.

A G E N D A

1. Minutes to be Confirmed.

   Quarterly Meeting held on
   March 28th, 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, MARCH 28th, 1958 AT 5.0.P.M.

PRESENT: His Grace, the Archbishop, Revd.John Aubrey, Mrs Brock, Mrs Dowie Dunn, Professor Grant, Mrs Henderson, Mr Kennedy, Bishop Lavis, Mr Robb, Mrs Small, Mr Justice van Winsen.

In attendance: Miss McLean: Secretary:Mrs Withers.

Apologies for absence: Mrs Ballantine, Mr Wares.

MINUTES: The Minutes of the Quarterly Meeting held on Friday, December 6th, 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 FROM THE MINUTES:

DR WATERMEYER: A Thermos Flask case had been presented to Dr. Watermeyer on behalf of the Council as a token of appreciation for his services to the School and Miss McLean presented the letter in which he thanked the Council for their very kind thought.

GENERAL PURPOSES REPORT:

This was presented covering the Meetings held on December 6th, 1957, 17th February and the 10th March 1958.

ARISING FROM THIS REPORT:

MRS STEYN The Council confirmed the action ofthe General Purposes Committee in continuing to pay Mrs Steyn's full salary pending a more definite medical report on her future.

REPORT OF THE HEADMISTRESS: This was presented.

ARISING FROM THIS REPORT:

STAFF: Mr Robb asked after the health of the two Staff who were ill - Miss McLean replied that Miss Loose was better and would return at the beginning of the second term, but that Mrs Steyn was still very ill and it was unlikely that she would be able to work for some time. Mr Robb enquired if her work was being covered satisfactorily and Miss McLean replied that Miss Mulliner, Mrs Pierce-Jones and Mrs Sachs were coping most satisfactorily with the Senior Mistress's work and were working well as a team. Mrs van der Bijl who is teaching Latin had come with excellent reports on her work at St. Andrew's Bloemfontein and we were in fact fortunate to have her. In answer to a further question Miss McLean added that Mrs van der Bijl's arthritis made it difficult for her to move from classroom to classroom, but it had been arranged she remained in the same classroom and the children moved instead.

GENERAL PURPOSES COMMITTEE:

Mr Robb requested that he should not be nominated for Committee for the ensuing year as his other commitments prevented him

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from giving sufficient time to the work.

Membership of this Committee were discussed. Mrs Small was due to retire by rotation but it was unanimously agreed that she be asked to remain.

It was further agreed that if Mr Humble were elected to the Council at the Annual General Meeting, he should be appointed to the Committee.

It was proposed by Mrs Dowie Dunn, seconded by Bishop Lavis, that the Members of the Committee for the ensuing year should be -

Mrs Brock
Mrs Henderson
Mr Humble
Mr Kennedy
Mrs Small
Mr Justice van Winsen
Mr Wares

AGREED.

EXCHANGE OF LAND WITH THE CITY COUNCIL:

On the motion of Mr Justice van Winsen, seconded by Bishop Lavis, it was resolved:

THAT JOOST, Archbishop of Cape Town, FRANCIS CHARLES ROBB and HAROLD LISTER KENNEDY, in their capacity as three of the Trustees of the ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED) be authorised to sign the Power of Attorney to pass transfer, to THE MUNICIPALITY OF THE CITY OF CAPE TOWN, of the following property:-

(I) CERTAIN piece of freehold land, being Erf 4, Kenmar subdivided Estate, at Claremont, situate in the City of Cape Town, Cape Division, MEASURING 11,624 Square Feet.

(2) CERTAIN piece of freehold land, being Erf 5, Kenmar Sub-divided Estate, at Claremont, situate in the City of Cape Town, Cape Division, MEASURING 18,258 Square Feet.

(3) CERTAIN piece of land, being partly freehold and partly redeemed quitrent, being Portion I of Erf 29 Kenmar Sub-divided Estate, situate at Claremont, in the City of Cape Town, Cape Division. MEASURING 3332 Square Feet.

in exchange for Erven Nos 31 and 32 Kenmar Subdivided Estate, situate at Claremont, measuring 7546 and 26,274 Square Feet respectively, to be transferred to THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED) and that HAROLD LISTER KENNEDY be authorised to sign all Declarations, Affidavits and any other documents in connection with this transfer.

IT WAS FURTHER RESOLVED:

THAT JOOST, Archbishop of Cape Town, FRANCIS CHARLES ROBB and

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HAROLD LISTER KENNEDY in their capacity as three of the Trustees of THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED) be authorised to sign an Application to the Registrar of Deeds at Cape Town for the issue to THE TRUSTEES OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED) of a Certificate of Consolidated Title in respect of:-

CERTAIN piece of land, being partly freehold and partly redeemed quitrent, being Erf 33, Kenmar Subdivided Estate, situate at Claremont, in the City of Cape Town, Cape Division.

MEASURING 79,150 Square Feet.

comprising the remaining extent of Erf 29 Erf 31 and Erf 32, Kenmar Subdivided Estate, situate at Claremont and measuring 45,330, 7546 and 26,274 Square Feet. respectively.

AGREED.

LEAVE OF ABSENCE: Leave of absence to Mr J.D.Wares to the middle of August was approved.

DATE: 13th June 1958

CHAIRMAN... J.W. Gutsche ...

THE REPORT OF THE GENERAL PURPOSES COMMITTEE

Three Meetings of the General Purposes Committee were held on the 6th December, the 17th February and the 10th March.

PAINTING:

A start will be made soon on re-painting the section of the building comprising the quadrangle enclosed by the schoolroom, hall, dining-room and kitchen - the quadrangle adjacent to the hall and some other parts at the back of the building. In addition, other repairs have been carried out on the roof. The total cost of all these items will be approximately £500.

SCHOOL DOCTOR

Dr.Watermeyer has retired from the position of School Doctor and a small momento has been given to him to record our appreciation for his services.

Dr.Leinberger has taken his place.

JUNIOR BOARDINGHOUSE:

Further discussion has taken place on this matter and, as mentioned in the Annual Report, plans have been prepared and estimates are being obtained.

Arrangements have been made regarding the renewal of the Lease at the flats on a month-to-month basis subject to our giving 2 months notice.

GROUNDS:

We have purchased a new motor mower for £172. Drainage is being put into the hockey pitch at The Hill where there has been some seepage of water from the higher up ground. Another big tree has had to be cut down and consideration will have to be given to planting some new trees.

FUND RAISING:

Fund Raising has been started for the year and a Committee has met to discuss plans for a fête to be held on the 8th November.

MRS STEYN

A second opinion is being sought to enable us to consider Mrs Steyn's position. She is still very ill and so far no definite indication has been given as to whether or not she will be able to résume work. In the meantime her salary is being paid in full.

OUTSTANDING FEES:

The position continues to be satisfactory.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON MONDAY, APRIL 14th, 1958 AT 5.15.P.M.

PRESENT: Mrs Brock, Mrs Henderson, Mr Humble, Mr Kennedy, Mrs Small, Justice van Winsen.

In attendance: Miss McLean.
Secretary: Mrs Withers

Mr Kennedy welcomed Mr Humble to this Committee.

ARISING FROM THE MINUTES: March 10th 1958

PAINTING: It was reported that this is well under way.

LAWN MOWER: This is proving most satisfactory and its use has already made a big difference to the appearance of the grounds.

FLATS LEASE: Confirmation in writing has been received from the landlord, Mr Susman, that after the expiry date of the present lease on July 31st, 1958, that renewal will be on a month to month basis, subject to 2 months notice to vacate.

MRS STEYN: Miss McLean reported that she had received a very non-committal report from Dr Landau on Mrs Steyn's condition - Mr Kennedy read the report to the Meeting.
After discussion it was unanimously agreed that Mrs Steyn's April salary be paid but that the matter be reviewed at the next Meeting.

JUNIOR BOARDING ACCOMMODATION: Miss McLean reported that she had spoken to Mr Ohlsson and he had informed her that tenders were to be lodged by April 22nd; Mr Kennedy suggested that Mr Ohlsson be asked to open the tenders and to attend the Meeting called for April 22nd at 5.15.p.m. to discuss them.
Mr Kennedy explained to the Committee that if the tenders were satisfactory, he would then approach the South African Mutual to arrange for the raising of funds on Mortgage.
It could not be taken for granted that the South African Mutual would be prepared to lend the amount required, but he felt there was a reasonable likelihood that they would do so.

TENNIS COURT WIRE.

Miss McLean reported that the wire on the side of the concrete tennis court facing Herschel Road was in a very bad state and presented an estimate of £35.10.0. to replace it from Mr Dau. After discussion and suggestions made that half of the wire be done in chain link and the top in chicken mesh - it was agreed that in the long run it would probably be advisable to have it all done in chain link. Miss McLean agreed to get in touch with Mr Dau and ask him to put the work in hand.

DRAINAGE AT HOCKEY PITCH:

Mr Justice van Winsen reported that this has now been done.

OVERDRAFT: This was presented - £11,683.

OUTSTANDING FEES: These were presented.

No payment has been received from Mrs Pegram, Mr Pulvermacher and Mr Timmins.

SOCIETY FOR THE OVERSEA SETTLEMENT OF BRITISH WOMEN.

Miss McLean said that she had received an appeal from this Society.
Discussion took place and it was agreed that the School was in no position to promise a donation.

UNEMPLOYMENT INSURANCE:

A letter has been received from the Labour Department in this connection - Mr Kennedy agreed to go into the matter and would discuss it at the next meeting.

STAFF: After discussion it was generally agreed that if Committee Members were approached on matters concerning the standard or ability of the teaching Staff, they should ask the parents to speak directly to the Headmistress, who was in a position to advise them. Members of the Committee would be concerned only if the complaint was of a nature which reflected on the conduct of the Staff or which in a manner affected the reputation of the school.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

REPORT OF THE SPECIAL MEETING OF THE GENERAL PURPOSES COMMITTEE HELD AT HERSCHEL SCHOOL, CLAREMONT, ON MONDAY, APRIL 22nd, 1958 AT 5.15.P.M.

PRESENT: Mrs Brock
Mrs Henderson
Mr Kennedy
Mrs Small
Mr Ohlsson (The Architect)
Mr Justice van Winsen

In attendance: Miss McLean
Secretary:

The meeting was called to discuss the tenders which were received at noon to-day for the proposed Junior Board House Accommodation at The Hill.

The following tenders were received:-

CONTRACTOR:	HOUSE:	LINK CORRIDOR:	PAINT IN LIEU OF LIMEWASH:
Buckland & Eaton	£11,990:	£765:	£180:
W.J.Allin & Co.	£12,400:	£795:	£185:
R.H.Morris (Pty) Ltd:	£13,098:	£730:	£163:
W.Harper (Pty) Ltd:	£13,224:	£727:	£171:
Martin & East (Pty)Ltd:	£13,930:	£805.17.2.	£274.14.0.
McCarthy Contractors:	£16,251:	£998:	£223:

After discussing the tenders, it was agreed to accept that of Messrs Buckland and Eaton (including the cost of the link corridor and Paint in lieu of Limewash) but Mr Kennedy said before the tender could be accepted, he would have to arrange the necessary Loan from the South African Mutual Life Assurance Society. Mr Ohlsson said he would let Mr Kennedy and Miss McLean have copies of the plans.

Mr Kennedy said he would arrange for a special meeting to be called when he had obtained information from the South African Mutual in regard to the Loan.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

REPORT OF THE SPECIAL MEETING OF THE GENERAL PURPOSES COMMITTEE HELD AT HERSCHEL SCHOOL, CLAREMONT, ON TUESDAY, MAY 6th, 1958 AT 5.15.P.M.

PRESENT: Mrs Brock, Mr Humble, Mr Kennedy
Mrs Small.
In attendance: Miss McLean; Secretary Mrs Withers

Apologies for absence: Mrs Henderson, Mr Justice van Winsen.

JUNIOR BOARDING ACCOMMODATION:

Mr Kennedy reported that he had received a letter from the South African Mutual Life Assurance Society this afternoon, notifying him that the Society was willing to grant the School an additional Bond of £25,000 on security of Erven Nos 30 and 33, known as "The Hill" on an Annuity Basis which would involve the School in monthly payments of interest and repayment of capital over 20 years.

Discussion took place on the advisability of commiting the school to monthly payments which would be higher than for payment of interest only but it was felt this course would be justified in that it would gradually reduce the overall indebtedness. It was agreed that subject to the other conditions being satisfactory, the Council should accept the South African Mutual's offer.

Discussion took place as to how to meet this commitment. In the estimates which were made for 1958, allowance was made for £1,560 of interest, which with the rent of the flats £636, totals £2,196 per annum. Payments on the existing and new Bonds would be £3,060 per annum, which means an additional amount of £864 has to be found. So far the running expenses for this year are slightly above what was estimated, the increase being unduly in salaries as a result of illness. Other items of expenditure are more or less as estimated.

After discussing the points raised, it was suggested that a levy of £2.2.0. per pupil per quarter be included on each child's account. It was agreed that a letter be drafted to be sent to the parents to find out if they would be agreeable to this additional contribution to the Development Fund. It was also suggested that a copy of the Appeal which was sent out when the school purchased "The Hill", be sent to all new parents. Miss McLean agreed to draft the letter in connection with the proposed levy.

The question of increasing the fees was discussed and Miss McLean said that as the Government Schools would shortly be increasing salaries it might be wiser to defer the matter until definite information was available on the Government proposals.
It was proposed that any increase made must be sufficiently adequate to cover both increased salaries and payments on the Bonds.
A suggestion of an average of £20.0.0. per pupil per annum; was made, which would amount to approximately £6,000 per annum. Miss McLean was asked to go into figures and made recommendations.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON MONDAY, MAY 12th, 1958 AT 5. 15. P. M.

PRESENT: Mrs Henderson
Mr Humble
Mr Kennedy
Mrs Small

In attendance: Miss McLean
Secretary: Mrs Withers

ARISING FROM THE MINUTES:

JUNIOR BOARDING ACCOMMODATION:

Mr Kennedy reported that the South African Mutual Life Assurance Society had confirmed that they were prepared to grant a loan of £25,000 at the rate of 6% per annum on security of Erven Nos 30 and 33, situate Kenmar Crescent, Claremont, known as "The Hill" on the following terms:-

1) Interest is to be computed as from 5th July 1958 or as from the date the money is paid out by the Society, whichever is the earlier, and is to be paid monthly on the last day of each and every month.

2) The property is to be free from all detrimental leases and servitudes affecting the mortgagee. Leases that have twelve months or more to run, or have an option of renewal, are to be ceded to the Society in the form required and on the conditions laid down by the Society's solicitors.

3) From the date of completion the buildings on the property are to be insured for their full value with the South African Mutual Fire and General Insurance Company, Limited., and any additional buildings which may hereafter be erected are also to be insured with the abovementioned Company for an amount to be determined by the Society. Unless otherwise stated below, the insurance is to be under that Company's Houseowners'Comprehensive Policy which, subject to its terms and conditions, includes, inter alia, cover against loss or damage to the buildings caused by fire, lightning, storm, tempest, flood, explosion, riots, strikes and earthquakes. Unless you request us, in writing, to increase the amounts below, we will arrange the insurance on the following basis:

MAIN BUILDINGS)
OUT BUILDINGS) -Fire Insurance £45,000.

If for any reason, we desire this insurance to commence before the date of completion, we must advise the Society of our requirements and they will request the South African Mutual Fire and General Insurance Company Limited to take up the matter and notify us when cover has been effected.

4)The Bond shall be repayable either wholly or in part on three months' notice given or received to such effect, provided that such notice shall not be given until the expiration of twelve months from the date of registration of the Bond.

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The Society also reserves the right to increase the rate of interest at any time after the expiration of the abovementioned fixed period of one year on giving three months' notice of such intentions.

5) The loan of £25,000 at 6% per annum, is to be redeemed over a period of 20 years, by payment of 240 consecutive monthly instalments of £179.2.2. each, including interest and capital - such instalments being payable on the last day of each and every month . The first instalment to be paid on the last day of the first full calendar month succeeding the date of registration of the Bond.

6) A certificate of identification, by a qualified surveyor, is to be furnished through our solicitors, identifying the property described in the Title Deeds with that mentioned in the application.

As the tender price of Messrs Buckland & Eaton, plus Architects and Quantity Surveyors Fees was in total below the limit of £15,000 placed on the project by the Council, it was decided to accept the loan on the terms given.
Mr Kennedy said he would get in touch with Mr Ohlsson, the Architect, and ask him to prepare the necessary documents, and to notify Messrs Buckland & Eaton, that the school had accepted their tender.

FEES: In view of the press reports that increases in salaries to teachers in the Provincial Administration would be given as from 1st April, it was decided to cancel sending out the suggested letter in connection with the proposed levy, and instead to consider the question of increasing the fees to cover the increases which the school may have to make in staff salaries. After going fully into the matter it was agreed that before doing anything it would be advisable to find out for comparison what other schools werecharging and Mr Kennedy agreed to obtain fee sheets from the following schools:

St.Andrews.
St.Cyprians.
Kingsmead
and Roedean.

The question of the inclusion of the charge for supplying a mid-day meal to the day girls was discussed but it was generally felt that it would be a pity if this practice were to be discontinued. Mr Kennedy said he would like Miss McLean to bear this point in mind in arriving at suggested increases in fees.

PAINTING: The account for this work has now been received from Messrs Clark Bruce amounting to £417., and Miss McLean asked if it is in order to send the cheque. It was agreed that Judge van Winsen be asked to inspect the work and if he is satisfied that it has been done satisfactorily, payment can then be made.

DRAINAGE AT HOCKEY PITCH: It was suggested that Judge van Winsen also inspect this work before payment is made.

[redacted] STEYN: Miss McLean said that Mrs Steyn's son had called to see her to

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say that he was anxious to give something to the school in memory of his mother - the sum he had in mind was £100. It was agreed to accept the gift of £100, with thanks, and it was suggested that £50 could be invested, the income used for a Prize and the remaining £50 be used in some suitable manner in the Library. Miss McLean said that Johan Steyn had also suggested repaying his mother's salary and at the same time expressed his sincere appreciation of the fact that these cheques had been paid in full thus giving his mother, during her illness, a sense of security, not only financially, but in that she was expected to return to Herschel.
It was agreed if he wished, the April cheque, which had only reached the Solicitors after her death, might be cancelled, but while appreciating the offer, the Committee did not wish for the salary to be refunded in that it showed some small appreciation of all that Mrs Steyn had done for the School.

TENNIS COURT: Mr Dau is attending to this. Mr Kennedy mentioned that Mr Jooste, when passing one day, noticed that the marking on the concrete court was very faint, and it was agreed that Miss McLean should write to Mr Jooste emphasizing how much the school appreciates this court as it can be played on at all times. Miss McLean said she would do this.

EMPLOYMENT INSURANCE: Miss McLean reported that she has written to the Insurance Company giving the particulars for which they asked

OVERDRAFT: This was presented: £5,118.

TSTANDING FEES:

Payment has not yet been received from Mr Timmins and Mrs Pegram; after discussion it was agreed that Mr Syfret be asked to ring them up saying "that unless settlement is made, he will have to take further action".

STAFF: Miss McLean reported that Miss Tulloch, who is in charge of the Preparatory Boarders is in hospital and will be away for the remainder of the term. Mrs Himing is now responsible for the Preparatory Boarders at the Flats.

Mrs Popham Smith is also in hospital and is unlikely to be back until the 1st June.

The question of Medical Insurance for staff was discussed and it was agreed that Messrs Holmwoods and Back and Manson be approached in regard to their Medical Insurance Scheme. Miss McLean said she would get in touch with them.

HEADMISTRESS'S REPORT JUNE 1958:

STAFF: It is with deep feeling that I record the death of Mrs Steyn on Tuesday, May 6th. She joined the staff in April 1944 and has throughout the years given of her loyality and herself for the weel-being of Herschel. She will be sadly missed by all, her example of tolerance and wise intelligent judgment is so needed to-day both within and without the School.
A Memorial Service was held in St.Saviour's Church on Thursday, May 8th, for the School and to which all members came including indoor and outdoor staff, one or two close friends and her son Johan Steyn; Canon Aubrey spoke so rightly of her to the children and we are most grateful to him.
Mrs Steyn's son wishes to give something to the School in memory of his Mother; he left the form it should take to us but likes the suggestion we have made, that a Classics Prize be founded in her name and that certain shelves in the Library be set on one side for books normally considered too great a luxury, to be known as the "Steyn Memorial Library" and for which the Art Department hope to design a book plate.

MISS TULLOCH has been on sick leave since May 11th and will be away until next term; her place at the Flats has been taken by Mrs Himing to whom we are most grateful, and in the classroom Mrs Hugo for two weeks and now Mrs Marais.

MRS POPHAM SMITH (music) has also been away ill this term until 1st June; her work has been covered by Miss Shippey and in this we have been most fortunate; Miss Walker has helped with duties at the Flats.

MISS EVANS found the work in Lower II outside her province, preferring younger children and this Form is now being taught by Mrs Williams who has taught previously at St. George's Grammar School and she appears to be fitting in well.

HEALTH has been good this term.

NUMBERS: remain almost unchanged at 308.

ACTIVITIES:The Choir has sung at one Old Girl's Wedding and Dr Knight, Director of the Royal School of Church Music came to listen to them during his visit to Cape Town and was pleased with what he heard, saying that they were the only choir that he had not had to correct on some matter of elementary basic principle.

Visitors to the school have so far included Miss Roper to speak on Physiotherapy; Mr Ian Colvin to speak on his work as Foreign Correspondent; Miss Appleyard (an Old Girl) on Librarianship, Mrs Bergstedt on the opportunities for work with the S.P.C.A; Leonard Hall for a Lecture-recital and Sybil Wightman in a piano recital to the Music Club.

Visits have been made to the Symphony Concerts; the Science exhibitions at the University; the St.George's Day Service in the Cathedral and the Installation there of the Dean, with Archdeacons and Caons; "Arms and the Man" at Rondebosch Boys High School Memorial Hall; the film of the Bolshoi Ballet; the Afrikaans Play at The Little Theatre and a debate at St.George's Grammar School.

The Inter-House Drama Competition was held again this year

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and judged by Mrs Allan.

We are hoping to produce "Tobias and the Angel" during the Third term towards Fund Raising.

The School decided to contribute 6d a week from their pocket money towards the Protea School-Feeding Scheme - this amounted to £21 for the term - which will provide soup each day for 100 children for two months.

In the holidays three girls will attend a short Course on Banking, and one has been chosen to play for the Western Province Schools Hockey Team in Natal.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

HERSCHEL SCHOOL,

CLAREMONT, Cape.

August 23rd, 1958

THE QUARTERLY MEETING OF THE COUNCIL will be held at Herschel School, Claremont, in the Library, on Friday, September 12th, 1958 at 5.15.p.m.

A G E N D A

1. Minutes to be Confirmed.

   Quarterly Meeting held on June 13th,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, JUNE 13th, 1958, AT 5.15. P.M.

PRESENT: Canon Aubrey, Mrs Ballantine, Mrs D. Dunn, Miss de Blank, Professor Grant, Mrs Henderson, Mr Humble, Mr Kennedy, Mr Robb, Mrs Small and Judge van Winsen.

In attendance: Miss McLean: Secretary: Mrs Withers.

Apologies for absence: His Grace, the Archbishop.

CHAIRMAN: Canon Aubrey was asked to take the Chair, in the Archbishop's absence:

Canon Aubrey welcomed Miss de Blank and Mr Humble to the Council.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on Friday, March 28th, 1958, 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.

The Chairman asked that it be placed on record the Council's thanks to the General Purposes Committee for all the work they do, and to Mr Kennedy for his very interesting report.

ARISING FROM THIS REPORT:

Junior Boarding Accommodation: The building of the new Junior Boarding House has been started and it is hoped that it will be ready for occupation for the 4th term, beginning on October 7th, 1958.

Increased Fees: After discussing the matter, the Council approved of an increase in fees to a total of £6,000 to meet the increases in salaries which would have to take place following on the decision of the Provincial Council to increase the salaries of teachers in their Schools as from 1st April 1958. Mr Kennedy moved, Mr Robb seconded, that the increase in fees should take effect as from the 4th term 1958.

Increased Salaries:

It was decided that this be left in the hands of the General Purposes Committee.

REPORT OF HEADMISTRESS: This was presented.

ARISING FROM THIS REPORT:

Staff: Miss McLean said that the position was all right at the moment. Miss Tulloch was leaving for Durban to-day and would resume work at the beginning of the Third Term - Mrs Popham-Smith is back on duty.

The Senior Mistress's work is still being shared but Miss McLean said she was in touch with the

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S.O.S.B.W. (The Society for Settlement of Overseas British Women) in an endeavour to find a suitable person. Mrs v.d.Bijl will continue teaching the Latin until the end of the year.

Mr Aubrey read the letter from Mr Johan Steyn, expressing his appreciation to the Council for all the did for his mother during her illness.

A cheque for £100, has been received from Mr Johan Steyn in memory of his mother. It was agreed that a letter from the Council expressing their appreciation, be sent to him.

Miss McLean was asked if she considered much hardship would be caused as a result of the increase in fees- she replied that on the whole there might be one or two who would find it difficult, but when the fees were increased in 1953, it had been thought that the same thing might happen, but fortunately it had not been the case. Miss McLean asked if the Council would be prepared to give some relief if there should be any very special cases and it was felt that this could be considered in the event of any such cases arising.

THER BUSINESS: The Chairman read the following Motion which was proposed by Mrs Henderson:-

"That the Council of the Herschel School supports the statement of the Archbishop of Cape Town, the Most Reverend Joost de Blank, made in reply to a challenge by a Member of the Cabinet, that there is a Colour Bar at Anglican Church Schools. The Minister is in error so far as Herschel School is concerned. There is not, and has never been a Colour Bar at this School".

Professor Grant, in seconding the Motion, said it was essential to clarify the position in which the Archbishop had been placed when he had been challenged last January on the question of a colour bar in English Church Schools. He felt that the Council should support the Archbishop but in doing so, it was not necessary to do so publicly. It should, however, be recorded in the Minutes.

Mr Kennedy said that in considering Mrs Henderson's Motion, he could find no reason for it because there was no clause in the Memorandum of the Association which stated that there was a colour bar or any other bar, or that one could be imposed. There seemed no point, therefore, in affirming what was not there and he proposed that the Motion be allowed to lapse and that no reference be made to it in the Minutes of the Council.
Mr Humble seconded this.

Mr Justice van Winsen said he felt that no decision should be taken on the matter until the Council was faced with a definite problem. If and when this occurred, the position could then be dealt with on its merits and a decision taken one way or the other. He also said that he did not see how the matter could be discussed only in Council, for a decision on a matter of policy such as this was one which naturally affected the parents of children and, as such, they would have a right to know what the Council's policy was

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Miss de Blank said that she hesitated to speak as this was her first attendance at a Council Meeting, but she would like to say that she supported Mrs Henderson's Motion and felt that the members of the Council, as a matter of principle, should also feel that they could give the support asked for.

Mr Robb said he felt that the matter should be fully discussed but not voted upon because it appeared that there was a conflict of opinion. He would not like to see the matter pressed to the point where there might be an adverse vote on the Motion.

At this stage Mr Justice van Winsen proposed that the Council should move to the next business on the Agenda and take no vote on the Motion.

Mr Kennedy seconded this proposal.

After discussion, this proposal was adopted. Accordingly no vote was taken on Mrs Henderson's Motion.

RESOLUTION TO BE PASSED FOR SIGNING POWERS FOR PASSING BOND IN FAVOUR OF SOUTH AFRICAN MUTUAL LIFE ASSURANCE SOCIETY:

IT WAS RESOLVED that:

CANON JOHN WATKIN AUBREY, HAROLD LISTER KENNEDY
and MR JUSTICE LOUIS de VILLIERS van WINSEN

being three of the Trustees of the Association be authorised to sign the necessary Power of Attorney and any other documents for the purpose of passing the Bond by the Association in favour of the South African Mutual Assurance Society for the sum of £25,000 (Twenty-five thousand Pounds) £800 costs Clause specially hypothecating as a first mortgage.

1) certain piece of land being partly freehold and partly redeemed quitrent being Lot 30 Kenmar subdivided Estate, situate at Claremont in the City of Cape Town, Cape Division - measuring 1.4137 Morgen.

2) certain piece of land, being partly freehold and partly redeemed quitrent being Erf 33, Kenmar subdivided Estate situate as above and measuring 79,150 Square feet.

such Power of Attorney to contain such terms and conditions as are approved by the said Trustees.

Date: 12.9.58

CHAIRMAN.....

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE MEETING OF THE GENERAL PURPOSES COMMITTEE HELD AT HERSCHEL SCHOOL, CLAREMONT, ON MONDAY, JUNE 9th, 1958, AT 5.15.P.M

PRESENT: Mrs Brock, Mrs Henderson, Mr Humble, Mr Kennedy, Mrs Small, Justice van Winsen.

In attendance: Miss McLean; Secretary: Mrs Withers.

ARISING FROM THE MINUTES:

Junior Boarding Accommodation:

It was reported that the work is going ahead rapidly.

Painting: Judge van Winsen reported that this work has been done satisfactorily and that the account can be settled for £417.0.0.

Drainage-Hockey Pitch.

With the recent rains there were two places where the water still appeared but Judge van Winsen said he intended getting in touch with Mr Simpson and too felt that possibly it would right itself.
The Hockey Pitch really required to be rolled and Miss. McLean said she would get in touch with Mr Blow of Messrs Clifford Harris & Company and ask him if they could let us have a suitable machine to do this work.

Increased Salaries and Fees:

Miss McLean prepared figures for discussion in this connection and it was agreed that before any definite decision could be reached, the suggested increases in fees and salaries should be recommended to Council for their approval.
The increased figure of £5,000 was proposed as the maximum amount and this would allow for the increase in salaries, the additional payments in respect of interest, and leave a margin for any unexpected calls such as maintenance of property. Mr Kennedy said he would like to study the figures prepared by Miss McLean and that a special meeting of the General Purposes Committee should take place after the Council Meeting on June 13th.

Outstanding Fees:

Miss McLean reported that a letter had been received from Mr Timmins, through Syfret,Godlonton & Low.
Mr Kennedy read the letter to the Meeting and it was agreed that Mr Syfret, should be asked to reply to Mr Timmins to say that in view of the opinion expressed in his letter of the Senior School, it would be wiser if his second child, due to enter the Senior School in 1959, should not do so. This would avoid a recurrence of the present position..
It was agreed that the letter to be sent by Syfret, Godlonton & Low, should be shown to Mr Kennedy and Mr Justice van Winsen, before being posted to Mr.Timmins.

OVERDRAFT: This was presented £7,693. Mr Kennedy asked that a letter be sent to Barclays Bank,Claremont, advising them that a Bond is being arranged and that overdraft facilities, except to a very limited extent, would no longer be required.

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ANY OTHER BUSINESS:

Miss McLean said that the Conference of Headmistresses and Headmasters of Private Schools will be held in Cape Town this year from the 14th to the 18th December and that she, through the Council, would like to extend an invitation to the members for some form of gathering at Herschel.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED:

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON MONDAY, AUGUST 11th, 1958 AT 5.15.P.M.

PRESENT: Mrs Brock
Mr Humble
Mr Kennedy
Mrs Small
Mr Justice van Winsen

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Mrs Henderson

DONATIONS:

Miss McLean reported that she had received the following donations to the Development Fund:-

Mr A.J.McCarthy	£1000
Mrs S Henderson	£ 250

The Members expressed their appreciation of these gifts.

ARISING FROM THE MINUTES:

Junior Boarding Accommodation

This is going ahead satisfactorily - Miss McLean said that on making an inspection of the building with Mr Kennedy a few weeks ago, he considered that it was necessary for a door in the link corridor to shut off The Hill from the new boarding house - an estimate of £37.0.0. has been given for this work. It was agreed to have this done. It was also agreed that for an extra £10.0.0. P.V.A. paint, in lieu of oil bound paint, should be used in the dormitories.

Hockey Pitch:

Judge van Winsen said he had spoken to Mr Simpson about the drainage on the pitch and had understood from him that he was going to attend to the matter - he said he would get in touch with him again to see what was being done.

Miss McLean reported that she had spoken to Mr Blow of Messrs Clifford Harris about the loose pebbles and he said that the pitch was in a very bad state and to put it in order it would have to resurfaced. It would cost roughly £250 to £300 to do this. After discussion, Mr Humble said he would speak to Mr Clifford Harris to try to get further advice.

Increased Salaries:

Mr Kennedy read a letter received from Mrs Pierce-Jones written on behalf of the Staff, expressing their sincere appreciation to the Council for the generous increases granted.

Outstanding Fees:

Mr Kennedy read a draft of a letter to be sent to Mr. Timmins through Messrs Syfret, Godlonton & Low, and, after slight alteration, it was agreed that it be sent.

FENCE AT THE HILL:

Miss McLean reported that she has been approached by the City

Council/.....

in connection with the fencing between Claremont Park and The Hill at the far end of the Hockey Pitch and also for the shorter strip at the entrance side of The Hill - the Council wanted to know if the School would be willing to pay a share, amounting to £72.0.0. in order that a fence of chain mesh 4ft 6" high with three strands of barbed wire 6" apart, making the fence 6ft in all, be erected. After discussion it was agreed that the School pay their share amounting to £72.0.0.

The question of the fencing of the Hill grounds was discussed and Miss McLean handed in the following estimates:-

W.DAU: a) 4ft 6" chain wire fence, with three strands barbed wire, as above, £225 for road boundary on Kenmar Crescent.

and b) £170 for new boundaries on Claremont Park.

FENCES & GUARDS:

a) Approximately 310 yards of 6ft chain mesh (including gates) for road boundary on Kenmar Crescent.

b) Approximately 174 yards of fencing, £187.0.0. for new boundary on Claremont Park.

(items b) are comparable with the cost of £72.0.0. if the work is executed through the Council.

After discussion it was agreed that separate estimates be obtained for a 4ft 6" fence, without the three strands of barbed wire - it was felt that a 4ft 6" fence would be sufficient.

PAINT AT THE HILL

Nothing further has transpired in this connection and Judge van Winsen said that some decision should be made one way or the other in regard to the amount still outstanding. It was agreed that the £100.0.0. still due to Messrs Harpers be paid. For the repainting which would have to be done, it was agreed that estimates be obtained from Messrs J.Clark Bruce and Messrs Buckland and Eaton, as well as from Harpers. It was suggested that the work might be done in sections.

OVERDRAFT: This was presented.

ACCOMMODATION AT THE PREPARATORY BOARDING HOUSE:

Mr Kennedy said that on looking over the new building, he wondered if it would be possible to house the resident staff there and by a readjustment of accommodation at Herschel, the Staff Cottage could possibly be used as a residence for the Headmistress. Miss McLean had spoken to him about a very respectable coloured couple who could possibly be most useful to have on the premises. At present the wife is qorking at school and the husband might become available at the end of the year.

Miss McLean reported that Elliott, the nightwatchman, was knocked down in Bowwood Road by a car and is now in Langa Hospital - the Police have been patrolling the grounds but she feels that it will be necessary to obtain the services of the Cape Night Watch Service. It was agreed that this be arranged.

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FUND RAISING: Mr Kennedy said that he had attended a Meeting of representatives of St.Cyprian's, St.Georges, and Monterey with a Mr Ashley Hale and would be attending a further meeting in a few days with Mr Plank of the Wells Organisations. The Meetings were to explore the possibilities of raising funds under the discretion of professional organisers - this was a matter well worth investigating and Mr Kennedy said he would be pleased if Miss McLean could furnish Mr Plank, with the information he required.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED:

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, on MONDAY, SEPTEMBER 8th, 1958 AT 5.15.P.M.

PRESENT: Mrs Brock, Mrs Henderson, Mr Humble, Mr Kennedy, Mrs Small, Judge van Winsen Mr Wares.

In attendance: Miss McLean: Secretary: Mrs Withers.

ARISING FROM THE MINUTES:

Junior Boarding Accommodation:

Miss McLean reported that she hopes to move into the new building at the end of October and that the two month's notice required to vacate the flats was given on August 31st.
Mr Kennedy asked about the furnishing of the new building and Miss McLean said she thought with what was in use at the flats and if the cupboards there could be divided there would be sufficient furniture to carry on with - the curtaining she had managed to purchase very reasonably.

Hockey Pitch:

Judge van Winsen and Mr Humble made an inspection of the pitch and they considered that whatever is done it is going to cost a lot of money to put the pitch in order. To do so properly it will have to be resurfaced and this will cost approximately £400. After discussion it was agreed that this was a high figure and before this expenditure was incurred, it was felt that expert advice should be obtained and this the Grounds Committee undertook to get. It was agreed that in the meantime the pitch should be swept, watered and rolled for, as the school would be closing on the 25th September, this might possibly be sufficient to enable the children to use the pitch, which in its present condition was not safe.

Tennis Court:

Further discussion took place in this connection and various proposals were considered. It was agreed that Mr Schuller be asked to advise and to quote for what he considers is necessary to rectify the erosion problems and at the same time he should be asked to give his opinion on the hockey pitch. Judge van Winsen agreed to get in touch with Mr Schuller.

Fence: Mr Humble reported that he had gone through Mr Dau's estimate, item by item, and he considered that it was in order. A further estimate of £215.0.0. from Mr Dau for a 4ft fence instead of 6ft, using the same materials was quoted for and eliminating the barbed wire. It appears that there would be a reduction of only £10.0.0.
After discussion it was agreed that a 4ft 6" chain wire fence, with the three strands of barbed wire should be erected at a cost of £225., and that in additiona there should be one small gate at the steps going down to the hockey pitch. Before accepting Dau's tender of £225. it recommended that a further tender on a comparable basis, should be obtained.

STANDING FEES: These were presented - Miss McLean reported that letters

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have been sent to the parents concerned, requesting payment.

Miss McLean said she had received no further word about Mr Timmins and it was agreed that Miss McLean telephone Messrs Syfret,Godlonton & Low to find out the position.

BANK OVERDRAFT: This was presented.

ANY OTHER BUSINESS:

Miss McLean asked if it could be confirmed that she should arrange an official party for the Heads Conference in December - she thought possibly it would take place on December 15th.

Miss McLean reported that the nightwatchman is still away - she had telephoned the Doctor at Langa Hospital but he was not there but that she would get in touch with him to-morrow. After discussion it was agreed that Elliot be paid his wages for this month.

Miss McLean explained that the School was having trouble with the telephone and she asked if Mr Wares could help in this matter - this Mr Wares agreed to do.

FOUNDER'S DAY:Miss McLean asked the Committee if they would put forward suggestions at the next meeting for a Speaker.

HEADMISTRESS'S LONG LEAVE:

Mrs Small said she would like to discuss this matter as it appeared there was no definite agreement.

Mrs Henderson said she thought Miss McLean should be excused from the discussion.

Mrs Small then said she would like to suggest that a definite arrangement be made in regard to long leave for the Headmistress and after discussion it was agreed that in future the Headmistress should be granted long leave at the end of every five years and that such leave should be for a full term, preferably the second term in the School year.

The Committee felt that it would prefer Miss McLean to take her first long leave three months after she had appointed a deputy and provided she was satisfied that her deputy would be able to carry on in her absence.

It was to be recorded, however, that 1958 was to be the starting date for the taking of long leave and that if Miss McLean's leave was delayed, it would not mean that the next leave, due in 1963, would be postponed.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED:

REPORT OF THE GENERAL PURPOSES COMMITTEE
TO THE QUARTERLY MEETING TO BE HELD ON
FRIDAY 13TH JUNE, 1958.

Meetings of the General Purposes Committee were held on the 14th and 22nd April, 6th and 12th May and the 9th June.

The extra number of Meetings were necessary to complete arrangements for the building and financing of the Junior Boarding House at The Hill.

The Council had previously authorised the General Purposes Committee to go ahead with the building of the Junior Boarding House, if the total cost involved did not exceed £15,000.

Plans were accordingly drawn and tenders called from six well-known firms. Tenders ranged from £12,935 to £17,472 and, as the tenders were by invitation and not by advertisement, it was agreed to accept the lowest tender which was that of Buckland & Eaton for £12,935. To this would have to be added the Architects' and Quantity Surveyors' fees which would still make the total commitment under £15,000.

Before finally accepting the tender, it was necessary to make arrangements to raise a loan and the South African Mutual agreed to grant £25,000, which is £15,000 for the cost of the building and £10,000 to cover the balance of The Hill, because as the land and buildings will now be pledged under the Bond, we will not be able to get an overdraft from the Bank on the security of the Title Deeds.

The Insurance Company would only agree to grant the Bond on an annuity basis which involves the payment of monthly instalments of £179-2-2 over a period of twenty years. Therefore, in 1978, the loan should be liquidated. This involves the payment of higher annual amounts than were first estimated, but it was decided by the G.P.Committee that the necessity of paying off capital instalments would be a good thing and would act as a spur to raising further funds.

The estimates of revenue and expenditure for 1958 showed only a small surplus. The commitment under the Bond will involve an additional payment of between £850/900 per annum and at first it was considered that this could be covered by adding a small levy each term to the accounts for fees. At the same time, it was realised that the Provincial Council was going to increase the salaries of its teachers and that as and when this was introduced, it would be necessary for Herschel also to give increases. The Provincial scale has now been announced with effect from the 1st April and Miss McLean has prepared estimates covering the increases which it will be necessary for us to grant. These will amount to between £2000/2500 per annum and this amount, plus the additional amount of £900 previously mentioned, means that we shall be short by about £3,400. The only way in which we can overcome this is to raise the fees, and we have prepared estimates which allow for additional revenue of £5,000, which will mean an addition of an average of approximately £4 per term per pupil.

We regret that we have not been able to prepare definite suggestions to submit to the Council as there has not been sufficient time, but as it is necessary for us to give a term's notice to parents, we would like the Council to agree to the increases which we propose, because if we wait for the next Council Meeting, the introduction of the increased

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fees will have to be delayed until the beginning of the year instead of being introduced for the last term of the present year.

In making our assessment of the increases, we have obtained comparative figures from seven other schools and the proposed increases would not mean that Herschel fees would be greatly out of line, except with St.Cyprians, where we understand a further increase will be made in the near future. The fees at Herschel have not been increased since 1953.

We are continuing to do as much as possible by way of painting and repairs to the buildings.

The school has suffered financially through illness among staff and we are now considering the introduction of a Sickness Benefit Scheme which would relieve the school to a certain extent during periods when it is necessary to engage temporary staff.

The position of outstanding fees is still satisfactory.

HEADMISTRESS'S REPORT: SEPTEMBER 1958

STAFF: MISS LOOSE has been unwell again and felt unable to do justice to the work; we were fortunate in that Mrs Viney could return until the end of the year and thus made the change at the end of August.

MRS JAMES will take over the Latin and be a full-time member of the Staff as from January 1959; she has been replaced by a man at Bishops.

MRS LOUW feels she must take a Government post in the New Year for financial reasons. I hope to replace her by a resident mistress for the Preparatory School; she has been enthusiastic and willing over her work but I appreciate her point; MISS OLDFIELD wishes to break her contract and leave at the end of the year, though difficult to find, I shall hope for an improvement in replacing her.

MISS WISEMAN returns to England in October and apart from resident duties, I shall not replace her, for the Music Department.

MRS BODMER leaves at the end of this term, to retire and I have replaced her by MRS STEVENSON who has done similar work at the St.Cross Home in Pietermaritzburg.

MRS PELLS joined the Staff for a brief spell to teach Arithmetic in Standards VI and VII. MRS LIVINGSTONE, recently head of Eothen Junior School in Surrey, is now doing this work.

The Staffing problem grows increasingly difficult, but while the changes appear many, it is the same movement with the main Staff staying on; we shall need an additional House/Keeper Matron for the Preparatory School, in October.

HEALTH Influenza came swiftly and suddenly during August, first in the Preparatory where half the School and all the boarders were away; the School was affected mainly in Upper IV day girls and 20 boarders in bed at a time; it was all cleared by the long-week-end. During this time Miss Walker helped and she with the two Matrons were kept at it for more than a fortnight.

MISS WALKER is now relieving Miss Thorn, who in turn is doing Miss TULLOCH'S work at the Flats in the evenings and early morning.

NUMBERS:	SEPTEMBER:	BOOKED SO FAR 1959
SCHOOL:		
Boarders:	52	52
Day:	93	114
	145	166
PREPARATORY		
Boarders	17	12
Day:	96	74
	113	86
KINDERGARTEN:	47	48
	305	300

ACTIVITIES: Visits include those to the City Hall when the Freedom of the City was given to Mr Baxter, and for Symphony Concerts; to Wynberg Girls High School to hear the Rhodes Choir and for "A Winters Tale" to Wynberg Boys High School to debate; to Rustenburg Girls High School to debate; to Rondebosch Boys High School for Pride and Prejudice, and to hear Moira Lister; to the National Theatre production of the School for Scandal; to St.Cyprian's for their

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Pageant; the Scotland vs S.A.Hockey Match, Parliament, and the Inter-Schools Games Meetings.

The Choir sang at the Patronal Festival Evensong and the broadcast Matins Service; the School attended the Memorial Service in St.Saviour's Church for the Prime Minister.

At School we have had two films, Julius Caesar and Lilli, a School Debate; Mrs Newton-Thompson to speak on local Government; Professor Ahrens to speak on his visit to Russia; Sister Harrison on Nursing and the St.Andrews Boys to play hockey and squash.

Inter-house Art and Music competitions have been held, and Mrs Sachs will give a Demonstration of lunch and supper Dishes on September 10th.

Six or seven of the top Form will attend the Citizenship Course which will be held at Herschel, Wynberg (Girls) and Bishops Schools, in the Michaelmas holiday.

The VIth Form have decided not to give a Dance this year.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD).

THE MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL ON MONDAY, OCTOBER 13th, 1958, AT 5.15. P. M.

PRESENT: Mrs Brock, Mrs Henderson, Mr Kennedy, Mr Robb, Mrs Small, Judge van Winsen, Mr Wares.

In attendance: Miss McLean.
Secretary: Mrs Withers.

FUND RAISING ORGANISATION:

Mr Robb was invited to attend the Meeting to report on this matter.

Mr Robb said that it had been suggested that Bishops would not join in such a scheme, but this was far from being the case.

Bishops at their Meeting had been very much in favour of investigating further the possibilities of a united effort. It had been further suggested that a meeting of representatives of the four Schools, St.George's, Bishops, St.Cyprian's and Herschel, be held - the respective Heads and 2 members of each Council; further, the Archbishop had invited these to dine with him on Tuesday, October 21st, he would withdraw and leave the members to a discussion afterwards.
Mr Robb added that it would be necessary to have some definite building plan in view and to know the figure required to carry it through.

In reply to a question he said that the fee asked by the Wells Organisation would be approximately £12,00, but that £5,000 would be used for expenses.

Miss McLean said that in being asked by the Archbishop for representatives, she had suggested Mr Kennedy and Mr Robb - Mr Robb said that he was already attending as Bishops representative - Judge van Winsen's name was proposed, but he was unable to accept; Mr Wares was then asked and he agreed to accept.

ARISING FROM THE MINUTES:

Junior Boarding Accommodation

Miss McLean reported that it was intended to move into the new building about the end of this month. Mr.Kennedy reported that certain householders nearby had complained to the City Council that the roof was unsightly. It was generally agreed that the plans having been passed by the City Council nothing need be done, but they- the complainants could rest assured that trees and shrubs would be planted as soon as is practicable.

Hockey Pitch.

It was reported that the pitch had been swept but that the pebbles were again coming to the surface and that this was likely to continue.
Mr Humble, who had agreed to discuss the matter with Mr Clifford Harris, was now in England.
Judge van Winsen said it was essential that the pitch be watered and rolled regularly and to achieve this, additional labour would be needed and watering facilities arranged.
It was agreed to engage an additional boy and to obtain

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sufficient hose, rather than lay more pipes.
Judge van Winsen agreed to arrange for the necessary hose and Miss McLean to engage the boy.

FENCE:

Dau had almost completed the work, but awaited directions on the bottom corner (these to come from the surveyor's department, City Hall); as well the ground dropped sharply above the tennis courts leaving a space between wire and ground - this will probably be filled by the City Council but the responsibility for retaining it will be ours.

FOUNDER'S DAY

It was agreed to write to the High Commissioner's Office to ask if it were possible to make any engagements for the new High Commissioner, Sir John Maud, who assumes Office in January.
In the event of the High Commissioner's Office being unable to arrange this, Judge van Winsen undertook to approach the Chief Justice.

OUTSTANDING FEES:

Miss McLean reported that she had written to Mr Pulvermacher, but she has not yet had a reply.

In regard to Mr Timmins, Mr Syfret wrote saying that Mr Timmins had acknowledged his letter, agreeing that his daughter would not be entering the Senior School next year.

FINANCE:

Mr Kennedy reported that the figures for September showed a surplus of £298 for the month of September.

Miss McLean reported that a letter was received from the Bank drawing our attention to the fact that an error in the calculation of the interest charges on the overdraft for the months of May and December 1957 was made and they very much regretted this.

INCREASE IN FEES.

Miss McLean reported that she had received a term's notice from about six families, but only two were due to increased fees, the others were due to transfers from Cape Town.

LONG LEAVE:

Mr Kennedy asked Miss McLean what the arrangement for long leave was for members of the Staff. Miss McLean replied that it was understood that Staff might ask for long leave after 5 year's service and it might be granted leave - 3 months full pay or 6 months on half pay - this had been so in several instances.

It was agreed that the Headmistress's leave be on the following basis -

3 months full pay
and 3 months half pay.

every five years, to date as from 1958.

CHAIRMAN: Mr Kennedy having notified the Council that he can no longer continue as Chairman of the General Purposes Committee, a new Chairman will have to be elected.
Mrs Small proposed that Judge van Winsen be asked - Judge van Winsen regretted that he would be unable to do so. It was

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then suggested that Mr Wares take the Chair and this he agreed to do. It was also suggested that the Chairmanship be on a totation basis, namely for three or five years. No decision was reached on this point.

SCHOOL UNIFORM

The question of having a second supplier for this was discussed and Messrs Cleghorn and Harris were suggested or alternatively, if Stuttafords could arrange for someone in the suburbs to act as an agency for them. Miss McLean said she would speak to Mr Pollard, a Director, about it.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED.

REPORT OF THE GENERAL PURPOSES COMMITTEE:

The Junior Boarding House building is continuing in a satisfactory way, but as is normal with these projects, occupation will not be available quite as early as we had hoped. Notice has been given to vacate the flats at the end of October and therefore we hope that we shall be able to use the new Boarding House by that date.

The City Council has now approached the School in connection with fencing the boundary between the land owned by the Council and that of the School following the exchange which took place on the acquisition of The Hill. The School is bearing part of the cost of this joint fencing and by comparison with tenders which we obtained to do this work on our own behalf, the cost to the School will be considerably less than half of the amount of the tenders. Following on this the General Purposes Committee has now obtained tenders to fence in the remainder of the Hill grounds and this we hope will be done fairly soon. The approximate cost will be £225. This has been made possible by the receipt of a donation of £1,000 which had been promised previously and also a payment of £250, being the balance due on a donation made some time ago.

We have been having considerable trouble with the surfaces of the Hockey Pitch and also the Tennis Courts, but the matter is in the capable hands of Mr Justice van Winsen and Mr Humble who are obtaining expert advice to find the most satisfactory solution to the problem. Despite the reports we received at the time of laying down the gravel Hockey Pitch, it now appears that such a pitch requires fairly constant attention if the surface is to be maintained in good condition. It will be necessary to employ an extra boy to do this work but when it is realised that if the Pitch is neglected and it has to be resurfaced, the cost can be in the neighbourhood of £400 , then the wages of an additional boy will be well spent.

Following on the discussion at the last Quarterly Meeting, notice was given to parents that the fees would be increased with effect from the fourth term of this year. So far there has been practivally no adverse reaction and we hope that the increases made, which should result in an additional income of between £5500 and £6000 will be sufficient for some time.

It has been decided by the General Purposes Committee, subject to confirmation by the Council, that the Headmistress should have long leave this year and with effect from this present year, she should be entitled to long leave at the end of each five year period. If it is possible, the General Purposes Committee would like Miss McLean to delay her present leave until a competent deputy has been engaged and has had some time in which to become accustomed to the work of the School.

The only other matter which I would like to mention is that I have attended Meetings with Representatives of two different professional Fund Raising Firms. The Schools represented were St.Cyprians, St.George's Grammar, Monterey and Herschel, and the main outcome of the talks was that if an appeal could be made on a diocesan basis, that is to include Bishops with the other four Schools, it would have a very much wider appeal and the proportional

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results for each participant would be likely to be higher. At present it appears that Bishops would not join in such a joint appeal, but discussions are continuing and may be the differences can be overcome. It has been suggested by one of the Firms that the four schools who took part if the discussions, should institute through the firm, an examination of the prospects and possibilities of an appeal. This would cost a nominal amount of £100 per participant and the result of such a fact finding study might induce Bishops to participate.

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 12th, 1958 AT 5.15.P.M.

PRESENT: Mrs Dowie Dunn, Mrs Henderson, Mr Kennedy, Bishop Lavis, Mr Robb, Mrs Small, Mr Justice van Winsen.

In attendance: Miss McLean; Secretary Mrs Withers.

Apologies for absence: His Grace, the Archbishop, Canon Aubrey, Miss de Blank, Mrs Brock, Mrs Ballantine, Professor Grant.

CHAIRMAN: Mr Kennedy proposed that Mr Robb be elected to the Chair in the Archbishop's absence - Agreed.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on Friday, June 13th, 1958, 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.

Mr Robb said that he thought that this Report should be circulated to Members before the Meeting to give them an opportunity to read it through beforehand and suggested that each item be discussed now.

Questions arising from this Report were answered to the effect -

That it was hoped that the new Building at the Preparatory School would be ready for occupation on October 31st, but the bagging of the interior walls had been unsatisfactory and more time had been spent than would otherwise have been the case.

That the gift of £1,000 had been acknowledged and the School's appreciation had been expressed, as was so in the case of the £250.

That it was agreed that the Hockey Pitch should be rolled and watered, an estimate having been received from Dau to sweep it first at a cost of £25.0.0.

That it was too early yet to know whether numbers would be effected as a result of increasing the fees.

That the question of the Headmistress's Long Leave be discussed again by the General Purposes Committee, in view of the fact that Staff had already been granted three months on full pay or six months on half pay, as their leave, after five years.

That Mr Robb was of the opinion that the question of a Fund Raising Meeting of the Independent Schools had never been brought before the Diocesan College Council, but that he would make further enquiries at their next Meeting.

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At this stage Mr Kennedy said he would have to leave, but before leaving, he wished to give notice to the Council of his intention to resign as Chairman of the General Purposes Committee, owing to extra commitments which have been placed on him.

Mr Robb said that he felt sure that the Council would regret this step and asked that it be recorded in the minutes, the Council's sincere appreciation for all the work which Mr Kennedy has done during his eight years as Chairman of the General Purposes Committee, during which time much had been achieved, including the acquiring of The Hill property and the building of the new Preparatory Boarding accommodation and all of this during difficult financial times.

The Council confirmed this request and all expressed their appreciation.

ADMISTRESS'S REPORT: This was presented.

Questions arising from this Report were answered to the effect:

That Miss McLean thought that Miss Sweet would be back by next ter, but had no confirmation of this.

That the numbers would be lower for next year than they had been this year, the noticeable decrease being in the Preparatory School, but that this would rectify the balance of the numbers in the School which should be greater in the Senior School than in the Preparatory.

THERE BEING NO FURTHER BUSINESS,THE MEETING CLOSED:

DATE. 12 Decemb 1958 CHAIRMAN. [signature]

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

THE MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON MONDAY: OCTOBER 13th, 1958 AT 5.15.P.M.

PRESENT: Mrs Brock, Mrs Henderson, Mr Kennedy, Mr Robb, Mrs Small, Judge van Winsen, Mr Wares.

In Attendance -Miss McLean,
Secretary -Mrs Withers.

FUND RAISING ORGANISATION:

Mr Robb was invited to attend the meeting to report on this matter.

Mr Robb said that it had been suggested that Bishops would not join in such a scheme, but this was far from being the case.

Bishops at their Meeting had been very much in favour of investigating further the possibilities of a united effort. It had been further suggested that a meeting of representatives of the four Schools, St.Cyprian's, Bishops, St.George's and Herschel, be held - the respective Heads and 2 members of each Council; further, the Archbishop had invited these to dine with him on Tuesday, October 21st, he would withdraw and leave the members to a discussion afterwards.

Mr Robb added that it would be necessary to have some definite building plan in view and to know the figure required to carry it through.

In reply to a question he said that the fee asked by the Wells Organization would be approximately £12,000 but that £5,000 would be used for expenses.

Miss McLean said that in being asked by the Archbishop for representatives, she had suggested Mr Kennedy and Mr Robb - Mr Robb said that he was already attending as Bishops representative - Judge van Winsen's name was proposed, but he was unable to accept; Mr Wares was then asked and he agreed to accept.

ARISING FROM THE MINUTES: Junior Boarding Accommodation.

Miss McLean reported that it was intended to move into the new building about the end of this month. Mr Kennedy reported that certain householders nearby had complained to the City Council that the roof was unsightly . It was generally agreed that the plans having been passed by the City Council nothing need be done, but they - the complainants - could rest assured that trees and shrubs would be planted as soon as is practicable.

Hockey Pitch.

It was reported that the pitch had been swept but that the pebbles were again coming to the surface and that this was likely to continue.
Mr Humble, who had agreed to discuss the matter with Mr Clifford Harris, was now in England.
Judge van Winsen said it was essential that the pitch be watered and rolled regularly and to achieve this, additional labour would be needed and watering facilities arranged.
It was agreed to engage an additional boy and to obtain

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sufficient hose, rather than lay more pipes.
Judge van Winsen agreed to arrange for the necessary hose and Miss McLean to engage the boy.

FENCE: Dau had almost completed the work, but awaited directions on the bottom corner (these to come from the surveyor's department, City Hall); as well the ground dropped sharply aboue the tennis courts leaving a space between wire and ground - this will probably be filled by the City Council but the responsibility for retaining it will be ours.

FOUNDER'S DAY: It was agreed to write to the High Commissioner's Office to ask if it were possible to make any engagements for the new High Commissioner, Sir.John Maud, who assumes Office in January.
In the event of the High Commissioner's office being unable to arrange this, Judge van Winsen undertook to approach the Chief Justice.

STANDING FEES:

Mr McLean reported that she had written to Mr Pulvermacher but she has not yet had a reply.

In regard to Mr Timmins, Mr Syfret, wrote saying that Mr. Timmins had acknowledged his letter, agreeing that his daughter would not be entering the Senior School next year.

ANCE. Mr Kennedy reported that the figures for September showed a surplus of £298 for the month of September.

Miss McLean reported that a letter was received from the Bank drawing our attention to the fact that an error in the calculation of the interest charges on the overdraft for the months of May and December 1957 was made and they very much regretted this.

CREASE IN FEES: Miss McLean reported that she had received a term's notice from about six families, but only two were due to increased fees, the others were due to transfers from Cape Town.

NG LEAVE: Mr Kennedy asked Miss McLean what the arrangement for long leave was for members of the Staff. Miss McLean replied that it was understood that Staff might ask for long leave after 5 year's service and it might be granted leave - 3 months full pay or 6 months on half pay - this had been so in several instances.

It was agreed that the Headmistress's leave be on the following basis :-

3 months full pay
and 3 months half pay.

every five years, to date as from 1958.

AIRMAN: Mr Kennedy having notified the Council that he can no longer continue as Chairman of the General Purposes Committee, a new Chairman will have to be elected.
Mrs Small proposed that Judge van Winsen be asked - Judge van Winsen regretted that he would be unable to do so . It

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was then suggested that Mr Wares take the Chair and this he agreed to do. It was also suggested that the Chairmanship be on a rotation basis, namely for three or five years. No decision was reached on this point.

SCHOOL UNIFORM :

The question of having a second supplier for this was discussed and Messrs Cleghorn & Harris were suggested or, alternatively, if Stuttafords could arrange for someone in the suburbs to act as an agency for them. Miss McLean said she would speak to Mr Pollard, a Director, about it.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION:(INCD)

REPORT OF THE SPECIAL MEETING OF THE COUNCIL HELD AT HERSCHEL SCHOOL, IN THE LIBRARY, ON WEDNESDAY, NOVEMBER 5th 1958 AT 5.15. P.M.

PRESENT: Canon Aubrey, Miss de Blank, Mrs D-Dunn, Mrs Henderson, Professor Grant, Mr Kennedy, Mr Robb, Bishop Lavis, Mrs Small.

In attendance: Miss McLean:Secretary Mrs Withers.

Apologies for absence: His Grace, the Archbishop, Mrs Brock, Mrs Ballantine, Judge van Winsen, Mr Wares.

Bishop Lavis was asked to take the Chair in the Archbishop's absence:

The Chairman said that this meeting had been called to ask the Council's approval for Herschel to take part in the Fund Raising Scheme for the four Church Schools - Bishops, St.Cyprian's, St.George's, Herschel. This was agreed to.

After discussion this approval was given and it was agreed that the Headmistress, with two members of the Council, Mr Kennedy and Mr Humble, should attend the meeting to be held at the Diocesan College on Monday, November 10th, at 8.0.p.m. in order to meet Mr Hale, who would organise this scheme.

The list of the School's requirements would be needed at this Meeting and the following suggestions were put forward by Miss McLean who had discussed the matter with Mr Ohlsson, the School's Architect, that morning.

1)	Refurbishing and replanning School House.	£20,000.
2)	Second Laboratory,Projector Room and Handicraft and 4 classrooms.	£10,000.
3)	<u>At Preparatory</u>: Small Hall Diningroom Art and Handicraft Classrooms. 3 Kindergarten rooms.	£17,500.
4)	Staff Cottage, converted to Headmistress's Residence.	£ 2,300.
5)	Sanatorium.	£ 7,500.
6)	Extension to Swimming Bath and Filtration Plant.	£ 2,500.
7)	Future additional boarding house - 40 Senior Girls.	£40,000.
		£ 99,800.

After discussion, it was agreed to adjust this list to read:-

Amount required to liquidate present indebtedness.	£50,000
Endowment	100,000
Projected building scheme.	150,000

The question as to whether a Chapel and a School Hall should have been included on this list arose and in reply Miss McLean said that she thought the School was in a very fortunate position in being so fully a part of the Parish Church and that the existing Chapel serves its purpose well and for this reason, she had not included it on the list.
Canon Aubrey confirmed the advantages of this position, but felt that perhaps the existing Chapel could be improved upon.

The Hall too serves its purpose and the need for a certain amount of improvisations, was more veneficial than the advantages of a large and luxuriously equipped Hall.

It was agreed that this Appeal should include sufficient to cover improvements to Pensions, but that the general maintenance of the fabric of the building should be included among the general running expenses.

+ Joost Capron

12 December 1958

THE ENGLISH CHURCH SCHOOLS ASSOCIATION:)INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON MONDAY, NOVEMBER 10th, 1958 AT 5.15. P. M.

PRESENT: Mrs Brock, Mrs Henderson, Mr Humble, Mrs Small, Judge van Winsen.

In attendance: Miss McLean, Secretary, Mrs Withers.

Apologies for absence: Mr Kennedy, Mr Wares.

CHAIRMAN In Mr Kennedy's absence, Judge van Winsen took the chair.

ARISING FROM THE MINUTES:

Junior Boarding House: Miss McLean reported that the Preparatory Boarders went home from the flats for the week-end of Sunday, October 29th, and returned to the new building on Sunday, November 2nd, in time for tea, to which their parents had been invited, as had those who had contributed and helped in the furnishing of the new Dormitories. Mr W.D.Baxter, was there and the new building was inspected and received with enthusiasm.

Miss McLean said that she understood that the owners of the flats in Herschel Gardens, intended sending the School an account for the redecoration of the flats occupied by the Preparatory boarders and wondered if the School is liable; she felt that the flats looked very clean and in good condition when the children vacated them. After discussion, it was agreed to leave the matter until any further action was taken.

Hockey Pitch:Judge van Winsen reported that the pitch is being watered and rolled and that it is looking better, but that it must be realised that it will eventually have to be resurfaced. An additional boy has been engaged at a weekly wage of £3.0.0.
Mr Humble asked if the Minutes of the previous meeting dealing with the Hockey Pitch, could be amended to read "that Mr Humble felt in view of Mr Dau's experience with this type of work, the matter be left in his hands and that he would not consult Mr Clifford Harris". AGREED.

Fence: Miss McLean report d that when Mr Kennedy came out to seethe City Council's officials, it appeared that the letter written by us to the City Council had been handed out by them to the wrong Department, consequently the officials who came out said that it was not their Department. Nothing further has been done.

Miss McLean said that the City Council had removed several of their Pine trees, thus leaving one on our land which appeared to be in a dangerous condition. She had asked Mr Gohl what he considered it would cost to fell and he thought approximately £50. but that this was not a firm estimate.

Miss McLean said she would like to go to Consanis and inspect their Wrought Iron gates, for these should be put up soon.

Outstanding Fees: Mr Timmins has now decided to take his two other daughters away.

No word has been received from Mr Pulvermacher and it

agreed that the amount be written off.

LONG LEAVE: Miss McLean asked if the Minutes of the previous Meeting dealing with this matter could be amended to read "and it might be granted - 3 months on full pay or six months on half pay - this had been granted in several instances already".

School Uniform

Miss McLean reported that she had spoken to Mr Pollard of Stuttafords, and that he said they would not consider the sharing of the supply of uniform with another Firm, but he was prepared to go into the question of whether they were able to appoint an Agent in the suburbs for some of the smaller items.

Night Watchman

Miss McLean reported that Elliott, the Nightwatchman, was unable to return to work and she wanted the Committee's confirmation that the Cape Night Watchman Service be employed on a permanent basis; the monthly charge to be about £25.0.0. per month. After discussion it was agreed to employ the Cape Night Watchman Service.

DAY GIRLS: Miss McLean said that she would like to discuss with the Committee the question of Day Girls boarding in houses other than their relations, in order that they might attend the School as day girls.

The question had arisen in connection with a boarder who now wished to board at a neighbouring house. She felt this to be an unwise position and had said so to the mother of the child concerned; the matter had been discussed in her Office with the mother and Step-father, Commander Watkins; he had treated the matter in an aggressive way and considered it his right to approach the Archbishop. The matter had been left that Miss McLean would discuss the matter with this Committee, but despite his agreement to this, he had in fact written a lengthy letter to the Archbishop.

The general position was discussed and it was agreed that it might be best to treat this as an experiment and then the matter be reviewed in the interests of the child, as well as the School.

OUTSTANDING FEES: These were presented - £3,414 is still outstanding and letters are being sent out to the respective parents requesting payment of the fees before term closes, particularly as it is the end of the School's financial year.

BANK BALANCE: This was presented.

ANY OTHER BUSINESS: Miss McLean said that the Fete held on Saturday, November 8th, had realised over £3,000 and the Committee expressed their grateful thanks and appreciation to Mrs Small and her helpers for this most successful result.

The question of how this money is to be used was discussed and members felt that they were in favour of it being put to the reduction of the Bond. No definite decisions were taken.

FUND RAISING PROJECT:

A Meeting is to take place at the Diocesan College tonight

at 8.0.p.m. when the Head and two representatives from the four Schools - Bishops, St.Cyprian's, St.George's and Herschel are to meet Mr Hale to discuss further plans in connection with the Fund Raising project. Mr Humble and Mr Kennedy are attending.
The amount suggested to cover our needs was set out as follows:

Building	£150,000
Endowment	£100,000
Repayment of Debt.	£ 50,000

COUNCIL MEETING: Miss McLean asked if the Council Meeting was to take place on the second Friday in December and the General Purposes on Monday, December 8th. After discussion, it was agreed that no alteration be made in the fixed dates.

GENERAL PURPOSES COMMITTEE:

Mrs Brock said that she would be going overseas in April next year and felt that it would be advisable if she retired from the Committee at the end of this year. After discussion it was agreed that Mrs Brock should remain on the Committee until the next Annual General Meeting and it was proposed that Miss de Blank be asked to join the General Purposes Committee then.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

REPORT OF THE GENERAL PURPOSES COMMITTEE:

The Junior Boarding House building is continuing in a satisfactory way, but as is normal with these projects, occupation will not be available quite as early as we had hoped. Notice has been given to vacate the flats at the end of October and therefore we hope that we shall be able to use the new Boarding House by that date.

The City Council has now approached the School in connection with fencing the boundary between the land owned by the Council and that of the School following the exchange which took place on the acquisition of The Hill. The School is bearing part of the cost of this joint fencing and by comparison with tenders which we obtained to do this work on our own behalf, the cost to the School will be considerably less than half of the amount of the tenders. Following on this the General Purposes Committee has now obtained tenders to fence in the remainder of The Hill grounds and this we hope will be done fairly soon. The approximate cost will be £225. This has been made possible by the receipt of a donation of £1,000 which had been promised previously and also a payment of £250, being the balance due on a donation made some time ago.

We have been having considerable trouble with the surfaces of the Hockey Pitch and also the Tennis Courts, but the matter is in the capable hands of Mr Justice van Winsen and Mr Humble who are obtaining expert advice to find the most satisfactory solution to the problem. Despite the reports we received at the time of laying down the gravel Hockey Pitch, it now appears that such a Pitch requires fairly constant attention if the surface is to be maintained in good condition. It will be necessary to employ an extra boy to do this work but when it is realised that if the Pitch is neglected and it has to be resurfaced, the cost can be in the neighbourhood of £400, when the wages of an additional boy will be well spent.

Following on the dicussion at the last Quarterly Meeting, notice was given to parents that the fees would be increased with effect from the fourth term of this year. So far there has been practically no adverse reaction and we hope that the increases made, which should result in an additional income of between £5500 and £6000, will be sufficient for some time.

It has been decided by the General Purposes Committee, subject to confirmation by the Council, that the Headmistress should have long leave this year and with effect from this present year, she should be entitled to long leave at the end of each five year period. If it is possible, the General Purposes Committee would like Miss McLean to delay her present leave until a competent deputy has been engaged and has had some time in which to become accustomed to the work of the school.

The only other matter which I would like to mention is that I have attended Meetings with Representatives of two different professional Fund Raising Firms. The Schools represented were St.Cyprian's, St.George's Grammar, Monterey and Herschel, and the main outcome of the talks was that if an appeal could be made on a diocesan basis, that it is to include Bishops with the other four schools, it would have a very much wider appeal and the proportional results for each participant would be likely to be higher. At present it appears that Bishops would not join in such a joint appeal, but discussions are continuing and may be the differences can be overcome. It has been suggested

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by one of the Firms that the four Schools who took part in the discussions, should institute through the Firm, an examination of the prospects and possibilities of an appeal. This would cost a nominal amount of £100 per participant, and the result of such a fact finding study might induce Bishops to participate.

HEADMISTRESS'S REPORT: DECEMBER 1958

This has been a year of great joy and great sorrow, but I think all have worked and brought it to a satisfactory conclusion.

STAFF. During the year we have had changes and people holding the fort to see us safely through the many vicissitudes which have occurred.

Mrs Dodd leaves us after six years of teaching Mathematics, first on a part-time basis and then as a full-time member of the Staff; she is an excellent teacher, a loyal and co-operative member of the Staff and we are sorry to lose her now. Miss Olver, recently Headmistress of the Observatory Girls High School, will take the Mathematics in the top three Forms; I hope to engage a young newly qualified Staff to teach Mathematics to the Middle School, she will as well be able to teach Chemistry and Physics in this part of the School; if this proves successful, as I hope it will, it should be an asset to the existing syllabus. I also hope Mrs Grindley will stay for the part-time Arithmetic which she teaches so successfully.

Miss Sweet's health will not allow of her returning for any work for some time to come and we are more than sorry to lose her after six years of most successful work in the Music Department; the Choral work has been taken over by Mrs Momberg who has a wide and excellent reputation for this and I hope it will be possible for Miss Montgomery to be a full-time member of the Staff next year.

Mrs Louw asked to remain with us and this we have arranged but I have not as yet replaced Miss Oldfield.

Mrs Viney has agreed to stay for the part-time Geography and this should put this subject back on a good footing.

I hope I have been as fortunate as I expect, in engaging Mrs Courage as House Mistress; this separate House Mistress is a new departure for us, but she seems well suited and able for the post and was introduced to me by Mrs Gatehouse, (a parent).

Mrs Cheesmond was engaged as the extra Matron-Nursing-for The Hill, Mrs Stevenson having taken on the Housekeeping side, but The Hill is going through a period of changes and adjustment and this will take time to run smoothly and easily.

Now that the buildings are complete, we shall make the change - long in view - between Miss Porter and Miss Tulloch - the latter will be in charge of this Department and the former will be a part-time member of the Staff.

We are most grateful to Miss Porter for keeping the responsibility for so long and more so for the fact that she is still to be with us; we shall thus make the change-over without any undue fuss.

We are also most grateful to Mrs Sachs for undertaking the catering at The Hill for these 3 years, she has handed over now to Mrs Stevenson and returns to her teaching capacity only.

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The Staffing position looks well for next year with the exception of the Physical Education post.

HEALTH has been good this term.

NUMBERS: will be lower in 1959 but the balance considerably better.

SCHOOL	December 1958	Expected 1959
Boarders:	52	50
Day:	94	115
	146	165
PREPARATORY		
Boarders:	17	12
Day:	92	72
	109	84
KINDERGARTEN:	45	39
	300.	288

ACTIVITIES: This has been a very short term, but we have opened The Hill dormitories, produced "Tobias and the Angel" and the Preparatory Plays, had some few fireworks here, visited the Docks, the film "Madame Butterfly", the Symphony Concerts, the ballet "Coppelia", Lever Brothers, the French Circle Meeting, and enjoyed the Fete on November 8th, as well as appreciating all that was done for us then in so many ways.

Twenty-six girls were Confirmed by the Archbishop in St.Saviour's Church on November 6th, and the parents of the boarders returned here for tea.

The Carol Service will be held on December 4th, at 8.0.p.m. in St.Saviour's Church and term ends on Friday, December 5th.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

HERSCHEL SCHOOL,

CLAREMONT, Cape.

February 23rd, 1959

THE QUARTERLY MEETING of the Council will take place in the Library at Herschel School, on Friday, March 13th, 1959, at 5.0.p.m.

A G E N D A

1. Minutes to be confirmed.

Quarterly Meeting held on December 12th,1959.

2. Report of the General Purposes Committee.

3. Report of the Head Mistress.

4. Any other business.

E. R. Lithers

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 12th,1958 AT 5.15.P.M.

PRESENT: His Grace,the Archbishop, Mrs Ballantine, Mrs Brock, Miss deBlank, Mrs Dowie Dunn, Professor Grant, Mrs Henderson, Mr Humble, Mr Kennedy, Judge van Winsen, Mr Wares.

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Canon John Aubrey, Bishop Lavis.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on Friday, September 12th, 1958, copies of which had been sent to Members, were taken as read and signed by the Chairman, as a true record of the proceedings.

The Minutes of the Special Meeting of the Council held on Wednesday, November 5th, 1958, were signed by the Chairman.

ARISING FROM THE MINUTES:

Mr Robb said that he understood that when the question of the Chapel was discussed, it was agreed that it be further discussed by His Grace, Canon Aubrey and the Headmistress. His Grace said that he would be happy to do this and that he would get in touch with Canon Aubrey.

[redacted]L PURPOSES REPORT: This was sent to Members before the Meeting.

ARISING FROM THIS REPORT:-

FUND RAISING: Mr Robb said that he had to report to the Council that Mr Hale, who was employed to make an investigation into the possibilities of raising money for the four schools and who has been in the country on a temporary residential permit, which has from time to time been renewed, on applying for a permanent residential permit on November 28th, was informed by the Department of the Interior, that his temporary three monthly permit was not to be renewed. Various people are trying to help him over this situation, but as it stands at the moment, his permit expires at the end of February. Mr Robb said that Mr Hale had suggested that if he was not granted a residential permit, he felt sure he could launch the Appeal from London, where he hoped to apply for a residential permit, but Mr Robb said he did not think that this course would be advisable. It is now a question whether we are prepared to wait for any length of time or whether the scheme should be dropped. A further proposal put forward by Mr Hale was - would the Schools be prepared for the two men who are in Cape Town to proceed with the scheme. If this was considered satisfactory, it would mean that they would have to hire premises and they would have to be paid £2,000 a month for the preliminary investigation. Mr Kennedy said he thought the fee for such an investigation was to be £100 per month from each of the four schools. Mr Robb said he did not know about this.
Mr Robb continued to say that he understood from Sir deVilliers Graaff that some clearer information would be available by January; the question of how long the Schools

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were prepared to wait for Mr Hales was discussed, but no definite time was agreed upon, although six months was considered too long.

In the event of the Appeal being launched, Mr Robb reported that at the Meeting held at Bishops on November 10th, Mr Hale said he considered the following allocation of the total raised should be as follows:-

Bishops	55%
St.Cyprians	15%
St.Georges	15%
Herschel	15%

St.George's expressed themselves as being satisfied with their share, but Mr Bridgman felt 15% was too little for St.Cyprians.

Mr Kennedy said that he felt it was a very reasonable allocation - Mr Hale is a man with experience in this form of fund raising and that we should be guided by him.

Miss McLean asked if she might know what Bishop's felt about it. Mr Robb replied that Bishops thought it quite a fair allocation.

It was agreed that Herschel was satisfied with their proposed allocation.

FETE — His Grace said that he would like it to be recorded how grateful the Council is to Mrs Small and herhelpers for this most successful result. The total to date amounts to £3,310. AGREED.

THE HILL - Preparatory Boarding House:

There are certain things to be put in order by the Contractors before the retention period expires at the end of January 1959.

Founder's Day:

Miss McLean reported that she had spoken to Miss Dulcie Howes who would be very happy to accept the invitation, providing she was not in Pretoria on National Theatre business on that particular date.

Outstanding Fees:

These show a very satisfactory position - there is only an amount of £50 outstanding for the year and this, out of a possible total of £40,000, Mr Kennedy considered that those who administered the work were to be congratulated on this excellent position.

Maintenance of Buildings:

The paintwork to be redone inside the Preparatory School was again discussed, and the costs are now being gone into.
The outside of the School building must be painted and this will be decided upon when the financial position at the end of the year is discussed.

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HEADMISTRESS'S REPORT: This was presented.

The numbers in the Preparatory School are disappointing for next year, but Miss McLean felt that this must take time to adjust itself. Mr Kennedy asked Miss McLean if she considered the smaller numbers to be due to the increased fees - Miss McLean replied that this was so in the case of some of the Kindergarten children, but in the Preparatory School the changes were due to parents being transferred from Cape Town.

Judge van Winsen asked if Miss Sweet will be returning - Miss McLean said that unfortunately this will not be possible owing to her health. Judge van Winsen said he would like it to be recorded that the Council appreciated the excellent work she had done for the School in connection with the Choirs. It was agreed that a letter be sent to Miss Sweet to this effect.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED:

Date..13 March 1979 CHAIRMAN..

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON MONDAY, DECEMBER 8th, 1958 AT 5.0.P.M.

PRESENT: Mrs Henderson, Mr Humble, Mr Kennedy, Mrs Small, Mr Wares (In the Chair)

In attendance: Miss McLean, Secretary: Mrs Withers

Apologies for absence: Mrs Brock, Judge van Winsen.

ARISING FROM THE MINUTES: NOVEMBER 10th, 1958

Junior Boarding House: Miss McLean reported that all is going well and any fault that may arise will be attended to before the retention period expires.

Hockey Pitch: There is nothing further to report, except that it will eventually have to be resurfaced - a suggestion that after reducing the Bond by £3,000 out of the proceeds of the Fete, that the balance of £300 should be used to resurface the hockey pitch. No decision was reached on this point. It was agreed that if the pitch is to be resurfaced it should be done by the beginning of April next year. Mr Humble agreed to attend to this matter and to see Mr Dau.

Fence: Miss McLean reported that the school's portion of the fencing is completed, except for the corner, but on inspectine the portion erected by the Municipality, she noted that wooden poles have been used and she felt that this was a pity. Unfortunately, there was nothing in writing to indicate what type of poles the Municipality intended using and it was agreed that nothing further could be done about it now.

SPEAKER FOR FOUNDER'S DAY:

Miss McLean reported that she has received a letter from the Secretary of the High Commissioner's Office, saying that he regretted that he is unable to make any appointments for the new High Commissioner, Sir John Maud. On receiving this letter, Judge van Winsen was asked if he would get in touch with Chief Justice Fagan, his name having been suggested, should Sir John Maud, be unable to accept - Judge van Winsen said that Justice Fagan would be unable to accept as he will probably be out of town at that time. Miss McLean said she would like to suggest that Miss Dulcie Howes, who is an Old Girl, be asked to give away the Prizes. It was agreed that Miss Howes would be a very suitable choice and failing her being able to do it, it was suggested that Mr Ian Gray, Trade Commissioner, be asked.

LONG LEAVE: Miss McLean said that rumour has been that she is proceeding overseas on her long leave and that Miss Hawkins, who is retiring from D.S.G.Grahamstown, is to act at Herschel in her absence, she was at a loss to know who started the rumour.

LEVELLING OF GROUNDS: THE HILL:

Miss McLean reported that she had asked Mr Dau to give her

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estimate for this work and he has quoted £400. It will be necessary for him to put soil on portions of the ground before it is grassed, and the swimming bath there will have to be filled in - Miss McLean wondered if perhaps a portion of the £1,000 given by Mr McCarthy could be used for this, as he indicated that it was to be used in connection with the new building at The Hill. After discussion Mr Humble agreed to see Mr Dau.

FELLING OF THE TREE:

The following estimates were received by Miss McLean for this work:-

City Council	£48.
Mr Dau	£45.

Miss McLean explained that since receiving Mr Dau's estimate, the Municipality had erected their portion of the fence and wonders whether his estimate will hold, in view of the fact that it will now be more difficult to cut down the tree. It was agreed that he should be asked about this and that if he increased his quote, that we could go as far as £50, otherwise we should arrange for the Municipality to do the work.

PAINTING OF THE INSIDE OF THE HILL BUILDING

The following estimates have been received:-

Messrs Harper & Co.	£1,522.
Clark Bruce	£ 850 - not firm
Buckland & Eaton	£1,720.

After discussion it was agreed that Mr Ohlsson, the School's Architect, should be consulted in this connection and this Mr Wares agreed to undertake.

PAINTING OF THE SCHOOL BUILDING:

On December 6th, 1957 Mr Weir sent in an estimate for the front portion of the building for £863. Miss McLean telephoned to him to ask if his quotation still stands and he said that it would now be £891. After discussion it was agreed that an estimate for this portion of the work should be obtained from Mr Clark Bruce and Mr Wares agreed to have a talk to Mr Ohlsson about it.

OUTSTANDING FEES: These were presented and are as follows:-

The Lady de Villiers
Mrs Pegram

After discussion it was agreed that these be handed over to Messrs Syfret,Godlonton & Low for collection.

BANK BALANCE: This was presented - It was agreed that £4,000 should be placed "on call" with Inter-Union Finance. Mr Kennedy agreed to speak to Mr Robb about this.

ADDITIONAL SIGNATURES FOR SIGNING CHEQUES:

It was agreed that the following members be authorised to sign cheques on behalf of Herschel School.

Mrs Ruth Brock H.L.Kennedy,Esq., Mrs Small
R.Humble,Esq., F.C.Robb,Esq., J.D.Wares,Esq

THE ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON MONDAY, FEBRUARY 9th, 1959 AT 5.15.P.M.

PRESENT: Mrs Brock, Mrs Henderson, Mr Humble, Mr Kennedy, Mrs Small, Judge van Winsen, Mr Wares.

In attendance: Miss McLean
Secretary: Mrs Withers

ARISING FROM THE MINUTES: DECEMBER 8th, 1959:

Signing of cheques: Mr Kennedy requested that the following amendment be made in connection with the additional signatures.

"It was agreed to recommend to Council that the following members be authorised to sign cheques".

Mr Humble
Mrs Small
Mr Wares

Hockey Pitch: Mr Humble reported that he had spoken to Dau about resurfacing the hockey pitch and he was sure that he would do a satisfactory job. It was suggested that a written statement should be given by Dau as to the cost of maintaining the pitch once it was resurfaced. It was also suggested that Mr van Niekerk who supervises the hockey pitches at the University should be consulted as to the best method.
Mr Humble agreed to get in touch with Dau again to discuss the matter further and he would report the result of the interview to the next Meeting.

Grounds: Junior Boarding House:

Mr Humble reported that Dau has started clearing the grounds - after discussion it was agreed that a statement should be received from Dau indicating exactly the work to be done by him. Mr Humble agreed to arrange a meeting at the site, where Miss McLean could meet him.

Fence: Miss McLean reported that nothing further has been done - she wrote to Mr Tyers pointing out that the Council's pavement has been put on our ground, so that when we asked for the pegs in order to erect a fence, we found that we should be enclosing their pavement, also explaining to Mr Tyers that we made the suggestion that we put our fence on two sides of a triangle and if we did this, could we then retain the title to the land and further suggested that if we compromised on this point, perhaps the Council would find it possible to do some tarmac at the top of our land on Kenmar Crescent. Mr Tyers said he

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would go into the matter. As a result Mr Tyers wrote to Miss McLean saying that the matter is being borne in mind and that something will possibly be done in the near future.

FELLING OF THE TREE: This work has been carried out satisfactorily.

PAINTING OF THE INSIDE OF THE HILL PROPERTY:

Judge van Winsen reported that Mr Ohlsson was firmly of the opinion that J.Clark Bruce should do the work - Mr Ohlsson said that Clark Bruce is not likely to go over his estimate of £600 and he feels that he is very reliable painter and that he will do a very satisfactory job. It was agreed that the work could only be done in the July holidays - Judge van Winsen agreed to get in touch with Mr Ohlsson and Mr Bruce.

PAINTING OF THE SCHOOL BUILDING:

After discussing the estimates from Clark Bruce and Messrs Weir & Company, for the section of buildings from the corner of the Library wall nearest Herschel Road, round to top corner of our property towards the mountain and next to Herschel Road at the cloakroom - it was agreed that the two estimates should be checked by Mr Ohlsson to see that they both include the same work. Judge van Winsen agreed to get in touch with Mr Ohlsson.

OUTSTANDING FEES:

No response has been received by Messrs Syfret, Godlonton & Low and there is now an amount of £78. due by Mrs Pegram. Messrs Syfret,Godlonton & Low have undertaken to look into the position and report back.
Cheques have been received from Lade deVilliers in settlement of the amount due by her. Miss McLean reported that Celia deVilliers is back with us and that future accounts are now to be paid by Lord deVilliers.

Miss McLean asked what is the position in regard to the costs charged by Messrs Syfret,Godlonton & Low for the collection of the outstanding fees.
Judge van Winsen said he did not think we could request payment of these costs from the persons concerned, but that we might try putting it on the next account.

SALARY MISS TULLOCH:

Miss McLean reported that she has received a letter from Miss Tulloch, expressing surprise that her salary was not increased as a result of her taking over the responsibility of the Preparatory School as well as being in charge of the Boarding House. Miss McLean explained that she is being paid £61. per month, with no deduction in respect of Board and Residence, and felt that this compared very favourably with other schools. After discussion it was agreed to increase Miss Tulloch's salary by £2.0.0. per month.

WAGES: GARDEN BOYS:

It was agreed to increase the garden boys wages as follows:

Donnie	5/- per week
Peter	5/- per week
Jack	5/- per week
James	5/- per week
John	2/6 per week
Leslie	2/6 per week

THE COOK: Miss McLean reported that the cook asked that her wages be raised to £16. per month. After discussion it was agreed that her wages be increased from £14.0.0. to £16.0.0. per month.

THE COTTAGE: Miss McLean reported that at present there is no one living in the Staff Cottage. A member of staff, Mrs Momberg, had approached her in regard to renting the Cottage. After discussing the matter fully it was agreed that this would not be advisable. Miss McLean said she knew that at one stage it was hoped to house the Headmistress of the School there but she personally could not see that this would prove suitable, as she felt that the Headmistress should really be in the main building. Mr Kennedy said he thought possibly it would be advisable to dispose of the cottage and that a portion of the proceeds could be used to improve the Headmistress's accommodation at the School. Mr Kennedy agreed to arrange for someone to come out and value the property.

FINANCE: Mr Kennedy asked Miss McLean if she could furnish him with the anticipated fees for the current school year, as well as salaries, when he would prepare a report on the financial position.

RESOLUTION: Mr Wares read the following resolution proposed at the Synod of the Diocese of Cape Town:

> "That this Synod pledges its support to the Governing bodies of Church Schools within the Diocese in whatever steps they are able to take to give effect to the Archbishop's plea for the elimination of race discrimination".

After discussion it was agreed that such a Resolution had already been discussed in Council and agreement reached that no change be made in our present policy and it was agreed to recommend to Council that a reply to this effect be made.

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, ON MONDAY, MARCH 9th, 1959 AT 5.15.PM

PRESENT: Mr Kennedy
Mrs Henderson
Mr Humble
Mrs Small
Judge van Winsen
Mr Wares

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Mrs Brock

ARISING FROM THE MINUTES: FEBRUARY 9th, 1959

HOCKEY PITCH: Mr Humble reported that he had received a written statement from Dau for the resurfacing of the pitch - Dau undertakes to scrape off ½" of the existing gravel and to replace it with fine gravel and roll to an even finish - Price £500.
To maintain the pitch, it must be rolled and watered daily after every match has been played.
Mr Humble said he would like to hand the matter over now to Judge van Winsen as he will be away for the next three to four weeks. Judge van Winsen agreed to handle the matter.
After discussing the method suggested by Dau, it was felt that by only resurfacing it by ½" that this would not be sufficient and it was decided that Mr Schuller should be asked to give an estimate and this Judge van Winsen agreed to to.
During the discussion, the question of the use of the architect's services was mentioned and it was decided, as a general principle, to consult the architects on all matters relating to buildings.
It was also agreed that when an estimate is received from Mr Schuller, that the Chairman be given authority to decide who should do the work, because time is running short and it would have to be done in the holidays in order that it be ready for the new term which opens on April 8th.

FENCE: Miss McLean reported nothing further has been done but that she had had a call from Mr Burton of the Municipality and she inspected the site with him and he told her to go ahead with what she suggested.
After discussion, it was agreed that we should go ahead with the remainder of our fencing, which would leave a very small triangle of school ground outside the fence, and that we should notify the Council when it is completed.

PAINTING OF THE INSIDE OF THE HILL:

Judge van Winsen reported that he had been in touch with Mr Ohlsson and that Mr Ohlsson had written to Messrs Clark Bruce accepting their tender and the work will be done in the June/July

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holidays - it is possible that it will take longer than three weeks, but actually they have four weeks, school re-opens on July 15th.

PAINTING OF SENIOR SCHOOL BUILDING

Judge van Winsen reported that he had spoken to Mr Ohlsson and Mr Ohlsson confirms that the two estimates are comparable. After discussion Judge van Winsen proposed that Messrs Clark Bruce be asked to do the work and this Mr Humble seconded. AGREED.

OUTSTANDING FEES: MRS PEGRAM

Miss McLean reported that she had received a letter from Messrs Syfret, Godlonton & Low, in answer to hers suggesting that the child does not return to school next term.
After discussing the matter, Mr Kennedy said he would like the matter held over until he has made further investigation.

SALARY: MISS TULLOCH

Miss McLean reported that Miss Tulloch was very dissatisfied with the increase granted to her, which had been given as a gesture. After discussion, it was agreed that the matter should be left in abeyance.

WAGES: GARDEN BOYS

They expressed their appreciation for the increases granted to them.

WAGES: COOK Was very satisfied.

THE COTTAGE: Mr Kennedy reported that Mr Waud from Messrs Syfret's Trust Company, came out to value the premises and he considered that should it be put up for sale, that it would probably realise £3,000 to £3,250. Certain alterations would have to be done and another factor to be borne in mind is that there is no garage. The general opinion was that the Cottage should be sold but before any decision could be taken, the matter would have to be referred to the Council, it was then decided that a recommendation be made to Council to sell the property.

RESOLUTION OF SYNOD

Mrs Henderson said that she had left the meeting before this item was discussed. She wished to place on record that she was not in agreement with the decision taken.

ANK BALANCE: This was presented -Credit £7,537. Mr Kennedy said he thought a further sum could be placed on call with Inter-Union Finance and that he would see Mr Robb.

ANDING FEES:

These were presented.

NY OTHER BUSINESS:

CYLINDER Miss McLean reported that the cylinder in the kitchen at

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The Hill is leaking and she called Mr Hoare in to investigate and he said that it required a new lining and that this would cost £17. It was agreed that it be attended to.

DRAINS: Miss McLean reported that now the grounds are being cleared at The Hill, the drains taking away the water at the tennis courts are very exposed and that Dau said that they should be buried and this he could do at a cost of £45.0.0. After discussion it was agreed that it be left over for the time being.

Miss McLean said that three of the 5 cement piles on The Hill property could be used as a practising tennis wall if the two were removed and the open space filled in. It was agreed that such a wall would have to be suitably prepared ground in front.
This matter was also held over.

At this stage Mrs Henderson and Mr Humble left the Meeting.

ESTIMATES FOR 1959 :

Mr Kennedy said that when the increases in fees were made, it was calculated that they would bring in an additional £5,000 but owing to the drop in numbers, there is now only an increase of £4,000.

The increases in salaries granted from 1st July 1958 were expected to cost over £2,500 but the estimate allows for an increase of only £842 over the actual figure for 1958 which included only six months of increased salaries. This is because the 1958 figure included a number of extra payments for temporary and relief staff employed during the illness of permanent staff,

The estimates for 1959 show an expected surplus of £1,412, after making allowance for increased costs under several headings especially special maintenance.
There will be a saving of £636 per annum on the rent paid for the two flats previously occupied by Junior Boarders.

Mr Kennedy also pointed out that Maintenance Charges will increase in view of the additional buildings now occupied.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED:

HEADMISTRESS'S REPORT MARCH 1959

STAFF: We are well staffed at present, with the exception of Physical Training for which I have not been able to find a full-time person, but we have been fortunate in having MRS DRUMMOND here for swimming four mornings a week for this term, the position has yet to be solved for next term. MISS WEIGHTS who is teaching Mathematics in the Middle School is helping with games on two afternoons, she is an excellent tennis player.

MISS WESSERMAN joined the Staff in January with excellent references from a Grammar School in England and is teaching General Science in the Middle School and Physical Science in Lower V which means that these girls have the opportunity of writing two sciences for the Matriculation Examination.

MISS FRYLINCK has had to retire for health reasons and she is very much missed at the Preparatory School, she has been with us 7 years. MRS MARAIS is doing her work temporarily; she relieved for Miss Tulloch last year.

MISS HARWOOD will have to give up most of her work at the end of this term to look after a very elderly father, we hope she will be able to keep on some of her work.

MRS CHEESMOND has to have an operation to her hand and will leave as Preparatory Matron at the end of the term, I have replaced her by MISS ROBERTSON who has both School and Nursing experience.

MRS STEPHENSON said she would have to go unless she could change her bedroom and as I was unable to do this, I accepted her resignation and am still seeking a replacement.

I should like more resident staff but these seem impossible to find.

[redacted]TH: has been good this term.

NUMBERS:

	December 1958.	March 1959.	Expected April
SCHOOL			
Boarders:	52	50	51
Day:	94	118	115
	146	168	166
PREPARATORY:			
Boarders:	17	14	16½
Day:	92	71	70½
	109	85	87
KINDERGARTEN:	45	40	40
	300	293	293

ACTIVITIES: Of the 23 candidates who entered for the School Leaving Certificate, 21 passed, 14 with exemption from Matriculation, 3 in the first class, 12 in the second and 6 in the third; and one Distinction, in Music.
Parties from various parts of the School have visited the Symphony Concerts, the Michaelangeli Concert, Lionel Tertis Recital, the Westminster Singers, the Planetarium, Whitfields Dairy, Princess Alice Home, Irma Stern's Art Exhibition, and "A Winter's Tale" at Maynardville, Professor Thornton-White has spoken to the Sociological Club on Town Planning; the Choir will sing at Isobel Frith's wedding on Friday 20th.
The evening for the Parents and Staff to meet is fixed for Monday, March 16th.

In games, we shall have had the usual Inter-House and Inter-School events, with the Inter-School Diving being held here on Wednesday 18th and Inter-House swimming on Monday 23rd. We are to play the Fathers at cricket and the Mothers at tennis on Wednesday 11th. Tests for the Bronze and the Silver Life Saving awards will be held before the end of the term.
At the Goodwood Show, Miss Blackwell's riding pupils did well, one being the Champion for those under 16.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

HERSCHEL SCHOOL,
CLAREMONT, CAPE.

February 18th, 1959

NOTICE is hereby given that the ANNUAL GENERAL MEETING of Members will be held at HERSCHEL SCHOOL, CLAREMONT, in the Library on FRIDAY, MARCH 13th, 1959, at 5.15.P.M.

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

THE ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

MINUTES OF THE ANNUAL GENERAL MEETING OF THE ENGLISH CHURCH ASSOCN, HERSCHEL SCHOOL, CLAREMONT, IN THE LIBRARY, ON FRIDAY, MARCH 28th, 1958 AT 5.30. P. M.

PRESENT: His Grace, the Archbishop, Revd John Aubrey, Mrs Brock, Mrs Dowie Dunn, Professor Grant, Mrs Henderson, Mr Kennedy, Bishop Lavis, Mr Robb, Mrs Small, Mr Justice van Winsen.

In attendance: Miss McLean.
Secretary: Mrs Withers.

Apologies for absence: Mrs Ballantine, Mr Baxter, Mr Wares.

MEETING: The Notice convening the Meeting was submitted.

MINUTES: The Minutes of the Annual General Meeting held on March 8th, 1957 were taken as read and signed by the Chairman as a true record of the proceedings.

REPORT & ACCOUNTS:

The Report of the Council and the Statement of Revenue and Expenditure for the year ended 31st December 1957, with Balance Sheet at that date, were submitted.

On the Motion of Mrs Henderson, seconded by Mr Robb, it was resolved:-

That the Balance Sheet and Accounts as at 31st December 1957, be adopted.
This was carried unanimously.

Mr Justice van Winsen said he would like placed on record the Council's appreciation of the tremendous amount of work done by Mr Kennedy on the School's behalf as the Chairman of the General Purposes Committee.
This was carried unanimously.

REMUNERATION OF THE AUDITORS:

On the Motion of Mr Kennedy, seconded by Mr Robb, 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:

In accordance with the Rules of the Association, Mr F.C.Robb, selected by the Archbishop, was due to retire but, being eligible he was pleased to accept his re-appointment by the Archbishop.

Mr David Baxter, selected by the Archbishop, was due to retire and the Archbishop informed Members that Mr Baxter had written to him to say that he would like to retire from the Council owing to pressure of work. Mr Baxter's resignation was received with regret and appreciation was expressed of the service which he had rendered to the Council.

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To fill a vacancy the Archbishop appointed his sister, Miss de Blank, and, as she had expressed her willingness to serve, this appointment was confirmed.

At the Annual General Meeting held on the 8th March 1957, the re-appointment to the Council of Mrs Brock and Mr Alers Hankey could not be confirmed owing to the death of Archbishop Clayton and these appointments were ratified at the present meeting by His Grace, the Archbishop.

These appointments by His Grace the Archbishop, leave one vacancy for a Member to be appointed by him.

Mr Kennedy proposed and Mrs Henderson seconded, that Mr Richard Humble be elected by Members to the Council and as Mr Humble had given his consent in writing to serve on the Council, if elected, this proposal was agreed to.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED.

Date..13 March 1957

CHAIRMAN.....

Apologies for absence:

Council Meeting
and Annual General Meeting.

His Grace.

Miss deBlank.



Bishopscourt
Claremont
Cape

9.3.63

Dear Mrs. Luthuli,

Will you please make my apologies for non-attendance at the meeting next Friday as I shall be away?

Yours sincerely,

Bantu de Klerk

THE ARCHBISHOP OF CAPE TOWN

BISHOPSCOURT CLAREMONT CAPE PROVINCE : TELEPHONE: 71-2531

8 March
1963

Dear Mrs. Withers,

The Archbishop asks me to thank you for the notice of the Annual General Meeting and Quarterly Meeting of Council to be held at Herschel next Friday, March 15. His Grace has unfortunately to be in Johannesburg all next week, and he asks me therefore to say how very sorry he is that it will not be possible for him to be at Herschel on that day.

Perhaps you will be kind enough to convey His Grace's very sincere regrets to the Headmistress and others.

Yours sincerely,

Peggy Brett

Secretary.

Mrs. E.R. Withers,
Herschel School.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

BALANCE SHEET AS AT 31ST DECEMBER 1958

1957					1957			
		SHARE CAPITAL				FIXED ASSETS		
		Authorised				Land and Buildings, Claremont, C.P. - At Cost		
£500		10,000 Shares of 1/- each	£500 - -					
		Issued			54,320	Herschel School	54,319 11 4	
					45,586	"The Hill"	59,178 19 -	
	257	5,142 Shares of 1/- each, fully paid		257 2 -	99,906	(Mortgaged as per Contra)	113,498 10 4	
					1,483	101,389 Staff Residence	1,483 6 -	114,981 16 4
		CAPITAL RESERVE				Furniture and Equipment -		
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			Book Value at 1st January 1953	1,375 - -	
						Additions since, at Cost	2,144 5 7	
							3,519 5 7	
26,595	50,821		30,441 18 3	54,667 13 6	2,645	Less Depreciation since 1st January 1953	984 5 7	2,535 - -
		REVENUE AND EXPENDITURE				Pianos -		
	22,280	ACCOUNT		22,520 16 2		Book Value at 1st January 1953	225 - -	
						Additions since, at Cost	324 19 6	
	73,358			77,445 11 8			549 19 6	
		MORTGAGE CREDITOR				Less Depreciation since 1st January 1953	449 19 6	100 - -
		South African Mutual Life Assurance Society:				Linen and Curtains -		
		Balance of First and				Book Value at 1st January 1953	100 - -	
2,000		Second Bonds	2,000 - -					
12,928		Balance of Third Bond	12,927 11 9			Less Depreciation since 1st January 1953	50 - -	50 - -
14,928		(Secured on Land and Buildings known as Herschel School, as per Contra)	14,927 11 9		50			
						Cutlery, Crockery, Glassware and Kitchen Utensils -		
-		Balance of First Bond	24,752 10 10			Book Value at 1st January 1953	150 - -	
		(Secured on Land and Buildings, "The Hill", as per Contra)				Less Depreciation since 1st January 1953	50 - -	100 - -
					100			
	14,928			39,680 2 7	104,384			117,766 16 4
		TRUST FUNDS				TRUST FUND INVESTMENTS		
50		Sonia Beck Memorial Prize	50 - -			Quoted:		
-		Janet Steyn Memorial Prize	50 - -					
-		Gordon Stobie Musicianship Prize	50 - -					
1,000	1,050	W. Duncan Baxter Trust Fund	1,000 - -	1,150 - -		1,000 5½% Cumulative Preference Shares of £1 each, fully paid, in J.W. Jagger and Company Limited - At Valuation		
		LOAN FROM RHODES TRUST (Free				W. Duncan Baxter Trust Fund	1,000 - -	
	5,000	of Interest)		5,000 - -				
		(Used in connection with the cost of acquisition of Land and Buildings, "The Hill")			1,000	(Market Value: At 31st December 1958 - £700 At 31st December 1957 - £750)		
	£94,336	FORWARD:		£123,275 14 3	£1,000 104,384	FORWARD:	£1,000 - -	£117,766 16 4

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

BALANCE SHEET AS AT 31ST DECEMBER 1958 (CONTINUED)

1957					1957				
	£94,336	BROUGHT FORWARD:		£123,275 14 3		£1,000 104,384	BROUGHT FORWARD:	£1,000 - -	£117,766 16 4
		CURRENT LIABILITIES					TRUST FUND INVESTMENTS (CONTD.)		
11,868		Bank Overdraft	- - -				Unquoted:		
910	12,778	Sundry Creditors	2,192 10 1	2,192 10 1			South African Permanent Building Society:		
		NOTE: There is a commitment in respect of the balance of a Contract for Additions to Landed Property, estimated at - £1,000. (1957 - Nil)				50	Permanent Shares -		
						-	Sonia Beck Memorial Prize	50 - -	
							Janet Steyn Memorial Prize	50 - -	
						- 1,050	Gordon Stobie Musicianship Prize	50 - -	1,150 - -
							CURRENT ASSETS		
						152	Stocks on Hand	208 2 5	
						1,466	Sundry Debtors	1,596 18 2	
						-	Cash on Deposit with Inter-Union Finance Limited	4,000 - -	
						62 1,680	Cash at Bank and on Hand	746 7 5	6,551 8 -
	£107,114			£125,468 4 4		£107,114			£125,468 4 4

CHAIRMAN.

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 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 1958 and the Revenue and Expenditure Account gives a true and fair view of the Surplus for the year ended on that date.

CAPE TOWN.

24th February, 1959.

CHARTERED ACCOUNTANTS (S.A.)

AUDITORS.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REVENUE AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 1958

1957						1957				
		Salaries of Staff:						Fees:		
14,687		Teaching	16,956 4 11			33,730		Tuition and Board	36,978 19 7	
1,151		Non-Teaching	1,350 9 8			3,627	37,357	Extra Subjects	3,821 17 -	40,800 16 7
1,247		Secretarial	1,289 12 -				107	Registration Fees		94 10 -
2,503	19,588	Special Subjects and Services	2,811 15 2	22,408 1 9			445	Sundry Revenue		365 11 1
	2,801	Wages of Domestic Staff and Garden Boys		3,157 1 11			140	Surplus on Sale of Bathing Box		- - -
		Provisions:								
323		Bread	360 17 -							
290		Butter	307 10 4							
1,498		Fish, Fruit, Vegetables and Eggs	1,639 10 -							
1,359		Groceries	1,397 4 9							
2,098		Meat	2,426 5 3							
669	6,237	Milk	691 1 7	6,822 8 11						
		Domestic Charges:								
805		Electricity, Gas and Coal	850 13 10							
965		General Maintenance	526 3 11							
593		Laundry	568 12 2							
175		Miscellaneous Supplies	188 18 10							
150	2,688	Water	186 13 4	2,321 2 1						
	120	Sports Requisites		44 1 7						
		Property Charges:								
192		Grounds	426 14 10							
1,191		Maintenance	1,005 4 9							
67		Rates and Specific Services	73 1 7							
636		Rent of Santa Maria Flats	530 - -							
58	2,144	Water for Swimming Bath	70 4 1	2,105 5 3						
		Administration:								
32		Advertising for Staff	26 9 8							
105		Audit Fee	105 - -							
31		Bank Charges	29 4 -							
302		Miscellaneous	243 11 5							
60		Postages and Telegrams	52 15 5							
239		Printing and Stationery	271 18 9							
122		Telephone Charges	119 17 6							
287	1,178	Class Materials	263 18 6	1,112 15 3						
		Contributions to:								
642		Pension Fund	659 1 5							
18	660	Unemployment Insurance Fund	17 9 9	676 11 2						
	268	Insurance		255 6 11						
		Interest:								
821		On Mortgage Bonds	1,371 18 9							
527	1,348	On Bank Overdraft	457 - 6	1,828 19 3						
	-	Bad Debts written off		32 3 6						
	294	Depreciation of Fixed Assets		256 11 6						
	723	Surplus for the year, carried down		240 8 7						
	£38,049			£41,260 17 8		£38,049				£41,260 17 8

[redacted]

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REVENUE AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 1958 (CONTINUED)

1957			1957		
22,280	Balance carried to Balance Sheet	22,520 16 2	21,557	Balance at 1st January 1958	22,280 [redacted]7
			723	Surplus for the year, brought down	240 8 7
£22,280		£22,520 16 2	£22,280		£22,520 16 2

NOTE:

No Provision for Taxation has been made for the year ended 31st December 1958 as the income of the Association is exempt from Taxation.

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THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

REPORT OF THE COUNCIL to be submitted at the Annual General Meeting to be held on Friday, the 13th, March 1959.

The Revenue and Expenditure Account shows a surplus of £240 -compared with £722 for the year 1957.
The estimates made for 1958 were completely upset by three factors:-

1) The decision to build the Junior Boarding House.
2) The increase in fees introduced in the fourth term.
3) The increases in salaries and wages which were effective from 1st July.

Nevertheless the final surplus of £240 was not very different from the original estimate of £134.
When the increases in fees were made it was calculated that they would bring in an additional £5,000 per annum, but there has been a drop in the total number of pupils as from January 1959 and therefore the estimates show an expected increase of only £4,000 in fees.

The increases granted in salaries from 1st July 1958 were expected to cost over £2,500 but the estimate allows for an increase of only £842 over the actual figure for 1958 which included only six months of increased salaries. This is because the 1958 figure included a number of extra payments for temporary and relief staff employed during the illness of permanent staff.
The estimates for 1959 show an expected surplus of £1,412 after making allowance for increased costs under several headings especially special maintenance. There will be a saving of £636 per annum on the rent paid for the two flats previously occupied by Junior Boarders.

Maintenance charges will increase because of the additional buildings now occupied. A regular programme of repainting and repair work is being undertaken each year.

There was an increase of £3,946 in the Development Fund in 1958 as a result of donations and the very successful fete held in November.

	1957	1958	Increase of Decrease.	Estimate for 1959
Tuition & Board.	33730	36979	+ 3249	40912
Extra Subjects:	3627	3822	+ 195	3500
Registration Fees:	107	94	- 13	100
Sundry Revenue:	445	366	- 79	350
" Special	140	-	- 140	-
	£ 38049	£41261	+ 3212	£44862
Salaries-Staff	19589	22408	+ 2819	23250
Wages -Domestic	2801	3157	+ 356	3350
Provisions	6237	6823	+ 586	7250
Domestic Charges	2688	2321	- 367	2500
Sports Requisites	120	44	- 76	100
Property Charges	721	714	- 7	850
*Special Maintenance	787	861	+ 74	1500
Administration	1178	1113	- 65	1200
Rent	636	530	- 106	-
Pension Fund & UIF.	660	677	+ 17	675
Insurance:	268	255	- 13	275
Depreciation	294	257	- 37	250
Bad Debt	-	32	+ 32	-
Interest				2250
	37327	41021	+ 3694	43450
Surplus	722	240	- 482	1412
	£38049	£41261	+£3212	£44862

The average number of pupils attending the School during 1957 and 1958 and the number at the date of this Report are as follows:-

	Average 1957	Average 1958	Number at March 1959
SCHOOL:			
Boarders:	51	50	51
Day:	85	97	115
PREPARATORY:			
Boarders:	18	18	16½
Day:	90	96	70½
KINDERGARTEN	46	47	40
	290	308	293

MEMBERS OF COUNCIL:

In accordance with the Rules of the Association the following Member selected by His Grace, the Archbishop, is due to retire by rotation.

Bishop Lavis.

Owing to the death of Mr Alers Hankey on March 9th, a vacancy occurs for the Archbishop's selection, of which he has been notified by the Secretary.
Mrs A.J.Ballantine has tendered her resignation in writing. This leaves a vacancy for Members nomination.

AUDITORS:

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

GENERAL:

The Junior Boarding House in the grounds of "The Hill" was completed during the year and occupied for the last term.
The cost will be between £14,000 and £15,000 and this has been financed by raising a bond of £25,000 at 6% which also covers the balance of the cost of "The Hill" and grounds. This Bond is reducible by monthly payments over 20 years, the final payment being 1978.

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THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

REPORT OF THE GENERAL PURPOSES COMMITTEE TO BE SUBMITTED AT QUARTERLY MEETING OF COUNCIL ON MARCH 13th, 1959.

Meetings of the Committee were held on February 9th and March 9th.

FUND RAISING: Progress in connection with the Fund Raising Scheme has been held up due to doubt as to whether Mr Hale, who is to organise the scheme can remain in South Africa. We are waiting definite information in this connection.

THE HILL: Clearing the grounds:

Work is at present in progress on the clearing and laying-out of the grounds. The contract is being carried out by Mr Dau at a total cost of £425. There is already a great improvement in the appearance of the grounds. Most of the ground is being grassed and beds will be cut later for the planting of trees, shrubs and light climbing plants on the fence.

HOCKEY PITCH: An additional boy has been engaged mainly to look after the pitch. The surface has been improved by removing the loose pebbles and by frequently watering and rolling the pitch, but it is still very rough. These pitches require a surface almost as fine as a tennis court and re-surfacing is therefore necessary. We are reliably informed that if this work is done, the pitch should last for many years without resurfacing provided it is constantly bagged and rolled in the playing season.

JUNIOR SCHOOL BUILDING: On the advice of the Architect, Mr Ohlsson, Mr Clark Bruce's estimate of £850 has been accepted for the re-painting of the interior of "The Hill" which is in a very bad state in some parts. It should be recorded that the tender is not "firm" but is regarded as being the best tender by a large margin and the contractor is reliable.

SENIOR SCHOOL BUILDING :For renovation purposes, the exterior of the main school building has been divided into three sections:-

a) Section of buildings from corner of library wall nearest Herschel Road, round the front to top corner of property towards the mountain and next to Herschel Road, at the cloakroom.

b) Section of buildings from cloakroom corner at Herschel Road, round to corner of library where Section(A) starts.

c) Section of buildings comprising quadrangle enclosed by sickroom, Hall, Diningroom and Kitchen, quadrangle adjacent to Hall and cloakrooms at top end of property and enclosed yard on Herschel Road side of kitchen where the refrigerators are sited.

The work on Section (C) was completed last year and a contract for the work on Section (A) has now been placed with Mr Clark Bruce at a cost of £600.

THE COTTAGE: The Headmistress has stated that it is becoming increasingly difficult to find resident Staff. Apart from accommodation for Miss Tulloch at the junior boarding house, there are rooms for two members of staff. These rooms are vacant at present. As this accommodation is available and as the Cottage is now unoccupied, it is recommended that the Cottage be sold. If in the future there is not sufficient accommodation for residents, a flat could probably be rented nearby. As a matter of general policy it is considered that the Headmistress should be resident in the main buildings. The property has been inspected by a valuer who states that it would probably realise between £3,000 and £3,250. There is no garage and some alterations would have to be done by the buyer.

ESTIMATES:FOR 1959: This matter has been dealt with by Mr Kennedy in the Report to the Council.

August 10th, 1959

Dear Mrs Ballantine,

It was with regret that we received your letter resigning from the Herschel School Council.

May I, on behalf of the Council, express our sincere appreciation to you for the very keen interest you have always shown in the School, and the splendid service you have rendered during your many years as a Member of the Herschel School Council.

With all good wishes.

Yours sincerely,

for THE CHAIRMAN

HOPETOWN HOUSE
OAK AVENUE
KENILWORTH, CAPE
TEL: 76039

5th March 1959

Dear Miss Macleam,

It is with much regret I am writing to tender my resignation from the Council of the Herschel ~~Girls~~ School for Girls.
I feel that the time has come for some one younger & more actively connected with the school to sit on the Council.
I shall always think with pleasure of the years I was

March 31st, 1959

The Venerable Archdeacon Wood,
Bishopscourt,
CLAREMONT, Cape.

Dear Archdeacon Wood,

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

The next Quarterly Meeting of the Council will take place on Friday, June 12th, 1959, at 5.15.p.m. a notice for which will be sent to you at a later date.

Yours sincerely,

SECRETARY
THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

THE ARCHBISHOP OF CAPE TOWN

Telephone: 7-3689

Bishopscourt,
Claremont, C.P.

17th March, 1959.

Miss E.R. Withers,
Herschel School,
CLAREMONT. C.P.

Dear Miss Withers,

You will recall that at the Council Meeting on Friday, March 13th, I nominated to the Council the Archdeacon of Cape Town, the Venerable C.T. Wood and Mr. Walter Stanford. The Archdeacon's address is Bishopscourt, as above and Mr. Stanford lives at : "Tangmere", Glebe Road, Rondebosch.

With all good wishes,

Yours sincerely,

Archbishop of Cape Town.

Your Grace,

I would like to bring to your notice that Bishop Lavis, retires as a Member of the Council at the next Annual General Meeting, which takes place on Friday, March 13th.

Yours faithfully,

SECRETARY
THE ENGLISH CHURCH SCHOOLS ASSOCIATION

March 31st, 1959

W.Stanford,Esq.,
"Tangmere"
Glebe Road,
RONDEBOSCH.Cape.

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 (Incd).

The next Quarterly Meeting of the Council will take place on Friday, June 12th, 1959 at 5.15.p.m. a notice for which will be sent to you at a later date.

Yours faithfully,

SECRETARY
THE ENGLISH CHURCH SCHOOLS ASSOCN (INCD)

Telephone 6-2680

Old Timbers,
Balinore Road,
Rondebosch, Cape.
3rd March.

Dear Miss McLean,

Will you please make my apologies to the General Purposes Committee and to Council as I shall be away at Hermanus next week.

We leave by air on 2nd April so may I have leave of absence from Council for 6 months.

I would very much like to see you before I leave. May I ring up + fix a time the week after next?

With kind regards

Yrs sincerely

Ruth Brock.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

1959

MEMBERS OF COUNCIL

His Grace, the Archbishop.

		Position A.G.M. 1959.	Retires A.G.M.
SELECTED BY ARCHBISHOP:			
1.	Canon John Aubrey	Sitting	1960
2.	Mrs J.F.Brock	Sitting	1962
3.	Miss deBlank	Sitting	1963
4.	Mrs C.E.W.Henderson	Sitting	1962
5.	Mr F.C.Robb	Sitting	1961
6.	Mr Walter Stanford	Selected	1964
7.	Archdeacon of CapeTown The Venerable C.T.Wood	Selected	1964
8.	Vacant. J.D.WARES.		
NOMINATED BY MEMBERS:			
1.	Mrs Dowie Dunn	Sitting	1960
2.	Professor W.F.Grant	Sitting	1960
3.	Mr R Humble	Sitting	1963
4.	Mr H.L.Kennedy	Sitting	1960
5.	Mrs Small	Sitting	1963
6.	Mr Justice van Winsen	Sitting	1963
7.	Mr J.D.Wares	Sitting	1961
8.	Vacant Dr McDonald elected 1959 Mrs Dulcie Howes. " "		

- COUNCIL -

NOTICES OF COUNCIL MEETINGS, COUNCIL MEETING MINUTES AND REPORTS OF GENERAL PURPOSES COMMITTEE MEETINGS TO BE POSTED TO MEMBERS AS FOLLOWS

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

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

Mrs J.F.Brock,
Old Timbers,
Balintone Road,
RONDEBOSCH, Cape.
(Telephone No.6-2680)

Miss deBlank,
Bishopscourt,
CLAREMONT, Cape.
(Telephone No.7-3689)

Mrs Dowie-Dunn,
Aletta Walk,
WYNBERG, Cape.
(Telephone No.7-8557)

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

Mrs C.E.W.Henderson,
Cranbourne House,
Salisbury Avenue,
WYNBERG.Cape.
(Telephone No.7-3788)

Mr.R.Humble,
Westfield,
Lemon Lane,
NEWLANDS.Cape.
(Telephone No.)

Mr.H.L.Kennedy,
P.O.Box.206
CAPE TOWN
(Telephone No.41-3081)

Mr.F.C.Robb,
Silverhurst,
Alexandra Road,
WYNBERG, Cape.
(Telephone No.7-4185)

Mrs L.F.Small
Rosehill,
Hillwood Road,
KENILWORTH, Cape.
(Telephone No.7-5471)

Mr W.Stanford,
Tangmere,
Glebe Road,
RONDEBOSCH, Cape.
(Telephone No.6-4858)

Mr Justice van Winsen,
Villiers,
Dunkeld Avenue,
BISHOPSCOURT ESTATE
(Telephone No.7-3428)

Mr J.D.Wares,
Harden,
Marlborough Avenue,
KENILWORTH, Cape.
(Telephone No.7-5227)

The Venerable Archdeacon
C.T.Wood,
BISHOPSCOURT, CLAREMONT.
(Telephone No.7-3689)

GENERAL PURPOSES COMMITTEE

NOTICES OF MEETINGS to be sent to Members as follows:

Mrs J.F.Brock,
Old Timbers,
Balintone Road,
RONDEBOSCH, Cape.
(Telephone No.6-2680)

Mrs C.E.W.Henderson,
Cranbourne House,
Salisbury Avenue,
WYNBERG, Cape.
(Telephone No.7-3788)

Mr R Humble,
Westfield,
Lemon Lane,
NEWLANDS, Cape.
(Telephone No.)

Mr H.L.Kennedy,
P.O.Box.206
CAPE TOWN
(Telephone No.41-3081)

Mrs L.F.Small
Rosehill,
Hillwood Road,
KENILWORTH, Cape.
(Telephone No.7-5471)

The Hon.Mr Justice Ldev Van Winsen,
Villiers,
Dunkeld Avenue,
BISHOPSCOURT ESTATE, CLAREMONT.
(Telephone No.7-3428)

Mr J.D.Wares,
Harden,
Marlborough Avenue,
KENILWORTH, Cape.
(Telephone No.7-5227)

NOTE: The Committee meets at the School at 5.15.p.m. on the second Monday in each month.

From the Archbishop of Cape Town

7-3589

BISHOPSCOURT.
CLAREMONT.
CAPE.
S. AFRICA.

30 January, 1959.

Dear Mrs. Withers,

The Archbishop has asked me to send you the enclosed form duly signed.

With kind regards,

Yours sincerely,

Bertha de Smidt

Mrs. E. R. Withers,
Herschel School,
Claremont.

January 28th, 1959

Your Grace,

At the last General Purposes Committee Meeting, held on Monday, December 8th, it was agreed to add certain signatures to those already at the bank for signing power there.

May we ask you to sign the enclosed form for the bank please.

Yours faithfully,

SECRETARY
ENGLISH CHURCH SCHOOLS ASSOCIATION

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE ANNUAL GENERAL MEETING OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD) HELD AT HERSCHEL SCHOOL, IN THE LIBRARY, ON FRIDAY, MARCH 13th, 1959, AT 5.18.P.M.

PRESENT: His Grace, the Archbishop (In the Chair)
Canon John Aubrey.
Professor W.P.Grant
Miss deBlank
Mrs Henderson
Mr H.L.Kennedy
Mrs Small
Judge van Winsen
Mr J.D.Wares.

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence:
Mrs Brock
Mrs Dowie Dunn
Mr R Humble
Mr F.C.Robb

MINUTES: The Minutes of the Annual General Meeting held on Friday, March 28th, 1958, were taken as read and signed by the Chairman as a true record of the proceedings.

REPORT AND ACCOUNTS:

The Report of the Council and the Statement of Revenue and Expenditure for the year ended 31st December 1958, with Balance Sheet at that date, were submitted.

On the Motion of Judge van Winsen, seconded by Miss deBlank, it was resolved:-

That the Balance Sheet and Accounts as at 31st December 1958, be adopted.
This was carried unanimously.

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.

His Grace, notified Members that he has appointed The Venerable Archdeacon C.T.Wood and Mr Walter Stanford to fill the two vacancies.

Mrs Ballantine had tendered her resignation, but as this had not been received in due time, it was agreed to discuss the filling of the vacancy at the next Meeting.

Date....4 March 1960 CHAIRMAN.....

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

Herschel School,

CLAREMONT, Cape.

May 21st, 1959

THE QUARTERLY MEETING of the COUNCIL will be held at Herschel School, Claremont, in the Library, on Friday, June 5th, 1959, at 5.15.p.m.

A G E N D A.

1. Minutes to be Confirmed.

Quarterly Meeting held on March 13th, 1959.

2. Report of the General Purposes Committee.

3. Report of the Headmistress.

4. Any other business.

SECRETARY

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL SCHOOL, IN THE LIBRARY, ON FRIDAY, MARCH 13th, 1959 AT 5.0.P.M.

PRESENT: His Grace, the Archbishop (In the Chair)
Canon John Aubrey
Professor W.F.Grant
Miss deBlank
Mrs Henderson
Mr H.L.Kennedy
Mrs Small
Judge van Winsen
Mr J.D.Wares

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Mrs Brock
Mrs Dowie Dunn
Mr Humble
Mr Robb

MINUTES: The Minutes of the Quarterly Meeting of the Council held on Friday, December 12th, 1958, copies of which had been sent to Members, were taken as read and signed by the Chairman, as a true record of the proceedings.

GENERAL PURPOSES REPORT: This was presented by Mr Wares.

Arising from this Report:

Fund Raising: Mr Kennedy reported that he understands Mr Hale has now been granted a residential permit and that he will be returning to South Africa and that a Meeting will be called to discuss further plans in this connection and the result of the discussions will be reported back to the next meeting.

The Hill: (Clearing-the-grounds) This work is being carried out satisfactorily by Dau.

Hockey Pitch: No definite decision has yet been reached in this matter - a further estimate has been asked for from Mr Schuller and on receipt of this comparisons will be made and the decision left with Judge van Winsen, so as to avoid any loss of time, asthe work will have to be done during the Easter holidays - Dau's estimate of £500, was considered on the high side.

Junior School Building:

The painting work will be carried out during the June/July holidays by Mr Clark Bruce.

Senior School Building:

Section (2) of the renovation scheme is now being done by Mr Clark Bruce.

Staff Cottage: The question of selling the Staff Cottage had arisen due to the fact that it is now

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unoccupied, and there is alternative accommodation for resident staff at The Hill, should this be required at a later date. The General Purposes Committee now asked for Council's approval to sell the Cottage. This approval was given.

HEADMISTRESS'S REPORT: This was presented.

Arising from this Report:

NUMBERS: Miss McLean said the numbers were lower in the Preparatory School this year, but she felt that these numbers were more satisfactory, as the building was considerably over-crowded last year. The over all pitcture was better, since the Senior School numbers should be roughly double than that of the Preparatory and this region is now emerging. She hoped that the Preparatory boarders would increase in the near future.

His Grace asked that the congratulations of the Council be recorded to Miss McLean on the excellent results of the December examinations.

His Grace suggested that an evening should be arranged for the Council to meet the Staff. Miss McLean said she would arrange for such a meeting.

LEAVE OF ABSENCE: The granting of Leave of Absence to Mrs Brock during her visit to England, was recorded.

RESOLUTION FOR SIGNING OF CHEQUES:

Mr Kennedy proposed and Mrs Henderson seconded:-

That Mrs L.F.Small, Mr R Humble and Mr J.D.Wares, be given power to sign cheques on behalf of the English Church Schools Association, in addition to Mr P.C.Robb, Mr H.L.Kennedy, Mrs J.F.Brock and Miss McLean.

AGREED.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED:

DATE.....

CHAIRMAN... J. W. Anderson

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON MONDAY, APRIL 13th, 1959 AT 5.15.P.M.

PRESENT: Mrs Henderson
Mr Humble
Mr Kennedy
Mrs Small
Judge van Winsen
Mr Wares (In the Chair)

In attendance: Miss McLean
Secretary: Mrs Withers

ARISING FROM THE MINUTES: MARCH 9th, 1959

Hockey Pitch: Judge van Winsen reported that he tried to supervise the resurfacing of the pitch practically every day and was satisfied as to the way it was being done by Messrs Schuller - the work was actually finished last Friday but due to the torrential rains on the Saturday the gravel was washed away and damage was particularly bad at the Claremont Gardens Fence, due to the sloping of the ground. Schuller had undertaken to put the matter right. Judge van Winsen stated that special attention would be required at the Claremont Gardens side after rain and the boy would have to be instructed to fill in any water channels at once. Schuller's estimate for the resurfacing was £437.10.0. and it was agreed to pay this account after the work had been inspected and accepted. It must be rolled after play - Schuller was of the opinion that the roller was not heavy enough and he is prepared to leave his roller there for a short while. He would look for a suitable roller for the school.

Fence: Miss McLean reported that she had received a letter from the City of Cape Town in which they state that as the proposed construction of the footway has resulted from a request by us, they feel that the land in question should be transferred to them upon payment of a nominal purchase price of £1. The transaction will be subject to the approval of the Administrator being obtained to this purchase, in accordance with the provisions of Section 128 of Municipal Ordinance No.19. of 1951, as amended.
The City Council will, of course, bear all costs of survey and transfer in their favour, and, in addition undertake at their own cost such alterations to the property as may be necessitated by the above-mentioned scheme.
After discussion, it was decided that we should agree to their suggestion, but in view of the fact that it was their fault, we should ask them to tarmac the top portion where the cars have to turn. Dau was contracted for the fencing and should there be any difference in cost as a result of this, the Council should be asked to meet the difference.

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PAINTING INSIDE OF THE HILL:

Miss McLean reported that Bruce had treated certain parts of the walls to check the reaction of different processes before undertaking the work in June/July.

PAINTING OF SECTION 2 -SENIOR SCHOOL:This work is well underway.

OUTSTANDING FEES: Miss McLean reported that Lord deVilliers has paid the fees for last term and she does not anticipate any difficulty in the future.

Miss McLean said she would really like something done in the case of Mrs Pegram, who is now owing £119.8.0. After discussion, it was agreed that Messrs Syfret, Godlonton & Low, be asked to issue summons and that a letter be sent to Mrs Pegram, stating that unless the fees are paid immediately, she will have to take the child away at the end of this term.

There is also an amount of £16.16.0. due by Mrs Whitefield in lieu of notice - Miss McLean said she received a letter from Mrs Whitefield on the 2nd December 1958, notifying her that her daughter would not be returning to Herschel after the end of the term. After discussion, it was agreed that a further letter be written to Mrs Whitefield from the School and should this not meet with any response, the matter be handed over to Messrs Syfret,Godlonton & Low.

Miss McLean said that two parents would be leaving Cape Town in the middle of the third term and would it be in order to charge them only half fees. It was agreed that this would be in order.

COTTAGE:Mr Kennedy reported that the figure of £3,750 was being asked and that he would make enquiries as to what is happening.

FUND RAISING: Miss McLean reported that Miss Cowden had been out to collect names and addresses - Miss McLean said they had asked for the name of the Staff and this she did not feel disposed to give as she would not like the staff to be approached for money - Mr Kennedy said he did not think that this would happen, but very possibly they require the names for contact purposes and felt that we should furnish them with all information they ask for. Mr Kennedy said that it will be necessary to arrange a meeting to discuss the financial planning, in order that we can set forth a programme as to how we anticipate using the money. It was agreed that a Meeting for this purpose take place on Monday, April 20th.

ANY OTHER BUSINESS:

Miss McLean asked if some record should not be made in the Minutes in regard to Mr Aler's Hankey's death. A donation was sent to St.Dunstan's and Miss McLean said she had received a letter from them acknowledging the cheque.
Miss McLean also asked if a letter should not be sent to Mrs Ballantine expressing the Council's appreciation of the service she had given to the School during her long period as a member of the Council. It was agreed that this be discussed

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at the next Council Meeting.

LEAVE: Miss McLean asked leave to proceed to England from June 1st until about the middle of August, as she felt this was a suitable time and the Staff would be able to cope most adequately for the two weeks at the end of this term and the two or three weeks at the beginning of the next term. The Committee were entirely in agreement, stressing the fact that the leave should be as long as possible.

MEMBERS:

The following names were suggested as possible members of the Council:-

Miss Dulcie Howes

Dr Robert McDonald.

Mr Wares agreed to ask them if they were prepared to accept nomination.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON MONDAY, MAY 11th, 1959 AT 5.15 P.M.

PRESENT: Mrs Henderson
Mr Humble
Mr Kennedy
Mrs Small
Judge van Winsen
Mr Wares (In the Chair)

In attendance: Miss McLean
Secretary: Mrs Withers

ARISING FROM THE MINUTES: APRIL 13th, 1959

FENCE: Miss McLean reported that Mr Dau has now completed our portion of the fence, but that she had received a letter from the City Council referring to her letter of January 29th, saying that the fencing in question has now received attention and that it is proposed to level off the verges in Kenmar Crescent as soon as the necessary labour becomes available. Miss McLean said she was at a loss to understand the contents of their letter, for in her communication to them dated January 29th, she drew their attention to the fact that their fencing which was erected on the retaining wall at the Claremont Gardens boundary was in a bad state of repair and asked them to consider repairing or renewing it. It was decided to leave this matter in abeyance.

PAINTING OF SECTION 2 - SENIOR SCHOOL:

This work is nearing completion and is looking very nice, it should be finished within the next few days.

OUTSTANDING FEES:

Miss McLean reported that she had received a reply to her letter addressed to Mrs Pegram, stating that her Attorneys had sent a cheque for £61.6.1. in part payment of the amount outstanding and that the balance of £58.1.11. would be paid by her direct to the School by Wednesday, May 6th, but this has not been done. After discussing the matter it was agreed that a letter should be sent to Mrs Pegram making it clear that unless the balance owing was paid immediately, she would have to remove the child from the school at the end of the term.

In the case of Mrs Whitefield, no response had been received to the letter written to her requesting payment of the amount of £16.16.0. in lieu of a term's notice. It was agreed that the matter be handed over to Messrs Syfret, Godlonton & Low for their attention.

STAFF COTTAGE:

Mr Kennedy reported that several enquiries had been made but it was proving difficult owing to there being no garage and the kitchen not fitted out. However, he feels sure that it will be sold.

MEMBERS: Mr Wares reported that both Miss Dulcie Howes and Dr Robert McDonald were agreeable to their names being put forward to serve on the Council.

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LEAVE: Miss McLean suggested in view of the fact that she was leaving for Europe on June 6th, it might be possible to have the Council Meeting on June 5th, instead of June 12th. It was agreed to arrange this and it was also agreed no General Purposes Meeting be held before that date, unless any business arose necessitating it.

PREPARATORY BOARDING ACCOMMODATION:

Miss McLean reported that she has received the final Certificate for £635.1.5. from Messrs Ohlsson & Twentyman-Jones and as there are still several matters to be finally attended to in the building, asked what should be done about the payment of this certificate.
After discussion, it was agreed that Mr Ohlsson should be consulted as to the amount which should be held back, until completion of the work.

BANK BALANCE: This was presented. £7,408.

MISS TULLOCH: Miss McLean asked the Committee if they would review Miss Tulloch's salary in view of the fact that the Preparatory School was being run by her extremely well and efficiently and suggested that she be put one notch higher, which would mean her salary would be increased by £60. per annum, to £816. with free board and residence. To this the Committee were pleased to agree.

HOCKEY PITCH: Mr Humble said he was most perturbed about the pitch and had arranged a meeting with Mr Jackson, the City Engineer, with Mr Schuller. They are to meet at the pitch on Tuesday, May 12th, at 4.o'clock. Judge van Winsen said he would also arrange to be present. A report of the meeting would be given at the next General Purposes Meeting.

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THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

REPORT OF THE GENERAL PURPOSES COMMITTEE for
COUNCIL MEETING - 5th JUNE,1959

Meetings of the Committee were held on 13th April and 11th May.

FUND RAISING: Work is now in progress in connection with the Joint Fund Raising Scheme for the four Schools - Bishops, Herschel, St.Cyprian's and St. George's. The appeal is to be for the "Four Schools Trust Fund" and is being organised by a joint Plans Board representing the four schools, with Mr Ashley Hale as adviser. A Financial Committee is compiling a schedule showing the future financial needs of the Schools; a Survey Committee is working on lists, prepared by Mr Hale's staff, of past pupils, parents, and others interested in the schools.
Other committees will be set up later.

It is anticipated that the actual campaign will be conducted in the period September to November in Cape Town and January to February in other regions.

HOCKEY PITCH: The pitch has been re-surfaced with fine gravel by Messrs Schuller at a cost of £437.10.0. The work was satisfactorily carried out, but the recent abnormal rains have created channels in the pitch and washed off some of the gravel which however has been held by the retaining wall in the Claremont Park boundary.

The gravel is being replaced by the boy specially employed to look after the pitch. It is apparent that the pitch will require constant attention.

STAFF COTTAGE:

Following on the Council's approval to sell the cottage, the matter was put in the hands of a Trust Company and a firm of Estate Agents. So far, no buyer at a satisfactory price has been found.

FINANCE:The financial position for the year to date is satisfactory. Fees are coming in regularly and income is adequate to meet expenditure.

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HEADMISTRESS'S REPORT

JUNE 1959

There is very little to report for the past three months. The School, both the Senior and Preparatory, have run smoothly and well, with almost no changes.

STAFF MRS TURNER has replaced MRS STEPHENSON as Housekeeper at the Preparatory School; previously to this she was Housekeeper at the Alexandra Club.

HEALTH: has been good with even very few colds.

NUMBERS remain as expected for April, at 293.

ACTIVITIES: have included Debates, Club Meetings, visits to the University by Upper V, when they had tea with Mrs Emmett at Fuller Hall and were shown the new Architectural block by Professor Thornton-White.

To Symphony Concerts, Parliament, the Castle, Princess Alice Home, C.A.F.D.A., the Con Esche Art Exhibition; Professor James has spoken on his expedition to the Antartic and Mr Musgrove on his European Tours.

The Inter-House Drama was judged by Mrs Allan and meetings have been arranged for Preparatory Staff and Parents and for Council and Staff.

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THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

Herschel School,

CLAREMONT, Cape.

August 20th, 1959

THE QUARTERLY MEETING of the COUNCIL will be held at Herschel School, Claremont, in the Library, on Friday, September 11th, 1959.

A G E N D A.

1. Minutes to be Confirmed.

   Quarterly Meeting of the Council held on Friday, June 5th, 1959.

2. Report of the General Purposes Committee.

3. Report of the Headmistress.

4. FOUR SCHOOLS' TRUST - To approve the draft of the Deed and Trust Settlement and to authorise the signature of the Deed on behalf of The English Church School Association (Incd).

   A copy of the Deed of Trust Settlement of the Four Schools' Trust is available for inspection at the School.

5. Any other business.

E.R. Withers

SECRETARY

THE ENGLISH CHURCH SCHOOLS ASSOCIATION

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL SCHOOL, CLAREMONT, IN THE LIBRARY, ON FRIDAY, JUNE 5th, 1959, AT 5.15.P.M.

PRESENT: Canon John Aubrey, Mrs Henderson, Mr Humble, Mr Kennedy, Mrs Small, Mr Stanford, Mr Wares.

In Attendance: Miss McLean.
Secretary: Mrs Withers.

CHAIRMAN: Canon John Aubrey was elected by those present to take the Chair.

Canon Aubrey said he would like, on behalf of members, to welcome Mr Stanford to the Council.

MINUTES: The Minutes of the Quarterly Meeting of the Council, held on Friday, March 13th, 1959, 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 Wares.

ARISING FROM THIS REPORT:

Fund Raising: Mr Kennedy reported - a Survey Committee has been formed to obtain information in connection with Past Pupils, and Parents of Pupils, for the Four Schools, so that these people can be approached at a later stage. There is also a Financial Committee to work out the requirements of the respective Schools - The actual date for launching the Fund will be about September and November for the Cape, and January and February in other regions. The target aimed at is £1,500,000 and the amount will be allocated as follows:-

BISHOPS - 55%, ST.CYPRIAN'S - 15%
ST.GEORGE'S - 15%, HERSCHEL - 15%

Herschel's Share of the target figure would be £225,000 and this amount has been divided as follows:-

£45,000 - repay the present indebtedness.
100,000 - for building plans.
80,000 - Endowment Fund.

Before anything definite is decided on, the Schools' proposals will be put before Council for its approval.

Hockey Pitch: This has been resurfaced by Messrs Schuller at a cost of £437.10.0. Mr Humble said that he is arranging for 1,000 bricks to be delivered at the site and these will be placed along the Claremont Gardens boundary and he thinks this will help to a certain extent to hold the water - the bricks are a donation to the school - the Chairman thanked Mr Humble on behalf of the School.

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Staff Cottage: The difficulty in selling the Cottage is due to the fact that there is no garage and the kitchen has no sink in it nor is it wired for an electric stove; also the walls need painting. After discussion, it was suggested that an amount of £100 - be spent on the kitchen.

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

> That the General Purposes Committee be authorised to spend up to £100, on improvements to the kitchen.

AGREED:

Finance: The position is satisfactory, particularly in regard to outstanding fees - this is no doubt due to the promptness with which outstanding amounts have been followed up by the Staff.

HEADMISTRESS'S REPORT: This was presented.

ARISING FROM THIS REPORT:

Miss McLean was asked who will be taking her place during her absence - Miss McLean replied - in the School Mrs Pierce-Jones would take charge - in the boarding house Mrs Courage and Miss Mulliner and Administrative matters would be attended to by the office staff.

Miss McLean was asked about the numbers for next year - Miss McLean said that in the Senior School she would have a full complement of boarders and in the Preparatory the numbers were increasing, but the numbers in the Kindergarten Department were disappointing.

Miss McLean said she would like to see more in the Kindergarten Department, but could not explain the reason for the drop, unless possibly as a result of the recent increase in fees. After discussion, Mr Kennedy suggested that consideration should be given to reducing the fees in this Department - The Chairman moved that this question be referred back to the General Purposes Committee for further discussion.

Canon Aubrey said he would like at this stage, on behalf of the Council, to wish Miss McLean a very happy holiday.

MBERS OF COUNCIL:

With regard to the two vacancies on the Council, Mr Kennedy proposed that Dr Robert McDonald and Miss Dulcie Howes be elected. This was seconded by Mrs Henderson.

Both the above names had indicated that they would be prepared to serve, if elected.

RESOLUTION:

Miss McLean drew attention to the need for someone to be authorised to sign cheques on the Float Account during her absence.

On the Motion of Mr Kennedy, seconded by Mrs Small, it was resolved:-

> That Mrs P.Gatonby or Mrs E.H.Withers be authorised to sign cheques on the Account - "Herschel School, Miss H.C.McLean, Headmistress" during Miss McLean's absence overseas, from June 6th to August 31st.

AGREED.

Mrs Ballantine:

Mrs Ballantine having tendered her resignation - Canon Aubrey moved from the Chair that a letter of appreciation for services rendered to the Council and School over a period of many years, be sent to Mrs Ballantine.

That it also be recorded in the Minutes the service rendered to the School by the late Mr H Alers-Hankey.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED:

Date: 11th September 1959 CHAIRMAN: J.W. Aubrey

From

THE ARCHDEACON OF CAPE TOWN

The Chaplain's Cottage,
Bishopscourt,
Claremont, C.P.

1st March, 1961.

The Ven. Archdeacon C.T.Wood

regrets that he will not be able to attend the Annual General Meeting of the Association to be held at Herschel School on Friday, March 10th, 1961.

The Secretary,
Herschel School,
Claremont.

Marlow,
Marlow Road,
KENILWORTH. Cape.

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

Dear Madam,

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

Yours faithfully,

Beatrice Cornaby Ft

June 22nd, 1959.

Mrs Cronwright,
Harlow,
Harlow Road,
KENILWORTH.Cape.

Dear Madam,

I have been directed by the Chairman of the Council of the English Church Schools Association (Incd), to notify you that you were duly elected a Member of this Council at the Quarterly Meeting held on Friday, June 5th.

The next Quarterly Meeting takes place on Friday, September 11th, at 5.15.p.m., at Herschel School; an official notice in this connection will be sent to you.

In order to complete my records for the Minute Book, may I please ask you to sign the enclosed letter and return it to me at your convenience.

Yours faithfully,

SECRETARY
THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

Brenton,
Greenfield Road,
KENILWORTH. Cape.

June 4th,1959

The Secretary,
English Church Schools Association,
Herschel School,
CLAREMONT, Cape.

Dear Madam,

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

Yours faithfully,

Robert Macdonald

23/6/1959

June 22nd, 1959

Dr R McDonald,
Brenton,
Greenfield Road,
KENILWORTH.Cape.

Dear Sir,

I have been directed by the Chairman of the Council of the English Church Schools Association (Incd), to notify you that you were duly elected a Member of this Council at the Quarterly Meeting held on Friday, June 5th.

The next Quarterly Meeting takes place on Friday, September 11th, at 5.15.p.,at Herschel School; an official notice in this connection will be sent to you.

In order to complete my records for the Minute Book, may I please ask you to sign the enclosed letter and return it to me at your convenience.

Yours faithfully,

SECRETARY
THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

THE ARCHBISHOP OF CAPE TOWN

Telephone: 7-3689

Bishopscourt,
Claremont, C.P.

25 August
1959

Dear Secretary,

The Archbishop is away and will therefore not be present at the quarterly meeting of the Council on September 11. Will you very kindly see that His Grace's apologies are presented for absence from the meeting?

Yours sincerely,

Peggy Drake

Secretary.

The Secretary,
English Church Schools Association (Inc.)

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON MONDAY, AUGUST 10th, 1959 AT 5.15.P.M.

PRESENT: Mrs Henderson
Mr Kennedy
Mrs Small
Mr Wares

Secretary: Mrs Withers

Apologies for absence: Mr Humble
Judge van Winsen

ARISING FROM THE MINUTES: MAY 11th, 1959

Fence: Mr Wares reported that the City Council has erected a strong fence on top of the retaining wall along the Claremont Gardens boundary on the far side of the hockey pitch at The Hill. It is a great improvement.

Redecoration of Section 2 - Senior School.

Mr Wares reported that this work has now been completed in terms of the contract, and when the Architect, Mr Ohlsson, has passed the work as being satisfactorily carried out, the account for £600 will be settled.

Outstanding Fees: The fees due by Mrs Pegram and Mrs Whitefield, have been paid.

Staff Cottage: Mr Wares reported that the Cottage has been sold for £3,300 - After allowing for the brokerage amounting to £95.0.0. and the installing of a stainless steel sink in the kitchen at a cost of approximately £25.0.0., we should realise about £3,180. Mr Wares said he has arranged for the building to be inspected to-morrow by Messrs Esterhuysen & Company, to ascertain whether there is any Italian Beetle in the timbers.

Preparatory Boarding Accommodation.

Mr Kennedy asked if a statement could be drawn up showing the amounts paid out for this building. It was agreed that this be placed before the next meeting.

Hockey Pitch: Mr Humble arranged with Mr Schuller to do some patching and this has now been completed at a cost of £25.0.0. The pitch appears to be very satisfactory now.

RATES ON SENIOR SCHOOL:

Mr Wares read a letter to the meeting which was sent to the School from the City Council drawing attention to the fact that the City Council were recommending that, on certain portions of the building, the school should be asked to pay rates. After discussing the matter, Mr Kennedy said we would have to be careful how a reply is worded, for we might involve ourselves further. Mr Kennedy agreed to get in touch with

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City Council and would report back to the next meeting.

FINANCE: BANK BALANCE: This was presented.

It was proposed that a Savings Account be opened with the S.A.P.MUTUAL BUILDING SOCIETY and that an amount of £2,000 be drawn and placed to the credit of this account.

KINDERGARTEN FEES:

It was agreed at the last Quarterly Meeting of the Council held on June 5th, that the question of a reduction in this Department's fees be discussed further by the members of the General Purposes Committee - Mr Wares said he thought the matter should be held over until Miss McLean's return.

AGREED.

EXTRACT FROM MINUTES OF MEETING OF THE COUNCIL OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED) HELD AT CAPE TOWN ON THE 17th AUGUST, 1959.

IT WAS RESOLVED: THAT JOOST, ARCHBISHOP OF CAPE TOWN, FRANCIS CHARLES ROBB and HAROLD LISTER KENNEDY, in their capacity as three of the Trustees of the English Church Schools Association (Incorporated) be and are hereby authorised to sign the Power of Attorney to pass transfer to KENNETH STROEBEL of the following property:-

CERTAIN land being Lot No.4 portion of Lot No.149 Grove Estate, situate at Claremont, in the City of Cape Town, Cape Division.

MEASURING 34 Square Roods 68 Square feet.

HELD by the said Association under Deed of Transfer No.4963 dated 9th July, 1931.

IT WAS FURTHER RESOLVED: THAT HAROLD LISTER KENNEDY be authorised to sign all Declarations, Affidavits and any other documents in connection with this transfer.

SECRETARY

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

REPORT OF THE GENERAL PURPOSES COMMITTEE FOR COUNCIL MEETING
11th SEPTEMBER, 1959

A Meeting of the Committee was held on 10th August, 1959.

FUND RAISING: Work is proceeding well. The campaign is being launched by a meeting of representative from the Peninsula and surrounding areas to be held at Bishops on the 2nd October, and by a second meeting of representatives from other areas to be held on 30th of October.

It should be explained that the target figure of £1,500,000 represents an amount of £750,000 which it is hoped to raise over a five-year period and another £750,000 to be raised later by a continuation of the scheme.

Members of the Councils of the four Schools have already indicated their intention to contribute £73,300, which is an excellent beginning.

HOCKEY PITCH: The pitch has now settled down well and is in continuous use. It is receiving regular attention - i.e. rolling and minor replacement of surface gravel and it is hoped that there will be no further major expenditure for some time.

STAFF COTTAGE: The Staff Cottage has now been sold on the following basis.

	Price realised.		£3,300.
less:	Commission	£95. 0. 0.	
	Expenditure on Kitchen.	24. 7. 0.	
	Expenditure required to furnish Beetle free Certificate.	13.14. 0.	133. 1. 0.
			£3,166.19. 0.

It is expected that transfer will be effected in about three weeks time.

JUNIOR BOARDING HOUSE: The accepted tender was for £12,935 (Messrs Buckland and Eaton) but there was a saving of £349.18.7. due to a number of favourable factors.

When professional fees and small miscellaneous items are added, the total cost will be well within £15,000, the figure stipulated by the Council at the Quarterly Meeting held on December 6th, 1958.

EXEMPTION FROM PAYMENT OF RATES: The City Treasurer, under direction from the Provincial Auditor, is at present reviewing properties which enjoy relief from the payment of rates. In this connection, the City Treasurer's representative, has stated that he intends to recommend to the City Council that portion of the residential accommodation which in his opinion is not essential for supervision of the boarders, should be subject to assessment for rates. Representations for continuance of full exemption are being made.

FEES FOR THE KINDERGARTEN: With reference to the Minutae of the Quarterly Meeting of the Council held on June 5th, the matter was discussed at the General Purposes Committee Meeting held on Monday, August 10th, but it was considered necessary to hold this over until the Headmistress's return from England.

HEADMISTRESS'S REPORT SEPTEMBER 1959

During my absence those in charge carried the School well and I came back to a happy atmosphere, with all running smoothly.

I would like here to record my appreciation for the loyalty and support which I receive from the Staff at all times, but in particular, on this occasion when so much willingness was shown and expressed.

Mrs Pierce-Jones, with Mrs Sachs, coped extremely well in the Day School, Miss Mulliner and Mrs Courage in the Boarding House, and Mrs Gatonby and Mrs Withers, as always, saw from the Office that all ran smoothly. To them all I am most grateful, and they in turn, have expressed their gratitude to the School for the extra remuneration we were able to give.

I would, at the same time, thank the Council most sincerely for having given me this opportunity of visiting Europe, in such ideal weather, and where, in fact, everything seemed too good to be true.

Mrs Pierce-Jones in her report says "From the moment Miss McLean left, the Staff all set to work to see to it that there should be no contretemps needing immediate attention on her return. As we had the co-operation of most of the classes, I think we succeeded, in spite of normal outbreaks of adolescent insubordination, all of which were dealt with before Miss McLean's return.

In common with other schools, we were hampered by the outbreaks of influenza which attacked both Staff and girls, but we were lucky in the fact that Mrs Silberbauer's back injury responded to treatment so that she was only away for the first ten days of this term instead of the threatened three months. During her absence, Miss Wessermann proved a tower of strength, coping with most of her own and Mrs Silberbauer's work. Mrs Grindley asked to be released but was persuaded to remain until Miss McLean's return.

We have had some interesting Club Meetings among them the Talk and Film of the New St.Lawrence Seaway given by the Canadian Trade Commissioner and the 'Cello Recital by May Mukle, and a most enjoyable Debate when the girls from Rustenburg joined us.

A party of Matriculation girls went to a performance of their Shakespeare set work by the girls of the Star of the Sea Convent and groups from Lower V and Upper IV heard the Vienna Boys Choir, and the Lower IV and Upper III supported the St.George's Grammar School Play in aid of their Development Fund.

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The only Staff changes are Mrs Grindley who has been able to give up the Arithmetic, which I always intended to take on my return and Miss Robertson, Matron at the Preparatory, who leaves at the end of the term, and for whose post I am still interviewing.

There are many enquiries for entry to the school, except in the Kindergarten, where applications are most disappointing, perhaps because of the fees, or the general decrease in population.

SCHOOL: NUMBERS:	JUNE:	SEPTEMBER
Boarders:	51	49
Day:	114	115
	165	164
PREPARATORY: "		
Boarders:	16½	20
Day:	70½	68½
	87	88½
KINDERGARTEN:	40	43
	292	295½

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INC)

HERSCHEL SCHOOL,

CLAREMONT, Cape.

October 5th, 1959

A SPECIAL MEETING of the COUNCIL will take place at Herschel School, in the Library, on Monday, October 12th, 1959, at 5.15.p.m. to receive the sub-Committee's Report in connection with the letter from the Secretary to the Synod and to decide any action to be taken.

The letter reads as follows:-

From The Reverend G.N.Walters,
St.Peter's Rectory,
Park Avenue,
CAMPS BAY.

Dated 28th January, 1959.

Dear Sir,

"At the Synod of the Diocese of Cape Town the following resolution was proposed and after discussion, carried by an overwhelming majority:-

"That this Synod pledges its support to the Governing bodies of Church Schools within the diocese in whatever steps they are able to take to give effect to the Archbishop's plea for the elimination of race discrimination".

Synod made it clear that it was fully appreciative of the work done by the "Church Schools", and it was anxious that closer and stronger links should be forged between the Church in the parishes and the Schools.

I shall be glad if the above resolution may be put before the members of your Council, and I shall be grateful for any information you can let me have as a result of their deliberations."

Yours faithfully,

(sgd) G.N.Walters.
Secretary to the Synod

Addressed to:-
The Secretary,
Herschel School,
Herschel Road,
CLAREMONT.

SECRETARY

Draft of suggested letter approved by four members out of five of the sub-scommitte:

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INC)

Herschel School,
CLAREMONT, Cape.

October 8th, 1959.

To:
The Secretary of the Cape Town Diocesan Synod,
St.Peter's Rectory,
Park Avenue,
CAMPS BAY.

Dear Sir,

Thank you for your letter of 28th January 1959, in which you requested that the following Synod resolution be brought before the Members of Herschel School Council:-

"That the Synod pledges its support to the Governing Bodies of Church Schools within the Diocese in whatever steps they are able to take to give effect to the Archbishop's plea for the elimination of Race discrimination".

A special sub-committee and the Council have given this resolution careful consideration, and we wish in reply to state clearly that there is no reference in our Articles of Association to discrimination on grounds of race alone. The Headmistress and Council are completely free (insofar as the law of the land allows) to exercise their own discretion in the matter of admitting pupils. Each application will continue to be considered on its own merits, with due regard to the welfare and happiness of both the School and the prospective pupil. The Council feels that it is unnecessary to formulate a new Policy, which cannot anyway be binding on future councils.

There is already a strong link between the School and the Parish of St.Saviour's. The Rector is Chaplain and Herschel is proud to regard the Parish Church as its School Chapel on Sundays and special occasions in the life of its Church as well as its School. Pupils at Herschel are encouraged to take an active interest in the Coloured Mission School in the Parish. They subscribe from their pocket money to the Mission School Beeding scheme. They support the Janet Bourhill Institute and other worthy causes which through unselfish service are seeking to transcend existing barriers. The chief aim of the education now being provided is to train girls to become thinking Christians, who will later prove themselves to be useful members of Church and Society, and make a positive contribution to the reconciling of conflicts and the healing of unhappy divisions in South Africa.

Yours faithfully,

(sgd) J.W.AUBREY.

CHAIRMAN

Draft of suggested letter put forward by the fifth member of the sub-committee, for discussion by the Council:-

Dear Sir,

In reply to your letter of January 28th, 1959, the Council of Herschel School has fully discussed the resolution passed at the Synod of the Diocese of Cape Town.

The Articles of Association of the School make no reference to a colour bar and the Council looks forward to the admission of pupils without reference to colour, if and when this is legally possible; and until such time will take all possible steps to prepare public opinion (and in particular parents, pupils and teachers) to accept what should be normal Christian practice.

The Council would be very grateful for any suggestions from Synod as to ways and means of carrying out this objective, and would like to co-operate with the Anglican Church in whatever steps are being taken to eliminate racial discrimination.

Yours faithfully,

CHAIRMAN

COPY

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INC)

Herschel School,

CLAREMONT, Cape.

October 14th, 1959

To:
The Secretary of the Cape Town Diocesan Synod,
St.Peter's Rectory,
Park Avenue,
CAMPS BAY

Dear Sir,

Thank you foryour letter of 28th January 1959, in which you requested that the following Synod resolution be brought before the Members of Herschel School Council:-

"That the Synod pledges its support to the Governing Bodies of Church Schools within the Diocese in whatever steps they are able to take to give effect to the Archbishop's plea for the elimination of Race discrimination".

In reply we would state that the resolution was very fully discussed at the Council Meeting of Herschel School on Monday, October 12th, and the following decision was made by a majority of the Council Members.

"Despite the fact that there is no bar in the Constitution of the School to the admission of children of colour, this Council is of the opinion that, in view of existing Laws and the current trend of legislation as well as the state of public opinion (in which must be included the opinion of some members of the Council itself, and no doubt some of the parents), it is impossible to open the School to the admission of non-white children at the present time.

Nonetheless, recognising its Christian duty and the absolute necessity for institutions such as ours to join with others in a sustained, sincere and massive effort to promote better and steadily improving Race Relations, it intends on its own and jointly with the Church and other Church Schools, by instruction in and out of the classrooms, in Chapel and by all other means in its power, to guide the thinking and the actions of the School and of its members so as to prepare it and those who go out from it to play a part in leading public opinion to accept the basic principles of human rights and common justice."

Yours faithfully,

(sgd) J.W. Aubrey.

ACTING CHAIRMAN

From: The Reverend G. N. Walters.

St. Peter's Rectory,
Park Avenue,
CAMPS BAY.

28th January, 1959.

Dear Sir,

At the Synod of the Diocese of Capetown the following resolution was proposed, and after discussion, carried by an overwhelming majority:-

> "That this Synod pledges its support to the Governing bodies of Church Schools within the diocese in whatever steps they are able to take to give effect to the Archbishop's plea for the elimination of race discrimination".

Synod made it clear that it was fully appreciative of the work done by the "Church Schools", and it was anxious that closer and stronger links should be forged between the Church in the parishes and the Schools.

I shall be glad if the above resolution may be put before the members of your Council, and I shall be grateful for any information you can let me have as a result of their deliberations.

Yours faithfully,

G.N. Walters

Secretary to the Synod.

The Secretary to the Council,
Herschell School for Girls,
Herschel Road,
CLAREMONT.

Sunday.

Cranbrook House
Salisbury Rd,
Wyndham.

Dear Mrs Harbour,

I understand that the letter proposed by the majority of the sub-committee has already been circulated to the various members of the Council. This is not in keeping with my understanding of the decision of the sub-committee appointed to go into this matter. I understood that both the majority proposal & my proposal would simply be tabled at the meeting tomorrow.

As the members of the Council have been given advance notice of the majority proposal, I have decided

that my draft letter must also be presented as it stands to the meeting.

Will you therefore, please always have sufficient copies made for each member at the meeting tomorrow.

Incidentally, I shall not be impressed if the argument is advanced tomorrow, that there was not time to circulate my letter!!.

Yours sincerely,

Nora Blenkinsop.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INC)

Herschel School,

CLAREMONT, Cape.

November 27th, 1959

THE QUARTERLY MEETING of the Council will be held at Herschel School, Claremont, in the Library, on FRIDAY, December 11th, 1959, at 5.15.p.m.

A G E N D A.

1. Minutes of the Confirmed.

   Quarterly Meeting of the Council held on Friday, September 11th, 1959.

2. Report of the General Purposes Committee

3. Report of the Head Mistress.

4. Any other business.

E. R. Lukes

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 11th, 1959 AT 5.15.P.M.

PRESENT: Canon John Aubrey, Miss deBlank, Mrs Dowie Dunn, Professor Grant, Mrs Henderson, Miss Dulcie Howes, Dr McDonald, Judge van Winsen, Mr Robb, Mr Wares, Archdeacon C.T.Wood.

In attendance: Miss McLean.
Secretary: Mrs Withers.

Apologies for absence: His Grace, the Archbishop.
Mr Humble.
Mr Kennedy.

CHAIRMAN: Canon Aubrey was asked to take the Chair in the Archbishop's absence.

Canon Aubrey said he would like to welcome Miss McLean back and felt sure that everyone joined him in this welcome.

He also welcomed Archdeacon Wood, Miss Dulcie Howes and Dr McDonald as members of the Council.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on Friday, June 5th, 1959, 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 FROM THE MINUTES:

Mrs Ballantine: The letter expressing the Council's appreciation for the Service rendered by Mrs Ballantine during her long association with Herschel School had been sent.

GENERAL PURPOSES REPORT: This was presented by Mr Wares.

ARISING FROM THIS REPORT:

Fund Raising: Mr Wares asked if Mr Robb had anything further to add to his report on this subject. Mr Robb mentioned the main features of the Trust Deed which was on the Agenda for approval.

Exemption from payment of Rates:

Mr Wares said that Mr Kennedy was obtaining a report on this matter and would advise the General Purposes Committee of his investigation at the next meeting which takes place on Monday, September 14th. Mr Robb said that all schools had received similar letters and that a point to be borne in mind, should the school be rated on certain portions of the building, was that we already pay to the City Council a fee of 1/6 per pupil, for Specific Services. Miss Howes asked if this applied to all schools. Mr Wares replied that only Private Schools were affected.

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Kindergarten Fees: Mr Wares said in his report that this matter had been held over until Miss McLean's return from England.
Miss McLean said she felt that this should be considered immediately. She could not be certain that it was a question of fees, but the entries for the Kindergarten for 1960 were very low. If a reduction in this Department's fees could be made, it would possibly encourage more entries, and thus assist in increasing the numbers in the Junior and Senior Schools.

Mr Robb considered the current fees to be high and suggested that the General Purposes Committee look into the matter and be given authority to act as they consider advisable.

AGREED

REPORT OF HEADMISTRESS: This was presented.

DEED OF TRUST SETTLEMENT -FOUR SCHOOLS' TRUST:

Mr Wares asked the Council for their approval of the Deed of Trust Settlement.

IT WAS RESOLVED:-

"That the said Deed of Trust Settlement be and is hereby approved and that Canon John Aubrey, in his capacity as Acting Chairman of the Council of the Association, be hereby authorised to effect signature of the said Deed of Trust Settlement when submitted in final form, special authority being hereby granted to the said signatory to approve any amendments to the said draft".

AGREED:

LEAVE OF ABSENCE was granted to Mrs Small during her absence overseas.

SYNOD'S LETTER: Miss deBlank asked if any decision had been made in connection with the letter received from the Secretary of the Synod.

The letter was discussed at the General Purposes Committee Meeting who were prepared to suggest an answer, but at the Council Meeting held in March 1959, the Archbishop rightly stated that it should not have gone before the General Purposes Committee, as it was a matter for Council; it could not be discussed at the said Meeting, as it was not on the Agenda. Since then no action has been taken. After much discussion, it was moved by Mr Robb and seconded by Miss Howes, that a sub-committee be formed to discuss the matter and to report to a special Meeting of the Council fixed for October 12th, and the sub-committee to consist of:-

Canon John Aubrey.
Mrs Henderson
Miss McLean
Judge van Winsen
Mr Wares

with power to co-opt-possibly Canon Birt or Mr Kidd, as deemed

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necessary.

It was suggested that the replies of the other Church Schools might be a help in these deliberations and Canon Aubrey agreed to ask if these could be seen.

J. W. Aubrey

DATE 11th December 1959 CHAIRMAN

MINUTES OF THE SPECIAL MEETING OF THE COUNCIL HELD AT HERSCHEL SCHOOL, CLAREMONT, ON MONDAY, OCTOBER 12th, 1959, AT 5.15. P.M.

PRESENT: Canon John Aubrey, Mrs Brock, Miss deBlank, Mrs Dowie Dunn, Miss Dulcie Howes, Mrs Henderson, Mr Humble, Mr Kennedy, Dr McDonald, Mr Stanford, Mr Justice van Winsen, Mr Wares, Archdeacon Wood.

In attendance: Miss McLean.
Secretary: Mrs Withers

Apologies for absence: His Grace, the Archbishop. Professor WF.Grant.

CHAIRMAN: Mr Robb proposed, Mr Kennedy seconded, that Caon Aubrey take the Chair. AGREED.

Canon Aubrey, Chairman of the sub-committee to make recommendations to the Council, in connection with the letter received from the Secretary to the Synod of the Diocese of Cape Town, reported on his consultations with the Chairmen of the sub-committees of Bishops and St.Cyprian's.

The draft of a suggested letter to be sent to the Synod's Secretary approved by four out of five members of the sub-committee had been circulated to all Members of the Council, and the draft of a suggested letter put forward by the fifth member of the sub-committee, for discussion by the Council, was made available for Members at the Meeting.

Judge van Winsen proposed, Mr Wares seconded, that the letter submitted by the majority of the sub-committee should constitute the reply to the letter of the Secretary of the Synod.

Discussion on this Motion ensued.

Mr Robb said he did not agree with the terms of the letter, more particularly in that the paragraph "Each application will continue to be considered on its own merits, with due regard to the welfare and happiness of both the School and the prospective parents", did not reflect the true position. He also claimed that the letter proposed did not meet the challenge contained in the letter from the Secretary of the Synod.

Mr Robb proposed as an amendment to the Motion, that a letter drafted by him and laid before the Council should be sent in reply.

Mrs Henderson moved that a further amendment to the effect that a draft letter prepared by her and laid before the Council should constitute the reply of the Council to the letter of the Secretary of the Synod.

After further discussion, the amendment proposed by Mrs Henderson was put to the Meeting and rejected by seven votes to four.

Thereafter, the amendment proposed by Mr Robb was put to the Meeting and adopted by seven votes to six.

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Mr Robb's amendment having become the substantive Motion, was further discussed; various small amendments to the term of the letter being suggested and accepted, Mr Kennedy then moved and it was seconded, that Mr Robb's letter reading as under be sent as this Council's reply to the Secretary of the Synod.

This Motion was adopted by nine votes to three.

To:-
The Secretary
of the Cape Town Diocesan Synod,
St.Peter's Rectory,
Park Avenue,
CAMPS BAY

Dear Sir,

Thank you for your letter of 28th January 1959, in which you requested that the following Resolution be brought before the Members of the Herschel School Council:-

> "That the Synod pledges its support to the Governing Bodies of Church Schools within the Diocese in whatever steps they are able to take to give effect to the Archbishop's plea for the elimination of Race Discrimination."

In reply we would state that the Resolution was very fully discussed at the Council Meeting of Herschel School on Monday, October 12th, and the following decision was made by a majority of Council Members.

"Despite the fact that there is no bar in the constitution of the School to the admission of children of colour, this Council is of the opinion that, in view of existing Laws and the current trend of legislation as well as the state of public opinion (in which must be included the opinion of some members of the Council itself, and no doubt some of the parents) it is impossible to open the School to the admission of non-white children at the present time.

Nonetheless, recognising its Christian duty and the absolute necessity for institutions such as ours to promote better and steadily improving Race Relations, it intends on its own and jointly with the Church and other Church Schools, by instruction in and out of the classrooms, in Chapel and by all other means in its power, to guide the thinking and the actions of the School and of its members so as to prepare it and those who go out from it to play a part in leading public opinion to accept the basic principles of human rights and common justice".

Yours faithfully,

(sgd) J.W.Aubrey

ACTING CHAIRMAN

SCHOOLS TRUST: The question of the Trustee to be appointed by Herschel School was discussed.
The Four Schools Trust require nine Trustees to administer the funds to be raised under this Trust.
After discussion, Mr Robb proposed, and Mr Humble seconded, that Mr H.L.Kennedy be appointed as a Trustee on behalf of Herschel School.

AGREED

J.W. Aubrey

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON MONDAY, SEPTEMBER 14th, 1959 AT 5.15.P.M.

PRESENT: Mrs Henderson
Mr Humble
Mr Kennedy
Mr Wares

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Judge van Winsen

ARISING FROM THE MINUTES: August 10th, 1959

Hockey Pitch: Miss McLean enquired about the further sum of £25.0.0. expended on the hockey pitch over and above the £437.10.0. Mr Humble replied that when the new fence between Claremont Park and the pitch had been erected, the weep-holes had been opened, causing runnels to be formed on the surface of the pitch - he had deemed it wiser to have the surface attended to by Mr Schuller. In answer to a further question, it was agreed that the pitch would need a certain amount of attention throughout the summer, in both watering and rolling in order that the loose top surface would not dry and be blown away by the South Easter.

Junior Boarding Accommodation: A statement was presented showing the amounts paid out in respect of this building. Mr Wares reported that he was taking up the matter of Messrs Burney & Anderson's account, with Mr Ohlsson, the Architect. There were many remeasurements such as windows etc. and he thought the matter required investigation.

Rates: It was decided that a letter be sent to the City Treasurer, setting out the recommendations put forward in the Memorandum supplied by Mr A.M.Ward of Messrs Syfret's Trust Company. Miss McLean agreed to draft a suitable letter.

Kindergarten Fees: Miss McLean explained that the Kindergarten had two groups of fees and up to the end of the Third Term 1968, these were £10.10.0. and for the first two groups, aged 5-6, and £13.13.0. for the third group -aged 7 years. These were then increased to £13.13.0. and £16.16.0. respectively and she considered that these fees were high, even though they included stationery and milk and biscuits, and thus accounted for the low entry for 1960.
After discussion it was agreed that as from January 1960, these fees should be £8.8.0. and £10.10.0. and that a letter be sent to parents to this effect.

GROUNDS:HILL WEEDING

Miss McLean asked for advice in connection with the weeds at The Hill on the land which Dau had planted with grass earlier this year. The task is a vast one and the two boys employed, could not cope with the existing garden, the hockey pitch, the tennis courts and the weeding of this new ground in its early stages. Mrs Henderson suggested employing Prisoners during the holidays - she had heard from Mrs W.J.Thorne that this had been most successful.
Mr Humble agreed to look at the ground and to see whether this might prove feasible as a solution.

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TENNIS WALL: Miss McLean said that the Tennis Wall that collapsed early this year had so far received no attention and either it must be replaced, or the gap caused by it at the end of the tennis court filled in before the season begins.
It was agreed to build a new tennis wall at a later stage and in the meantime to ask Dau to fill in the space with wire.

MR HOARE: Miss McLean said she would like to discuss the question of Mr Hoare's accounts - Miss McLean said that Mr Hoare was always ready to help the school whenever needed and she had always found him very satisfactory. He is always willing to do any transporting for her and proved himself so helpful when we moved the Preparatory boarders from the Flats to their new building. Mr Kennedy said he did not doubt Mr Hoare's honesty in his quotations and estimates for work, but that he had never really been satisfied with his method in rendering his accounts. It was agreed that Miss McLean carry on as before.

OUTSTANDING FEES: These were presented.

Miss McLean reported that letters have been sent to those concerned, requesting payment of the outstanding amounts.

FOUNDER'S DAY: It was suggested that Sir John Maud be asked to present the Prizes on Founder's Day. Miss McLean said she would ask the Archbishop if the second Friday in February would be convenient for him, and if so, would ask him to invite Sir John Maud. Should the Archbishop not be here, she would ask Canon John Aubrey.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON MONDAY, NOVEMBER 9th, 1959 AT 5.15.P.M.

PRESENT: Mrs Henderson, Mr Kennedy, Judge van Winsen, Mr Wares

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Mr Humble
Mrs Brock

ARISING FROM THE MINUTES:

Junior Boarding Accommodation: Mr Wares reported that he had spoken to Mr Ohlsson in connection with Messrs Gurney & Anderson's account and wassatisfied with the explanation given and the account has now been paid.

Grounds: The Hill: Miss McLean reported that she was unable to obtain prisoners to do the weeding at The Hill, but that a boy has been working there at £3.10.0. per week and asked if it would be in order for this boy to be kept on from week to week until the work was completed. AGREED.

Founder's Day: Miss McLean reported that Canon John Aubrey wrote to Sir John Maud inviting him to be the Speaker on Founder's Day and that he and Lady Maud had replied accepting the invitation - Founder's Day will be on Friday, February 19th, this date is convenient to both Sir John Maud and the Archbishop.

Miss McLean raised the question of accommodation for the Prize Giving and wondered if the time had come when the Senior School parents only should be invited, but to include the parents of Junior Prize winners.
She further suggested that perhaps the time had come to have two Prize Givings, The Preparatory School in the morning and the Senior School in the afternoon. After discussion the latter proposal was decided upon and it was agreed that Miss Porter be asked to give the Prizes to the Preparatory Prize Winners.

Rates: Miss McLean reported that she had received a reply from the City Council and they still feel that we should be rated on certain portions of the building. After discussion, Judge van Winsen said he would take the matter up with the City Council and report back to the next meeting. It was also felt that it might be advisable to leave the matter as it stands, rather than incur additional rates which might arise.

SWIMMING BATH:

Miss McLean reported that tiles are cracking in the swimming bath and thse are normally replaced possibly week by week when the swimming bath is emptied. At the beginning of the season when Mr Hoare came to inspect it he considered that the time had come for replacement but on a very much larger scale and advised that the matter be reported to the General Purposes Committee with a view to further advice being sort as to the necessity of re-tiling, as this was work beyond his scope. He considered that the tiles had originally been laid incorrectly and that this was causing the continual displacement. The cement round the bath had also been worn to a very rough

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state by the water lapping on it through the years. After a short discussion, it was decided that the financial position did not allow this advice to be followed and that the tiles should continue to be replaced as they break.

THEFT: Miss McLean reported that an amount of £35.10.0. had been taken from the office steel cabinet - the Police were called in and Mrs Withers made a statement and as well, three of the Domestic Staff who have occasion to clean and lock the Office were questioned by the Police. The Insurance Company were notified of the theft and Mr Fish came out to the School and gave Mrs Withers to understand that he would see whether the Insurance Company would meet a part of the loss; since then we have been informed by Mr Fish that the Insurance Company are prepared to £25.0.0. as an ex gratia payment; it was agreed that the School would bear the difference of £10.10.0.

S.O.S.B.W. Miss McLean reported that she had received a further appeal from the S.O.S.B.W. for a donation. After discussion it was agreed that since the School was a non-profit making establishment, the Committee had not the power to authorize donations; as well it felt that the S.O.S.B.W. were in a satisfactory position financially.

OUTSTANDING FEES: These were presented - Miss McLean said that the routine reminders were being sent to the parents concerned.

GATES: Miss McLean said she felt the time had come when something must be done about the entrance to the school - cars are constantly coming through the grounds at night - after discussion it was agreed that this matter would have to be left in abeyance, but it was suggested chains might serve the purpose.

TENNIS WALL: Miss McLean reported that Dau has filled in the gap in the tennis fence, but as yet nothing had been done about the tennis wall - after discussion it was agreed to leave this matter in abeyance.

FINANCE: Mr Kennedy reported that for the first nine months of the year there was a loss of £1,131 - in his estimates at the end of last year he estimated a surplus of £1,400 for the year - December is usually a month when the expenditure is low and this might correct the outstanding loss . In the £1,131, an amount of £437.10.0. was for the hockey field and £640 for re-decoration of the school building (section 2).
Mr Kennedy said he would come to the Office and go into figures and as well, arrange for repaying some of the Bond as a result of the sale of the Staff Cottage.

HEADMISTRESS'S REPORT:DECEMBER 1959

STAFF: There are several changes at the end of this year and all are satisfactorily replaced except for the House Staff which remains more and more of a problem.

MISS THORN, House Matron, leaves after a second five years with us and I shall miss her very much but she feels the need for a change.

MRS COURAGE, House Mistress, leaves after a year here, for family reasons.

In School, MISS DICK leaves after five years, partly owing to my reorganization and partly for family reasons, MISS TULLOCH will take over her class which will move to The Hill, and make another room for us here.

Of the other changes, those leaving were here in a temporary capacity, MISS OLVER goes to England and is replaced by MRS IMMELMAN for Mathematics in the top three Forms; MISS WEIGHTS goes to the University for a Teacher's Training Course and is replaced by MRS YOUNG who was on the Staff here as MISS SKIELS and was always well spoken of by Mrs Steyn and by Miss Porter. MRS MARAIS who has helped at the Preparatory School is always willing to help when needed, but her work and some of Miss Tullochs will be covered by MISS PETCH, who came from England in October and is Froebel Trained.

HEALTH: The Preparatory School have had both Measles and Chicken-pox, but the Senior School has had a good term.

NUMBERS: These are still disappointing in the Kindergarten Department, but for the rest they are normal with the "after the war bulge" being in Standard VII, next year. We shall have two streams in each Standard in the Senior School next year making the extra class room necessary and we must consider a second Laboratory as an urgent need for these two streams and the need for more science.

	Average for 1959.	Expected for 1960
SCHOOL		
Boarders:	50	54
Day:	116	114
	166	168
PREPARATORY		
Boarders:	17	12
Day:	69	68
	86	80
KINDERGARTEN	40	34
	292	282

ACTIVITIES: This has been another short term to end of the year, but we have visited in parties, the Trafalgar Day Service in the Cathedral; a film at St.Saviour's Hall; Inter Provincial Tennis at Rondebosch and the Tennis Clinic held for schools there; the Nutcracker Suite Ballet at the City Hall and Bishop's Carol Service.

Visitors to School have included Sister Madelene to speak on The Religious Life; Mrs Creighton to judge the Inter-House Music Competition, and Mr and Mrs Mills Maddox for a Music Recital at which some of Monterey joined us.

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Theory Examinations have been held, which all passed, one with full marks and one losing one mark; the Choir has sung at St.Saviour's Church and joined with the Church Choir when the Service was broadcast; the Abe Bailey Afrikaans Speaking Competition has been held in the top Form, with similar ones throughout the School, while we have now arranged Prayers in Afrikaans on one day in the week; matches have been played, several girls have been successful in local Gymkhanas and one Silver Life Saving award has been gained.

A Fireworks evening was arranged by some kind fathers, for boarders, Staff and their children and this proved more exciting than was expected.

Six girls attended the Citizenship Course in the Michaelmas holidays.

Thirty-four girls were Confirmed in St.Saviour's Church on October 28th and parents of boarders came back for tea afterwards.

Twenty-nine girls are writing the School Leaving Certificate this year.

The Carol Service will be held in St.Saviour's Church on Monday, December 7th, at 8.0.p.m., and Holy Communion will be Celebrated in the School Chapel on Tuesday morning, with term ending at mid-day.

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MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL SCHOOL, CLAREMONT, IN THE LIBRARY, ON FRIDAY, DECEMBER 11th, 1959 AT 5.15.P.M.

PRESENT: Canon John Aubrey, Miss deBlank, Mrs Dowie Dunn, Professor Grant, Mrs Henderson, Miss Dulcie Howes, Mrs Small, Mr Stanford, Mr Wares, Mr Robb, Archdeacon Wood.

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: His Grace, the Archbishop.
Mr Humble
Mr Kennedy
Judge van Winsen

CHAIRMAN: Mr Robb proposed that Canon Aubrey take the Chair in the Archbishop's absence.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on Friday, September 11th, 1959, 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 FROM THE MINUTES: September 11th.

Exemption of Payment of Rates: Mr Wares reported that Judge van Winsen had been in touch with the City Council in regard to the portions for which they consider the School should be rated, the final decision being that rates be paid on the quarters occupied by the native men, coloured domestics and rooms of two European staff. It was agreed that no further action be taken.

MINUTES OF THE SPECIAL MEETING held on MONDAY, October 12th, 1959:

Canon Aubrey asked if it was the wish of the Members that he sign these Minutes, copies of which had been sent to Members. AGREED.

ARISING FROM THE MINUTES:

Archdeacon Wood asked if copies of the draft letters have been put in the Minute Book - the Secretary said that this had been done.

Canon Aubrey reported that at Synod the Archbishop had reported on the answers from the Four Schools relating to the resolution passed at the last Synod Meeting. He said that the Archbishop's reply was an absolutely fair statement and that the Clergy and Laity present were extremely grateful to the Archbishop for presenting so fair a statement - this is to be printed so that members of Council will be able to see it.

REPORT OF THE GENERAL PURPOSES COMMITTEE: This was presented by Mr Wares.

ARISING FROM THIS REPORT:

Mr Robb asked if any publicity has been given to the reduction in the Kindergarten Fees - he was sorry to see that the numbers are still down in that Department in spite of the substantial reduction of £5.5.0. per term - Miss McLean replied that all

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fee sheets have been altered showing the reduction in the fees. After various suggestions were made, it was felt that when the Headmistress presents her Report on Founder's Day mention could be made in regard to the reduction in the fees.

Finance: Miss McLean asked why the amounts paid out in respect of the Hockey Pitch and the Repainting of The Hill could not be shown as capital expenditure - Mr Wares replied that this could not be done as it is of a general maintenance item.

Fund Raising: Mr Robb reported that the present phase of the Fund was closed on Wednesday, December 9th, at £216,000 (closed only in the sense that the working Committee have gone into a Christmas recess). The next campaign will begin in February - which should do well - it is hoped to reach the £600,000 mark, unless something were to go very wrong. The Nine Trustees will meet on Friday and there is already sufficient money to reimburse the Schools advances to set the organisation going - such as salaries, printing, etc., the repayment of the amounts advanced should reach the Four Schools very shortly - Canon Aubrey thanked Mr Robb for this report.

Miss Howes asked over what period it is expected to raise the money - Mr Robb replied that it is hoped that £800,000 in the first five years and then over the next ten years period a further £700,000.

Mrs Small asked if future parents had been approached - Mr Robb replied that this would not be practicable as it would mean that the Schools would then have to guarantee vacancies for the children concerned.

Archdeacon Wood asked whether part of the Archbishop's charge had been considered by the Trustees of the Fund asking whether any part of the monies raised by the Four Schools Trust would be used to help the less fortunate Church Schools. Mr Robb replied that he had not heard of any such charge but legally the monies raised by the Four Schools Trust could in no way be used for any other purpose but that for which it was raised.

HEADMISTRESS'S REPORT: This was presented.

ARISING FROM THIS REPORT:

Mr Robb said he did not know if this was the correct place to raise his point or not but in connection with the Confirmation Service which was held on October 28th - he thought he was right in saying that there were over two hundred Candidates and that the Service was far too long and in his opinion took away the Sacredness of the Service - Canon Aubrey replied that he fully realised that it was a long Service but it was very difficult to avoid such a large number, but did not feel that the Sacredness of the Service lost - Mr Robb replied that he in no way wished to criticise the Rector and fully agreed that the Service was performed in a solemn atmosphere. Canon Aubrey said he did not think it would happen again, but also said that if there were more Bishops available it would overcome the difficulty.

Miss Howes asked if among the activities reported could visits be made to C.A.F.D.A., Shawco., Windemere and contact be made with the Coloured people aswas done at St.Cyprians

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where she understands Debates and Netball matches are arranged with the Non-Europeans.
Miss McLean replied that through the Sociological Club visits were made to just the places mentioned and as well to Protea where contribution was made to the School Feeding and the girls helped serve. At Christmas a party was given there and enjoyment shared by both Herschel and Protea.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

Date. 6.M.1960

CHAIRMAN.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

1960.

MEMBERS OF COUNCIL:

His Grace, the Archbishop.

	Position A.G.M. 1960.	Retires A.G.M.
SELECTED BY ARCHBISHOP:		
Canon John Aubrey	Retired & reselected	1965
Mrs J.F.Brock	Sitting	1962
Miss de Blank	Sitting	1963
Mrs C.E.W.Henderson	Sitting	1962
Mr F.C.Robb	Sitting	1961
Mr Walter Stanford	Sitting	1964
Mr J.D.Wares	Sitting	1961
Archdeacon C.T.Wood	Sitting	1964
NOMINATED BY MEMBERS:		
Mrs Dowie-Dunn	Retired & re-elected	1965
Professor W.F.Grant	Retired & re-elected	1965
Mr R Humble	Sitting	1963
Mr H.L.Kennedy	retired & re-elected	1965
Mrs L.F.Small	Sitting	1963
Dr R.L.McDonald	Sitting	1964
Miss Dulcie Howes	Sitting	1964
Mr Justice van Winsen	Sitting	1963

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

HERSCHEL SCHOOL,

CLAREMONT, Cape.

February 19th, 1960.

NOTICE is hereby given that the ANNUAL GENERAL MEETING of Members will be held at HERSCHEL SCHOOL, CLAREMONT, in the Library on FRIDAY, March 11th, 1960, at 5.30.P.M.

I. To receive the accounts, with Auditor's Report thereon and the Report of the Council on the last 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. Luthers

SECRETARY

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

HERSCHEL SCHOOL,

CLAREMONT, Cape.

February 19th, 1960.

THE QUARTERLY MEETING of the COUNCIL will take place in the Library at Herschel School, on Friday, March 11th, 1960, at 5.0.p.m.

A G E N D A

I. Minutes to be confirmed.

Quarterly Meeting held on December 11th, 1959.

2. Report of the General Purposes Committee.

3. Report of the Headmistress.

4. Any other business.

E.R. Withers

SECRETARY

THE ENGLISH CHURCH SCHOOLS ASSOCIATION:

Report of the General Purposes Committee for Council Meeting on March 11th, 1960.

Meetings of the Committee were held on February 8th and March 7th.

FINANCE: The audited accounts for the year 1959 are now finalised. There is a surplus of £321 as compared with a surplus of £241 for the previous year.

Revenue rose from £41261 to £45093 due to the school receiving the benefit of increased fees for a full year. Expenditure increased from £40988 to £44772, due mainly to increases in salaries and wages and domestic charges (£1580, £184, £726) and, to a lesser extent, increases in all other items.

The school was in a position during the year to meet the cost of considerable renovation of buildings and to resurface the hockey pitch.

It is likely that 1960 will be a more difficult year.

FUND RAISING: The general campaign in the Peninsula was launched in February and is continuing. To date, the approximate total of signed cards of intended contributions is - for the Peninsula £330,000; other areas £40,000; total £370,000. The campaigns in other areas have not yet been fully launched.

GENERAL - nothing to report.

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BALANCE SHEET AS AT 31ST DECEMBER 1959

1958					1958				
		SHARE CAPITAL					FIXED ASSETS		
		Authorised					Land and Buildings, Claremont, C.P. - At Cost		
£500		10,000 Shares of 1/- each	£500 - -						
		Issued			54,320		Herschel School	54,319 11 4	
					59,179		"The Hill"	60,880 6 5	
	257	5,142 Shares of 1/- each, fully paid		257 2 -	113,499		(Mortgaged as per Contra)	115,199 19 9	
					1,483	114,982	Staff Residence	- - -	115,199 19
		CAPITAL RESERVE					Furniture and Equipment -		
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				Book Value at 1st January 1953	1,375 - -	
							Additions since, at Cost	2,223 18 11	
								3,598 18 11	
30,442			30,556 11 9			2,535	Less Depreciation since 1st January 1953	1,296 18 11	2,300
		Surplus on Sale of Staff Residence					Pianos -		
-	54,668		1,721 11 -	56,503 18 -			Book Value at 1st January 1953	225 - -	
							Additions since, at Cost	324 19 6	
	22,521	REVENUE AND EXPENDITURE ACCOUNT		22,842 - 1					
								549 19 6	
	77,446			79,603 - 1			Less Depreciation since 1st January 1953	449 19 6	100
		MORTGAGE CREDITOR				100	Linen and Curtains -		
		South African Mutual Life Assurance Society:					Book Value at 1st January 1953	100 - -	
2,000		Bonds	2,000 - -			50	Less Depreciation since 1st January 1953	50 - -	50
12,928		Balance of Third Bond	12,927 11 9				Cutlery, Crockery, Glassware and Kitchen Utensils -		
14,928		(Secured on Land and Buildings known as Herschel School, as per Contra)	14,927 11 9				Book Value at 1st January 1953	150 - -	
							Less Depreciation since		
24,752		Balance of First Bond	24,069 16 3			100	1st January 1953	50 - -	100
		(Secured on Land and Buildings, "The Hill", as per Contra)				117,767			117,749
	39,680			38,997 8 -			TRUST FUND INVESTMENTS		
		TRUST FUNDS					Quoted:		
50		Sonia Beck Memorial Prize	50 - -				1,000 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 - -	
50		Janet Steyn Memorial Prize	50 - -						
50		Gordon Stobie Musicianship Prize	50 - -						
1,000	1,150	W. Duncan Baxter Trust Fund	1,000 - -	1,150 - -					
		LOAN FROM RHODES TRUST (Free of Interest)			1,000		(Market Value:		
	5,000			5,000 - -			At 31st December 1959 - £725		
		(Used in connection with the cost of acquisition of Land and Buildings, "The Hill")					At 31st December 1958 - £700)		
	£123,276	Forward:		£124,750 8 1	£1,000	£117,767	Forward:	£1,000 - -	£117,749

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ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

BALANCE SHEET AS AT 31ST DECEMBER 1959 (CONTINUED)

1958				1958				
£123,276	Brought Forward:		£124,750 8 1	£1,000	£117,767	Brought Forward:	£1,000 - -	£117,749 19
	CURRENT LIABILITIES					TRUST FUND INVESTMENTS (Contd.)		
2,192	Sundry Creditors		1,458 11 4			Unquoted:		
	NOTE: There are no commitments in respect of Capital Expenditure. (1958 - £1,000)					South African Permanent Building Society:		
						Permanent Shares -		
				50		Sonia Beck Memorial Prize	50 - -	
				50		Janet Steyn Memorial Prize	50 - -	
						Gordon Stobie Musicianship		
				50	1,150	Prize	50 - -	1,150
						CURRENT ASSETS		
				208		Stocks on Hand	156 1 2	
				1,597		Sundry Debtors	3,075 1 1	
						Cash on Deposit with Inter-Union Finance Limited	3,000 - -	
				4,000				
				746	6,551	Cash at Bank and on Hand	1,077 17 5	7,308 1
£125,468			£126,208 19 5		£125,468			£126,208 1

CHAIRMAN

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 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 1959 and the Revenue and Expenditure Account gives a true and fair view of the Surplus for the year ended on that date.

CHARTERED ACCOUNTANTS (S.A.)

AUDITORS

CAPE TOWN

23rd February, 1960.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REVENUE AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 1959

1958					1958				
		Salaries of Staff:					Fees:		
16,956		Teaching	18,536 19 5		36,979		Tuition and Board	41,252 4 2	
1,350		Non-Teaching	1,942 4 -		3,822	40,801	Extra Subjects	3,248 8 -	44,500 12 -
1,290		Secretarial	1,429 12 -						
2,812	22,408	Special Subjects and Services	2,079 6 5	23,988 1 10		94	Registration Fees		81 18 -
		Wages of Domestic Staff and				366	Sundry Revenue		363 13 6
	3,157	Garden Boys		3,340 19 4		-	Interest on Cash on Deposit		147 3 2
		Provisions:							
361		Bread	384 9 3						
308		Butter	344 17 5						
		Fish, Fruit, Vegetables and							
1,640		Eggs	1,472 9 10						
1,397		Groceries	1,569 10 10						
2,426		Meat	2,444 3 3						
691	6,823	Milk	804 9 8	7,020 - 3					
		Domestic Charges:							
851		Electricity, Gas and Coal	964 17 9						
526		General Maintenance	960 1 2						
568		Laundry	645 - 10						
189		Miscellaneous Supplies	235 19 10						
187	2,321	Water	241 8 2	3,047 7 9					
	44	Sports Requisites		71 17 2					
		Property Charges:							
427		Grounds	661 1 3						
1,005		Maintenance	1,336 4 -						
73		Rates and Specific Services	46 2 11						
530		Rent of Santa Maria Flats	- - -						
70	2,105	Water for Swimming Bath	77 6 8	2,120 14 10					
		Administration:							
26		Advertising for Staff	20 4 6						
105		Audit Fee	105 - -						
29		Bank Charges	32 15 8						
244		Miscellaneous	444 12 6						
53		Postages and Telegrams	61 13 10						
272		Printing and Stationery	169 12 -						
120		Telephone Charges	151 10 1						
264	1,113	Class Materials	424 17 8	1,410 6 3					
		Contributions to:							
659		Pension Fund	772 5 -						
17	676	Unemployment Insurance Fund	15 8 7	787 13 7					
	255	Insurance		303 19 5					
		Interest:							
1,372		On Mortgage Bonds	2,362 4 5						
457	1,829	On Bank Overdraft	4 4 9	2,366 9 2					
	32	Bad Debts written off		- - -					
	257	Depreciation of Fixed Assets		314 13 4					
	241	Balance carried down		321 3 11					
	£41,261			£45,093 6 10		£41,261			£45,093 6 2

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REVENUE AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 1959 (CONTINUED)

1958				1958			
-	Transfer to Capital Reserve	1,721 11 -		22,280	Balance at 1st January 1959		22,520 16
22,521	Balance carried to Balance Sheet	22,842 - 1		241	Surplus for the year: Balance brought down	321 3 11	
				- 241	Add: Surplus on Sale of Staff Residence	1,721 11 -	2,042 14
£22,521		£24,563 11 1		£22,521			£24,563 11

NOTE:
No Provision for Taxation has been made for the year ended 31st December 1959 as the income of the Association is exempt from Taxation.

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THE ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

MINUTES OF THE ANNUAL GENERAL MEETING OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT HERSCHEL SCHOOL, CLAREMONT, IN THE LIBRARY, ON FRIDAY, MARCH 11th, 1960, AT 5.30. P.M.

PRESENT: His Grace, the Archbishop (In the Chair)
Canon Aubrey, Miss deBlank, Mrs Dowie Dunn, Professor Grant, Mrs Henderson, Mr Kennedy, Mr Robb, Mrs Small, Judge van Winsen, Mr Wares.

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Mrs Brock, Miss Dulcie Howes, Mr Humble, Dr McDonald, Mr Stanford, Archdeacon Wood.

MINUTES: The Minutes of the Annual General Meeting held on Friday, March 13th, 1959, copies of which had been circulated to Members, were taken as read and signed by the Chairman as a true record of the proceedings.

REPORT AND ACCOUNTS: The Report of the Council and the Statement of Revenue and Expenditure for the year ended December 31st, 1959, with Balance Sheet at that date, were submitted.

On the Motion of Mr Kennedy, seconded by Judge van Winsen, it was resolved:-

"That the Balance Sheet and Accounts as at 31st December 1959, be adopted".

This was carried unanimously.

ARISING FROM THE REPORT OF COUNCIL:

Mr Wares reported that owing to the decrease in the number of pupils and the consequent likely decrease in income from fees, the estimated revenue for 1960 had been scaled down to allow for this. The figure of £43,050 shown was about £2,000 less than the actual income for 1959; the estimates for expenditure had been scaled down by approximately a like amount. There was still an amount of £540 to be paid for the completion of the repainting of the interior of the Hill, leaving a balance of £660 available for maintenance and renovation during 1960. The position is that a close watch will have to be kept on expenditure for 1960.

Mr Robb said he was surprised at the small increase in Domestic Wages and asked if adequate wages were being paid to the African and Coloured staff. Miss McLean replied that increases had been granted in 1958. Mr Robb said further that he thought the time had come when some provision should be made for a Fund to care for the Non-European staff in cases of illness and Old age. After further discussion it was agreed that the General Purposes Committee be asked to look into the matter and report to Council.

Fund Raising: Mr Robb reported that the amounts promised so far in the Cape area stand at £380,000; arrangements are well underway in the other centres and the whole campaign is going reasonably well.

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REMUNERATION OF THE AUDITORS:

On the Motion of Mr Wares, seconded by Mrs Small, 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

Canon John Aubrey, selected by the late Archbishop, retires, but is eligible for re-selection.

His Grace asked Canon Aubrey if he was willing to serve, to which Canon Aubrey replied that he would be happy to do so.

Members nominated by Members of the Council due to retire but eligible for re-election are:-

Mr H.L.Kennedy
Mrs Dowie Dunn
Professor W.F.Grant.

On the Motion of Mr Wares, seconded by Mrs Small, it was agreed that the retiring members be asked to continue to serve on the Council.

The Members signified their willingness to be re-elected.

DATE...10 March 1961...

CHAIRMAN...

THE ENGLISH CHURCH SCHOOLS ASSOCIATION

REPORT OF THE COUNCIL to be submitted at the ANNUAL General Meeting to be held on FRIDAY, March 11th, 1960.

The Revenue and Expenditure Account for the year 1959 shows a surplus of £321, compared with £241 for 1958.

The actual total revenue was £45,093 against the estimate of £44,862, representing a small increase of £231. Actual total expenditure however was £44,772 against the estimate of £43,450 - a difference of £1,322. This excess over the estimate is accounted for under the items salaries (£738), domestic charges (£547) and several other minor amounts.

The programme of repainting and repair work, was continued during the year, the main items under this head being the renovation of part of the main school buildings costing £640, resurfacing of the hockey pitch £437 and repainting of part of "The Hill" £400.

As the accommodation in the staff cottage had become redundant due to the extensions at "The Hill" the cottage was sold at a surplus over book value of £1,721.11.0. This amount was added to Capital Reserve.

The Estimates for 1960 are included in the table below. Due to the drop in the number of pupils the estimated revenue items are substantially less than the actual figures for 1959. Estimates of expenditure have been "pruned" where possible mainly in respect of Property Charges including Special Maintenance.

The general financial position will have to be carefully watched.

	1958.	1959.	Increase or Decrease.	Estimate for 1960.
Revenue				
Tuition & Board:	36979	41252	+ 4273	39500
Extra Subjects:	3822	3248	- 574	3100
Registration Fees:	94	82	- 12	100
Sundry Revenue:	366	364	- 2	300
" Special:	-	147	+ 147	50
	£ 41261	£ 45093	+£3832	£43050
Expenditure:				
Salaries-Staff:	22408	23988	+ 1580	23800
Wages-Domestic:	3157	3341	+ 184	3200
Provisions:	6823	7020	+ 197	6900
Domestic Charges:	2321	3047	+ 726	2800
Sports Requisites:	44	72	+ 28	100
Property Charges: including special Maintenance:	1575	2121	+ 546	1200
Administration:	1113	1410	+ 297	1400
Rent:	530	-	- 530	-
Pension Fund & UIF:	677	788	+ 112	750
Insurance:	255	304	+ 49	300
Interest:	1829	2366	+ 537	2300
Depreciation:	257	315	+ 58	300
Bad Debt:	32	-	- 32	-
	£41021	£44772	+ 3752	£43050
Surplus:	240	321	+ 80	-
	£41261	£45093	+£3832	£43050

The average number of pupils attending the school during 1958 and 1959 and the number at the date of this Report are as follows:-

	Average 1958.	Average 1959.	March 1960
SCHOOL			
Boarders:	50	50	54
Day:	97	116	106
	147	166	160
PREPARATORY:			
Boarders:	18	17	17
Day:	96	69	65
	114	86	82
KINDERGARTEN:	47	40	36
	308	292	278

MEMBERS OF COUNCIL:

In accordance with the Rules of the Association the following Member of Council appointed by His Grace, the Archbishop, is due to retire by rotation.

CANON AUBREY.

The following Members of Council nominated by the Members are also due to retire.

MRS DOWIE DUNN
PROFESSOR GRANT
MR KENNEDY

AUDITORS.

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

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HEADMISTRESS'S REPORT: MARCH 1960

STAFF: The only changes to report are in the House where we are fortunate to have MRS LAMSLEY as House Mistress. She has been Warden at Barkly House for some 12 years and I find her conscientious and reliable with a real understanding of children in a boarding school, I hope she will stay a long time.

MRS OSLER has replaced Miss Thorn as House Matron.

MRS SACHS goes on leave for the second quarter of the year and has found Mrs Bromfield as her substitute during this time.

In the Preparatory School MISS PETCH handed in her resignation, saying she finds teaching in South Africa not to her liking and she plans to go to Tanganyika. She will thus have to refund five-sixths of her passage money.

MISS TULLOCH is taking compassionate leave next term to visit her sister who is gravely ill in Edinburgh. Mrs Himing will be responsible for the Boarders during this time but the final teaching arrangements have yet to be made.

HEALTH: has been good apart from usual summer colds.

NUMBERS: The Senior Boarding House is full to overflowing with some still waiting to come in; the top Form is small this year - 19, while the others are in two streams.

The Preparatory Boarding House is not full yet and while the top Form is full and in two divisions the numbers in the lower Forms and in the Kindergarten Department are disappointing.

SCHOOL:

	December 1959	March 1960
SENIOR:		
Boarders:	48	54
Day:	115	108
	163	162
PREPARATORY:		
Boarders:	21	16
Day:	65	62
	86	82
KINDERGARTEN:	44	36
	293	280

ACTIVITIES: Of the 29 Candidates who entered for the School Leaving Certificate - 28 passed, 10 in the 1st Class, II in the 2nd, and 7 in the 3rd; 14 obtained exemption from Matriculation and there were four Distinctions.

Four girls entered for the American Field Scholarships but the results are not available yet.

13 girls write the Theory of Music Examination on Wednesday.

33 have entered for the Bronze Life Saving Aaward and 6 for the Silver.

At the Gordon's Gala the under-14 Swimming Team came 2nd and the Open one - 3rd, and at the Western Province Swimming last Saturday, the team of four swam extremely well and were placed 3rd in a very close finish.

At the Goodwood Show Miss Blackwell's riders gained five 1sts, seven 2nds, one 3rd with Champion Pony in the Riding class, and two 1sts, and one 3rd, with the Championship for jumping.

Arrangements have been made for parties to visit "The Tempest" at Maynardville; the S.A.Swimming and Diving at Sea Point; the Show Jumping at the Polo Ground when Pat Smythe was here and the lecture on the Senate by Professor Thompson.

The Choir has sung at Sheila'Cantley's Wedding.

Visiting Speakers have included Miss Rubury on Greece - Old and New; Mrs Spring on the work of the Red Cross and we listened to the broadcast of Mr McMillan's and Dr Verwoerd's Speeches.

The evening for the Parents and Staff to meet is arranged for Monday, March 28th, and we hope to play the mothers at tennis and the fathers at Cricket on Wednesday March 30th; the inter-schools Diving will be held here on Wednesday March 23rd; the Inter-House Swimming is on Thursday, March 24th and the Tennis Championships on Wednesday March 16th, and we would welcome Council at any of these events except on March 23rd, when seats are limited.

Term ends on Tuesday April 5th, so as to include Easter in the School holiday and not to have two breaks, the four Church Schools have agreed to this, as they have for the Union Day holiday and when we shall work on Ascension Day and have Monday May 30th as a holiday.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

Herschel School,
CLAREMONT, Cape.

May 27th, 1960

THE QUARTERLY MEETING of the Council will be held at Herschel School, Claremont, in the Library, on Friday June 10th, 1960, at 5.15.p.m.

A G E N D A.

1. Minutes to be Confirmed.

   Quarterly Meeting held on
   March 11th, 1960.

2. Report of the General Purposes Committee.

3. Report of the 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, ON FRIDAY, MARCH 11th, 1960 AT 5.0.P.M.

PRESENT: His Grace, the Archbishop (In the Chair)
Canon Aubrey, Miss deBlank, Mrs Dowie Dunn, Professor Grant, Mrs Henderson, Mr Kennedy, Mr Robb, Mrs Small, Judge van Winsen, Mr Wares.

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Mrs Brock
Miss Dulcie Howes
Mr Humble
Dr McDonald
Mr Stanford
Archdeacon Wood.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on December 11th, 1959, 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 FROM THE MINUTES:

Confirmation: His Grace said that he had read Mr Robb's comment on the question of the Confirmation Service with interest. It had already been discussed and arrangements had been made to overcome the difficulty.

REPORT OF THE GENERAL PURPOSES COMMITTEE: This was presented by Mr Wares.

ARISING FROM THIS REPORT:

Finance: Mr Wares said that owing to the drop in the number of pupils and the consequent likely fall in income from fees, a very careful check would have to be kept on future expenditure. Substantial sums had been spent in recent years on maintenance of the buildings and grounds and although one external section of the Senior School Building and one internal section of the Preparatory School Building still remained to be done, expenditure under this heading should be somewhat less over the next year or two.

Mr Robb asked if there was any indication why the numbers were down. In reply Miss McLean said that it was in the Preparatory School that the numbers were fewer, partly owing to the bulge now being in the Senior School and partly because other schools had opened in the vicinity. It was an indication of the economic position that people were saving on school fees in the Junior Department, rather than in the Senior.
The Top Form this year is small, remaining Forms were running in two streams; the numbers in the Preparatory Boarding House were most disappointing in view of the urgent requests which had been received for such accommodation.
His Grace asked if the schools established in Rhodesia were having any effect on these numbers and Miss McLean said that this was so.
His Grace asked if there were any Bursaries or concessions in fees as he felt that even small deductions were of great value.
The General Purposes Committee were asked to go into the

HEADMISTRESS'S REPORT: This was presented.

ARISING FROM THIS REPORT:

Judge van Winsen asked that the Council's congratulations be given to Miss McLean and the Staff on the excellent results of the School Leaving Examinations.

Miss McLean reported that Miss Petch who had recently come from England was leaving at the end of the term. The School had advanced her fare on the understanding that if Miss Petch left before the three year period was up, she would refund the pro rata share. Miss Petch came to the School in October 1959 and has therefore to refund an amount of £69.6.8. which she finds most difficult to do in a lump sum. She is prepared to give £40.0.0. at the end of this month, to pay over the amount she is ro receive from her Pension Fund and to give the School a letter stating that the balance of £13. will be sent. It was agreed that under the circumstances the School would accept this undertaking from her.

Miss McLean reported that the four Church Schools intended to work a normal school day on Ascension Day and to take Monday May 30th in its place, so that that holiday might be from Friday evening to Tuesday evening, rather than breaking it up.
In answer to a question, she said due regard would be paid to Church attendance on that day and that Canon Aubrey was in agreement with this.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED

DATE..10 June 1960

CHAIRMAN ..J.S. Rogers.....

THE ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL ON MONDAY, MARCH 7th, 1960, AT 5.15.P.M.

PRESENT: Mrs Brock, Mr Humble, Mrs Small, Judge van Winsen, Mr Wares.

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Mrs Henderson

ARISING FROM THE MINUTES OF FEBRUARY 8th,1960

Founder's Day: It was reported that the Day proved a great success.

Grounds: Mr Wares said that it was considered that the School should endeavour to obtain the services of an old aged pensioner to supervise the garden boys and to see to the gr grounds. It is very essential that the boys should be supervised but it is a question of acquiring a suitable person. Judge van Winsen said that during the Christmas holidays he came round periodically and the boys were co-operative but still felt that they would be far better if they knew there was someone in charge of them. Mrs Henderson had mentioned someone who might serve the purpose but as yet nothing has been decided as to whether he would be available. Judge van Winsen suggested that before making any definite decision, would it not be possible, providing Miss McLean was in agreement, that some of the Committee Members came in from time to time and went round the grounds and helped in this way. Miss McLean said that she would be only too grateful if members would do this. Judge van Winsen agreed to do this and Mr Humble said that on his return from overseas, that he would do likewise.

Staff: It was agreed that Mrs Sachs substitute should receive £10.0.0. less than Mrs Sachs is being paid. Mrs Bromfield is to be the substitute.

LONG LEAVE: STAFF: Miss McLean reported that Miss Tulloch has requested leave in order to enable her to proceed overseas to visit her sister who is very ill and wondered if, in this instance, she should be paid seeing it is on compassionate grounds. Miss Tulloch has just completed five years and it has happened in previous cases where staff have applied for long leave after five years' service, that it has been granted. Last year Miss Tulloch was off for three months on sick leave - she received her first month's salary in full and the remaining two on half pay. After full discussion it was agreed that Miss Tulloch be granted unpaid leave. Discussing the question of long leave after five year's service, Mr Wares agreed to look into the matter in so far as other private schools are concerned.

OTHER BUSINESS:

Miss McLean asked whether it would be in order to charge a nominal fee of 10/6d per quarter to the pupils taking Physical Science, to help towards the equipment, especially for items which have to be replaced frequently owing to breakage. She further explained that at the present time the Science Department is allowed £5.0.0. per quarter to enable them to purchase small extras for the Department

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but does not feel now that the Physical Science Course is running, that this amount will not go very far. After discussion, it was felt that it would not be advisable to put any extra charge on the accounts but the Committee felt that if there were things which were needed to improve the teaching in this subject, that Miss McLean use her discretion when asked for equipment.

Miss McLean asked if the Committee are prepared to allow a concession to teachers employed by the School who have children at the other Church Schools. At the Headmasters' and Headmistresses' Conference the question was discussed and it was felt that teachers thus employed should be charged a third of the fees. After discussion it was considered a reasonable concession in the case of a widow, but no definite decision was reached and it was decided to review the matter at a later stage.

Miss McLean said that we will have to think of reprinting the School Prospectus as several changes have taken place since it was last printed, particularly the new boarding accommodation at the Preparatory School. Miss McLean said she would go into the matter.

LEAVE OF ABSENCE: Mr Humble was granted leave of absence for four months while he proceeds overseas.

HEADMISTRESS'S REPORT:JUNE 1960:

STAFF: MRS OSLER who replaced Miss Thorn as House Matron has found the work too much for her and she wishes to resign at the end of the term. So far I have not replaced her.

MRS ROBERTS, who was on the Staff of Kingsmead joins the Preparatory School in June as Resident Form Mistress of Upper II, this work has, since Miss Petch left, been covered by Mrs Marais who comes most willingly to help us when we are in need and whose work is very good.

MRS HALL who undertook the Physical Training at the Preparatory School in January finds the Physical work too much for her and I must replace her in July.

The arrangements made for Miss Tulloch's absence are proving successful and happy, I have not heard from her to know how her affairs are going.

HEALTH has been good.

NUMBERS are on the whole disappointing and are as follows:-

SCHOOL	MARCH:	JUNE:
Boarders:	54	54
Day:	108	107
	162	161
PREPARATORY:		
Boarders:	16	18
Day:	66	60
	82	78
KINDERGARTEN:	36	37
	280	276

ACTIVITIES:We have been awarded the Bartle Frere Exhibition for December 1959. This was won by Elisabeth Robb and is awarded annually to the candidate in the Matriculation Examination or the Senior Certificate Examination of any Province, who shall be deemed by the Joint Matriculation Board to have obtained the highest percentage of marks in History. Great credit is due to her and to those who taught her.

As well three of those who entered for the American Field Scholarships have been successful, Sheana Hollingdale, Ann Rough and Rosemary Hellings and they will proceed to America later this year for one year's Post Matriculation Study.

House and Club activities have continued - jerseys have been knitted by Merriman House for St.Michael's Home and by Jagger for C.A.F.D.A.; £29.0.0. was sent to Protea School Feeding from pocket money and the House Swimming Gala; and the child we sponsor through The Save the Children Fund is now one living in Chapel Street.

Visits have been made to Parliament; the Royal Ballet; the Eoan Group's production of "La Boheme"; the Cape Town Museum; the Royal Wedding Film; the Cape Town Municipal Orchestra at Claremont Civic Hall.

At School we have heard a representative of N.U.S.A.S. speak on his experiences at the Congress of Students at Ghana; and have seen Musgrove & Watson's film of their Scholastic Tour in the Christmas holidays.

Before term ends we shall see the film "A Christmas Carol"; the Junior House Plays and shall debate with St.Cyprian's and possibly with Bishops.

We have started to rehearse for Gilbert and Sullivan's "Patience" and hope to produce it towards the end of next term.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

Herschel School,

CLAREMONT, Cape.

August 21st, 1960.

THE QUARTERLY MEETING of the Council will be held at Herschel School, in the Library, on FRIDAY, September 9th, 1960, at 5.15.P.M.

A G E N D A.

I. Minutes to be Confirmed.

Quarterly Meeting held on
June 10th, 1960.

2. Report of the General Purposes Committee.

3. Report of the Headmistress.

4. General Purposes Committee Members.

5. Any other business.

E. R. Willis

SECRETARY

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL SCHOOL, CLAREMONT, ON FRIDAY, JUNE 10th, 1960, AT 5.15. P.M.

PRESENT: His Grace, the Archbishop, Canon Aubrey, Miss deBlank, Mrs Henderson, Miss Howes, Mr Kennedy, Dr McDonald, Mrs Small, Mr Stanford, Mr Wares, Judge van Winsen.

In attendance: Miss McLean.
Secretary: Mrs Withers.

Apologies for absence: Mrs Dowie Dunn
Mr Humble
Mr Robb
Archdeacon Wood.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on Friday, March 11th, 1960, 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:

Mr Wares reported that the question of the drop in numbers has been fully gone into by the General Purposes Committee and as a guide to the Council he has prepared a Schedule showing what the School can accommodate and the present number in the School.

After members perused the Schedule, His Grace asked if the School ever thought of inserting any article or photographs of the School in the London Illustrated News - Miss McLean replied that this has never been done.

It was generally felt that some way of making the School known both here and overseas should be considered and when the new Prospectus is issued some photographs of the School Buildings should be included.

It was agreed that the question of the new Prospectus should be dealt with by the General Purposes Committee.
It was also suggested that perhaps an Advertising firm should be consulted in the drawing up of this Prospectus.

NON EUROPEAN WAGES:

Mr Wares reported that the General Purposes Committee were requested to go into this question and here again Mr Wares has drawn up a Schedule setting out the wages paid to the respective employees and showing their length of Service.

After discussion, Mrs Small said she would recommend that the cook at the Preparatory School should be granted an immediate increase of £1.0.0. per month, as she felt that she has proved herself to be most satisfactory. It was agreed that this increase be granted as from the 1st June and that the wages of the other employees be considered by the General Purposes Committee and that they be given authority to make the necessary adjustments.

REPAINTING OF THE HILL: This work has now been satisfactorily completed and the account for £541., has been paid to Messrs Clark Bruce. This leaves a balance of approximately £660 to spend on maintenance for the current year and it is hoped that this will be sufficient to meet the cost of painting the

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remaining section to be done at the Senior School.

HEADMISTRESS'S REPORT. This was presented.

The Council said they were interested to read about Elisabeth Robb's Award of the Bartle Frere Exhibition and Dr McDonald proposed that a letter be sent to Elisabeth from the Council conveying their congratulations to her.

LETTER FROM THE STANDING COMMITTEE OF ASSOCIATED CHURCH SCHOOLS:

His Grace read the letter to the Council - after discussing the contents of the letter it was felt that the matter is very serious and that the Council approve of the action taken by the Standing Committee.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED

DATE 9.9.1960

CHAIRMAN J.W. Gurney

FULLER HALL,
UNIVERSITY OF CAPE TOWN
RONDEBOSCH

TEL. ADDRESS:
"UNIWOMEN"

3rd February 1960

Dear Mrs Withers,

Please would you convey my thanks to the Council for their letter of congratulation.

With many thanks,

Yours sincerely,

Elisabeth.

June 14th, 1960

Dear Elisabeth,

At the Council Meeting held on Friday, June 10th, at which Miss McLean reported the Award to you of the Bartle Frere Exhibition, I was directed to convey to you the Council's congratulations on this success.

Yours sincerely,

E. R. Withers

SECRETARY
THE ENGLISH CHURCH SCHOOLS ASSOCIATION

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON MONDAY, MAY 2nd, 1960, AT 5.15. P.M.

PRESENT: Mrs Brock
Mrs Henderson
Mrs Small
Mr Wares (In the Chair)

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Mr Kennedy
Judge van Winsen

ARISING FROM THE MINUTES:

Reduction in Fees: Miss McLean said she did not think this had been correctly minuted - it should have read "If the Committee are prepared to allow a concession to teachers employed by one of the Conference Schools" and again "it was felt that teachers thus employed should receive a deduction of ⅓rd of the fees". After discussion it was considered a reasonable concession in the case of a woman who was the wage earner alone, but that other cases would be considered on their own merits".

Grounds: It was considered that to engage a handyman and supervisor at the moment might prove too expensive.

Long Leave: Mr Wares reported that he had obtained information from the following schools in connection with long leave:-

St.Cyprian's: After each 6 years service on application and subject to approval - three months on full pay (not more than one complete term) - occasionally in special circumstances, additional leave without pay is granted - provident fund contributions have to be paid for full period. Staff making application for such leave need not necessarily go overseas, but is expected to remain at least one year following long leave.

Diocesan College: After each five years' service - three months leave on full pay - conditions similar to St.Cyprians.

St.George's Grammar School: Under consideration.

Government Schools: After each ten years service on full pay cumulative for two periods of ten years if no leave taken after ten years - after 15 years three months full pay and three months half pay.

REPAINTING THE HILL: Mr Wares reported that he discussed with Mr Ohlsson Messrs Clark Bruce's account for £541., for the repainting of the downstairs of The Hill and that he was satisfied that the work was satisfactorily completed and that the account for £541 should now be paid. AGREED.

PAINTING OF THIRD SECTION OF THE SENIOR SCHOOL:

Miss McLean asked about the remaining section of the building which remained to be repainted. It was now too late for anything to be done in the June/July holidays and it was decided to call for fresh estimates and to discuss with Mr Ohlsson which firms should be asked to submit these.

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NON-EUROPEAN WAGES: The wages of employees as now being paid were put before the Committee and after discussion it was agreed that further consideration should be given to these and discussed again at the next meeting.

The wages paid to the female employees were considered to be quite satisfactory.

The question of setting up a Pension Fund Scheme for non-European employees was discussed and while it was felt that it would prove wiser to pay such pensions out of current revenue, it was agreed to see what the financial position was at the end of the year before reaching a decision.

FEES: Miss McLean asked for some ruling over the payment of fees during leave of absence overseas.
After discussion it was agreed that the position remain as before - that these must be paid unless there were some extenuating circumstances.
In the one case in question, that of a daughter of a member of the Clergy, it was felt that fees in these circumstances should definitely be waived.

FOUR SCHOOLS TRUST: Miss McLean handed a letter received from the Four Schools Trust to Mr Wares - the letter was read by him to the Committee and Mr Wares requested that a copy of the letter be sent to him and that he would reply to the Four Schools Trust.

SWIMMING BATH: Miss McLean reported that two Health Inspectors had been out to the school to inspect the Swimming Bath - they wanted to know if we had a Filtration Plant - they said that they were making a survey of all swimming baths in the Cape Peninsula.

NUMBERS IN THE PREPARATORY: The drop in numbers in this Department are very disappointing but it is difficult to know what can be done to encourage people to send their children here.

LETTER FROM THE ASSOCIATED CHURCH SCHOOLS:

Miss McLean presented a letter from the Committee of the Associated Church Schools. After discussion it was agreed that Miss McLean should ascertain whether or not the Archbishop had already seen this letter as was requested in it.

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, JUNE 6th, 1960 AT 5.15.P.M.

PRESENT: Mr Kennedy, Mrs Small, Judge van Winsen
Mr Wares (In the Chair)

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Mrs Brock, Mrs Henderson
Mr Humble (overseas)

Mr Wares said that he felt sure all members were sorry to hear of the untimely death of Mrs Gatonby, and asked the Meeting to stand as a mark of respect.

ARISING FROM THE MINUTES: May 2nd 1960 :

FEES: Miss McLean reported that she had received a letter from Mr Akehurst, expressing his appreciation to the Committee for waiving the payment of fees for the period of his and his daughter's absence overseas.

LONG LEAVE: Mr Wares asked members if they would alter their Minutes of May 2nd to read:-

GOVERNMENT SCHOOLS: After each 10 years service, 3 months on full pay cumulative for two periods of 10 years; after 15 years if no leave taken at end of 10 years, 3 months on full pay and 3 months on half pay.

Discussion took place in regard to Herschel School's policy for long leave and after going into the whole question very thoroughly, it was agreed that it should remain on the basis of the Minutes of the General Purposes Meeting held on September 1st, 1946. The Policy would be:-

No fixed arrangements but applications from members of staff to be considered on their merits for 3 months leave on full salary with, in special circumstances, a further 3 months leave, without salary, provided that -

(1) Service on the Staff was not less than 5 years.
(2) Substitutes can be obtained.
(3) The 3 months leave does not include more than one term.
and (4) Members of staff clearly understand that they are expected to remain at the School for a full year after their return from leave.

REPAINTING THE HILL:

Mr Wares reported that the account for £540 had been paid. He also said that in the estimates for maintenance for the current year a figure of £1,200 was set aside, so this now leaves a balance of £660.
Miss McLean reported that she had been in touch with Mr Ohlsson in connection with the remaining portion of the Senior School which requires attention and he advised her that it would not be policy to ask for tenders now as there would likely be a change in the

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the amounts quoted now to when the work would be carried out later in the year.
Mr Kennedy said that he and Judge van Winsen had walked round the building and they were pleased to see the building in such an extremely good condition.

FOUR SCHOOLS TRUST: Mr Kennedy reported that he had replied to the letter received from the Trust asking the School to give some indication as to what its immediate requirements were. Mr Kennedy had indicated that Herschel would require as much as is available to be utilised in reduction of Mortgage Bonds.

Mr Kennedy reported that the Rhodes Trust have agreed to donate £5,000 to the Four Schools Trust. The donation will be made by repayment of £4,000 from Herschel School of the existing loan of £5,000. plus a payment of £1,000 from the Rhodes Trust. The Trustees have agreed to release Herschel School from £1,000 of the School's indebtedness. A letter signed by the Archbishop, has been sent to the Warden of the Rhodes Trust, expressing the Council's appreciation of this generous action, and at the same time saying what great value the free of interest loan has been to the School during a difficult period in financing the payment of necessary extensions.

EDGE: Miss McLean reported that she hadreceived a further letter from the City Council asking that the hedge be cut back as far as is possible without destroying the privacy which it affords. Miss McLean had replied agreeing to do this.

FT: Miss McLean reported that there had been another theft of money in the school - this time an amount of £53 being childrens pocket money. The C.I.D. were called in and questioned both Mrs Lamsley, ,the Housemistress and Mrs Withers, as well as all the Domestic Staff - so far no clue had been found. The money had been locked in the wardrobe in the House Mistress's bedroom. It was again stressed that money must be kept in the safe and not in private rooms. The Insurance Company had been informed and probably they would meet the claim to the extent of £25.0.0.

HANDYMAN: Miss McLean reported that Mr Blore, when here for audit purposes, had suggested the name of a coloured handyman who worked at Arthur's Seat Hotel (now closing down) and whom he thought might be of use to the School. The matter was discussed at length and many pros and cons put forward - the necessity for tools, accommodation, allocation of work and whether there was sufficient work in the school to occupy him on a full-time basis. Judge van Winsen undertook to see the man and to discuss the possibility of employing him for two days a week as a start, increasing the amount as and when necessary. The full-time wage suggested by Mr Blore was £7.0.0. per week to start - he had apparently been earning £8.0.0. at the Hotel, but had had to pay bus fares from Claremont to Sea Point.

BANK BALANCE: This was presented - it was agreed that £750 should be placed to the credit of the Savings Bank Account with the S.A. Permanent Mutual Building Society.
It was further agreed to give the necessary three months notice to the S.A.Mutual Life Assurance Society to repay £3,000 in reduction of the first bond and, at the appropriate time, to withdraw the £3,000 at present at call with the Inter-Union Finance Corporation.

WAGES OF NON-EUROPEANS: This matter was held over.

NUMBERS: As requested by the Council, the drop in numbers at the Preparatory School was gone into. The following points were thought to be possible factors.

(1) The general financial situation - parents possibly saving on fees at the Preparatory stage.

(2) New schools in the vicinity.

(3) Movement away from Cape Town (and the Union) of families who might send their daughters to Herschel; fewer such families arriving in the Cape.

(4) Rhodesia having its own schools.

It was very difficult to find a solution to the problem but it was emphasized that parents should be encouraged to be ambassadors for the School.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

REPORT GENERAL PURPOSES COMMITTEE

Meetings of the General Purposes Committee were held on the 1st August and 6th September.

FOUR SCHOOLS TRUST:

A letter was received from the Secretary of the Four Schools Trust asking if Herschel wanted to apply for any of the Funds to which it would be entitled on Loan Account. The General Purposes Committee decided to apply for the full amount which would be utilised in reducing the School's external indebtedness on mortgage bonds.

Discussion has taken place on the need for a second Laboratory. This is one of the items included in the School's programme of future requirements as supplied to the Four Schools Trust. The Headmistress has been requested to give the General Purposes Committee fuller information on the proposal, and at a later date the matter will be submitted to the Council for approval.

NON EUROPEAN WAGES:

This matter was again considered and a schedule of all wages paid to Non European staff was submitted to an outside person with experience in these matters. He suggested a minimum weekly wage of £4 for Non Resident Staff and also suggested a few small increases on account of length of service. If these changes were made the wages paid by the School would be very much in line with most other places employing similar type of domestic and gardening labour.

The increases are being given effect to.

PROSPECTUS:

Consideration is being given to reprinting the Prospectus as it is necessary to bring the information contained in it up to date.

Outside help is being enlisted in the taking of photographs and also in the general lay-out of the Prospectus.

STAFF LONG LEAVE:

Requests have been received lately from members of the Staff for long leave. It has been decided by the General Purposes Committee that no requests for long leave with pay should be considered unless the Staff member concerned had been with the School for five continuous years and will give an undertaking to work for at least a year on completion of the long leave. The basis decided on was three months leave on full pay or six months on half pay but there was to be no automatic right of leave and each case would be decided on its merits and on the availability of substitutes.

A recent application from one member, who would just have completed five years, for leave of absence for a year with as much as possible on full pay, was turned down, but permission would be given to this member of the Staff to take leave on the conditions mentioned before.

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OUTSTANDING FEES:

The position remains quite satisfactory and there is only one amount of £38.3,0. outstanding from before the present term.

TERM DATES AND SCIENCE CONFERENCE IN JOHANNESBURG:

These are two matters on which the Headmistress will give information to the Council.

GENERAL PURPOSES COMMITTEE:

It is felt by the General Purposes Committee that there should be some measure of rotation.

The decision on this was postponed at the Quarterly Meeting of the Council held on the 10th June.

The two Members who would retire from the General Purposes Committee in rotation would be Mrs Small and Mr Kennedy and it will be necessary to nominate other Members to fill the vacancies.

HEADMISTRESS'S REPORT:SEPTEMBER 1960

STAFF At the Preparatory School - MRS HALL stayed to do the morning work of Physical Training and English and MRS ROUSSOUW has undertaken the afternoon games both at the Hill and the Senior School; she is very good at her work and will stay until December. In 1961 I hope to have a second Physical Training Staff and have offered the post to SYLVIA WETTON who finishes her Training at Mowbray this year.

MISS BARRY has replaced Mrs Osler as House Matron in the Senior School and MISS MUNRO has replaced Mrs Turner as Housekeeper at the Hill and seems very efficient.

MISS TULLOCH will return in October for the last quarter of the year.

MISS TUCKER is covering most of Mrs Gatonby's work, but as she is not a book-keeper this makes the work heavy for Mrs Withers; Miss Tucker is most willing and helpful in every way and we are very grateful to her for coping with unaccustomed work at so short notice.

HEALTH so far has been good, remarkably so for the third term.

NUMBERS: there is very little change, but perhaps rather more enquiries.

SCHOOL	JUNE:	SEPTEMBER
Boarders:	54	48
Day:	107	109
	161	157
PREPARATORY		
Boarders:	18	20
Day:	60	57
	78	77
KINDERGARTEN	37	33
	276	267

ACTIVITIES: Visits have been made to "The Birth of a Union" at the Civic Centre; the St.Philip's group production of "Julius Caesar" at the City Hall; the Observatory; Wynberg Girls High School's production of "The Fan"; Nugget Factory; the film "Round the World in 80 Days"; S.H.A.W.C.O.; the Archives; the Silvertree Boys Club.

At School we have welcomed Professor Scarisbrick to speak on Ghana on his way back to London University from the University at Accra where he had been lecturing for 9 months; Mr R.N. Currey to speak on Roy Campbell and his writing; Brigadier Arderne to speak on Silvertree Club for Boys; the Traffic Department to speak on Road Safety and show films to the various age groups; the Rotary Club of Wynberg who arranged a most successful "Careers Evening" with many outstanding speakers on their respective Careers; the Red Cross Society to give a Course in Home Nursing.
Debates have been held and the Science and Art Clubs have been busy - the latter with scenery and costumes for the Play.

A Bishop Gray Memorial Service was held in St.Saviour's Church on September 1st at which the Archbishop preached and which was attended by representatives from the four Church Schools, Monterey and Zonnebloem. The Choir sang at this Service, as it has at the Patronal Festival Evensong and an Old Girl's Wedding.

We have as well attended the Parish parties and contributed a further £22.7.2. from pocket money for the Protea School Feeding.
"Patience" will be produced on the evenings of September 27th and 28th; the Junior Inter Schools Netball takes place here on the afternoon of September 10th and Inter-House matches

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on the 17th and 24th at which we hope to see parents.

The Matriculation Form held their Dance on September 2nd and did some very nice decorations for the Dining Hall.

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THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCO)

Herschel School,

CLAREMONT, Cape.

November 26th, 1960.

THE QUARTERLY MEETING of the Council will be held at Herschel School, in the Library, on FRIDAY, DECEMBER 9th, 1960, at 5.15.p.m.

A G E N D A.

1. Minutes to be Confirmed.

Quarterly Meeting held on September 9th, 1960.

2. Report of the General Purposes Committee.

3. Report of the 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, ON FRIDAY, SEPTEMBER 9th, 1960, AT 5.15. P. M.

PRESENT: Canon Aubrey, Miss Howes, Mrs Henderson, Mr Humble, Mr Kennedy, Dr McDonald, Mr Robb, Mrs Small, Mr Stanford, Archdeacon Wood.

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: His Grace, the Archbishop.
Mrs Brock.
Miss deBlank.
Judge van Winsen
Mr Wares (Overseas)

CHAIRMAN: Mr Kennedy proposed and Mr Humble seconded, that Canon Aubrey take the Chair in the Archbishop's absence.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on Friday, June 10th, 1960, copies of which had been sent to Members, were taken as read and signed by the Chairman, as a true record of the proceedings, with the following amendment.

NON-EUROPEAN WAGES: should read "an immediate increase of £1.0.0. per month, be granted to the Dormitory Maid, not the Cook".

REPORT OF THE GENERAL PURPOSES COMMITTEE: This was presented by Mr Kennedy.

ARISING FROM THIS REPORT:

Four School's Trust: Mr Kennedy explained that Herschel School will be granted a loan of approximately £4,400 from the Trust shortly and this amount will be used to pay off part of the School's First Bond with the South African Mutual Life Assurance Society - the necessary three month's notice has been given to the Society and a cheque for this amount will be sent on November 30th, 1960.

Long Leave: The question was raised as to whether there is any Fund to meet the cost of providing a substitute for a member of the Staff going on long leave. Mr Kennedy replied that there had never been sufficient money to create such a Fund and therefore it is a heavy burden for the School to bear when a member of the Staff goes on long leave. It has been decided by the General Purposes Committee that when an application is received for long leave it will be treated on its merit and that it must be understood that long leave is a privilege and not a right.

Term Dates: Miss McLean explained that the new term dates as set down for Government Schools are bound to prove difficult in many cases; the Private Schools tried to fall into line as closely as possible, but there were difficulties, particularly as this year's Matriculation examination only finishes on December 9th. Mr Robb said he understood that Mr Kidd has written to the Department about the matter.

Science Conference: Miss McLean reported that this Conference would be held in Johannesburg at the beginning of the December

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holidays - It is organised by the Standing Committee of the Conference Schools and they would like two delegates to attend from each school, if possible, but if they do not get sufficient members from the Conference Schools, then they will open it to other Schools. The General Purposes Committee agreed that Herschel send one delegate and that the School will pay the necessary expenses involved - Miss McLean said that her two Science Staff were most interested and between them they will share the expense of the other fare. She feels sure that the staff will gain much valuable information.

REPORT OF THE HEADMISTRESS - This was presented.

ARISING FROM THIS REPORT

Numbers: Miss McLean explained that the numbers were disappointing but that lately there have been more enquiries for vacancies. The position for boarding in the Senior School is very satisfactory but the numbers are down for the Preparatory Boarding School.

Mr Robb asked if Miss Tucker was remaining on and Miss McLean replied that several applicants had made enquiries about the position of book-keeper, but as yet nothing has been settled.

Canon Aubrey said he felt sure the Council would like to congratulate Miss McLean on the satisfactory position of the School.

GENERAL PURPOSES COMMITTEE:

Mr Kennedy reported that no decision on the appointment of members to the General Purposes Committee had been taken at the Annual General Meeting and the matter had again been postponed at the last Quarterly Meeting.
The position is that Mrs Small and Mr Kennedy are due to retire by rotation and Mr Kennedy feels that some changes should be made.
Mr Kennedy said he would like to propose that Mr Stanford takes his place. Mr Stanford said that he had given the matter a great deal of thought but felt he could not at this stage undertake to serve on this Committee because of his many other commitments.

Mrs Henderson said she would like to propose Miss Howes in Mrs Small's place and Miss Howes agreed to serve.

Mr Kennedy proposed that in the meantime the Committee be as follows and that he will help in any way where needed until the next Annual General Meeting:-

Mrs Brock, Mrs Henderson,
Miss Howes, Mr Humble, Judge van Winsen,
Mr Wares (Chairman).

ANY OTHER BUSINESS: Standing Committee of the Associated Schools.

Canon Aubrey read the letter from this Committee in reply to their letter in connection with the Education Bill.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED.

9th December 1960

CHAIRMAN.... J. W. Aubrey

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

REPORT of the General Purposes Committee for Council Meeting, on 9th December, 1960.

Meetings of the Committee were held on 7th November and 5th December.

FOUR SCHOOLS TRUST:

A first amount of £4425 has been received on Loan Account and applied in reduction of the indebtedness on Mortgage Bonds. The balance remaining on mortgage as at 31st December is £31043.

PROSPECTUS

Progress is being made in connection with the revision of the Prospectus. Photographs of the School have been taken and we now await the advice of outside advisers as to a suggested lay-out.

MAINTENANCE OF PROPERTY:

A contract for £340 has been arranged for the re-painting of the 3rd and last section of the main buildings (back walls from Library end round to Domestic Science block and Music Department).

TENNIS WALL:

The committee is unanimously in favour of erecting a tennis practice wall. The question of suitable siting and cost are being investigated.

FINANCE:

For the nine months to 30th September, there was a deficit of £1,430 as compared with a deficit of £1,131 for the corresponding period last year. There is, however, usually an improvement in the last Quarter.

FOUNDER'S DAY:

Arrangements have been made with the Archbishop for 10th February; Mrs Newton-Thompson will present the prizes.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON MONDAY, NOVEMBER 7th, 1960, AT 5.15 P.M.

PRESENT: Mrs Brock,
Mrs Henderson
Mr Humble
Mr Wares

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Miss Dulcie Howes
Judge van Winsen
Mr Kennedy

AMENDMENT TO MINUTES: LONG LEAVE:

Miss McLean asked that the words " provided she return for a year"be added, so that the Minute now reads:-

"that Madame Polakiewicz be granted three months leave on full pay or six months on half pay, provided she returns for a year at the end of the time".

ARISING FROM THE MINUTES:

Handyman: He is working very well and will be working extra time in the December holidays. Mr Humble said he had made an inspection of various things that will need attention and he has arranged for the handyman to paint the nine bathrooms in the main building - the walls will need to be scraped down and possibly two of the boys who work in the kitchen can help to do this - the total cost of the material required will amount to approximately £21.0.0. plus wages at £1.10.0. per day. It was agreed that this work should be carried out.

Miss Tulloch: Miss McLean reported that Miss Tulloch returned in time for the 4th term and that when asked if she would not prefer to be non-resident and only in charge of the Day School, had replied that she preferred to remain as she was in charge of both and in residence. The question had been asked of since she often complained of lack of free time and other difficulties. During Miss Tulloch's absence Mrs Himing had carried out the residential duties and the School had run extremely smoothly, particularly so between herself and other members of the resident Staff. This was not always the case with Miss Tulloch since difficulties had so often arisen between herself and the Matrons. Mrs Himing would be willing to carry out the residential duties again should occasion arise and perhaps in view of the fact that Miss Tulloch knew this, she has not made so many complaints this term, and matters are remaining as before with Miss Tulloch in charge of both sections.

Non-European Wages: Owing to Judge van Winsen's absence, nothing has as, as yet, been done about the increase in wages. Mr Wares agreed to get in touch with Judge van Winsen and if he is not to be back for some time, Mr Wares said he would be willing to speak to the Domestic Staff.

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Prospectus: Nothing has been done, Mr Weres agreed to see Mr Kennedy as the matter is urgent.

Burglar Bars: Miss McLean said she was most disappointed with the type of burglar bar that has been fixed to the windows and that it is impossible to clean the windows as they are screwed to the woodwork frame. Mr Humble agreed to see Mr Ohlsson about the matter.

Founder's Day: Miss McLean reported that she received a letter from the Archbishop informing her that February 10th would be convenient to him and he was pleased to say that Mrs Newton Thompson would be willing and happy to present the prizes.

PAINTING: Mr Humble reported that he had inspected the work still to be done at the School, that is, the remaining section of the building from the Library round the Claremont Park side to the cloakroom. He asked Mr Ohlsson to ask for tenders and quoted the following estimates:-

Clarke Bruce	£340.
Cabion	344.
Buckland & Eaton	455.
W.J.Weir	522.

After discussion it was agreed that Messrs Clark Bruce's tender be accepted, but it will be necessary to scrutinise the specifications. Mr Humble agreed to see Mr Ohlsson and if satisfied with the specifications, with the Committee's approval, would ask Mr Ohlsson to arrange for Messrs Clark Bruce to do the work during the December holidays.

TENNIS WALL: Estimates have also been received and are as follows:-

£348; £398; £420.

The length of the tennis wall to be 90 ft.

After discussion it was agreed that enquiries should be made as to the cost of asphalting the ground in front of the tennis wall as it is considered far more satisfactory than gravel. Mr Humble agreed to go into the matter. It was also agreed that the question of a 90ft or 60ft tennis wall be discussed with Mr Ohlsson.

RHODES SCHOOLS TRUST: It was reported that Herschel is to receive the sum of £4,425 from the Trust and that this amount will be paid on the 30th November to the South African Mutual Life Assurance Society as a further payment in reduction of the 1st Bond. Taking into account the previous amount of £2,927.11.9. which was paid on September 30th, there is now a balance owing on the 1st Bond amounting to £5,575.

TENNIS COURTS: Mr Humble reported that these courts have dropped about one foot at one end and he feels that something should be done about it before it subsides any more. It was pointed out when this trouble occurred before, it was agreed to put in a channel to take the water away and this was done. On the whole these courts have given a great deal of trouble since they were laid. Mr Humble said that it would cost approximately £225 to put them in order. After discussion it was agreed that no decision be taken now.

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HOCKEY PITCH: Mr Humble also reported that he was asked to inspect the hockey pitch and to consult with the Architect which he has done - he said there was nothing urgent at the moment but that he is getting estimates and arranging to take levels to avoid any water lying on the pitch.

DIVING BOARD: Miss McLean reported that it is necessary to replace the Diving Board and the cost will be £42.10.0. She said that Mr Ohlsson had consulted Messrs Thurstons about it and they agreed to obtain the board and said that it will be necessary to get someone to do the fixing which might amount to some £10.0.0. After discussion it was agreed to go ahead with the board and Mr Humble said he would go into the matter of fixing the board.

SCIENCE LABORATORY: Miss McLean reported that Mr Ohlsson has drawn up a plan but he does not think it will be possible to use the classroom she had in mind. After discussion it was agreed that as an urgent matter this should receive priority when funds are available from the Four Schools Trust.

NUMBERS: The numbers in the Senior Boarding House for next year are satisfactory, but in the Preparatory they will be down.
Miss McLean said she would like to bring to the notice of the Committee the difficulty of engaging resident Staff to look after the boarders and as well the School is constantly having trouble with undesirable people loitering on the boundary, necessitating the calling in of the Police from time to time; for this and many other reasons, she felt the time had possibly come when a boarding school of this type was out-moded and that consideration might well be given to the question of running the school purely as a Day School.
The Committee agreed that this point should be kept in mind and, as well, some expressed agreement that Boarding Schools are "out-of-date"
It was agreed that a small committee should go into this question in detail.

OUTSTANDING FEES: Miss McLean reported that Mr Ellis sent a cheque for £20.0.0. and said he hoped to pay the balance at some future date. Miss McLean asked the Committee if, under the circumstances, we could waive the balance owing amounting to £18.2.0. Mr Wares said he would discuss the matter with Mr Kennedy.

BANK BALANCE: This was presented - £3,767. It was decided that £2,000 be placed on current account with the S.A. Permanent Mutual Building Society or a slightly lesser sum, according to current commitments.

FINANCE. Mr Wares reported that for the nine months to the 30th September, there is a deficit of £1,430 - he hoped however, by the end of the financial year, this would be reduced, for we normally make up a certain amount as a result of the December holidays.

HEDGE: Miss McLean reported that she has again been approached by the City Council to cut back the hedge and this she will arrange to be done by the garden boy.

HEADMISTRESS'S REPORT

DECEMBER 1960

STAFF

MRS MORKEL leaves at the end of the year and she will be greatly missed by everyone. She has taught Afrikaans and Geography to the Middle School for three years as well as being a Form Mistress.

MISS BOSCHWORTH replaces her for Geography, as Form Mistress and will teach some English. MISS CHOMBERG will take the Afrikaans, as part time work, unless I find someone more suitable, she has been teaching at Ellerslie and has been well recommended.

MADAME goes on six months leave and MRS McCORMICK will teach the French while she is away and MRS HAMPSON will be full time.

MRS YOUNG leaves at the end of the year and as yet I have not covered her work.

MISS MUNRO, Housekeeper at the Hill, wishes to return to England.

HEALTH

has been good throughout the year until the last two weeks when for the first time we had more than three in the sickbay.

NUMBERS

are still disappointing in the Preparatory School.

SCHOOL	DECEMBER:	AVERAGE 1960:	EXPECTED 1961.
Boarders:	47	51	54
Day:	111	109	113
	158	160	167
PREPARATORY			
Boarders:	20	19	10
Day:	56	59	55
	76	78	65
KINDERGARTEN:	35	35	28
	269	273	260

ACTIVITIES:

Parties from various parts of the School have visited the Monterey production of "A Christmas Carol"; the Mikado at the Labia and the Science Society was shown the Medical School by Professor Kipps; the Sociological Club welcomed Mr and Mrs Molyneaux to speak on their work in and getting away from the Congo; the cricket enthusiasts watched the English Women play Western Province and received some coaching from them; the Chapel Choir joined the combined one for the Eucharist of Witness at Bishops; the Inter-Schools Netball was held here on the first Saturday of term.

Mr and Mrs Strong visited the School, saw the Laboratory and met our two Staff, Mr Strong is here from America for the Science Conference in Johannesburg.

We had a very successful Fireworks evening on November 5th, and thank those parents who made it so, very much.

All the children received the polio sweets.

The Abe Bailey Afrikaans Speaking Competition was been held and the Trust is again presenting us with £25 worth of books.

Five children entered for the American Field Scholarships this year and four of these names have been sent forward to Johannesburg, we await further results.

Thirty girls were Confirmed by His Grace, the Archbishop in St.Saviour's Church on October 28th.

The Preparatory School have held their Plays; we shall visit the Ballet at the City Hall and the Carol Service will be held in St.Saviour's Church at 8.0.p.m. on Thursday, December 8th.

Herschel School,

CLAREMONT, Cape.

February 20th, 1961

THE QUARTERLY MEETING OF THE COUNCIL will take place in the Library at Herschel School, on Friday March 10th, 1961, at 5.30.p.m.

A G E N D A

I. Minutes to be Confirmed.

Quarterly Meeting held on
December 10th, 1960.

2. Report of the General Purposes Committee.

3. Report of the Headmistress.

4. Any other business.

E. R. Wilkins

SECRETARY

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL SCHOOL, CLAREMONT, ON FRIDAY, DECEMBER 9th, 1960 AT 5.15.P.M.

PRESENT: Canon Aubrey, Miss deBlank, Mrs D-Dunn, Miss Howes, Mr Humble, Mr Kennedy, Mrs Small, Judge van Winsen, Mr Wares.

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: His Grace, Archdeacon Wood, Mrs Brock, Mrs Henderson, Dr McDonald, Mr Robb, Mr Stanford, Professor Grant.

CHAIRMAN: Canon Aubrey was asked to take the Chair in His Grace's absence.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on September 9th, 1960, copies of which had been sent to Members, were taken as read and signed by the Chairman, as a true record of theproceedings.

REPORT OF THE GENERAL PURPOSES COMMITTEE: This was presented by Mr Wares.

ARISING FROM THIS REPORT:

Tennis Wall: It was agreed that this matter should be further investigated by the General Purposes Committee and that they decide what they consider to be the most suitable plan for such a wall and where it should be erected.

Finance: This is rather disappointing but with the drop in numbers it is inevitable that the revenue is considerably less in proportion to the current expenditure.

Mr Kennedy asked if it is likely that the numbers will continue to drop for next year, as naturally it will make a considerable difference to the financial position.

Various reasons were given for the drop in numbers, it is generally felt that with other schools being built in this area, that it is bound to account for a certain drop in numbers. The big drop is in the Prepratory School, especially in the boarding house. Mr Humble asked how many Miss McLean could accommodate as boarders in the Prepratory School - Miss McLean said it was built to house 28 children and that it is disappointing because this was a continual need and now when the places are available in the Preparatory Boarding School, very few enquiries are made - there are the ones who come in for a short period when the parents want to go overseas for possibly a few months, but of course it is only for a short period.

HEADMISTRESS'S REPORT: This was presented.

Canon Aubrey said he would like to congratulate Miss McLean on the School's singing at the Carol Service and that the total collection was £33.0.0.

Miss Howes asked Miss McLean about the American Field Scholarships Miss McLean said that four were awarded, but unfortunately only two of the girls were able to take them up -Ann Rough and Rosemary Hellings - four names have gone forward for next year, but it takes time before the results of the awards are know.

LEAVE OF ABSENCE: Miss deBlank asked for six months leave of absence while visiting overseas.

DATE 10th March 1961

CHAIRMAN

THE ENGLISH CHURCH SCHOOLS ASSOCIATION

Report of the General Purposes Committee for Council Meeting on the 10th March 1961

A Meeting of the Committee was held on 6th March 1961.

FOUR SCHOOLS TRUST:

As previously reported, a first amount of £4,425 has been received on Loan Account and applied in reduction of indebtedness on mortgage bonds, thus saving an annual interest charge of approximately £265.

A further sum of £1,950 is now available from the Trust.

PROSPECTUS:

The lay-out of the new prospectus, to include photographs of the school, has been agreed and quotations for the printing will be obtained soon.

MAINTENANCE OF PROPERTY:

The final section of the painting of the exterior of the main school buildings has now been completed - cost of the section £340 which amount has still to be paid. We await the final architect's certificate.

TENNIS WALL:

Agreement has been reached on the type and siting of the wall. The cost, including a hard surface for the playing area, will be about £500. Tenders are being obtained.

EXTENSION OF LABORATORY:

Discussions have taken place with the architect as to the most suitable place for an extension to the existing main buildings. We await rough sketch plans.

NON-EUROPEAN WAGES:

The wages of Non-European staff were reviewed and adjusted during the year. The question of instituting a fund for the care of these members of staff in illness and old-age was discussed and held over for re-examination after the financial results of the year became known. The accounts are now available and show a deficit of £1,036.

FINANCIAL RESULTS FOR 1960:

This matter is dealt with in the Report of the Council to the Annual General Meeting.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON MONDAY, DECEMBER 5th 1961 AT 5.15. P.M.

PRESENT: Mrs Brock
Judge van Winsen
Mr Wares

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Mrs Henderson (Overseas)
Miss Howes
Mr Humble
Mr Kennedy

ARISING FROM THE MINUTES:

Prospectus: Mr Wares reported that he has been in consultation with Mr Hamilton Russell in connection with the prospectus and as well showed him some pictures of the school buildings which will beconsidered suitable for inserting in the new prospectus. As soon as the suggested lay-out of the prospectus is ready, Mr Wares agreed to get in touch with Miss McLean.

Handyman: Mr Humble reported by letter to Mr Wares that he had arranged for Mr Petersen to do some interior painting in the Senior School and this would involve the painting of the Staff bathroom, 9 children's bathrooms, 5 children's lavatories, 2 children's Shower rooms, and two Staff lavatories, as well as painting the corridor leading from the archway outside telephone and linen rooms to top of steps leading down to well bathroom (childrens)., and then corridor and passageway down stone staircase to cloakroom at bottom. All bathrooms to be painted with gloss paint and corridors throughout with white flat paint.

Burglar Bars: IT was agreed that these be removed and only replaced if the Committee desires it.

Tennis Wall: The lowest tender worked out at about £3.17.6. per foot for a wall 8ft high, plastered and marked, surmounted by a 5ft inclined net but not practice surface. A 90ft wall north and south would cost £348, a 60ft wall £232.

In view of the solidity of the ground it was proposed to put down gravel and surfacing only; after examination of the spot by everyone concerned the suggestion received no support. The cost therefore to make the ground good and surface it in the usual manner would be £150 for 90ft and £100 for 60ft, the distance from the wall being equal to half a court with an adequate run back. The above prices were received in a letter from Mr Dau. Mr Dau further verbally tendered over the telephone 6/- a square yard in addition to the above price of £150 for surfacing with asphalt as requested, making the price £120 or £80 greater as the case may be.

After discussion no decision was made - it was suggested that perhaps the tennis wall should be erected at The Hill where the children really start their tennis practising.

Hockey Pitch: Mr Humble informed Mr Wares that levels have now been taken by the Architect and it is found that there is a drop of 5ft between the south west and north east corners. To correct this would mean raising the retaining wall and generally a job involving £1,000 or more according to the Architect, who considered the situation "alarming" structurally. Steps have been taken to clear the existing French drains

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and it is not proposed to take any further action until the next rains, and it can be seen how that works, the situation will ultimately have to be faced.

Diving Board: This has been delivered but not yet fitted, it will be attended to during the Christmas holidays and will be ready for when the children return towards the end of January 1961.

Science Laboratory: Miss McLean emphasized how difficult it is proving for the two Science Mistresses to teach their subjects with just the one laboratory at their disposal and wondered if perhaps a sub committee could be formed to go into the matter and see how best and where an additional laboratory could be housed. From previous consultations with the Architect it would seem unpracticable to use any of the present classrooms. Miss McLean felt strongly that if any further monies were to become available from the Four Schools Trust that this project should have priority.

Junior Tennis Courts: Mr Humble reported to Mr Wares that it would cost approximately £220 to level these courts up and re-surface them. After discussion no action was taken.

Painting back of Main Building: The contract was given out to J.Clark Bruce at £340, and the work will be carried out during the Christmas holidays.

Outstanding Fees:

These were presented - only one account still remained unpaid for the current term and a letter has been sent to the parent concerned requesting payment before the end of the financial year.

In the case of the balance owing by Mr Ellis, it was agreed that a letter be sent to him by Miss McLean informing him that the Committee were agreeable to waive the balance amounting to £18. 2. 0.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

HEADMISTRESS'S REPORT MARCH 1961

STAFF: In the Middle School MISS KROMBERG is teaching Afrikaans and MRS LILLELUND, who has been teaching in the Preparatory School for some five years, and I, are teaching the Arithmetic and Mathematics; MISS OLVER has returned for Senior Mathematics. With these slight changes we have an extremely able and well qualified teaching Staff.

In the Office Miss Tucker, having come for one month, has helped most willingly for thirteen months, and has now been replaced by MISS PURDY, who has long experience as Warden of the Union Jack Clubs in London.

On the residential side, it remains extremely difficult to find Staff. MISS FOSTER, has replaced Miss Munro as Housekeeper at the Hill, Mrs Marshall House Matron there, leaves at the end of the term and I am still interviewing for that post.

At School, MRS MILLER, is House Matron and is very capable and good; Mrs Lamsley retires in May and this is a great loss and she will be very difficult to replace.

HEALTH is very good.

NUMBERS are as follows:-

SCHOOL	DECEMBER 1960	MARCH 1961
Boarders:	47	50
Day:	111	117
	158	167
PREPARATORY		
Boarders:	20	II
Day:	56	58
	76	69
KINDERGARTEN:	35	28
	269	264

ACTIVITIES: Of the 19 Candidates who entered for the School Leaving Certificate, all passed, I in the 1st Class, 14 in the 2nd Class, and 4 in the 3rd Class, with 12 exemptions from Matriculation.

Five girls entered for the American Field Scholarships and three have been successful.

At the Gordons Swimming Gala the under 15 and the Senior Teams each took a close-second place.

At the Goddwood Show Miss Blackwell's riders won many places for jumping and showing, including the runner-up for the Champion Pony.

The Senior School went to Twelfth Night at Maynardville; smaller parties will visit Zonnebloem College, the Maly Art Exhibition, the Orchestral Concert and Lady Maud's recital at the Claremont Civic Centre.

The Heads of Houses were taken over H.M.S.VICTORIOUS and a party of 8 over the Frigate, GOOD HOPE.

The Boarders have been to Goodwood Show and local Fêtes.

We have had two Speakers at School so far, Mr Philby to speak on Angola and Mr Dolleray on the Federation, both with slides.

The Inter Schools games will take place during March - Tennis at the Association Courts on Saturday the 11th, Junior Swimming at Springfield on Tuesday the 14th; Diving at Herschel on Wednesday 22nd and Swimming at Rustenburg on Saturday 25th.

Herschel School,

CLAREMONT, Cape.

February 20th, 1961.

NOTICE is hereby given that the ANNUAL GENERAL MEETING of the ASSOCIATION will be held at Herschel School in the Library on FRIDAY, March 10th 1961 at 5.15.p.m.

I. To receive the accounts, with Auditor's Report thereon and the Report of the Council on the last 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. Wilkes

SECRETARY

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REVENUE AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 1960 (CONTINUED)

1959			1959			
1,722	Transfer to Capital Account	- - -		22,521	Balance at 1st January 1960	22,842 1
	Excess of Expenditure over Revenue for the year brought down	1,035 12 -	321		Surplus for the year: Balance brought down	- - -
22,842	Balance carried to Balance Sheet	21,806 8 1	1,722	2,043	Add: Surplus on Sale of Staff Residence	- - -
£24,564		£22,842 - 1		£24,564		£22,842 - 1

NOTES:

1. No Provision has been made for Depreciation of Land and Buildings.
2. No Provision for Taxation has been made for the year ended 31st December 1960 as the income of the Association is exempt from Taxation.

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ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REVENUE AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 1960.

1959						1959				
		Salaries of Staff:						Fees:		
18,537		Teaching	18,625 11 2			41,252		Tuition and Board	38,739 17 9	
1,942		Non-Teaching	1,991 18 -			3,249	44,501	Extra Subjects	3,134 11 9	41,874 9 1
1,430		Secretarial	1,417 11 8							
2,079	23,988	Special Subjects and Services	1,983 4 1	24,018 4 11			82	Registration Fees		58 16 -
		Wages of Domestic Staff and								
	3,341	Garden Boys		3,763 12 8			363	Sundry Revenue		331 - 10
		Provisions:					147	Interest on Cash on Deposit		211 16 8
384		Bread	352 4 10				45,093			42,476 3 -
345		Butter	351 8 8							
		Fish, Fruit, Vegetables and						Excess of Expenditure over		
1,473		Eggs	1,508 13 8				-	Revenue, carried down		1,035 12 -
1,570		Groceries	1,649 6 8							
2,444		Meat	2,182 5 -							
804	7,020	Milk	738 2 6	6,782 1 4						
		Domestic Charges:								
965		Electricity, Gas and Coal	1,042 10 2							
960		General Maintenance	1,037 6 6							
645		Laundry	754 14 8							
236		Miscellaneous Supplies	210 3 1							
241	3,047	Water	236 1 4	3,280 15 9						
	72	Sports Requisites		24 16 11						
		Property Charges:								
661		Grounds	84 11 10							
1,336		Maintenance	787 12 -							
46		Rates and Specific Services	55 10 5							
78	2,121	Water for Swimming Bath	82 18 -	1,010 12 3						
		Administration:								
20		Advertising for Staff	6 15 8							
105		Audit and Accountancy Fees	140 - -							
33		Bank Charges	32 14 10							
444		Miscellaneous	403 5 9							
62		Postages and Telegrams	46 3 1							
170		Printing and Stationery	140 10 9							
151		Telephone Charges	167 4 3							
425	1,410	Class Materials	238 19 7	1,175 13 11						
		Contributions to:								
772		Pension Fund	690 7 9							
16	788	Unemployment Insurance Fund	17 4 9	707 12 6						
	304	Insurance Premiums		290 5 -						
		Interest:								
2,362		On Mortgage Bonds	2,255 16 6							
4	2,366	On Bank Overdraft	2 3 3	2,257 19 9						
		Depreciation of Furniture and								
	315	Equipment		200 - -						
	321	Balance carried down		- - -						
	£45,093			£43,511 15 -		£45,093				£43,511 15 -

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ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

BALANCE SHEET AS AT 31ST DECEMBER 1960 (CONTINUED).

1959				1959				
119,750	BROUGHT FORWARD:		110,713 4 11	1,000	117,750	BROUGHT FORWARD:	1,000 - -	117,655 16
	LOANS (Free of Interest)					Unquoted:		
5,000	Rhodes Trust	5,000 - -				South African Permanent Building Society:		
	(Used in connection with the cost of acquisition of Land and Buildings, "The Hill")					Permanent Shares -		
				50		Sonia Beck Memorial Prize	50 - -	
-	Four-Schools Trust	4,425 - -		50		Janet Steyn Memorial Prize	50 - -	
	(Used in reduction of Mortgage Bond on Land and Buildings, Herschel School)			50	1,150	Gordon Stobie Musicianship Prize	50 - -	1,150 - -
5,000			9,425 - -			CURRENT ASSETS		
	CURRENT LIABILITIES			156		Stocks on Hand	259 5 -	
				3,075		Sundry Debtors	1,429 19 9	
1,459	Sundry Creditors		1,763 8 10			Cash on Deposit:		
				3,000		Inter-Union Finance Limited	- - -	
						South African Permanent Building Society - Savings Account	311 2 10	
				-				
				1,078	7,309	Cash at Bank and on Hand	1,095 9 6	3,095 17
£126,209			£121,901 13 9		£126,209			£121,901 13

CHAIRMAN

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 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, 1960, and the Revenue and Expenditure Account gives a true and fair view of the Excess of Expenditure over Revenue for the year ended on that date.

E.R. Syfret & Co

CHARTERED ACCOUNTANTS (S.A.)

AUDITORS.

CAPE TOWN.

17th February, 1961.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

BALANCE SHEET AS AT 31ST DECEMBER 1960.

1959					1959				
		SHARE CAPITAL					FIXED ASSETS		
		Authorised					Land and Buildings, Claremont, C.P. - At Cost		
£500		10,000 Shares of 1/- each	£500 - -						
		Issued			54,320		Herschel School	54,319 11 4	
					60,880	115,200	"The Hill" (Mortgaged as per Contra)	60,986 5 4	115
	257	5,142 Shares of 1/- each, fully paid		257 2 -			Furniture and Equipment -		
		CAPITAL RESERVE					Book Value at 1st January 1953	1,375 - -	
24,226		Endowment Account	24,225 15 3				Additions since, at Cost	2,223 18 11	
		Development Fund - Total collected to date, appropriated towards the cost of acquisition and alterations of Land and Buildings, "The Hill"	30,632 9 3					3,598 18 11	
30,557		Surplus on Sale of Staff Residence	1,721 11 -	56,579 15 6		2,300	Less: Depreciation since 1st January 1953	1,498 18 11	2,100 -
1,721	56,504						Pianos -		
	22,842	REVENUE AND EXPENDITURE ACCOUNT		21,806 8 1			Book Value at 1st January 1953	225 - -	
							Additions since, at Cost	324 19 6	
	79,603			78,643 5 7				549 19 6	
						100	Less: Depreciation since 1st January 1953	449 19 6	100 -
		MORTGAGE CREDITOR					Linen and Curtains -		
		South African Mutual Life Assurance Society:					Book Value at 1st January 1953	100 - -	
2,000		Balance of First and Second Bonds	- - -				Less: Depreciation since 1st January 1953	50 - -	50 -
12,927		Balance of Third Bond	7,575 - -				Cutlery, Crockery, Glassware and Kitchen Utensils -		
14,927		(Secured on Land and Buildings, Herschel School, as per Contra)	7,575 - -				Book Value at 1st January 1953	150 - -	
24,070		Balance of First Bond	23,544 19 4			100	Less: Depreciation since 1st January 1953	50 - -	100 -
		(Secured on Land and Buildings, "The Hill", as per Contra)							
	38,997			30,919 19 4		117,750			117,655 16
		TRUST FUNDS					TRUST FUND INVESTMENTS		
50		Sonia Beck Memorial Prize	50 - -				Quoted:		
50		Janet Steyn Memorial Prize	50 - -				1,000 5½% Cumulative Preference Shares of £1 each, fully paid, in J.W. Jagger & Company Limited - At Valuation - W. Duncan Baxter Trust Fund	1,000 - -	
50		Gordon Stobie Musicianship Prize	50 - -						
1,000	1,150	W. Duncan Baxter Trust Fund	1,000 - -	1,150 - -					
					1,000		(Market Value: At 31st December 1960 - £650 At 31st December 1959 - £725)		
	£119,750	FORWARD:		£110,713 4 11	£1,000	£117,750	FORWARD:	£1,000 - -	£117,655 16

GRS & Co

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE ANNUAL GENERAL MEETING OF THE ASSOCIATION HELD AT HERSCHEL SCHOOL, IN THE LIBRARY ON FRIDAY MARCH 10th 1961 AT 5.o.P.M.

PRESENT: His Grace, Canon Aubrey, Mrs Dowie-Dunn, Mrs Henderson, Mr Humble, Dr McDonald, Mr Robb, Mr Wares.

In attendance: Miss McLean.
Secretary: Mrs Withers.

Apologies for absence: Archdeacon Wood, Miss deBlank(Overseas) Miss Dulcie Howes, Mr Kennedy, Professor Grant, Judge van Winsen, Mr Stanford, Mrs Small.

MINUTES: The Minutes of the Annual General Meeting held on Friday, March 11th, 1960, copies of which had been circulated to Members were taken as read, and signed by the Chairman as a true record of the proceedings.

REPORT AND ACCOUNTS:

The Report of the Council and Statement of Revenue and Expenditure for the year ended 31st December 1960, with Balance Sheet at that date, were submitted.

On the Motion of Mr Wares, seconded by Dr McDonald, it was resolved:-

"That the Balance Sheet and Accounts as at 31st December 1960, be adopted".

AGREED.

REPORT OF COUNCIL: The Report of the Council was submitted.

ARISING FROM THIS REPORT:

Mr Wares drew attention to the fall in Revenue of £2,617 due almost entirely to the lower number of pupils in the School. On balance, a saving of £1,260 in expenditure had been effected, so that the net loss of revenue as compared with the previous year was £1,357. There was a deficit of £1,036 for 1960.

The budget for 1961 would produce a deficit of approximately £1,350.

It was therefore necessary to do everything possible to attract new pupils and to keep a careful check on all expenditure.

MEMBERS OF COUNCIL: His Grace informed the Meeting that he had reappointed Mr Robb and Mr Wares.

AUDITORS: On the Motion of Mr Wares, seconded by Mr Humble, it was resolved:-

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

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED

DATE.....

CHAIRMAN.....

THE ENGLISH CHURCH SCHOOLS ASSOCIATION

Report of the Council to be submitted at the Annual General Meeting to be held on the 10th March, 1961

Financial Results for 1960.

The Revenue and Expenditure Account for the year 1960 shows a deficit of £1,036 as compared with a surplus of £321 for the previous year.

The revenue side of the accounts gives cause for concern in that there has been a decrease in revenue of £2,617 almost entirelu due to a drop in fees caused by the fall in number of pupils. The estimates a year ago allowed for a fall in revenue of £2,043 but this proved to be inadequate.

Expenditure at £43,512, compared with £44,772 for 1959, represents a saving of £1,260. There were savings and losses under the separate heads, the main ones being Wages up by £422 (this rise is likely to continue) and property Charges down £1,110.

The estimates for 1961 are included in the table below. It has been difficult to budget for revenue in 1961 but the present number of pupils has been used as a basis. Estimates of expenditure have been kept as low as possible. The budget shows an anticipated loss of £1,350 unless revenue is improved by having a larger number of pupils at the School.

	1959	1960	Increase or Decrease.	Estimate for 1961
Revenue:				
Tuition & Board	£41252	£38740	-£2512	£38500.
Extra Subjects	3248	3134	- 114	3000.
Registration Fees	82	59	- 23	50.
Sundry Revenue	364	331	- 33	350.
" Special	147	212	+ 65	200.
	£45093	£42476	-£2617	£42100.
Expenditure:				
Salaries-Staff	£23988	£24018	+ 30	£24000.
Wages-Domestic	3341	3763	+ 422	4200.
Provisions	7020	6782	- 238	6800.
Domestic Charges	3047	3281	+ 234	3250.
Sports Requisites	72	25	- 47	25.
Property Charges including special maintenance.	2121	1011	- 1110	750.
Administration	1410	1176	- 234	1200.
Pension Fund & N.I.F.	788	708	- 80	725.
Insurance.	304	290	- 14	300.
Interest	2366	2258	- 108	2000.
Depreciation	315	200	- 115	200.
	£44772	£43512	-£1260	£43450
Surplus +	321			
Deficit		- 1036		1350
	£45093	£42476		£42100

NUMBER OF PUPILS

The average number of pupils attending the School during 1958,1959 and 1960 and the number at the date of this report are as follows:-

	Average 1958.	Average 1959.	Average 1960.	March 1961
SCHOOL				
Boarders	50	50	51	50
Day	97	116	109	117
	147	166	160	167
PREPARATORY				
Boarders	18	17	19	11
Day	96	69	59	58
	114	86	78	69
KINDERGARTEN	47	40	35	28
	308	292	273	264

MEMBERS OF COUNCIL:

In accordance with the Rules of the Association the following Members of the Council, appointed by His Grace the Archbishop, are due to retire by rotation.

F.C.ROBB J.D.WARES

AUDITORS:

It will be necessary to fix the remuneration of the Auditors Messrs E.R.Syfret & Company, for the past year.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

MEMBERS OF COUNCIL

His Grace, the Archbishop.

	Position A.G.M. 1961.	Retires A.G.M.
SELECTED BY ARCHBISHOP:		
1. Canon John Aubrey.	Retired & re-selected.	1965
2. Mrs J.F.Brock	Sitting	1962
3. Miss deBlank	Sitting	1963
4. Mrs C.E.W.Henderson	Sitting	1962
5. Mr F.C.Robb	Retired & re-selected.	1965
6. Mr Walter Stanford	Sitting	1964
7. Archdeacon of Capetown The Venerable C.T.Wood	Sitting	1964
8. Mr J.D.Wares	Sitting	1964
NOMINATED BY MEMBERS:		
1. Mrs Dowie Dunn	Retired & re-elected.	1965
2. Mr R Humble	Sitting	1963
3. Professor W.F.Grant	Retired & re-elected.	1965
4. Mr H.L.Kennedy	Sitting	1964
5. Mrs Small	Sitting	1963
6. Mr Justice van Winsen	Sitting	1963
7. Dr R.L.McDonald	Sitting	1964
8. Miss Dulcie Howes (Mrs Cronwright)	Sitting	1964

CLAREMONT.

March 21st, 1961.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL SCHOOL, ON FRIDAY, MARCH 10th, 1961, AT 5.30.PM

PRESENT: His Grace, Canon Aubrey, Mrs Dowie Dunn, Mrs Henderson, Mr Humble, Dr McDonald, Mr Robb, Mr Wares.

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Archdeacon Wood, Miss deBlank, Mrs Brock, Miss Dulcie Howes, Mr Kennedy, Professor Grant, Judge van Winsen, Mr Stanford, Mrs Small.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on the 10th March 1960, 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 Wares.

ARISING FROM THIS REPORT:

Four Schools Trust:

Miss McLean asked if any financial statement is to be issued to the Four Schools showing what the position is in regard to money received. Mr Robb said that he understood that the audited accounts of the Trust were in the post and no doubt Herschel will receive their copy soon. Mr Robb stated further that up to date the total promises amounted to £508,000 and that cash received amounted to £115,000 which included some large single donations.
A further reminder is being sent out to people who have not, as yet, fulfilled their stated intention to donate.

Prospectus: Mr Wares reported that this is at the stage where estimates are to be asked for the printing. His Grace, asked if the Council would see the draft prospectus before it goes to print. It was arranged that the proof will be circulated to members of Council. It was suggested that a copy of the new prospectus be sent to all parents.

Maintenance of Property: The remaining section of the painting of the Senior School is now completed and the architect's certificate has been received advising that the work has been carried out satisfactorily. A cheque for £310 will now be posted to Messrs Clark Bruce.

Tennis Wall: The siting of the proposed wall was explained, that is, between the hockey goal posts and the Claremont Gardens boundary fence. Mr Humble had investigated cost which would be approximately £650.
It was stated that such a wall would spoil the general appearance of the grounds which always looked very attractive. The Headmistress stated that she did not favour this position because part of the grounds would be obscured and this would make supervision difficult.
The matter was held over.

Science Laboratory: Mr Wares reported that the architect has been consulted about the possibility of adding on additional accommodation for a Science Laboratory and that he had taken measurements and will draw up a plan. It is felt that this

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is an urgent matter.

Non-European Wages: The wages of the Non-European Staff had been revised and increases granted as from October 1st 1960. The care of members of the non-European staff in the case of illness or old age was held over. It was decided that as we show a deficit of £1036 for 1960, it is not possible to make any decision but the matter would be reviewed at a later date.

Joel's resignation was reported and the question as to what form of allowance should be made was discussed. It was suggested that a cheque would be most useful and the sum of £100 was considered. It was then considered that possibly an allowance equivalent to £5.0.0. per month would be preferable. This was agreed.

Miss McLean said that the School was collecting for Joel.

HEADMISTRESS'S REPORT: This was presented.

GENERAL PURPOSES COMMITTEE:

It was decided that the following members would form the General Purposes Committee for the ensuiing year.

Mrs Brock
Mrs Dowie Dunn
Mrs Henderson
Mr Humble
Dr McDonald
Mrs Small
Judge van Winsen
Mr Wares.

OTHER BUSINESS:

His Grace reported that he was sorry to inform the Council that he has received a letter from Miss McLean tendering her resignation as at the end of this year. He said that he saw Miss McLean before the Meeting but that she was definite in her decision.

His Grace said that he would like to thank Miss McLean for her Services during the course of her years at Herschel.

Mr Robb asked if this news was to be treated as confidential. It was agreed that it is very difficult to keep matters of this nature private and after discussion it was arranged that a letter, signed by His Grace, would be sent to the parents informing them of Miss McLean's resignation.
At this stage His Grace and Miss McLean left the Meeting.

Canon Aubrey was asked to take the Chair for the remainder of the Meeting.

The General Purposes Committee was asked to investigate what steps should be taken in connection with finding a successor to Miss McLean and to report to His Grace.

Date.....9th June 1961. CHAIRMAN...J.W. Aubrey.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, ON MONDAY, MARCH 6th, 1961, AT 5.15.p.m.

PRESENT: Mrs Brock, Mr Kennedy, Mr Humble, Mr Wares.

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Mrs Henderson
Miss Dulcie Howes,
Judge van Winsen.

ARISING FROM THE MINUTES:

Prospectus -The suggested lay out of the new prospectus was presented by Mr Wares; Miss McLean produced several prospectuses of other schools. The question was discussed as to how many photographs of the school should be included in the actual prospectus and whether it would be advisable to have separate photographs in an envelope in the back of the prospectus. It was also discussed whether the prospectus should be changed in size to that set up by the advertising firm. After full discussion on the matter it was agreed that the prospectus should take the form of the one set out by the firm with photographs, but with photographs in the back and on some of the pages, not as arranged by the firm on the cover.
Miss McLean and Mr Wares would finalise the draft and obtain tenders.

Handyman: Mr Humble reported that he inspected the work done by Mr Petersen during the Christmas holidays and that the work was very satisfactorily carried out.

Burglar Bars: Mr Humble reported that the bars which were removed from the upstairs when the painters were here during the holidays are still down and he suggested that possibly barbed wire could be wound round the pipe leading up to the dormitories; it would not be a costly item and would probably serve the purpose. It was also suggested that perhaps the firm who supplied the burglar bars could either buy them back from the School or possibly sell them to someone else. The school would get in touch with the firm.

Tennis6Wall:Much discussion took place as to the best place for the tennis wall. Various suggestions were made including (I) down the Claremont Park Boundary on the right hand side of the two courts, or (2) across the middle of the flat ground between the hockey goal posts and Claremont Park, thus making it possible for both sides of the wall to be used. It was agreed that the wall should be 9 to 10 foot high with wire at the top to prevent the balls from going over.
Miss McLean said that she really did not feel very happy about the wall being erected as in (2) as the area on the far side of the wall could not be properly supervised. After discussion, it was agreed that, on balance, a wall as in (2) was the best arrangement and to recommend this to Council subject to funds being available.

Science Laboratory:Mr Wares reported that he had asked the architect to come out to the School that morning to see what arrangements could be made for addition of a laboratory. Mr Ohlsson was unable to come so Mr Twentyman-Jones

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came and he and Miss McLean made an inspection. It was suggested that possibly the best place for extension would be on the wing near the Claremont Park and the Swimming Bath. It was agreed that the Architect should produce a sketch plan of his proposed suggestions and should state what the approximate cost would be.

Diving Board: Miss McLean reported that the top diving board was found to be in a dangerous condition, the wood had rotted and had to be replaced, so she dealt with this immediately without referring it to the Committee. The cost for the board is £45.0.0. and there will be an additional charge for the fixing of the Board. This was confirmed.

Outstanding Fees: Miss McLean reported that she received a letter from Mr Ellis expressing his appreciation to the Committee for their gesture in waiving the payment of the balance of fees owing by him amounting to £18.2.0.

Miss McLean said she would like to ask the Committee's advice in regard to the following parents who did not give a term's notice.

Mr Barnard wrote to her saying he was so very pleased with his daughter's progress at Herschel, but then wrote and said that owing to changes in his financial position he would not be sending his daughter back to Herschel. After discussion it was agreed that a letter be sent to Mr Barnard asking for half a term's fees.

In the case of Mrs Rough, it was agreed that the full fees should be paid. Likewise in the case of Mr Henstra the fees must be paid in full.

Miss McLean reported that in the case of the fees outstanding for Mr Whiting, he called in to see her and explained his financial position and that he would have no alternative but to take his daughter from Herschel until such time as his position improved. It was agreed that we should endeavour to keep in touch with him in regard to the fees outstanding for the two terms.

SCHOOLS TRUST: Miss McLean presented a letter received from the Trust. Mr Wares read the contents of the letter to the Meeting and Mr Kennedy said that he did not think it necessary to reply, as there is likely to be some changes in the information contained in the letter. Any surplus monies that will become available will be used as set out in the Trust Deed.

JOEL: Miss McLean presented a letter received from Joel tendering his resignation after having served the school for 38 years. The question discussed was whether Joel is to be paid a pension or other benefit in recognition of his many years of faithful service. Mr Kennedy suggested that £100 be given by the Association and that the Council would wish to contribute on their own behalf. Possibly the School and/or Old Girls would be arranging some presentation to him.
The reason Mr Kennedy felt a payment of £100 would be an advantage is that if Joel received a pension from the school he would not get the full Government pension and possibly a cash payment would be more beneficial to him. It was agreed that the matter be discussed at the Council Meeting on Friday , March 10th.

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BANK BALANCE: This was presented -R3838 credit. R6000 had been placed in the Savings Account with the S.A.Permanent Mutual Building Society until such time as it is required.

OTHER BUSINESS:

Provincial Schools Team:

Miss McLean said she would like the Committee's opinion on the question of allowing children who may be selected to take part in this to miss two days schooling to go to Pretoria. Mr Kennedy said he personally was very much against it and felt that it is not good for children and that too much is made of championships with young children. After discussion it was agreed that the Committee were not in favour of the idea and that Miss McLean could inform the Games Staff of the decision.

GENERAL PURPOSES COMMITTEE:

Miss McLean said that Miss Dulcie Howes spoke to her that morning and really felt that as she had been unable to attend so many of the Committee Meetings she would like to be released from serving on this Committee.

Mrs Henderson is due to retire by rotation from the General Purposes Committee.

The matter would come up at the Council Meeting.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

HEADMISTRESS'S REPORT MARCH 1961

STAFF: In the Middle School MISS KROMBERG is teaching Afrikaans and MRS LILLELUND, who has been teaching in the Preparatory School for some five years, and I, are teaching the Arithmetic and Mathematics; MISS OLVER has returned for Senior Mathematics. With these slight changes we have an extremely able and well qualified teaching Staff.

In the Office Miss Tucker, having come for one month, has helped most willingly for thirteen months, and has now been replaced by MISS PURDY, who has long experience as Warden of the Union Jack Clubs in London.

On the residential side, it remains extremely difficult to find Staff, MISS FOSTER, has replaced Miss Munroe as House-keeper at the Hill, Mrs Marshall House Matron there, leaves at the end of the term and I am still interviewing for that post.

At School, MRS MILLER, is House Matron and is very capable and good; Mrs Lamsley retires in May and this is a great loss and she will be very difficult to replace.

HEALTH is very good.

NUMBERS are as follows.

SCHOOL:	DECEMBER 1960:	MARCH 1961:
Boarders:	47	50
Day	111	117
	158	167
PREPARATORY:		
Boarders	20	II
Day	56	58
	76	69
KINDERGARTEN:	35	28
	269	264

ACTIVITIES: Of the 19 Candidates who entered for the School Leaving Certificate, all passed, I in the 1st Class, 14 in the 2nd Class and four in the 3rd class, with 12 exemptions from Matriculation.

Five girls entered for the American Field Scholarships and three have been successful.

At the Gordons Swimm ng Gala the under 15 and the Senior Teams each took a close-second place.

At the Goodwood Show Miss Blackwells riders won many places for jumping and Showing, including the runner-up for the Champion Pony.

The Senior School went to Twelfth Night at Maynardville; smaller parties will visit Zonnebloem College, the Malay Art Exhibition, the Orchestral Concert and Lady Maud's recital at rhe Claremont Civic Centre.

The Heads of Houses were taken over H.M.S.VICTORIOUS and a party of 8 over the Frigate, GOOD HOPE.

The Boarders have been to Goodwood Show and local Fètes

We have had two Speakers at School so far, Mr Philby to speak

on Angola and Mr Dolleray on the Federation, both with slides.

The Inter-Schools games will take place during March - tennis at the Association Courts on Saturday the 11th, Junior Swimming at Springfield on Tuesday the 14th; Diving at Herschel on Wednesday 22nd and Swimming at Rustenburg on Saturday 25th.

Report of the Special Meeting of the General Purposes Committee held at Herschel School on March 16th, 1961 at 5.15.p.m.

PRESENT: Mrs Dowie-Dunn, Mrs Henderson, Dr McDonald, Mrs Small, Mr Wares.

In attendance: Miss McLean
Secretary: Mrs Withers

TERMS OF REFERENCE FROM COUNCIL:

To consider the procedure for finding a suitable person as successor to the Headmistress - Miss McLean, the new appointment to be as from January 1962.

To report back to Council or obtain approval from His Grace, the Archbishop, for any action to be taken.

Before proceeding to the business of the Meeting, the Chairman welcomed Dr McDonald, the new member of the Committee and also Mrs Dowie Dunn and Mrs Small, who had been re-elected for another term of office.

He said how sorry all members were that Miss McLean would be leaving Herschel at the end of the year and stated that there would be an opportunity later of expressing appreciation of all that Miss McLean has done for Herschel.

NEW HEADMISTRESS:

A full discussion took place and it was agreed to recommend the following:-

(I) that the post be a resident one.

(2) that the successful applicant be a Communicant member of the Anglican Church.

(3) that married applicants be considered.

(4) that the remuneration be further discussed.

(5) that suitable accommodation be investigated by Mrs Dowie Dunn, Mrs Henderson and Mrs Small with Miss McLean.

(6) that long leave be granted for one term on full pay after 5 years.

(7) that the appointment be subject to 6 months notice on either side to take effect in June or December.

(8) that Miss McLean write to the Heads of all girls Private Schools in the Union and to Arundel in S.Rhodesia and Limura School in Kenya.

(9) that letters be sent to:-

(a) The Women's Employment Federation.
(b) The S.O.S.B.W.
(c) The Association of Headmistresses.
(d) The Association of Assistant Headmistresses.

(10) that advertisements be placed in the following Newspapers:-

Cape Argus
Natal Mercury
Johannesburg Star
Eastern Province Herald
Rhodesian Herald

the advertisement to be placed on the Leader Page of each paper, to appear on a Wednesday and Friday with at least 10 days between each and to be worded as follows:

HEADMISTRESS

HERSCHEL SCHOOL

CLAREMONT, Cape.

Applications are invited for the post of Headmistress which falls vacant in January 1962. Married applicants will be considered.
For further particulars apply to the Secretary -English Church Schools Association(Incd)
c/o Herschel School,
CLAREMONT, Cape.

It was later suggested that the following address be written to:-

The Right Revd John Boyes,
Director,
S.A.Church Institute,
14,Great Peter Street,
WESTMINSTER:LONDON.S.W.I.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION(INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE HELD ON MONDAY APRIL 10th 1961.

PRESENT: Mrs Brock, Mrs Dowie Dunn, Mr Kennedy, Mrs Henderson, Dr McDonald, Mr Wares.

In attendance: Miss McLean:
Secretary: Secretary.

The question was raised as to whether these Meetings should take place at 5.0.p.m. or 5.15.p.m. After discussion it was agreed that they take place at 5.0.p.m. in future.

ARISING FROM THE MINUTES - March 6th 1961.

Mr Wares stated that the Report of the Special Meeting of the General Purposes held on April 6th, relating to the arrangements for the appointment of Miss McLean's successor, was sent to all members of the Council. He reported that the advertisements would appear in the various papers only on the 14th and 26th of April 1961 as it was considered advisable to wait until after the Easter holidays. It was decided to include in the advertisement that applicants applying for the post should be members of the Anglican Church. The committee confirmed these arrangements.

PROSPECTUS: Miss McLean submitted the wording to be inserted in the prospectus which was approved subject to minor changes. It was agreed to use side headings.

FEES: The question of fees in the Preparatory School from Upper I upwards, referred from the Council, was discussed. Miss McLean felt that the big increase from Lower I to Upper I, might be a reason for the drop in numbers in that particular part of the school. Mr Kennedy said he would make enquiries from other Schools to see how our fees compare.

It was agreed to revise the charges for extras.

TENNIS WALL-Senior School. No definite decision has been reached in this connection.

TENNIS WALL-Junior School. Miss McLean reported that the plan for the tennis wall to be given by Mr Lees had arrived and that if the committee approve she would be glad to have the necessary papers completed. It was agreed that the site chosen is satisfactory and Mr Wares agreed to sign the papers.

SCIENCE LABORATORY: Nothing further has transpired; Mr Wares agreed to get in touch with the Architect.

DIVING BOARD: This has now been completed.

OUTSTANDING FEES: Miss McLean reported that she received by return of post a cheque from Mr Barnard in payment of a half term's fees in response to her letter to him.

In the case of Mrs Rough Miss McLean reported that she received a message from Mrs Rough that Mr Rough had gone to England to see if he could find a position there and at the moment she is unable to pay anything.

The account for Mr Henstra's daughter will be sent in the usual way; there should be no difficulty in the payment of this account.

Four School's Trust: Miss McLean reported that she received the Balance Sheet together with a further cheque for R777-74. which has been banked, and will be acknowledged to the Trust.

JOEL: It was decided that the quarterly gift of R30.00 to Joel as approved by the Council, be sent to Joel care of the Magistrate, at Willowvale.

HEADMISTRESS'S ACCOMMODATION: The lady members of the Committee reported on this matter. Various possible changes were fully discussed, but it was decided to wait until the new Headmistress had been appointed and then review the position.

HEDGE: Miss McLean reported that the hedge facing Herschel Road was burnt and that the Fire Brigade was called - the insurance does not cover any damage, but they would pay the City Council for any expenses incurred in calling out the Fire Brigade. Mr Wares agreed to visit the office of the City Council to find out if anything was going to be done about widening Herschel Road and possibly they might consider doing something about replacing the present hedge if they require a portion of the School's ground.

CLOAKROOM: Miss McLean reported that the Malthoid on the roof of the cloakroom was worn out and when Mr Hoare inspected the work to be done, beetle was found in certain portions of the woodwork - he has replaced the portions affected.

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THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

Special Meeting of the General Purposes Committee held at Herschel School on Monday, April 17th, 1961 at 5.0.p.m.

PRESENT: Mrs Dowie Dunn, Mrs Henderson, Mrs Brock, Mrs Small, Dr McDonald, Mr Justice van Winsen, Mr Kennedy, Mr Wares.

Further to the Special Meeting held on 16th March 1961, discussion took place on the detailed terms of the appointment of a new Headmistress. The following was decided, subject to confirmation by the Chairman of the Council.

DATE OF APPOINTMENT: To be as from 1st January 1962, the appointee to take up residence a few days before the beginning of the first term.

REMUNERATION: Salary and cost of living allowance combined to be at the rate of £1,200 per annum, payable monthly.

QUARTERS: The post is a residential one and quarters and board are provided free. The accommodation is furnished and comprises - bedroom, private bathroom, sitting-room and diningroom, the last mentioned being also used as a reception room for parents and other visitors. A separate study is provided.

PENSION FUND: The appointee is required to be a member of the Pension Fund, contributions being 7½% of the combined salary and cost of living allowance.
The normal retirement age is 55 but the appointment may be extended beyond this age at the discretion of the Council.

LEAVE: In addition to the customary leave between terms, extended leave of one full term is available after completion of 5 years' service.

DUTIES: The Headmistress is responsible under the general direction of the Council for the organisation of the whole School, i.e. Senior, Preparatory and Kindergarten, and is assisted by three Housemistresses, the Head of the Preparatory School, the Housemistress for the Senior School Boarders, the Housekeeper, Bursar and Secretary. The Headmistress is expected to bring all matters involving general policy before the Council for discussion. All appointments are to be reported for confirmation and Senior appointments such as Head of the Preparatory School or Deputy Headmistress will require the prior approval of the Council.

The Headmistress is expected to teach I subject in the Senior Form.

The Headmistress will also be expected actively to foster good relations between the School on the one hand and the public and parents on the other.

TERMINATION: The appointment will be subject to 6 months' notice on either side, such notice to terminate at the end of a school half-year.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD ON MONDAY, MAY 1st, 1961, AT 5.0.P.M. AT HERSCHEL SCHOOL:

PRESENT: Mrs Dowie Dunn, Mrs Henderson, Mr Kennedy, Dr McDonald, Mrs Small, Mr Wares.

In attendance: Miss McLean
Secretary: Mrs Withers

ARISING FROM THE MINUTES: April 10th, 1961

Miss McLean asked that an amendment be made to the Minutes in connection with Mrs Rough - it should have read "Miss McLean was told that Mr Rough had gone to England to seek a position and that Mrs Rough would be unable to make any settlement as yet". AGREED.

Miss McLean asked that the following amendment be made in regard to the minute in connection with Joel - "be sent direct to Joel with a stamped addressed envelope with the form of receipt for completion and return".

Miss McLean also said that the Minute in regard to the accommodation for the Headmistress should read - "this was discussed and the matter held over". AGREED.

PROSPECTUS: Miss McLean asked if it was intended to omit the paragraph in connection with "weekly boarders". After discussion it was agreed that it should be re-inserted.

The present draft was in the hands of the Southern Press; but in view of the short notice, no quotations had been received. It was decided to ask for further tenders from Lincey and Watson and the Mercantile Press. Miss McLean was asked to obtain these.

FEES: Mr Kennedy had insufficient time while in Johannesburg to gather information of other schools fees. A list provided by the various schools was put before the metter, but in that it gave insufficient details, it was agreed that Miss McLean should collect further particulars of fees from other schools and that these should be correlated by a sub-committee and presented to Council. AGREED - sub-committee Mrs Henderson and Dr McDonald.

TENNIS WALL: Further discussion took place and on the suggestion of Mrs Small, it was agreed to use the funds raised by the Ladies Committee from the Secondhand Clothes Shop towards the cost and to proceed with the building of this wall immediately. Mr Kennedy undertook to find out more information from Mr Lees as to builder and architect being used by him at the Junior School. It was decided to obtain estimates from Dau and Schuller. Mr Wares agreed to attend to this.

SCIENCE LABORATORY: Mr Wares reported that after speaking with the Architect, there appeared to be some misunderstanding and in fact no measurements had been taken or estimates obtained. After further discussion in which the urgent need of the laboratory was stressed by Miss McLean, it was agreed that Miss McLean should produce an overall plan for the needs of the school during the next three years.

OUTSTANDING FEES: Miss McLean reported that both Mrs Rough's and Mr Henstra's fees were still outstanding and that Mr Croxton was questioning the need for paying the fees during the childrens absence overseas.

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It was decided that the cases of Mrs Rough and Mr Henstra be handed to Messrs Syfret, Godlonton & Low to deal with, but that Miss McLean should again write to Mr Croxton pointing out that these fees were payable.

HEDGE: Mr Wares reported that he had seen the Plans Department of the City Council about the proposed expropriation of a 10 foot strip of Herschel land for the widening of Herschel Road (up to 20 feet in the curve opposite Grove Walk). The work had a low priority and was therefore not likely to be carried out for some years.
After discussion it was agreed that information as to the best way to approach the Council should be obtained either through Mr Tyers or the Town Clerk and Mr Wares agreed to investigate further.

STAFF LEAVE: Miss McLean reported that Mrs Muller, who has taught Art at Herschel for seven years, is applying for three months long leave during the third term of this year; Mrs Allan who taught here previously to Mrs Muller, had agreed to undertake the work during this time. It was agreed to grant Mrs Muller this leave under the usual conditions that she be expected to complete at least a year's service after her return. The question of remuneration for the substitute was discussed and it was agreed to pay £60.0.0.(R120-00) per month, that being £6.0.0.(R12.00) less than Mrs Muller's basic salary.

Miss McLean further drew attention to the fact that Miss Porter, after twenty-five years service at Herschel wished to retire at the end of the year, but enquired whether the Committee thought it advisable to invite Miss Porter to remain for a further three or six months in order to ensure continuity for the new Headmistress. It was agreed to invite Miss Porter to do this.

Mrs Pierce-Jones who had reached retiring age but was still a member of staff would shortly feel it necessary to retire permanently or to work part-time. Mrs Pierce-Jones had withdrawn two-thirds of the amount due to her from the Insurance Company and received a pension of £2.16.11. (R5.69) per month from the remaining third. Miss McLean suggested that the monies placed in the Suspension Fund might be used for Mrs Pierce-Jones and Miss Porter should the Committee wish to remunerate them additionally in any way.

FIRE HAZARDS: Miss McLean said that she would like the Committee's advice on Fire Hazards and any emergency which might arise before Union Day. At present she, with the Heads of other Church Schools, thought it would be advisable to allow the children to leave for the two day holiday (30th and 31st) on the afternoon of Monday the 29th, and to return on the morning of Thursday June 1st, in time for a Service to be held in St.Saviour's Church at 10.30.a.m.
After discussion, the Committee were of the opinion that it would be wiser to let the children go for the week-end and to remain away until the morning of the 1st.
Miss McLean thanked the Committee and agreed to discuss this further with both Miss Carew and Mr Kidd and to arrange accordingly.

HEADMISTRESS'S POST: Two further applications were received and Miss McLean asked for direction in replying to these. Information had already been sent to the third applicant.

HEADMISTRESS'S REPORT: JUNE 1961

STAFF: The only changes at the end of this term will be the return of Madame Polakiewicz after her six months leave, which will release Mrs McCormick for more English teaching and enable Mrs Pierce-Jones to become part time, and Miss Mulliner to do only the Library itself with no classes; these she undertook to do while Madame was away.

Miss Kromberg, Middle School Afrikaans, finds the travelling from Sea Point each day too tiring and will be replaced by Mrs Esterhuysen living at Rondebosch.

Mrs Momberg, Music and Singing, is leaving at the end of the term for Domestic reasons and I have not yet re-allocated her work.

Mrs van der Merwe will replace Mrs Lamsley as House Mistress and seems well suited for the work.

AT THE HILL - Mrs Roberts, Upper II Form Mistress, has accepted a good post in Northern Rhodesia; her work will be covered by Mrs Marais returning once again and Mrs Himing going into residence and I am very pleased about both of these.

Mrs Abbott replaced Mrs Marshall as Matron at the beginning of the term and has fitted in very well.

HEALTH at School has been good; the Preparatory has had several cases of Mumps - all so far developed and nursed at home.

NUMBERS are as follows:-

SCHOOL	MARCH 1961:	JUNE 1961:
Boarders:	50	53
Day:	117	114
	167	167
PREPARATORY:		
Boarders	11	18
Day	58	50
	69	68
KINDERGARTEN:	28	30
	264	265

The term has been disjointed owing to the Public Holidays, Ascension Day and then the long break from May 27th to June 1st over the Republic Inauguration. On June 1st a Service was conducted in St.Saviour's Church by Canon Aubrey for both the Preparatory and Senior School. Medals were handed out before the exeat week-end and taken by almost all children.

Club and House activities have continued; the Sociological Club have entertained a party from Zonnebloem here for tea and have seen the films "Notice to Quit" and one on the building up of Mukono College in Kampala; the Upper V have visited Parliament and were entertained there by Dr Jonker and Mrs Jonker; Mrs Birt showed slides and spoke on her visit to Oberammagau; Boarders have been to hear Rosalind Fuller and Lady Forbes at the Civic Centre and to see the film "The Crowning Experience"; a Domestic Science group has visited Mr Yutar's Butchery; representatives went to a meeting at which a Science Club was formed for members of

Standards IX and X throughout the Peninsula and they attended the first lecture and demonstration of Taxidermy at the Museum; the Senior School all saw the tennis between Australia and South Africa; the Choir sang at Tessa Corder's Wedding and at the Service on June 1st; the Scottish Dancing classes continue and we have a group taking Fencing again this term.

At the Inter-Schools Swimming, we won the Under 14, came 2nd in the Under 15, were the winners in all sections of the Diving and had one representative in the Western Province Schools Swimming team. We were also awarded the School Shield for flower arrangement at the Autumn Show.

We are most grateful to Miss Howes for a cheque for the 5 volumes of the Times mid-Century Atlas and to Mr Jooste for one which has been used for carpets and curtains for the Boarders Sittingroom.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL ON MONDAY, JUNE 5th, 1961 AT 5. 0. P. M.

PRESENT: Mrs Brock, Mrs Dowie Dunn, Mrs Henderson, Mrs Small, Dr McDonald, Mr Wares (Chair)

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Mr Kennedy
Judge van Winsen

ARISING FROM THE MINUTES: May 1st 1961.

Prospectus: The following quotations had been received:

SOUTHERN PRESS.	MERCANTILE ATLAS.
500 copies R79-50 (£39.15.0)	R104-25(£52. 5. 6.
1000 copiesR108-50 (£54. 5.0)	R155-25(£77.12.6..)
(Blocks will be approximately R24-00 (£12.0.0.) extra).	

After discussion it was agreed that Southern Press be asked to do the printing of the prospectus - 750 copies at a price to be negotiated by Miss McLean.

Fees: Dr McDonald reported that he and Mrs Henderson had come to the conclusion that Herschels fees compare favourably with other schools and were ofthe opinion that no change should be made in the present scale of fees.

Tennis Wall: Mr Wares reported that he had followed up this matter with the Architect - the decision arrived at is for a 10ft high wall, to be painted green, with 3ft wire projecting above the wall and an approximate run back of 40 ft on either side.
Tenders are being obtained.

Four Schools Trust: There is an amount of £389 which had been received from the Trust on April 12th and it was agreed that this amount would be used toward the cost of the tennis wall - the shortfall to be made up from the amount of £365 received over the past few years from the Secondhand Clothes Shop.

Fees: Miss McLean reported that Mrs Rough has paid her daughter's fees. No response has been received from Mr Croxton - it was agreed that this matter should be handed over to Messrs Syfret, Godlonton & Low for their attention.
No payment has been received from Mr Henstra and it was agreed that this be also handed over to Messrs Syfret, Godlonton & Low.

Hedge: Mr Wares reported that he wrote to Mr Tyers asking him to help the school over this matter but as yet had not heard from him. Various suggestions were made for a temporary fence and it was finally decided that fast growing potato plants be put in. Mrs Small and Mrs Henderson agreed to attend to this.

Pension Fund: Mr Wares reported that there is an amount of R358-30 in the Reserve Fund and this only earns 3% interest. Mr Wares said he would go further into the matter and find out if it could be withdrawn and placed with a building Society where we would be able to get a higher rate of interest.

Miss McLean said she received a letter from the Unemployment Insurance Fund notifying the School that as from the 1st October 1961 all members of the Staff of the School would have to contribute to the Unemployment Insurance Fund as they could not recognise the Pension Fund of the English Church Schools Association. Mr Wares

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said his Office had received a similar communication and wondered if other schools have received a similar letter. Mr Wares said he would look into the matter and Miss McLean said she would find out if other schools have received a similar letter and also what they propose doing.

MEMORANDUM EDUCATION BILL: Miss McLean presented this Memorandum for Members to read.

SCHOOL YEAR:

Miss McLean said she has received a letter from the School Department asking if we were in agreement with a three term School Year and would the Committee be in agreement if she replied giving our support to their suggestion. AGREED.

ELECTRICITY:

Miss McLean reported that this has been giving a lot of trouble and she asked the City Council to look into the matter and they reported that the school would have to get their electricians in as the trouble seemed to be connected with the Meter Boards and the Main Switch - Miss McLean called in Mr Baker of Georgala and Company and he made a thorough examination and recommends that the Main Switch and certain wiring in the Meter Board be attended to. Miss McLean arranged for Mr Baker to do the work after school closed on the 14th and the approximate cost he thought would be between £30 and £40. CONFIRMED.

OUTSTANDING FEES:

Miss McLean reported that a few of the Rhodesian parents have not settled their daughters'last term accounts and also the current term's fees are outstanding. In the case of Maxine Diamond her father died some months ago and it is a case of winding up the Estate.

In the case of Mr Foote Miss McLean said she received a letter from him explaining the difficulty about sending money out of Rhodesia and asked her to sign a form giving the average amount of the quarterly accounts - this she did but so far no payment has been received. It was agreed that Messrs Syfret,Godlonton & Low be asked to look into this matter.

Miss McLean asked the Committee's advice in regard to several requests she has had for the waiving of fees in lieu of notice where parents have decided to return to England. After discussion it was agreed that in all cases the fees should be paid.

OVERALL PLAN FOR THE SCHOOL:

Mr Wares asked Miss McLean if she would draw up a memorandum on what she considers will be the requirements for the school for the next three years or so, emphasizing the Science Laboratory as priority on the list and stating that this addition would not prove any difficulty in additional plans required.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION

REPORT OF THE GENERAL PURPOSES COMMITTEE for COUNCIL MEETING on 10TH JUNE, 1960.

Meetings of the Committee were held on the 2nd May and 6th June,1960.

NUMBER OF PUPILS: As requested by the Council the General Purposes Committee has gone into the question of the fall in the number of pupils at the School.

The attached Schedule I -sets out the position by classes and it will be noted that against a "Target" number of 135 in the Preparatory School, the actual number is 115. There is accommodation for 28 boarders, whereas the actual number is 20. There is a stepping-up of numbers from Upper II to Upper III and there are two divisions in classes from Lower III onwards.

The figures for the Senior School show the post-war bulge in Lower IV. In Upper V, the Matriculation form, there is only one division of 19 pupilx.

It is thought that the following may be reasons for the drop in numbers in the lower forms in The Preparatory School.

(I) the general financial position -parents possibly saving on fees at the Preparatory level..

(2) new schools in the area.

(3) reduction in the number of families resident in Cape Town, who might send their daughters to Herschel - due to some families leaving and fewer new arrivals.

(4) Rhodesia now having its own Schools.

The Committee finds difficulty in suggesting ways and means of overcoming the difficulty. We must of course keep up the reputation of the School and endeavour to induce parents and others to be ambassadors for Herschel and thereby induce parents to send their children to the School.

NON-EUROPEAN WAGES: The General Purposes Committee has also investigated the matter of Non-European Wages. Schedule II setting out particulars in this connection is tabled for the information of members of the Council.

It is considered that the wages of the Non-European females are sufficient but it is the intention to improve the pay of some of the Non-European males.

With regard to the question of the institution of a fund for the care of the Non-European Staff in illness and old age, it is suggested that the matter be re-examined at the end of the financial year.

REPAINTING THE HILL: The work was now completed satisfactorily and the second portion of the account paid. The total cost was £941. 0. 0.

FINANCE: Figures for the first three months of the year show a small surplus of £95. 0. 0.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

Herschel School,

CLAREMONT, Cape.

August 23rd, 1961.

THE QUARTERLY MEETING OF THE COUNCIL will be held at Herschel School, Claremont, in the Library, on FRIDAY, SEPTEMBER 8th, 1961 at 5.0.P.M.

A G E N D A.

I. Minutes to be Confirmed of the Quarterly Meeting held on June 9th, 1961.

2. General Purposes Report.

3. Headmistress's Report.

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, ON FRIDAY, JUNE 9th, 1961 AT 5.0.P.M.

PRESENT: Canon Aubrey, Mrs Brock, Mrs Dowie Dunn, Professor Grant, Mrs Henderson, Dr McDonald, Mr Wares, Archdeacon Wood.

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: His Grace, the Archbishop, Miss deBlank, Mr Humble, Miss Howes, Mr Robb, Mr Stanford.

CHAIRMAN: Canon Aubrey was asked to take the Chair in the Archbishop's absence.

MINUTES: The Minutes of the quarterly meeting of the Council held on March 10th, 1961, 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 FROM THE MINUTES:

Joel-Miss McLean reported that on the last day of term in the Hall presentations were made to Joel - The children collected money and this, together with a photograph of the school was handed to him by Elizabeth Bryant, who is the daughter of one of the original Old Girls and Lesley Brauer who started in the Kindergarten and who is now in her Matriculation year. Miss Porter handed money to Joel collected by the Staff and Miss Montgomery a photograph of the children in the Senior School. Joel made a short speech in which he thanked everyone and wished the school many more successful years.

Arrangements have been made to send Joel a quarterly payment of R30-00 from the School.

REPORT OF THE GENERAL PURPOSES COMMITTEE: This was presented by Mr Wares.

ARISING FROM THIS REPORT:

Tennis Wall: Mr Wares reported that the tenders had been received as set out in his Report to the Council on June 9th. The Council approved the project and it was left to the General Purposes Committee to decide on which tender to accept in consultation with the Architects.

The tennis wall at the Preparatory School is nearing completion and it was agreed that a letter of thanks be sent to Mr Less for his gift.

Canon Aubrey thanked the Chairman and Members of the General Purposes Committee for their work.

REPORT OF HEADMISTRESS: This was presented.

ARISING FROM THIS REPORT:

Miss McLean reported that since writing this Report she had received a letter from Madame Polakiewicz stating that she did not wish to return. Unfortunately there is nothing in writing that Madame was to return for one full

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year after taking her long leave on full pay for three months.
Mrs McCormick will continue with the French teaching.

The Council would like to congratulate the school in having one of the girls chosen to represent the Western Province Swimming Team.

Canon Aubrey thanked Miss McLean for her report and said it was satisfactory.

FEES: Dr McDonald reported that he and Mrs Henderson had gone very fully into the fees charged by the other private schools, with particular reference to Preparatory Fees and they had come to the conculsion that the fees charged by Herschel were comparable with other schools and they did not think it necessary to make any change in our scale of fees.
Canon Aubrey thanked Dr McDonald and Mrs Henderson for going into this matter.

At this stage of the Meeting it was decided to go through the applications received for the Headmistress's post for January 1962. Miss McLean left the Meeting.

Mr Wares presented the applications received as follows:-

Mrs Armstrong - B.A.
Miss P.Bayliss - B.A.(Hons)
Mrs Cullen - B.A.
Mrs Humphreys.
Miss Trancker - M.A.

After reviewing the qualifications of the various applicants, it was decided to invite Miss Bayliss to come to Cape Town for interview subject to certain pending enquiries being satisfactory.

The following Committee was formed to deal with the applications, but to report to full Council before any actual appointment was made.

His Grace, the Archbishop
Mrs Brock
Mrs Henderson
Professor Grant
Mr Robb
Mr Wares.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

DATE.....8....September 1961 CHAIRMAN..J. W. Cantrey..

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

REPORT of the General Purposes Committee for Council Meeting on 8th September 1961

Meetings of the Council were held on -

7th August 1961
5th September 1961.

PROSPECTUS: The new prospectus has now been printed and copies sent to Members of Council and to Parents.

TENNIS WALLS:

Junior School: The wall, the gift of Mr Lees and other parents, has now been completed. It is sure to be of great benefit to the Junior girls.

Senior School: The work on the wall has been completed by the Contractors Messrs Harper (Pty) Ltd and African Bitumen Company, at a total cost of R796-00. This new wall should also be of great benefit in improving the tennis standard in the School.

OVERALL PLAN FOR THE SCHOOL:

A report on development was prepared and submitted to the Committee by the Headmistress.

After full consideration, the General Purposes Committee recommends to Council that, subject to funds being available from the Four Schools Trust, steps be taken to extend the wing of the main school building (which projects towards Claremont Park) in order to provide the much needed second laboratory and the necessary extension to the Domestic Science and Needlework Departments.

A sketch plan prepared by the Architects together with an estimate of cost is submitted for review by the Council.

FOUNDERS DAY:

Consideration should now be given to fixing the date and deciding on who should be invited to give the address.

THREE YEAR PLAN JULY 1961

In setting out what I consider to be the requirements of the School within the next three years, I would first refer to the list compiled in consultation with Mr Ohlsson and placed before the Council in November 1958.

1. Refurbishing and replanning School House.

2. Second Laboratory.
   Projector Room.
   Handicraft Room.
   4 Classrooms.

3. Items at Preparatory School.

   Art and Craft Room
   Diningroom
   Kindergarten Rooms
   Small Hall.

4. Staff Cottage converted to Headmistress' House

5. Sanatorium.

6. Extension to Swimming Bath and Filtration Plant.

7. Future additional Boarding House for 40 Senior Boarders.

To this the Council tentatively added.

8. Chapel and School Hall.

Of these items:-

8. Although not minuted, I thought the Archbishop, with Canon Aubrey and myself, were to discuss further the question of the Chapel, however I may be in error.

7. Is outside the present three year plan.

6. The need for the extension to the Swimming Bath no longer is an urgent one since the lengths to be swum in competitions have increased considerably, and the need "to turn" has once more become important.

   The need for the filtration plant is as always open to question. I personally am satisfied that the present arrangements are adequate, hygienic and economical.

5. Is outside the three year plan.

4. Falls away, as Staff Cottage has been sold.

3. Of these items the Art and Craft rooms are really the most urgently needed, as the Diningroom must be used for this work which restricts the time available and the type of work taught.
   The Hall and Diningrooms are adequate for present numbers and need not be considered for three years.
   The Kindergarten rooms must now link up with the work at the Senior School.

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2. If the Senior School is to run in two streams as at present, then we need 10 good Classrooms, 2 Laboratories, Art rooms, Domestic Science Rooms, a Geography Room, a Projector Room, a Handcraft Room, easily available for boarders, and two good Kindergarten Rooms.

We have at present - 8 good Classrooms, one Laboratory, the Artrooms, one Domestic Science Room, The Geography Room and one good Kindergarten Room, thus making the immediate need -

2 good classrooms.
2nd Laboratory
2nd Domestic Science Room
Handcraft Room
Projector Room
and 1 Good Kindergarten Room.

Of these the Laboratory is by far the greatest need, we are teaching both Biology and Physical Science with two good Staff and only one room. We have been doing this since January 1959 and it is extremely urgent that we have the second laboratory if the standard of work is to be maintained, and the services of these two excellent Staff to be retained. There is no need, in these days, to enlarge on the need for the second Science subject.

The Domestic Science Department have but one room for cooking and sewing and there is great need to modernise this Department and to add the needlework room.

The Projector is at present used in the Geography room which restricts time and space and we are not able to make the best use of our equipment under these conditions. Such a room could be used as a small lecture room with great advantage.

The Handcraft room should be available to boarders in the evening and at week-ends and is greatly needed to train the more practical girl and to offer occupations for free time.

I. Refurbish and replan School House. In this would be included

a) Administrative Offices, which at present are too small and are inconvenient in many ways. Careful planning and arrangement of space and equipment would save both time and money. The Office is staffed and housed as it was when I came in 1947. While the school has grown in numbers and in buildings and the services of Daugleish & Baker no longer employed.

N.B.In 1947 there was: I-full-time resident Bursar.
1-part-time Secretary
Messrs Daugleish & Baker.
Now there are two non-resident Staff (Monday to Friday)

b) Better accommodation for Senior Boarders. During this year I have taken rooms on my corridor for these girls in an endeavour to give them some privacy both for study and for relaxation. The little I have been able to arrange has fully proved its worth.

c) More private quarters for the Resident Staff. A woman should be able to go to the bathroom without having to mix with children and with the present difficulty of finding suitable House Staff this is also an urgent need.

d) Headmistress' accommodation which has been under consideration since 1947 and was indeed one of the conditions agreed at my appointment, I do not think I need to enlarge on the necessity for this, but it is this lack of any privacy which makes the Headship such a task.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL CLAREMONT, ON MONDAY, AUGUST 7th, 1961, AT 5. 0. P. M.

PRESENT: Mrs Henderson, Mrs Small, Mr Kennedy, Judge van Winsen, Dr McDonald, Mr Wares (In the Chair)

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Mrs Brock
Mrs Dowie-Dunn

ARISING FROM THE MINUTES:

Prospectus: Miss McLean submitted an unfinished copy of the printed prospectus with which the Committee were very pleased. It is hoped that the final prospectus will be ready in a few weeks. It was agreed that a copy of the new prospectus would be sent to all parents.

Tennis Wall: Mr Wares reported that he had inspected the wall which was in accordance with the specifications. It was nearing completion.

Hedge: Mr Wares said he was in touch with Mr Tyers who said that he would take up the matter again with the Department concerned.

Electricity: Miss McLean reported that the electricians found more work to be done than was originally expected and that the City Council had not passed the first attempt to correct the faults. Further work has been done and this has now been passed.

Suspense Account - Pension Fund: Mr Wares reported that he had been in touch with the Southern Life Association and they have now only paid 3% but that as from July of this year they would increase the interest rate to 4%. After discussion it was felt that this should earn a higher rate of interest and Mr Wares said he would make further enquiries.

Unemployment Insurance: Miss McLean reported that she had written to other schools and also to Mrs Tugman, Secretary of the Headmistresses and Headmasters Conference. The replies indicated that no concerted action on the part of the private schools was possible. After discussion it was decided not to protest against the withdrawal of exemption from Unemployment Insurance.

WEEKLY BOARDERS:

Miss McLean said she had been requested to ask the Committee to reconsider the question of weekly boarders. The case she had to bring forward was that of a boarder who had been dieting to such an extent as to make herself thin and ill. This case followed on that of another boarder who had done the same thing last year and who was now a day girl. The question of dieting is, at this age, a serious matter and one case is frequently followed by others. The School doctor was in agreement that the school could not be responsible for looking after this child until she had improved in health and was amenable to eating normal meals.
After much discussion it was agreed that neither the interests of the child nor the school would be served by allowing her to become a weekly boarder.
Miss McLean was requested to write to the mother in this connection

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and at the same time to urge that she seek further advice from a specialist if necessary and that the school would prefer that the child remain at home until her health had improved and she was again eating normally.

OUTSTANDING FEES: Miss McLean reported that Mr Foote had still not paid the fees for his daughter for the 1st and 2nd terms and the third term's fees were now due. The total amount now owing was R301-47. Mr Kennedy said he would make further enquiries. Miss McLean reported that the matter was in Messrs Syfret, Godlonton & Low's hands, who had requested their Agents in Bulawayo to look into the matter.

BANK BALANCE. This was presented. It was agreed that a portion of this amount would be placed in the current account with the S.A. Permanent Mutual Building Society as commitments permit.

OVERALL PLAN FOR THE SCHOOL:

A memorandum setting out the requirements for the three years had been prepared by Miss McLean and sent to all members of the Committee.

Mr Wares said he would like to thank Miss McLean for the trouble she had taken to prepare this memorandum.

After lengthy discussion it was agreed that Mr Wares would ask the Architect to prepare a sketch for the proposed Science Laboratory together with an estimate of cost. It was felt that no further definite plans could be decided until such time as it was known what amount would be available from the Four Schools Trust over the next five years. Mr Kennedy agreed to go into the question of finance.

BURSARS' CONFERENCE: The question of a Bursars' Conference was discussed at the Headmistresses and Headmasters Conference in December and that schools were now being asked by the Secretary what they felt about such a Conference. This was discussed and it was agreed that the Committee was not in favour of such a Conference and that at present items coming under this heading were running efficiently and that nothing was likely to be gained from such a conference.

STAFF: It was agreed to increase Miss P[U]rdy's (present book-keeper) salary to £50.0.0. (R100-00 per month, and that this must be looked on as a ceiling for this post.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

REPORT of the General Purposes Committee for Council Meeting on 8th September 1961

Meetings of the Council were held on -

7th August 1961
5th September 1961.

PROSPECTUS: The new prospectus has now been printed and copies sent to Members of Council and to Parents.

TENNIS WALLS:

Junior School: The wall, the gift of Mr Lees and other parents, has now been completed. It is sure to be of great benefit to the Junior girls.

Senior School: The work on the wall has been completed by the Contractors Messrs Harper (Pty) Ltd and African Bitumen Company, at a total cost of R796-00. This new wall should also be of great benefit in improving the tennis standard in the School.

OVERALL PLAN FOR THE SCHOOL:

A report on development was prepared and submitted to the Committee by the Headmistress.

After full consideration, the General Purposes Committee recommends to Council that, subject to funds being available from the Four Schools Trust, steps be taken to extend the wing of the main school building (which projects towards Claremont Park) in order to provide the much needed second laboratory and the necessary extension to the Domestic Science and Needlework Departments.

A sketch plan prepared by the Architects together with an estimate of cost is submitted for review by the Council.

FOUNDERS DAY:

Consideration should now be given to fixing the date and deciding on who should be invited to give the address.

HEADMISTRESS'S REPORT SEPTEMBER 1961

STAFF: As I reported verbally Madame Polakiewicz decided at the end of June to remain in France and not to return to Herschel, as she had agreed to do when accepting leave; fortunately Mrs McCormick is able to continue with the French, and the remaining work has stayed as arranged for the first six months of the year.

MRS ESTERHUYZE has proved most successful for the Middle School Afrikaans, but has just heard that her husband is to be transferred to Pretoria in January.

SYBIL MORGARB, vice-Head of the School in 1955, has undertaken the singing and class music previously taken by Mrs Momberg, as well as some piano pupils and I am very pleased with her work and her approach to it.

MISS FOSTER, Housekeeper at the Hill wishes to go to Rhodesia at the end of this term.

I shall table a list of the Staff with dates of appointment which may be of interest to the Meeting.

HEALTH has been good this winter, with very few away or in the sick room.

NUMBERS:

SCHOOL:	JUNE:	SEPTEMBER:
Boarders.	53	54
Day.	114	109
	167	163
PREPARATORY:		
Boarders.	18	19
Day.	50	48
	68	67
KINDERGARTEN:	30	32
	265	262

ACTIVITIES: Visits have or will have been made to the Maitland Cottage Home; the Patronal Festival Social at St.Saviour's; the Girl Guide Annual Service in the City Hall; a Scottish Dance Party held at S.A.C.S; the English vs South Africa Womens Hockey Match; the Wynberg production of the Mikado; the Spanish Dancers; the Margaret Webster talk on Shaw at the U.C.T; and to Symphony Concerts.

In School we have or shall have had, Dr deKock to speak on some important factors to consider in the choice of a Career; followed by a most successful Careers Evening arranged through Mr Sancroft Baker by the Wynberg Rotary Club, with some twenty eminent speakers on their own professions; a visit from Carolyn Cox the visiting American Field Scholar, and Rosemary Hellings, with I hope, Ann Rough on their return from America after the year there as Scholars; Mrs Melansaric, the Elizabeth Arderne representative to speak to the Upper V on correct use of cosmetics; Miss Bitteker on the Professional Woman in Church Life in America; as well the film "Goodbye Mr Chips"; Club Debates; a most pleasant afternoon of Inter-House Netball with some parents for tea; Inter-House Drama; some short one-act plays from the Drama group and the French classes, with we hope some singing; the Upper V will hold their dance on September 1st.

We have had the third and fourth round of polio sweets, which I think completes the campaign.

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 8th, 1961, AT 5.0.P.M.

PRESENT: Canon Aubrey (In the Chair) Mrs Dowie Dunn, Mrs Henderson, Miss Howes, Mr Kennedy, Mr Robb, Mrs Small, Professor Grant, Judge van Winsen, Mr Wares.

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: His Grace,the Archbishop, Mrs Brock, Miss deBlank, Dr McDonald, Archdeacon Wood.

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

GENERAL PURPOSES REPORT: This was presented by Mr Wares.

ARISING FROM THIS REPORT:

Science Laboratory and Needlework Room:

Mr Wares reported that sketch plans had been received from the Architects for these additional buildings at an estimated cost of R12,000-00 including equipment as specified on the plan. In addition there would be the Architect's fees and probably additional movable equipment.

The General Purposes Committee now asked approval from the Council to proceed with this work.

After discussing the matter it was agreed that the figure for the work involved was satisfactory and the Council approved the preliminary sketch plans. The final details of planning were left in the hands of the General Purposes Committee in collaboration with the Headmistress.

The financing of the additional building and equipment would be paid out of loan funds available from the Four Schools Trust.

Founder's Day: Mr Wares reported that the following names for Speakers were discussed at the General Purposes Committee -

Mr Duminy-Principal of the Cape Town University.
Professor Inskip-Vice Principal -Cape Town University.

After discussion it was proposed that Mr Uys Krige be invited and in the event of his being unable to come the following be approached.

Mr Duminy
Professor Inskip
Sir deVilliers Graaff.

HEADMISTRESS'S REPORT:

ARISING FROM THIS REPORT:Mr Kennedy said he was very worried about the drop in numbers.

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Discussion took place over the decrease in numbers and that there might be a further decrease next year.

Discussion took place on the following matters:-

Advertising
The number of applications from Jewish families.
Families transferring to other countries
Publicity
and Support for the School through parents.

It was finally agreed that these matters be referred to the General Purposes Committee for some solution.

Mrs Small asked what is the percentage of Jews - Miss McLean replied that this was generally 2½% and that they are expected to attend all Religious instruction - they are not accepted into the boarding house as too many difficulties arise.

The Boarding House at the moment is completely full - 54 in the Senior School. The Preparatory School Boarding House can accommodate more. Miss McLean said that during the year we have numerous enquiries from parents who are proceeding overseas on holiday if we can take the children as boarders during their absence and she feels it is very nice if we can meet them in this way.

Date.....8 September 1961

CHAIRMAN.....

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL CLAREMONT ON TUESDAY, SEPTEMBER 5th, 1961 AT 5.0.P.M.

PRESENT: Mrs Brock, Mrs Dowie Dunn, Mrs Henderson, Mr Kennedy, Dr McDonald, Mrs Small, Judge van Winsen, Mr Wares (In the Chair).

In attendance: Miss McLean
Secretary: Mrs Withers

ARISING FROM THE MINUTES: AUGUST 7th, 1961:

Prospectus: Miss McLean reported that this was complete and copies had been sent to all parents as well as Members of Council.

Tennis Wall: Mr Wares reported that he had made a further inspection of the Wall and was of the opinion that there was too much slope on the far portion which caused water to gather in the middle. He said he would get intouch with the Architect and see what he suggests should be done to overcome this slope. Miss McLean reported that the Architects had sent in the first Certificate for R300-00. It was agreed that this should be paid.

Hedge: Mr Wares reported that nothing further had been heard from Mr Tyers.

Electricity: Miss McLean reported that the work was complete and that the account received from Messrs Georgala amounted to R367-50 which was considerably more than had been estimated, but in view of the amount of extra work done at the request of the Inspector of the City Council Electricity Department, it was agreed that this account be paid.

Mr Kennedy asked that it be recorded in the Minutes that this work had been passed by the Inspector as having been carried out satisfactorily according to the requirements of the City Council.

Weekly Boarders: Miss McLean reported that she had written to Mrs Dicey as suggested by the Committee in connection with Susan being a weekly boarder; before this letter had been received by Mrs Dicey she had decided, in consultation with her doctor, that Susan should become a Day Girl and requested that the boarding fees in consequence be waived. After full discussion it was agreed that a further letter be written stating that the Committee were prepared to allow Susan to try being a Day Girl for the last term of the year, hoping that her health will thus improve and she will eat normally.

It was agreed that the fees could not be waived under these circumstances and that Boarding fees must be paid.

GARDEN BOYS: Miss McLean reported that one of the garden boys was in hospital undergoing an operation and that the doctor had sent a certificate to the effect that he would be unfit for work until after October and she asked the position in regard to payment of wages under these circumstances.

It was agreed that the garden boy be paid but that enquiries be made as to how far Unemployment Insurance Benefits covered this eventuality.

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FOUNDER'S DAY: It was decided to suggest Friday, February 9th or Friday February 16th 1962 to the Archbishop.

The following names were suggested as Speakers.

Mr Duminy-Principal of The Cape Town University.
Professor Inskip -Vice Principal of the Cape Town University.

PLUMBING: Miss McLean reported that Mr Hoare had brought to her notice that the pipe which carries the main supply of water to the tank in the roof was beginning to weep.
After discussion it was agreed that estimates be obtained for this work from Mr Hoare and from the Wynberg Plumbing Works.

OUTSTANDING FEES: Miss McLean reported that Messrs Syfret, Godlonton & Low's Agents in Bulawayo have notifed Mr Syfret that the fees have now been paid for Valerie Foote.

So far as the other outstandings are concerned, the usual reminder letters have been sent and it is hoped that payment in all cases will be made before the end of term. Mr Henstra has not yet returned from overseas.

SCIENCE LABORATORY:Miss McLean presented the sketch plans delivered by the Architect and these were examined - the Committee generally felt that they were satisfactory - the estimated cost including equipment would cost approximately R12,000-00. Before any definite decision could be reached the matter would have to go to the Council for their approval.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

Herschel School,

CLAREMONT, Cape.

October 17th, 1961.

A Special Meeting of the Council will take place at Herschel School, Claremont, in the Library, on Wednesday, October 25th, 1961, at 5.0.p.m.

A G E N D A.

Arrangements in connection with the change of Headmistress.

E. K. Mitchell

SECRETARY

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON MONDAY, NOVEMBER 6th, 1961: AT 5. 0. P.M.

PRESENT: Mrs Brock, Mrs Dowie-Dunn, Mrs Henderson, Mrs Small, Mr Wares (In the Chair).

In attendance: Miss McLean.
Secretary: Mrs Withers.

Apologies for absence: Mr Kennedy.

ARISING FROM THE MINUTES: OCTOBER 9th, 1961.

Tennis Wall: Mr Wares reported that he spoke to Mr Twentyman-Jones in connection with the ground surface. Miss McLean said that since Mr Wares spoke to the architect, the contractors came out and resurfaced the ground and told Miss McLean that they had tried out a soft surface, but realised that it was not successful and that they were now going to put down a harder surface and felt sure that it would be satisfactory.

Miss McLean said that something would have to be done about the wire on the top of the tennis wall as the balls were continually getting under the gap between the wall and the wire, and a fine chicken wire should be put on the top of the Claremont Park Fence to prevent balls going into the Park. Miss McLean agreed to get in touch with Mr Twentyman-Jones in connection with these two matters.

Hedge: Mr Wares reported that Mr Tyers informed him that the City Council would be meeting on December 12th, and suggested that a deputation appear on behalf of the School. Mr Wares suggested that Judge van Winsen. Mr Robb and himself be present. Agreed.

Founder's Day: Miss McLean reported that she has not yet heard from the Archbishop.

FOUR SCHOOLS TRUST: Miss McLean reported that two letters have been received from the Trust - Mr Wares read the letters and said he would reply to them and at the same time notify the Trust that the money available for Herschel School will be used to finance the building of the additional Science Room and Needlework Room, and he would enquire if the money standing to the credot of the School with the Trust is earning interest.

Miss McLean said she telephoned the Four Schools Trust in connection with the Gestetner Duplicating Machine and they said the School should make an offer. After discussion it was agreed that Miss McLean be asked to make an offer of R60-00.

STAFF LEAVE: Miss McLean said that Mrs Popham Smith has applied for long leave for the Second Term of 1962. After discussion it was agreed that while being willing to grant this leave, the Committee are not agreeable for more than one member of Staff to be away on leave simultaneously, and that Mrs Popham Smith be allowed to go on leave for the Third Term under the usual conditions that a suitable substitute be found by her and that she undertakes to return to the full time post for another year at least.

OUTSTANDING FEES: These were presented - Miss McLean reported that the usual letters will be sent towards the middle of the month.

Miss McLean said she received a letter from Mrs Herby Taylor, grandmother of Amanda Hall, requesting that owing to financial circumstances, if the Council could see their way clear to waiving the fees in lieu of notice for the 1st Term of 1962. After discussion it was agreed to grant this request.

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BANK BALANCE: This was presented - It was agreed that R9,000-00 be placed in the current Savings Account with the South African Permanent Mutual Building Society.

SCIENCE BLOCK: Sketch plans were laid on the table and after going over the plans it was agreed that they were satisfactory and Miss McLean was asked to get in touch with the Architect to proceed with the drawing of the final plan and to proceed with the matter. Miss McLean reported that Mr J.D.Williams, Consulting Electrical Engineer, called and inspected the work required to be done in connection with the new requirements and recommended that Mr Baker of Georgala & Company, who knows the elctrical wiring of the School, be asked to tender for the electrical work to be carried out.

HEADMISTRESS'S ACCOMMODATION: Sketch plans were submitted for the alterations to convert the downstairs into a self contained flat and after discussion Mr Wares suggested that Mrs Dowie Dunn and Mrs Small be asked to discuss the final plans with the Architect and to find out whether the work can be done during the holidays.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON MONDAY, DECEMBER 4th, 1961 AT 5.0.P.M.

PRESENT: Mrs Dowie Dunn, Mrs Small, Dr McDonald (In the Chair)

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Mrs Brock
Mrs Henderson
Mr Kennedy
Mr Wares

ARISING FROM THE MINUTES:NOVEMBER 6th,1961

Tennis Wall:Miss McLean reported that this now seemed to be satisfactory and that an account for the balance due has been received, but that no payment has been made as we have not received the Architect's Certificate. The wiring on the fence of the Claremont Park has not been done but Miss McLean said she would arrange for this to be completed.

Hedge: Mr Wares will no doubt report on this matter after the Meeting takes place at the City Council on December 12th. Mrs Small said that in the event of the City Council not being willing to do anything, that serious consideration must be given to this matter and that something must be done as soon as is possible, for it really is an eye sore both to passers by and those in the School itself.

Founder's Day: Miss McLean reported that Mr Uys Krige has agreed to present the Prizes. Miss McLean asked if she should invite Canon Aubrey to propose the Vote of Thanks. AGREED.

Four School's Trust:Mr Wares sent a copy of the letter he sent to the Four School's Trust in reply to their letter to the Secretary for filing purposes. He notified the Trust that the monies available to Herschel School will be used to finance the Science Block and Needlework Room, as well as an amount of R2000-00 will be used for the alterations to the accommodation proposed for the Headmistress. Mrs Small said she felt that this was not quite correct for when the Staff Cottage was sold, it was agreed that a portion of the proceeds of the sale of the Cottage would be used for improvements to the Headmistress's accommodation. After discussion Dr McDonald agreed to get in touch with Mr Wares on his return and discuss the details with him.

Long Leave:Miss McLean reported that she wrote a letter to Mrs Popham Smith informing her that the Committee is prepared to grant her leave on the conditions as discussed at the Meeting. Miss McLean said she has not heard anything further from Mrs Popham Smith, so no doubt this arrangement is agreeable to her.

STANDING FEES: These were presented - Miss McLean reported that the second letter has been sent to those concerned - the only one she is a bit doubtful about is that of Mrs Fauville and should no payment be received before the close of term she will give the matter her further attention.

K BALANCE: This was presented and Miss McLean reported that the R9000-00 agreed upon to be placed in the Savings Account with the

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S.A.P.M.Building Society was arranged.

IENCE BLOCK:Miss McLean reported that the plans have been lodged with the City Council and the Architect is now waiting for them to be passed, after which tenders will be called.

HEADMISTRESS'S ACCOMMODATION: Plans for these alterations have been drawn and the Architect informed Miss McLean that the specifications are being prepared and the plans should go before the City Council by December 22nd. After discussion it was agreed that it would seem very unlikely that the work will be commenced until after the Builders Holidays - January 15th. Dr McDonald agreed to consult with Mr Wares on this matter on his return and to see if something could not be done to expedite the completion of the alterations before school opens on January 24th.

Miss McLean said she would very much like Mr Hoare to be asked to do the plumbing because he is so well acquainted with the School buildings and as well as would like Mr Weir to be asked to tender.

It was also agreed that if the plans were passed before the 22nd December, perhaps members could meet during the holidays to make the final arrangements and to discuss the tenders.

AINTING:Miss McLean asked if it is in order for her to arrange for Mr Petersen, the handyman to paint the classrooms and any other work that requires attention. It was agreed that Miss McLean arrange for such work to be done as she considers necessary.

HEADMISTRESS'S REPORT:DECEMBER 1961

STAFF: There are changes at the end of the year but these will collect together much of the part time work.

MRS LILLELUND who has been teaching Arithmetic in Upper III and Lower IV will revert to the Preparatory School again; MRS MARAIS who has taught in Upper II and Lower III on a part time basis feels she cannot continue; MRS WILLIAMS Upper I Form Mistress is joining the Monterey Staff and these two positions will, I hope, be covered by MRS GENTLES an English trained junior teacher arriving in Cape Town in December; MRS TURNER will return to the Hill as Housekeeper in January and we have been most grateful to MRS HIMING for covering this side of the work this term.

In the Senior School the same sort of tidying up has been possible MRS SCOTT SHAW, M.A. willteach Mathematics and Arithmetic to Lower IV and Upper III, with some Geography for the time being; MRS BROWNELL, B.A. will teach Senior Geography (Mrs Viney and Miss Bosomworth) with some English; MRS HUNT, B.Sc, H.E.D. will replace MISS WESEMANN for Science both here and in the Preparatory School; there remain the singing and Music Classes as SYBIL NORGABR is going to England and we are indeed sorry to see her go. I have not made a final decision on this as yet; MRS PIERCE-JONES remains with us until June, when some re-adjustment of the English teaching must be made.

It was with the greatest regret that I heard that both MRS MILLER and MRS van der MERWE wish to leave in December; the former for family reasons, the latter for business ones. Both have proved really good House Mistresses and so far I have found no replacements.

HEALTH this has been good throughout.

NUMBERS will show a further drop next year; the first of the three-year post-war bulge leaves now and the enrolment for 1962 is small. No doubt this will right itself now that a definite appointment of Headmistress has been made and in fact many enquiries are being made.

SCHOOL:	Dec.'61.	Average 1961.	1962 Expected.
Boarders	50	52	46
Day	112	113	102
	162	165	148
PREPARATORY:			
Boarders	20	17	13
Day	43	50	49
	63	57	62
KINDERGARTEN:	33	31	28
	258	263	238

ACTIVITIES: Twenty-three girls were Confirmed by His Grace, the Archbishop in St.Saviour's Church on November 7th.

Parties from various parts of the School have visited Cecil Higg's Exhibition of Art; Table Bay Cold Storage;

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Zonnebloem House; Symphony Concerts; St.Saviour's Hall for slides and a talk on Russia; a Swimming Demonstration; Missionary Rally; the Circus, the Ballet.

In School we have welcomed Canon Aubrey to speak and show slides on the Transkei and Mrs Hart to speak on Occupational Therapy.

The Abe Bailey Afrikaans Speaking competition has been held; the Lower V's gave a Gymnastic demonstration; the Preparatory School held their Play in our Hall; entrants for Riding and for Flower arrangement at the Spring Show met with success; six names for American Field Scholarships have gone forward to Johannesburg; a happy and successful lunch and tea party was held on the last day of school work for the Form Upper V.

The Carol Service will be held in St.Saviour's Church on Thursday, December 7th, at 8.0.p.m. and term ends on December 8th.

MINUTES OF THE SPECIAL MEETING OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT, ON MONDAY, DECEMBER 18th, 1961 AT 5.0.P.M.

PRESENT: Mrs Dowie Dunn, Mrs Henderson
Dr McDonald, Mrs Small,
Judge van Winsen, Mr Wares (In the Chair)

In attendance: Miss McLean
Secretary: Mrs Withers

The tenders received for the alterations for the Headmistress's accommodation were as follows:-

E.CABION & SON.....R2,178-00
H.WEIR & CO (PTY) LTD.....R2,600-00
SLINGSBY & DEJAGER (PTY)LTD.....R3,336-00
BUCKLAND & EATON (PTY)LTD.....R3,500-00

After discussion it was agreed to accept Messrs Cabion's tender of R2,178-00.

It was also agreed that the following alterations be made :-

1) Have fixed open louvre.
2) Remove Herschel Badge in office partition.
3) Add cupboard in alcove in office as on plan.
4) Shelves under counter (deep)
5) Work to be put in hand as soon as possible.

It was also agreed that Mrs Kittow be consulted about the colour scheme of her bedroom and bathroom.

The question of having glass in the door at the end of the passage was discussed - it was felt that it would not be in keeping with the building if glass was used. Mr Wares agreed to see the architect about this when he confirmed with him that Messrs Cabion's tender be accepted.

Miss McLean said it is important that the office be finished first in order that the work can carry on while the other section is being done.

Herschel School,

CLAREMONT, Cape.

March 5th, 1962.

The Quarterly Meeting of the Council will be held at Herschel School, in the Library, at 5.30.p.m. on MONDAY, March 19th, 1962.

I. Minutes to be Confirmed.

Quarterly Meeting of Council - December 8th.

2. General Purposes Report.

3. Report of Headmistress.

4. Any other business.

SECRETARY

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTESOF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL SCHOOL ON FRIDAY, DECEMBER 9th, 1961, IN THE LIBRARY, AT 5.0.P.M.

PRESENT: His Grace, the Archbishop (In the Chair)
Miss deBlank, Mrs Brock, Mrs Dowie Dunn,
Miss Dulcie Howes, Professor Grant,
Mrs Henderson, Mr Kennedy, Canon Aubrey,
Dr McDonald, Mrs Small, Judge van Winsen,
Mr Wares, Archdeacon Wood, Mr Stanford.

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Mr Robb.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on Friday, September 8th, 1961, 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.

GENERAL PURPOSES REPORT:

Hedge: Mr Wares reported that the School has been successful in gaining a hearing before the Streets Committee of the City Council - Mr Robb, Judge van Winsen and Mr Wares are to be present at the Meeting to be held on December 12th., and a report will be submitted to the Council at the next Council Meeting as a result of this discussion.

Science Block: Sketch plans have been lodged and we now await to hear from the City Council's Plans Department.

Headmistress's Accommodation: Plans have been lodged and it is hoped that arrangements can be made for the alterations to be started in the holidays - unfortunately the builders holidays begin from December 15th and they only return the middle of January, so it is very doubtful that anything will be done until the school opens on January 24th.

Advertising: The General Purposes Committee were asked to go further into this matter but it was decided that it would not be advisable - however, the General Purposes Committee are pleased to report that enquiries are coming in all the time and it is hoped that the position will improve.

HEADMISTRESS'S REPORT: This was circulated.

ARISING FROM THIS REPORT:

Staff-Resident: Miss McLean said that she was finding it exceedingly difficult to get resident Staff and the right type of person in the Boarding House - a further advertisement is being inserted in the local papers but she was now asking for a Lady Warden, hoping that this will be more satisfactory. The question of salary was discussed and it was agreed that should a suitable applicant be found that a lary of R60-00 be paid. AGREED.

SCHOOLS TRUST: Mr Kennedy reported that the Fund is progressing very well. An amount of R8,850 has been received by the School from the Trust and there will be further amounts available to draw on for building projects or if the school wishes to reduce any Bond indebtedness.

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It was also suggested that when funds do become available from the Trust that the General Purposes Committee look into the question of part or full scholarships.

RESIGNATION: Mr Walter Stanford said he very much regretted having to resign from the Council.

The meeting recorded its thanks to Mr Stanford.

DATED...19 March 1962

CHAIRMAN...J. Kaye...

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

REPORT OF THE GENERAL PURPOSES COMMITTEE FOR COUNCIL MEETING ON MARCH 19th, 1962

Meetings were held on 5th February and 7th March 1962.

OUR SCHOOLS TRUST:

Amounts received for capital improvements or redemption of debt:

28th November 1960: R8850 applied in reduction of Mortgage Bond.

12th April 1961) R777-74)to be used in terms of Clause c
13th March 1962) 1579-56)(d) of the Trust Deed.

TENNIS WALL: Work on the wall has now been completed. The total cost was R796-00.

NEW SCIENCE BLOCK: There has been a change in the Architect's plan due to the strict application of a City Council regulation. When the altered plan is approved we can proceed to tender.

HEADMISTRESS'S ACCOMMODATION: Good progress is being made in the alterations on the ground floor of the main building. The work should be completed soon. The lowest tender of R2178-00 from E.Cabion & Son was accepted.

REPORT OF COUNCIL TO THE ANNUAL GENERAL MEETING OF THE ASSOCIATION.

A draft report is submitted for approval.

REGISTER OF MEMBERS:Most of the members of this register are now deceased and it is proposed to discuss the question of bringing the register up-to-date.

BEQUEST: Advice has been received of a bequest of R500-00 in the Will of the late Mrs deVilliers, widow of the late Mr Justice deVilliers.

INDUSTRIAL FUND:Miss McLean has reported that the question of obtaining assistance from this Fund for the Girls Conference Schools was discussed at a recent meeting. It is realised that large sums cannot be expected, but an appeal has been put forward that each of the Girls' Conference Schools might be given a grant of R2000-00 or more for laboratory equipment.

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A white plastered wall would probably be morein keeping with the rest of the building but because of initial cost and maintenance cost, the General Purposes Committee favours a rustic brick wall except for the portion at the entrance gates.

HEADMISTRESS'S REPORT MARCH 1962.

AFF: The new appointments mentioned in my December report are proving good - both in their work and in their suitability to this type of School; of those made since December, MISS MITCHELL, part-time, for Choir and Singing, has not found it easy and I feel this work should really be done by a full-time member of Staff who has opportunity for wider interest.

MISS DAVIDSON, House-Mistress with some teaching periods, is proving most satisfactory, while young, she has the right approach and interest.

MRS ENGLISH, second House-Mistress, is capable, pleasant, firm and a trained nurse.

In both these appointments we are more than fortunate.

MRS JOHNSTON'S substitute, while she is on leave, has still to be found.

MISS WETTON wishes to leave in June for experience overseas, and while she is right to go, I think she would have been wiser to complete her two years here; she has been very good in her work and she is a great loss. I am now in touch with a Dartford Trained applicant, who visited the country with the English Cricket team and wishes to return again.

MRS PIERCE-JONES is due to retire in June, having been appointed in January 1948; during this time she has been responsible for the English Department and has built up and maintained a very good standard; she has been a Form Mistress throughout, has run the Debating Society and been a House Mistress and during my 2 months absence overseas was responsible for the whole School and she is again now the Senior Misstress, for ease of handing over; she has been loyal with a whole-hearted interest in the School throughout the 14½ years.

MISS PORTER will also retire in June - she was appointed in January 1936 and has worked whole-heartedly for the School throughout; her work has been with the Juniors and she was responsible for that part of the School from January 1953 to December 1958 when Miss Tulloch took over this responsibility and Miss Porter became a part-time member of Staff.

I am sure the services of these two will be suitably acknowledged in June and I am more than sorry not to be here at that time myself.

ALTH has been good, but for the case of Susan Dicey who is now being treated in a Nursing Home under a specialist and is I believe making satisfactory progress.

DERS as expected are again lower but there are more enquiries and this is particularly so for Kindergarten and the Preparatory; I hope the local interest will continue.

SCHOOL:	December 1961	March 1962
Boarders:	50	49
Day:	112	102
	162	151
PREPARATORY:		
Boarders:	20	17
Day:	43	47
	63	64
KINDERGARTEN:	33	33
	258	248

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IVITIES: Of the 29 candidates who entered for the School Leaving Certificate, 26 passed, 3 in the 1st Class, 17 in the 2nd Class, 6 in the 3rd Class - 17 obtained exemption from Matriculation and one, Distinction in Art.

Nine Girls entered for the American Field Scholarships and two have been successful.

Valerie van der Bijl (1960) has been awarded the Edith Struben Scholarship for Art.

At the Gordons Swimming Gala both Junior and Senior Teams held first place (the last occasion was in 1945) and in the School events at the S.A.Championship Meeting, the four teams entering took one second and three first places.

At the Goodwood Show, both in Riding and Jumping, first's and places were obtained by Miss Blackwell's pupils.

The Senior School went to "Much Ado about Nothing" at Maynardville, smallergroups have been to Flora Robson's recital at S.A.C.S; the Corn is Green at the Hofmeyer and Symphony Concerts at the Civic Centre.

Some 30 girls are working for the Bronze Life Saving award and 6-8 for the Silver award.

The following events are still to be held:-

Inter-House Tennis	- Tuesday, 20th.	p.m.
" " Swimming	- Monday, 26th.	p.m.
Tennis Championships	- Thursday, 22nd.	p.m.
Inter-Schools Tennis at the Association Courts.	- Saturday, 17th.	a.m.
Inter-School Swimming at Newlands Baths.	- Saturday, 24th.	a.m.

The new Office is in use and the additional space is much appreciated, while the internal telephone is a tremendous asset and is very much appreciated by both Offices.

May I, in conclusion, express my appreciation for my years at Herschel, which have been to me so worth while and rewarding and I would like to thank all the members of Council and General Purposes Committee who have helped, guided and worked with me; I am deeply appreciative of all that they give and would thank them most sincerely.

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Herschel School,

CLAREMONT, Cape.

March 6th, 1962.

NOTICE is hereby given that the ANNUAL GENERAL MEETING of Members will be held at Herschel School, in the Library, on MONDAY, MARCH 19th, 1962, following the Quarterly Meeting, for the following purposes:-

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

2. Electing Members to fill the vacancies on the Council in place of Members retiring by rotation and Members resigning.

3. Fixing the remuneration of the Auditors.

4. Discussing questions incidental to the Association and its Members.

SECRETARY

THE ENGLISH CHURCH SCHOOLS ASSOCIATION

REPORT of the COUNCIL to be submitted at the ANNUAL GENERAL MEETING of the ASSOCIATION to be held on 19th MARCH, 1962

Financial Results for 1961: A comparative statement of Revenue and Expenditure for the years 1960 and 1961 is set out below. It will be noted that there is a deficit of R2,814-00 as compared with a deficit of R2,071-00 for the previous year. The figures in brackets show the budget estimates for 1961; the actual results are quite close to what was expected.

The estimate for 1962 has been made on the basis of the average number of pupils continuing at 247 i.e. that number as at March 1962. The estimated deficit of R7080-00 emphasizes the urgent need for additional pupils and strict control of expenditure.

	1960	1961	Increase or Decrease	Estimate for 1962
REVENUE	R	R	R	R
Tuition & Board:	77480	76026	-1454	71500
Extra Subjects:	6269	6633	+ 364	6250
Miscellaneous:	1204	1162	- 42	1100
	84953	83821	-1132	78850
		(84200)		
EXPENDITURE:				
Salaries-Staff:	48037	48471	+ 434	48750
Wages-Domestic:	7527	8007	+ 480	8000
Provisions:	13564	13108	- 456	13000
Domestic Charges:	6562	5474	- 1088	5500
Sports Requisites:	50	52	+ 2	50
Property Charges:	2021	2343	+ 322	1500
Administration:	2351	3412	+ 1061	3000
Pension Fund & UIF:	1415	1205	- 210	1300
Insurance:	581	573	- 8	580
Interest:	4516	3750	- 766	4000
Depreciation:	400	241	- 159	250
	87024	86636	- 388	85930
		(86900)		
Result for Year:				
Surplus	-	-		-
Deficit	R2071	R2814 (2700)		7080 (Estimated)

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NUMBER OF PUPILS

Statistics relating to the number of pupils is shown in the statement below:-

	SCHOOL			PREPARATORY				
	Boarders	Day	Total	Boarders:	Day:	Total	K.G.	Grand Total
1956	42	77	119	24	76	100	44	263
1957	49	88	137	18	90	108	47	292
1958	50	97	147	18	96	114	47	308
1959	50	116	166	17	69	86	40	292
1960	51	109	160	19	59	78	35	273
1961	52	113	165	17	50	57	31	263
1962	49	102	151	17	47	63	33	248

MEMBERS OF COUNCIL:

In accordance with the Rules of the Association the following Members of the Council, appointed by His Grace the Archbishop, are due to retire

Mrs Brock and Mrs Henderson

There is one vacancy in the Council, for selection and appointment by the Archbishop due to Mr Walter Stanford's resignation.

The following members retire by rotation.

Mrs Small and Judge van Winsen.

AUDITORS:

It will be necessary to fix the remuneration of the Auditors Messrs E.R.Syfret & Company, for the past year.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL SCHOOL, IN THE LIBRARY, ON MONDAY, MARCH 19th, 1962, AT 5. 30. P. M.

PRESENT: His Grace, the Archbishop (In the Chair)
Canon Aubrey, Mrs Brock, Miss deBlank, Mrs Dowie Dunn, Professor Grant, Mrs Henderson, Miss Howes, Mr Kennedy, Dr McDonald, Mr Robb, Mrs Small, Mr Wares, Archdeacon Wood.

In attendance: Miss McLean
Secretary: Mrs Withers

Apologies for absence: Judge van Winsen.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on Friday, December 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.

REPORT OF THE GENERAL PURPOSES COMMITTEE. This report was presented.

Arising from this Report: Mr Wares reported that once the plans have been passed for the additional Science Room and Needlework Room, the work will be put out to tender and it is hoped that the cost of this Block will be paid out of Funds from the Trust.

Mrs Henderson said she would like to propose that the General Purposes Committee be asked to go into the question of Bursaries. Perhaps some scheme could be worked out and if possible, become operative at the beginning of 1963. This was seconded by Miss Howes. It was agreed to ask the General Purposes Committee to go into the matter.

Headmistress's Accommodation. It was hoped that the alterations would be completed before the School opens on April 10th.

Register of Members. Mr Wares reported that the Register of Members of the Association could not be found but that a list of names compiled from the Register some time ago indicated that most of the Members were now deceased.

After discussion and review of the Articles of the Association, it was decided that the Register of Members be brought up to date and that all Members of Council should be included in the list of Members of the Association.

On the suggestion of Mr Robb, Professor Grant who is a member of the Association, proposed that all Council Members be Ordinary Members of the Association. This was agreed.
Mr Robb then proposed that Miss McLean be a Member of the Association in recognition of her work for Herschel This was unanimously approved.
In the discussion, it was mentioned that special friends of Herschel could be nominated as Members of the Association. Mr Kennedy said he thought that too many people should not be invited to be Members and Dr. McDonald suggested that the number be limited.

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Bequest: The General Purposes Committee was given authority to decide how the bequest of R500-00 from the estate of the late Mrs deVilliers be spent.

Industrial Fund: As soon as a reply is received from the Fund, the result is to be reported to the next Meeting of the Council.

Boundary Wall: Nothing definite has been decided as to what would be the best type of wall to be built - it is generally felt that a white wall would be in keeping with the present buildings, but there is the question of cost and maintenance. A rustic brick wall was suggested. After discussion it was agreed that the General Purposes Committee will bear the various considerations in mind when the final decision has to be made.

HEADMISTRESS'S REPORT: The Report was received.

ARISING FROM THIS REPORT :

Staff: Miss McLean said she would like to draw attention to the two members of Staff who will be retiring in June. She did feel that something more than a letter should be sent to them, both have served the School faithfully for some years and during their period of service neither of them have taken any long leave, and she feels that some form of remuneration should be paid to them.

His Grace stated that the Council wished to record in the Minutes its gratitude and appreciation to Miss McLean for all that she had done for Herschel as Headmistress, he said that all members were very sorry to see her go and wished her well. Mr Wares said that the Members of the General Purposes Committee would like to be associated with His Grace's tribute to Miss McLean.

REPORT OF COUNCIL to the ANNUAL GENERAL MEETING: A draft Report was approved.

FOUNDER'S DAY: His Grace asked if the question of a speaker for Founder's Day could be discussed earlier. It was agreed that the General Purposes Committee would give this matter their attention.

The Meeting adjourned for the Annual General Meeting.

Date.....15. June 1962

Chairman...J. W. Anthony...

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, IN THE LIBRARY, ON FRIDAY, MAY 8th, 1962, AT 5. 0. P.M.

PRESENT: Mr Kennedy
Dr McDonald
Mrs Small
Mr Wares (In the Chair)

In attendance: Mrs Kittow
Secretary: Mrs Withers

Apologies for absence: Mrs Brock
Mrs Dowie-Dunn
Mrs Henderson
Miss deBlank
Judge van Winsen

Mr Wares said he would like on behalf of the Committee, to welcome Mrs Kittow to the Committee Meeting.

ARISING FROM THE MINUTES - March 7th, 1962.

Outstanding Fees: Messrs Syfret, Godlonton & Low, wrote to the Headmistress, confirming that full settlements have been received from the following:-

Mr Momberg
Mr Ryman
Mr Twitchett.

They reported on the outstanding accounts as follows:-

Mr Whiting has paid the 4th term disbursements, and has offered to pay an amount of R70-00 in full and final settlement.

After discussion it was agreed to accept a post-dated cheque from Mr Whiting, and the amount offered by Mr Bellairs.

In regard to Mr Foote, Mr Kennedy reported that he received a letter from Mr Myles Syfret, giving the particulars of Mr Foote's financial circumstances. Mr Kennedy read the letter to the Committee. After discussion, Mr Kennedy said that he would arrange with Mr Syfret to get Mr Foote to sign an Acknowledgment of Debt, and he would also inform him that the Committee would be agreeable to accepting R40-00 per month, as from July 1962, until the full amount is paid.

Mr Kennedy said that a careful watch needs to be kept on fees not paid within the required period, and that letters should be sent immediately anyone defaults. Agreed.

FEES IN LIEU OF NOTICE:

Mrs Kittow reported that she received two letters from Mr Newmark and from Mr Rapp, asking if a term's notice could be waived in lieu of fees. After discussion, it was agreed that the Committee were unable to grant the request made by these parents, and that the fees would have to be paid in full. Mrs Kittow was asked to write to them.

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Visiting Staff:Mrs Kittow said she understood that Miss McLean has discussed this question with the Committee, and she wondered if it is in order for her to pay the increased fee to Mrs Noyes, who has taken Miss Mitchell's place. Agreed.

Science Block: Mr Wares reported that the Architect told him that he hopes to put this out to tender within the next two weeks, but of course all depends on whether the City Council have passed the Plans by then.

Boundary Wall: Mr Wares reported he had had a long conversation with the Architect, Mr Twentyman-Jones, who said he is going to see Mr Cabion to discuss the tender with him and see if some estimate could be worked out for submission to the City Council. It is quite likely that some other form of fence will have to be considered. Various proposals were discussed, but before any definite decision can be reached, the matter will have to be referred back to the School Council. Mr Wares said that if interlaced wooden fencing was erected between the two main gates, it would cost about R500/R600. Mr Wares agreed to follow the matter up with the Architect.

Boarders: The question of boarders coming into and going out of the Boarding House was discussed. As agreed at the General Purposes Meeting on March 7th, all application forms now being sent out to include the paragraph in these Minutes. Arrangements are being made for the application forms to be reprinted with this additional rule.

STAFFING:Mrs Kittow reported that Miss Jackson, the Housekeeper, took suddenly ill on April 23rd, and she is now in the Woodstock Hospital. In her place Miss Powis has been engaged, and she will help out until we know if Miss Jackson will be able to return.

Miss Moor who had been in correspondence with Miss McLean, is working at the Jagger Library at the University during the day, but is resident here, and helps with the duties in the evenings and week-ends in lieu of boarding. The Committee felt this was a very good arrangement.

Miss Jago is coming to take the Physical Training post at the Preparatory School, as Miss Wetton leaves at the end of the term. Miss Jago will arrive early in September, but in the meantime arrangements will be made to engage Mrs Rossouw to cover the period from the beginning of the third term until Miss Jago arrives.

Mrs Esterhuyse, whose husband has been transferred to Pretoria, leaves at the end of this term, and her post has been offered to Mrs Schutz, who has accepted and will start at the beginning of the third term.

Miss duPlessis came to take over some of the music pupils, but has had to terminate her services; we are hoping to replace her.

Miss Porter has asked if she might continue working at Herschel; she was to have retired at the end of June. After discussion it was agreed that Miss Porter be allowed to remain.

MISTRESS:Mrs Kittow asked what her position is in regard to purchasing. She was going into the question of labour and really felt that Vacuum Cleaners were needed. Mr Kennedy said that if such items were required would she get in touch with him because he knew of certain places where he could get a substantial discount. It was generally felt that if small items were required the Headmistress should use her discretion, but for bigger items

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the General Purposes Committee should be consulted.

BISH:Mrs Kittow said she was very surprised to see the conditions of the back premises where the rubbish is dumped and felt that something should be done. After discussion it was agreed that these premises be inspected.

SWIMMING BATH:The question of a Filtration Plant was discussed and it was decided that perhaps money from the Four Schools Trust could be used for this. It was suggested that enquiries be made and quotations obtained.

SCHOLARSHIPS:Mrs Kittow said she was very much in favour of this. It was stated that this was a matter that was to be financed from the Four Schools Trust. After discussion it was agreed that the matter be held over for further consideration and also until other commitments were more definitely known.

GYMNASIUM FLOOR: Mrs Kittow reported that this was in a bad state and that the girls were continually getting pplinters and that something should be done. After discussion it was agreed that the Architect, Mr Twentyman-Jones be asked to come and inspect the floor and give his advice on the matter. Mrs Kittow agreed to get in touch with the Architedt.

SCIENCE BLOCK:Mr Wares said he had spoken to Mr Twentyman-Jones who reported that the Science Staff had requested that a chamber be included in the plans for the killing of rabbits etc. Mr Twentyman-Jones said that this would prove expensive and was it really necessary? It was agreed that the Committee did not think this was warranted.

HEADMISTRESS'S SIGNATURE TO CHEQUES.

Mr Wares proposed and Dr McDonald seconded that -

Mrs Kittow sign cheques in the place of Miss H.C.McLean.

It was also resolved that the following sign papers in connection with Shares with the Johannesburg Building Society:

Mr H.L.Kennedy
Mrs M.C.Kittow
Mr.J.D.Wares
Mrs L.F.Small
Mr F.C.Robb.

HERSCHEL STAFF:

Abbott	Mrs	Matron	Hill
Allday	Mrs	Games	Part-time Senior
Aubrey	Canon	Chaplain-Divinity	Visiting
Blackwell	Miss	Riding	Visiting
Brownell	Mrs	Geography, English. Form Mistress Middle School House Mistress	
Davidson	Miss	House Mistress-Scripture, English if needed.	
English	Mrs	Second House Mistress	
Esterhuyze	Mrs	Afrikaans-Middle School Stds 6 and 7.	
Gentles	Mrs	Upper II Form Mistress	Hill
Gruhn		Diving	Visiting
Hampson	Mrs	History, Current Events. Sociological Club.	
Harsant	Miss	Kindergarten -Chapel Committee.	
Harwood	Miss	Music	Part-time.
Himing	Mrs	Transition-Resident	Hill
Houba	Mr	Tennis	Visiting
Howes Dulcie	Miss	Ballet	Visiting
Hunt	Mrs	Science-Form Mistress	Senior
Powis	Miss	Housekeeper-Caterer	Temporary
Jackson	Professor	Fencing	Visiting
James	Mrs	Latin-Form Mistress	Senior
Johnston	Mrs	Matron-Sickbay	Senior
Jonker	Mrs	Afrikaans-Senior	
Leinberger	Dr	School Doctor.	
Lillelund	Mrs	Afrikaans, Arithmetic, Form Mistress.	Hill.
Louw	Mrs	Physical Training	
McCormick	Mrs	English, French, Form Mistress, Debating. Middle School House Mistress.	
Montgomery	Miss	Music	Parti-time.
Moodie	Mrs	Upper I Form Mistress	Hill
Muller	Mrs	Art, Form Mistress. Senior House Mistress.	
Mulliner	Miss	Library-Prizes	
Olver	Miss	Mathematics-Senior	Part-time.
Pierce-Jones	Mrs	English-Senior	
Popham-Smith	Mrs	Music-	
Porter	Miss	Junior Subjects	Hill
Purdy	Miss	Book-keeper	
Sachs	Mrs	Domestic Science. Form Mistress Senior House Mistress.	
Safferry	Mrs	Speech Training	Part-time
Scott-Shaw	Mrs	Mathematics, Geography, Form Mistress Middle School House Mistress.	
Silberbauer	Mrs	Biology, Form Mistress, Senior House Mistress.	
Tulloch	Miss	Lower I-Resident and responsible for Preparatory School.	
Turner	Mrs	Housekeeper	Hill
Wetton	Miss	Physical Training-Senior and Hill	
Wille	Miss	German	Visiting
Withers	Mrs	General Secretary	

HEADMISTRESS'S REPORT
JUNE, 1962.

STAFF: MRS PIERCE-JONES was due to leave at the end of this term, but is able and willing to stay on till the end of the 3rd term. If she could have long leave in the 4th term, she would then come back for another year. She is a great help to me and since I was much set back by Miss Jackson's illness and an inability to find a successor for some time, it would be to the greatest benefit if this arrangement were accepted.

MISS JAGO from England will take Miss Wetton's place as Games Mistress at the Preparatory. Since, however, she will arrive only early in September, I have arranged for MRS ROSSOUW to take over Miss Wetton's work until she arrives.

MISS SWEET from the last term of the year will re-join the full-time permanent staff of the Music Department, and two of the part timers will discontinue.

MISS JACKSON who was taken to hospital three days after I arrived and has for some weeks not been expected to live, is recovering but will not be able to work again and is going back to England. Her letter of resignation was received on June 1st, and Miss Powis has been acting in her place, but she is retired and is not anxious to stay longer than is necessary. It will, therefore, be necessary to find a successor for Miss Jackson.

HEALTH has been excellent.

NUMBERS: It is pleasing to report that many enquiries are being made and several new children have been accepted for next term, but unfortunately several are returning to England at the end of this term.

SCHOOL	MARCH 1962:	3rd TERM 1962.
BOARDERS:	49	46
DAY:	102	106
	151	152
PREPARATORY:		
BOARDERS	17	19
DAY:	47	46
	64	65
KINDERGARTEN:	33	33
	248	250

ACTIVITIES: Visits have been made to Parliament and Groot Constantia. Mrs Plumbly came to give a talk on "United Nations", and Miss Munro on "Christian Education". A Debate was arranged with Wynberg Boys' High School. Boarders went to the play "The Housemaster" produced by S.A.C.S. Canon Aubrey held a Service for the School in St. Saviour's Church on Tuesday, May 29th, for the Republic Day Celebrations.

On June 19th, the School will see the film "St.Lawrence Sea-Way".

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THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

REPORT OF THE GENERAL PURPOSES COMMITTEE FOR COUNCIL MEETING ON MARCH 19th, 1962.

Meetings were held on 5th February and 7th March 1962.

FOUR SCHOOLS TRUST:

Amounts received for capital improvements or redemption of debt:

28th November 1960: R8850-00 applied in reduction of Mortgage Bond.

12th April 1961) R 777-74 to be used in terms of Clause c
13th March 1962) R1579-56 (d) of the Trust Deed.

TENNIS WALL: Work on the wall has now been completed. The total cost was R796-00.

NEW SCIENCE BLOCK: There has been a change in the Architect's plan due to the strict application of a City Council regulation. When the altered plan is approved we can proceed to tender.

HEADMISTRESS'S ACCOMMODATION: Good progress is being made in the alterations on the ground floor of the main building. The work should be completed soon. The lowest tender of R2178-00 from E.Cabion and Son was accepted.

REPORT OF COUNCIL TO THE ANNUAL GENERAL MEETING OF THE ASSOCIATION:

A draft report is submitted for approval.

REGISTER OF MEMBERS: Most of the members on this register are now deceased and it is proposed to discuss the question of bringing the register up-to-date.

BEQUEST: Advice has been received of a bequest of R500-00 in the Will of the late Mrs deVilliers, widow of the late Mr Justice deVilliers.

INDUSTRIAL FUND: Miss McLean has reported that the question of obtaining assistance from this Fund for the Girls Conference Schools was discussed at a recent meeting. It is realised that large sums cannot be expected but an appeal has been put forward that each of the Girls' Conference Schools might be given a grant of R2000-00 or more for laboratory equipment.

BOUNDARY WALL: The stage has now been reached where the City Council has implied that it will consider erecting a wall along the new boundary (after survey) in exchange for a strip of land for road widening along Herschel Road, subject to reasonable cost. Tenders have been obtained and the matter is under negotiation.

A white plastered wall would probably be more in keeping with the rest of the building but because of initial cost and maintenance cost, the General Purposes Committee favours a rustic brick wall, except for the portion at the entrance gates.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF A PSECIAL MEETING OF THE COUNCIL HELD AT HERSCHEL SCHOOL, IN THE LIBRARY, ON MONDAY, MARCH 19th, AT 6. O. P.M.
(immediately after the Annual General Meeting of the Association).

PRESENT: His Grace,the Archbishop (In the Chair)
Canon Aubrey, Mrs Brock, Miss deBlank,
Mrs Dowie Dunn, Professor Grant,
Mrs Henderson, Miss Howes, Mr Kennedy,
Dr McDonald, Mr Robb, Mrs Small,
Mr Wares, Archdeacon Wood.

In attendance: Miss McLean
Secretary: Mrs Withers.

Apologies for absence: Judge van Winsen.

CHAIRMAN: His Grace the Archbishop was elected as Chairman of the Council.

The following members of the Council were appointed to the General Purposes Committee.

Mrs Brock
Miss deBlank
Mrs Dowie Dunn
Mrs Henderson
Mr Kennedy
Mrs Small
Judge van Winsen
Mr Wares.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE ANNUAL GENERAL MEETING OF THE ASSOCIATION HELD AT HERSCHEL SCHOOL, IN THE LIBRARY, ON MONDAY, MARCH 19th, at 5.45.p.m.

PRESENT: His Grace, the Archbishop (In the Chair)
Canon Aubrey, Mrs Brock, Miss deBlank,
Mrs Dowie Dunn, Professor Grant,
Mrs Henderson, Miss Howes, Mr Kennedy,
Dr McDonald, Mr Robb, Mrs Small,
Judge van Winsen, Mr Wares, Archdeacon Wood.

In attendance: Miss McLean.
Secretary: Mrs Withers.

Apologies for absence: Judge van Winsen.

MINUTES: The Minutes of the Annual General Meeting of the Association held on Friday, March 10th, 1961, copies of which had been circulated to Members, were taken as read, and signed by the Chairman, as a true record of the proceedings.

REPORT AND ACCOUNTS:

The Report of the Council and Statement of Revenue and Expenditure for the year ended 31st December, 1961, with Balance Sheet at that date, were submitted.

It was agreed that the Balance Sheet and Accounts as at 31st December, 1961, be adopted.

REPORT OF THE COUNCIL:

Mr Wares said the numbers were still down and that consequently a substantial drop in revenue was anticipated. It will be even more important to keep a constant watch on expenditure without lowering the standards in the School. The only solution was a larger number of pupils and it is hoped that this will be achieved.
Miss Howes asked when the fees were increased - this took place in October, 1958.

MEMBERS: His Grace reported that Mrs Brock and Mrs Henderson had signified their willingness to continue to serve on the Council.
His Grace also reported that he asked Mr Abernethy to serve on the Council, and he has agreed to serve.

Mrs Small and Judge van Winsen retire by rotation -

Mr Robb proposed and Mr Wares seconded that they be asked to continue to serve - Mrs Small and Judge van Winsen expressed their willingness to do so.

Mr Wares said that Mr Bumble is overseas and understands that he will not be returning to South Africa. It was agreed to write to Mr Humble.

It was proposed that Miss deBlank be asked to serve on the General Purposes Committee in place of Mr Humble. Miss deBlank agreed to do so.

AUDITORS FEES: Mr Kennedy proposed and Mr Wares seconded that the remuneration of the Auditors, Messrs E.R.Syfret & Co., Chartered Accountants (S.A.) for the past year, be fixed at One Hundred Guineas) Two Hundred and Ten Rand). AGREED.

Date 15/8/62 ..... CHAIRMAN .....

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL SCHOOL, IN THE LIBRARY, ON JUNE 15th,1962, AT 5.15.P.M.

PRESENT: Canon Aubrey, Mr Abernethy, Mrs Brock, Mrs Dowie Dunn, Mrs Henderson, Professor Grant, Mr Kennedy,Dr McDonald, Mrs Small, Archdeacon Wood.

Apologies:

~~In attendance~~: His Grace,the Archbishop Miss deBlank, Miss Howes,Judge v.Winsen, Mr Robb, Mr Wares.

CHAIRMAN: Canon Aubrey was invited to take the Chair in the Archbishop's absence.

WELCOME: The Chairman welcomed Mrs Kittow to her first Meeting of the Council, and also welcomed Mr Abernethy as a Member of the Council.

MINUTES: The Minutes of the Quarterly Meeting held on March 19th, 1962, 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:

SCIENCE BLOCK: Mr Kennedy reported that the tenders for the Science Block were received two or three days ago and the General Purposes Committee has not seen them yet.

Mr Kennedy said the only matter he would like to raise at the moment is that there is no reason why we should accept any particular tender, but would like to point out that Mr Buckland of Messrs Buckland & Eaton, has done a great deal for the Four Schools Trust, and as there is only a difference of R92-00,he would like Mr Buckland's tender to be given consideration. Some members asked if it would not embarass the Architect if the lowest tender was not accepted. Mt Kennedy replied that it clearly stated in the specifications that the School is not bound to take the lowest or any of the tenders submitted. After further discussion, no decision was reached. Canon Aubrey asked that the matter be referred back to the General Purposes Committee for further discussion, and that the Council be guided by their decision. AGREED.

HEADMISTRESSES'S ACCOMMODATION: This question is purely a matter of convenience, the present entrance goes right through Mrs Kittow's flat.

INDUSTRIAL FUND:Nothing further has been heard from the Fund.

BOUNDARY WALL: Mr Kennedy pointed out that Mr Wares has been dealing with this matter and he will, no doubt, have something to report at the next Meeting.

SCHOLARSHIPS: It was decided that this matter be left in the hands of the General Purposes Committee, and

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when they have anything definite in mind, they will report to Council.

GYMNASIUM FLOOR: No definite solution has been found, and the Architect is continuing his investigations, and will send in a report as soon as he has anything definite to recommend to the Council.

HEADMISTRESS'S REPORT: THIS was presented.

ARISING FROM THIS REPORT:

Mrs Kittow said she would be grateful if the Council could see their way clear in allowing Mrs Pierce-Jones to return to Herschel after her long leave which will be January 23rd. After discussion it was agreed that Mrs Pierce-Jones be allowed to return, but should Mrs Kittow find a suitable person to act as Vice Principal, Mrs Pierce-Jones must be prepared to stand down.

Canon Aubrey said he was pleased to note that enquiries were being made, and that several new children have been accepted for the Third Term.

SIGNING POWERS FOR CHEQUES

Mr Kennedy asked that the following Resolution be proposed:-

IT WAS RESOLVED THAT:-

(1) Cheques etc to be deposited at any Bank, Building Society or other Financial Institution, for the credit of the English Church Schools Association (Incd), should be endorsed by any one of the following:-

Mrs M.C.Kittow
Miss M.C.Purdy
Mrs E.R.Withers

(2) Cheques drawn on any Bank Account, withdrawals from Savings or Deposit Accounts at any Building Society or other Financial Institution, and requests for the issuing or repayment of shares in Building Societies, should be signed by any two of the following:-

Mr H.L.Kennedy
Mrs M.C.Kittow
Mr F.C.Robb
Mrs L.F.Small
Mr J.D.Wares.

(3) Cheques drawn on the accounts at Barclays Bank, Claremont, in name of 'Herschel School Charity Fund Account' and 'Herschel School Headmistress's Account' should be signed by Mrs M.C.Kittow solely or by any one of the following:-

Mr H.L.Kennedy
Mr F.C.Robb
Mrs L.F.Small
Mr J.D.Wares

DATE:.. 14th September 1962.

CHAIRMAN J.W. Aubrey .....

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

REPORT OF THE GENERAL PURPOSES COMMITTEE FOR COUNCIL MEETING OF JUNE 15th 1962

Meetings were held on the 8th May and 6th June 1962.

NEW SCIENCE BLOCK

Tenders have been received from the following:-

Slingsby & deJager.	R18,800-00
Buckland & Eaton (Pty) Ltd.	R18,892-00
E.Cabion & Son.	R19,294-00

In lodging tenders, Tenderers were aware that the Council would not bind itself to accept the lowest or any tender.

The General Purposes Committee has not had an opportunity of discussing the tenders but would like to have the Council's authority to accept the most suitable one.

HEADMISTRESS'S ACCOMMODATION:

This has now been completed. The use of the front door to the School as a means of access to the Office has been found to be most inconvenient in relation to the Headmistress's accommodation which is on both sides of the passage-way. Arrangements are being made to reserve the front entrance during the day for persons calling on the Headmistress and at night times this door will be kept closed. Access to the Office will be through a door at the side of the building and a notice directing persons to the Office will be placed at the present entrance.

INDUSTRIAL FUND FOR PROVISION OF SCIENTIFIC EQUIPMENT AND TEACHING.

No reply has been received from this Fund to our request for assistance.

BOUNDARY WALL:

Difficulties have arisen in connection with the proposal to build a wall and at present discussions are taking place on alternative arrangements.

SCHOLARSHIPS:

The provision of scholarships from funds received from the Four Schools Trust has been discussed. It had been agreed to delay a decision pending the receipt of tenders for the new Science Block. After this re-assessment would be made of the financial position to find out if sufficient funds were available.

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It had been overlooked that on the 31st May 1962, a payment of R8,000 was due by the School to the Four Schools Trust. This represented the balance of the loan of R10,000., made by the Rhodes Trust to Herschel. Of the original loan the Rhodes Trust waived the repayment of R2,000 and donated R8,000 to the Four Schools Trust as at the repayment date.

NUMBERS

It is gratifying that many enquiries for information on entry to the School are being received.

GYMNASIUM FLOOR

This is in a very bad state and the School's Architect was asked to give a report. He indicates that no purpose would be achieved by having the floor sanded and putting a plastic surface on it. The Architect arranged for a Timber Specialist to make an inspection and he has suggested that the flooring be taken up and relaid upside down. No estimate is available yet of the cost of doing this.

OUTSTANDING FEES:

The position is reasonably satisfactory with one exception and in this case it is hoped that suitable arrangements will be made for repayment of the amount outstanding.

FILTRATION PLANT FOR SWIMMING POOL

The Committee considers that it is essential to install a Filtration Plant. Many complaints have been received from parents. Estimates are being asked for from three firms.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL SCHOOL, IN THE LIBRARY, ON MONDAY, AUGUST 6th, 1962, AT 5.0.P.M.

PRESENT: Mrs Dowie Dunn
Mrs Henderson
Mr Kennedy
Dr McDonald
Judge van Winsen
Mr Wares (In the Chair)

In attendance: Mrs Kittow
Secretary: Mrs Withers

Apologies for absence: Mrs Brock
Miss de Blank.

ARISING FROM THE MINUTES: 6th JUNE 1962.

OUTSTANDING FEES: Mrs Kittow reported as follows:-

Mr Foote: No payment received.

Mr Whiting: Messrs Syfret, Godlonton & Low wrote saying the cheque handed to them dated July 15th, 1962, was returned through the bank marked "Refer to Drawer".

Mr Kennedy agreed to get in touch with the Solicitors about these two cases.

In the case of Mrs Dalton who has not paid the fees, Mrs Kittow was asked to write to her and ask her to come and discuss the matter. Mrs Kittow agreed to do this.

Mrs Kittow reported that Mr Dicey came to the School to ask if the Committee would waive the boarding fees for his daughter Susan in lieu of notice. Mrs Kittow said she was very relieved not to have Susan in the Boarding House. After discussion it was generally felt that it would not be wise to waive the full boarding fees and Judge van Winsen proposed and Dr McDonald seconded that Mr Dicey be asked to pay half the boarding fees. AGREED.

NUMBERS: Mrs Kittow reported that she has accepted 12 new girls for the Third Term, and was happy to report that constant enquiries are being made for applications.

Mrs Kittow asked the Committee if it is possible to grant a remission in fees where there are younger sisters. Mr Kennedy replied that the School did at one time grant this remission but it was stopped some years ago. Mrs Kittow said she has been asked by parents who have two or three girls and promised to bring the matter before the Committee. After discussion it was agreed that Mrs Kittow ask St. Cyprian's if they grant any remission and what percentage.

FILTRATION PLANT: The following estimates have been received:-

PRIDE POOLS:	R2,730-00
G.NORTH & COMPANY.	R2,150-00
SCOTTISH TUBE COMPANY:	R2,467-00

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It was suggested that perhaps it would be advisable to ask an Engineer to give us some advice on these estimates. Judge van Winsen agreed to ask Mr Ken Jordan.

GYMNASIUM FLOOR: Judge van Winsen reported that the Architects have advised that the only way of curing the defects is to carefully take up the boarding and replace the sound pieces correctly cramped up with the new matched in boards to make good all discards. They also advise that the floor should then be sanded and also have a sealer applied. Mr Twentyman-Jones also pointed out that adequate underfloor ventilation, of which there is next to none, should also be provided. Judge van Winsen agreed to go further into the matter with the Architect, and would also ask him to obtain separate estimates for the following items:-

1. Excavation under Sewing Room Floor approximately 9" below present ground level.
2. Extra electrical conduit from Main Board to Sewing Room underfloor space.
3. Resurface tables in present laboratory by sanding and revarnishing.
4. Resand floor of laboratory and seal with suitable varnish.
5. Repaint all surfaces of existing laboratory excluding ceiling.
6. Remove chemical receivers from sinks and fit new discharge pipe in polythene into channel.

Judge van Winsen agreed to inpect the Native quarters.

SCIENCE EQUIPMENT: Mrs Kittow reported that Mr Robb has promised a gift of R500-00 to be spent on equipment for this Department. The Committee expressed their appreciation and asked Mrs Kittow if she would write to Mr Robb thanking him for his generous gesture.

Mrs Kittow said she asked the Science Staff to compile lists of equipment urgently required for the Physical Science and Biology Departments. Mrs Kittow went through some of the items and after discussion Dr McDonald agreed to look through the lists to check the prices etc.

FEES: Mrs Kittow reported that Mrs Persse who has two daughters in the Boarding House came to see her to ask if the Committee will be prepared to waive the boarding fees for her one daughter who suffers a great deal with Sinus trouble. After discussion it was agreed that under the circumstances the fees be waived.

HEADMISTRESSES' CONFERENCE: Mrs Kittow informed the meeting that she will be leaving on September 4th, to attend this Conference, which is being held in Grahamstown.

FOUNDER'S DAY: No decision was reached as it was late and it was agreed to leave it over until the next General Purposes Meeting, as well as the letter received from Messrs Slingsby & deJager.

HEADMISTRESS'S REPORT:

SEPTEMBER, 1962

STAFF: MRS KITTOW went to the Headmistresses' and Headmasters' Conference at Grahamstown.

MRS PIERCE-JONES will be going on long leave at the end of this term.

MISS JAGO arrived a week ago to take over the post of second Games Mistress.

MRS WELLEJUS took over the post of Housekeeper in Miss Jackson's place; it is extremely difficult to find Housekeepers and it is pleasing to report that she is doing very well.

HEALTH on the whole has been good, apart from a few odd cases of influenza.

NUMBERS: As figures stand at present we should have 273 in the School for next year, but I am pleased to say that enquiries are being made all the time.

SCHOOL:

	SEPTEMBER 1962.		EXPECTED JANUARY 1963.	
BOARDERS:	41		46	
DAY:	109		111	
		150		157
PREPARATORY:				
BOARDERS:	17		20	
DAY:	48		55	
		65		75
KINDERGARTEN:		34		41
		249		273

ACTIVITIES: Visits have been made to Attwell's Bakery, and the Marion Institute. The three Herschel girls who went on the American Field Scholarship came and spoke to the children. Miss Tyfield gave a talk on "King Lear". 30 girls are attending First Aid Classes under the direction of the Red Cross on Wednesday evenings at Herschel. Herschel went to a Debate at St.Cyprian's, and St.George's Grammar School and Wynberg Boys' High School came to Herschel for a Debate. The Choir sang at at Patronal Festival and at an Old Girl's Wedding.

The Matriculation Dance took place on August 31st, and was a great success.

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THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL, ON FRIDAY, SEPTEMBER 14th, 1962, AT 5.15. P.M.

PRESENT: Canon Aubrey, Mrs Brock, Mrs Dowie Dunn, Professor Grant, Mrs Henderson, Miss deBlank, Mr Kennedy, Miss Dulcie Howes, Mr Abernethy, Mrs Small, Archdeacon Wood, Dr MacDonald.

In attendance: Mrs M.C.Kittow.
Secretary: Mrs Withers.

Apologies for absence: His Grace,the Archbishop.
Mr Robb.
Judge van Winsen.
Mr Wares.

CHAIRMAN: Canon Aubrey was asked to take the Chair in His Grace's absence.

Canon Aubrey asked Miss deBlank if she would please convey the Council's good wishes to His Grace for a speedy recovery.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on Friday, June 8th, 1962, which were laid on the table, were taken as read and signed by the Chairman.

ARISING FROM THE MINUTES:

An amendment should be made to "In attendance" this should read "Apologies for absence".

REPORT OF THE GENERAL PURPOSES COMMITTEE.

Mr Kennedy reported that owing to Mr Wares accident, a Report was not available; that the Secretary had given him notes on the main items dealt with by this Committee.

SCIENCE WING: The Tender of Messrs Buckland and Eaton for R18,892-00 was accepted, and it is hoped the additions will be completed by January 1963.

OUTSTANDING FEES: There is still a large amount owing by Mr. Foote, and arrangements are being made through the Solicitors to arrange for Mr Foote to sign an Acknowledgment of Debt. Mr Kennedy felt that we would get the money eventually.

NUMBERS: Mr Kennedy said Mrs Kittow could probably speak on this more adequately than he. Mrs Kittow pointed out that 22 will be leaving at the end of the year from the Matriculation Form and a few families are returning to England, but she was very pleased with the constant number of enquiries for vacancies, and hoped the number for 1963 would be well over 270.

FILTRATION PLANT: The General Purposes Committee asked Mr.Ken Jordan to give a report on the tenders submitted and he strongly recommended that the tender of Messrs Pride Pools be accepted. After discussion the Council agreed to leave the final decision to the Committee.

Mr Kennedy reported that a gift of R1000-00 had been made by a member of the General Purposes Committee. The Council expressed their sincere appreciation to the anonymous donor.

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GYMNASIUM FLOOR: It was agreed that this be attended to during the Christmas holidays. It will probably cost R400-00.

SCIENCE EQUIPMENT: An anonymous gift of R500-00 has been given to this Department. Mrs Kittow reported that at the Headmistresses' and Headmasters' Conference, Science Equipment was gone into very thoroughly.

FOUNDER'S DAY: The following names have been suggested:-

Lady Packer
Dr Duminy.

Mrs Henderson said she would like to suggest Professor Inskip. After discussion it was agreed to invite him. Canon Aubrey agreed to write to Professor Inskip on behalf of His Grace.

HEADMISTRESS'S REPORT: This was presented.

ARISING FROM THIS REPORT.

STAFF: Mrs Kittow said she would like to ask the Council's guidance in connection with a member of Staff - Mrs Gentles - who was appointed in January this year. She wants to go to England to see her mother who is very ill. It will mean she will miss three weeks in the first term. After discussion it was agreed that in view of her short service, she would have to arrange for a substitute and that she would be responsible to make the necessary arrangements for her to be remunerated, without extra expense to the School.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED.

DATE...7/12/62..... CHAIRMAN.....H.K.

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD ON DECEMBER 7th, 1962, IN THE LIBRARY, AT 8. 15. P. M.

PRESENT: Mr Abernethy, Miss deBlank, Mrs Dowie-Dunn, Mrs Cronwright, Professor Grant, Dr McDonald, Judge van Winsen, Mr Wares, Archdeacon Wood.

In attendance: Mrs M.C.Kittow.
Secretary: Mrs E.R.Withers.

Apologies for absence: His Grace,the Archbishop, Canon Aubrey, Mrs Brock, Mrs Henderson, Mr Robb, Mrs Small.

CHAIRMAN: In the absence of the Archbishop, Mr Kennedy was asked to take the Chair.

MINUTES: The Minutes of the Quarterly Meeting held on Friday September 14th, 1962, copies of which had been sent to Members, were taken as read and signed by the Chairman, as a true record of the proceedings.

GENERAL PURPOSES REPORT: This was presented by Mr Wares.

ARISING FROM THIS REPORT:

GYMNASIUM FLOOR: No definite decision has been reached.

FILTRATION PLANT: The parents are all very delighted about this.

FINANCE: It is hoped with the increase in numbers for 1963, the position will be more satisfactory.

GYMNASIUM EQUIPMENT: A letter of appreciation has been sent to Mr Jooste.

HEADMISTRESS'S REPORT: This was presented.

ARISING FROM THIS REPORT:

STAFF: Mrs Kittow reported that Miss Smith is to be married during December. She has taught at the Wynberg Boys' Junior School, and the Headmaster was indeed sorry to be losing her.

Miss Olver asked Mrs Kittow if she would would like to get someone in her place during her absence, but she felt it would be advisable to appoint Mrs Scott-Shaw as the Mathematics Mistress and avoid having too many part-time Staff. Mrs Scott-Shaw taught Mathematics at Springfield throughout the Senior School.

Miss Purdy: This position has not been filled - several enquiries have been made.

Numbers: Continue to increase - Mr Kennedy said on behalf of the Council he would like to congratulate Mrs Kittow on the very satisfactory position.

RESOLUTION -FOUR SCHOOLS TRUST: Mr Wares asked Council to confirm the following resolution for the Acknowledgment of Debt.

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We, the undersigned,

THE ENGLISH CHURCH SCHOOLS ASSOCIATION
(Incorporated) represented herein by
JAMES DALLAS WARES
in my capacity as MEMBER of the Council of
the said Association, and Chairman, General
Purposes Committee, duly authorised by
Resolution of the said Council passed at a
Meeting held on the 7th day of December 1962.

do hereby acknowledge ourselves to be truly and lawfully indebted unto and on behalf of

THE TRUSTEES FOR THE TIME BEING OF THE FOUR

SCHOOLS TRUST

in the sum of

Twenty Two Thousand Rand (R22,000-00)

arising from and being so much money lent and advanced the said Trustees to us, the said sum of R22,000, being the capital amount of the actual loan, which said loan shall be free of interest and shall be repayable on demand.

AND we do further acknowledge that the proceeds of the said loan will be utilised for no purposes other than the following:-

New Science Wing being addition to Main Building, Contract Price R18,892. Professional Fees (Appxom R1889-00.	R20,781.00
Structural improvements to main building to provide suitable accommodation for Headmistress- Contractor R2302,Fees etc R196.	2,498.00
	R23,279.00

THUS DONE AND EXECUTED in the presence of the undersigned witnesses at CAPE TOWN on the 7th day of December 1962.

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DATE 15/1/63.....

SIGNED.....

REPORT OF THE GENERAL PURPOSES COMMITTEE TO COUNCIL
15th MARCH, 1963.

A Meeting of the Committee was held on 4th February 1963.

NEW SCIENCE AND NEEDLEWORK SECTION.

This is now completed and in use. The final account has not yet been received. The cost will not vary much from the tendered price.

FILTRATION PLANT FOR SWIMMING BATH:

This has also been completed and is in use. The cost is as follows:-

	Contract Price -	R2183-00
Plus	Chemicals -	63-50
		R2246-50
	Scrutiny fee from the City Council for the Filtration Plant House.	2-40
	The Builders work to date including soil and storm water drainage connections. The reinforced concrete Plant base and discharge sump.	213-00
	Original quotation for electrical work.	118-00
	Further charge for the electrical installation to the main Meter Board in the kitchen.	150-00
	Unknown extra charge for motor of Filtration Plant - approximately.	5-00
	Architects fees-4% on the cost of the building R884-00.	35-36
		R 2770-26
	less Donation.	1000-00
		R1770--26.

REGISTER OF MEMBERS:

The records have been reviewed and a new register prepared which is on the table for inspection.

BOUNDARY WALL: Negotiations were continued with the City Council, but eventually the Architect advised that if we were to proceed, a large number of the big oak trees in front of the Main Building would have to be removed and that the cost of the wall would, because of the need of more extensive foundations, be considerably higher than at first assessed, this meant that the School would be involved in capital outlay as the City Council would not be prepared to meet the increased cost. In all the circumstances the General Purposes Committee considers that the matter should be dropped.

HEADMISTRESS'S REPORT
MARCH, 1963.

STAFF: I am pleased to report that we have been fortunate in obtaining the services of Mrs Duncan Smith to replace Miss Purdy (the Book-keeper) who left at the end of February 1963.

MRS HUNT who teaches Physical Science, has tendered her resignation as from June 30th, 1963. I have replaced her by MRS GRIFFITHS, who will teach the Senior Forms - I have still to find someone to teach the Middle School Science.

MISS JAGO leaves the Boarding House at the end of this term, but will continue as a non-resident Physical Training Mistress for the Preparatory School.

HEALTH on the whole this has been good.

NUMBERS: I am very pleased to report that enquiries continue to come in - The position for the first term 1963 is as follows:-

SCHOOL:

Boarders:	46	
Day:	118	164

PREPARATORY:

Boarders:	20	
Day:	61	81

KINDERGARTEN DEPT:	49
	294

I have had to refuse applications for the Kindergarten Department for this term, but have arranged to put the names down on a waiting list should any cancellations occur. A similar position arose for vacancies for Upper IV (Standard VIII) - because acceptances for the 2nd term have been confirmed from other applicants.

ACTIVITIES: The new Science Wing was blessed by Bishop Cowdry on February 7th. I was pleased that several Members of the Council were able to be present.

Parties of girls have visited the Occupational Therapy Department at Groote Schuur Hospital; the Royal Observatory; Cecil Higgs' Art Exhibition; the National Art Gallery; St.Michael's Orphanage; Zonnebloem College and the Princess Alice Home.

Mrs Wilson came to speak to the girls on "African Night Schools".

Films have been shown on the Karibi Dam; the Orange River Project and the H.M.S.Transvaal; slides were shown on Tristan de Cungha; and a British Social Welfare film on the "Rehabilitation of the delinquent child".

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The Debating Society took part in a Debate at St.George's Grammar School on March 8th, and we are arranging a Debate with St.Cyprian's.

The American Field Scholarship Student is going to speak to the girls on her School in America on March 27th.

The Senior School and the top form of the Preparatory School attended the performance of "The Merchant of Venice".

The Choir has sung at two Weddings this term.

The Inter-Schools Diving and Inter-Schools Swimming took place on March 8th and March 9th. Herschel came second in the final results of the Diving, and won the Intermediate Cup and gained 3rd place in the Senior and Under 14 Sections in the Swimming.

The School will be going to see the Dutch Swimmers on Thursday March 14th, after school.

The Old Girls enjoyed their day very much on March 2nd.

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THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCO)

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL, IN THE LIBRARY, ON FRIDAY MARCH 15th, 1963, AT 5. O. P. M.

PRESENT: Mr Abernethy, Mrs Brock, Miss Dulcie Howes, Professor Grant, Mrs Dowie Dunn, Dr McDonald, Mr Kennedy, Mrs Small, Mr Robb, Archdeacon Wood, Mr Wares.

In attendance: Mrs Kittow.
Secretary: Mrs Withers.

Apologies for absence: His Grace, the Archbishop.
Canon Aubrey
Miss deBlank
Judge van Winsen.

CHAIRMAN: The Minutes of the Quarterly Meeting held on Friday, December 7th, 1962, copies of which had been sent to Members, were taken as read and signed by the Chairman, as a true record of the proceedings.

GENERAL PURPOSES REPORT: This was presented by Mr Wares.

ARISING FROM THIS REPORT:

FILTRATION PLANT: Originally it was planned to build a brick filtration house, but after discussing this with the architect, it was considered unnecessary, and that a wooden fence would serve the purpose, and would be less expensive. Nothing has been done about the fence. There have been complaints about the noise of the motor, and the architect is arranging for a cover to be made which he says will deaden the noise. It is hoped this will be completed by the end of May.

BOUNDARY WALL: It was decided that this be left in abeyance until the City Council approach the school again.

REPORT OF HEADMISTRESS:

ARISING FROM THIS REPORT:

NUMBERS: The Council are very pleased with the increase in numbers, and it should ease the financial position.

The Chairman said he would like, on behalf of the members, to congratulate the Games Mistresses on the excellent results achieved by the girl in their swimming, and asked Mrs Kittow if she would write to them on behalf of the Council.

SALARIES: In view of the press reports that increases in salaries to teachers in the Provincial Administration would be granted as from 1st April, 1963, Mrs James has written a letter to the Council on behalf of the Staff. Mr Robb read the letter and stated that he thought it was quite justifiable. After discussion it was agreed that the matter be referred back to the General Purposes Committee to put forward recommendations to the Council.

SECRETARY: The Chairman said he would like to be placed on record the Council's appreciation of Mrs Withers untiring efforts during the change over of Headships at the School. He also thanked her for the devotion she had shown the School for the last fourteen years.

DATE:...14. June 1963.

CHAIRMAN...J. W. Aubrey

HEADMISTRESS'S REPORT
JUNE 1963.

STAFF: MISS MULLINER has had to resign owing to ill-health. She has looked after the Library since she stopped teaching History in the Senior Forms two years ago. She has done excellent work in the Library, and it is going to prove difficult to find someone to do this work. The present Staff have full time-tables. I have been able to make temporary arrangements, but feel that if it is at all possible a part-time Librarian should be considered.

The appointments to replace Mrs Hunt and Miss Porter have been concluded. Mrs Griffiths will replace Mrs Hunt for Physical Science. Mrs Pells will be responsible for Junior Science and for Afrikaans, and Arithmetic in Lower III and Upper III.

MISS HOSEASON has resigned as Housekeeper, and has been replaced by MRS CONNOLLY, who will come on September 1st. MRS CAIN will come from July 12th till August the 31st.

MISS PEIRCE, a student who has been living in residence, and sharing supervision duties, is leaving at the end of the term.

HEALTH has been excellent.

NUMBERS: Several girls will be leaving at the end of term. In three cases parents have been transferred, and the other girls are going to take Nursing and Secretarial Courses.

SCHOOL:	2nd term 1963.	3rd term 1963.
Boarders:	46	44
Day:	120	116
	166	160
PREPARATORY:		
Boarders:	23	23
Day:	58	57
	81	80
KINDERGARTEN:	46	50
	293	290

ACTIVITIES: Visits have been made to the Medical School, Houses of Parliament, Princess Alice Home, The Royal Observatory, and the Enterprise Bakery.

The Senior girls went to Major Barbara at the Little Theatre and Pgymalion at Notre Dame Convent.

The Senior and Junior Choirs entered for the Eisteddfod, and were awarded 3 Honours and 2 Merits. Speech and Drama pupils entered for the Choral Verse, and the Juniors were awarded the Cup, which was presented to them at the Prize Winners' Concert on Saturday, June the 7th.

Senior girls went to thelecture on "Radioisotopes given by Professor Abersohn at the University, and to a lecture on English ("How to write") by Professor Schockly at Sans Souci.

De deKock, Careers Personnel Executive Consultant, came to the School on April 24th; his talk proved most helpful.

Mr Keith Jewell is coming to give a Recital to the Senior and Preparatory Schools on June 19th.

The Senior Boarders went to a dance at Bishops on June the 8th.

A party of girls from Zonnebloem College are coming to Herschel for tea on Wednesday, June the 12th.

An amount of R56-35 from the girls' pocket money was sent to the Protea School Feeding, and a similar amount will be sent next term.

"I have Five Daughters" will be produced at the end of next term by Mrs Saffery.

Sue Holmes, the American Field Service student, leaves us at the end of this term. Her visit has been an unqualified success - the Staff and the girls were delighted with her. She was a good ambassador for her country as she was out to learn, and she will take back with her a more informed idea of South African conditions than is the lot of the average American. Upper V, Lower V, Upper IV and Boarders are having a braai-vleis for her on Saturday, June 15th. The girls are sorry to lose her, and she herself would like to have stayed for a full year instead of six months.

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MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD IN THE LIBRARY, AT HERSCHEL, ON FRIDAY, 14th JUNE, AT 5.15.P.M.

PRESENT: Canon Aubrey, Mr Abernethy, Mrs Brock, Mrs Dowie Dunn, Mrs Henderson, Professor Grant, Mr Kennedy, Mrs Small, Judge van Winsen, Archdeacon Wood.

In attendance: Mrs Kittow
Secretary: Mrs Withers

Apologies for absence: His Grace, the Archbishop, Miss deBlank, Miss Howes, Dr McDonald, Mr Robb, Mr Wares.

CHAIRMAN: Canon Aubrey was asked to take the Chair.

MINUTES: The Minutes of the Quarterly Meeting held on Friday, March 15th, 1963, copies of which had been sent to members, were taken as read and signed by the Chairman, as a true record of the proceedings.

GENERAL PURPOSES REPORT:

GYMNASIUM FLOOR: Judge van Winsen reported that the floor would be done in the holidays, but pointed out that possibly some of the joists would have to be replaced, and he would like the Council's authority to go ahead should this be necessary, so as to avoid any delay. After discussion it was agreed that Judge van Winsen be given authority to spend up to R150-00 for extras. It was also agreed that the R95-00 quoted for the treating of the floor be decided upon.

FILTRATION PLANT: This is working satisfactorily - a covering is being made for the motor and this should help to overcome the noise. A certain amount of electrical work had to be done on the instructions of the City Council.

REPAIRS: Small items have still to be carried out but these should not amount to more than R95-00.

STAFF: It was decided at the last General Purposes Meeting that Miss Porter who retires at the end of term after being here for 27½ years, be paid 3 months' salary in lieu of long leave.

OUTSTANDING FEES: The position in respect of Mr Foote's account has not improved, and it does not seem probably that there is any likelihood of his financial position's improving; we will have to keep in touch with our Solicitors.

WESTERN PROVINCE PREPARATORY: Mr Rivett-Carnac has asked if Herschel would be prepared to lease them a small piece of land to complete their playing fields which the City Council has granted to them on a 25 years' lease. After discussion it was agreed that Herschel let them have this piece of land but on a five years' lease, to be reviewed at the expiry of five years. It was decided that Messrs Syfret, Godlonton and Low be asked to draw up the lease on these lines and that the General Purposes Committee be given authority to attend to the matter.

SALARIES: The draft recommendation for the increase in fees and salaries were sent to members, and the General Purposes Committee wouldlike to have the Council's approval. After

discussion Mr Kennedy said he did not think that the fees had been increased sufficiently and suggested that the Finance Committee met again. AGREED.

REPORT OF THE HEADMISTRESS: This was presented.

ARISING FROM THIS REPORT:

Mrs Kittow said she was indeed very sorry that Miss Mulliner had had to resign. As a temporary measure she was arranging for Mrs Pells and Mrs Bennett to attend to the Library, but it was not really a very satisfactory position.

Canon Aubrey said he would like to thank Mrs Kittow very much for running the School so smoothly, and said how much he appreciated the interest the girls show in the Protea School Feeding Scheme.

RESOLUTION FORTHE TRANSFER OF CERTAIN PIECE OF LAND TO THE MUNICIPALITY OF CAPE TOWN.

Mr Kennedy moved that the transfer be approved and that the Trustees be authorised to sign the necessary documents.

IT WAS RESOLVED THAT

JOOST, Archbishop of Cape Town

FRANCIS CHARLES ROBB

and HAROLD LISTERKEENEDY

in their capacity as three of the Trustees of THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED) be and are hereby authorised to sign the Power of Attorney to pass transfer, and any other documents in connection with the transfer of THE MUNICIPALITY of the CITY OF CAPE TOWN, of the following property:-

CERTAIN piece of land being Erf 56897, a portion of Erf 54647, Cape Town, situate at Claremont in the City of Cape Town, Division of Cape.

MEASURING Three Hundred and Thirty-nine (339) Square feet.

DIOCESE'S LOANS AND GRANTS: It was agreed that application be made to the Secretary of the Diocese for a grant to be used, if granted, for Science Equipment.

HEADMISTRESSES AND HEADMASTERS CONFERENCE: Mrs Kittow said that as the Conference would be in the short holidays, it would be necessary for her and Mrs Roth, the Head of the Preparatory, to fly, and asked the Council if they would be agreeable to this. It was agreed that owing to the short time available, permission be granted.

LEAVE OF ABSENCE: Mrs Brock was granted 4 months' leave, from July to November 1963.

DATE 13/9/63 CHAIRMAN H.H.Kennedy

HEADMISTRESS'S REPORT:SEPTEMBER,1963.

STAFF: MRS PIERCE-JONES retires at the end of the year. I have been most fortunate in obtaining the services of Mrs Boyes who is at present the Senior English Mistress at Rustenburg.

MRS CONNOLLY started on the 1st September, as Housekeeper, and I think we are extremely fortunate in having her. She has had many years' experience in this type of work and, I think, will make many savings in the different parts of her department.

MRS LILLELUND who is at the Preparatory had to go to hospital and will not be back until the beginning of next term. I managed to get Mrs Marais to do her work.

MRS WESTALL started on the 1st September as an additional Housemistress, and I do think this is going to be a tremendous help in the boarding house.

HEALTH this has been very good in spite of the epedemic of influenza: - we had a few cases of influenza and measles.

NUMBERS:

SCHOOL	3rd Term 1963.	4th Term 1963.
Boarders	44	44
Day	116	116
	160	160
PREPARATORY		
Boarders	23	22
Day	57	56
	80	78
KINDERGARTEN	50	48
	290	286

Four girls are leaving at the end of this term, the parents having been transferred. Applications are continuing to come in and the lists in some of the Forms for next year have to be closed and a waiting list made. The position at the end of the year is - 35 Matrics will be leaving, and several day girls whose parents are returning overseas. The numbers for 1964 at the time of typing this report are 294.

ACTIVITIES:Visits have been made to the National Business Institute; Meet your University Exhibition; and the Princess Alice Home.

Miss Tyfield gave a talk on Henry IV; Dr Marie Burns on Ovamboland; Miss Laurenson spoke to the girls on The Use of a Library; Canon Aubrey showed his slides on his overseas trip, and Commander Nedderberg showed slides of the Antacrtic.

A number of girls from Upper V and Lower V will be attending a Junior Science Conference on the 25th and 26th of September at the University - one of the girls (Annette White) is presenting a paper on "Uranium", this being her own private research. The rest of the School will be taken to the Open Day of the Technical College on the 25th.

Herschel Choir will be taking part in the Kirstenbosch Centenary Singing Competition on the evening of September 24th. In the morning of the 24th the Preparatory are having

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their own Music Eisteddfod.

The Matriculation Dance was held in the second week of this term. This obviated the usual excitement and proved an excellent innovation, since all arrangements were done in the school holidays. Everybody enjoyed the evening.

The School Play, "I have Five Daughters", has been postponed from September 13th and 14th to October 18th and 19th.

DATE 13-9-63 CHAIRMAN H K Reed

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL IN THE LIBRARY ON FRIDAY, SEPTEMBER 14th, 1963 AT 5.15.P.M.

PRESENT: Mr Abernethy, Mrs Dowie Dunn, Professor Grant, Mrs Henderson, Mr Kennedy, Miss Howes, Dr McDonald, Mrs Small, Judge van Winsen, Archdeacon Wood.

In attendance: Mrs Kittow.
Secretary: Mrs Withers.

Apologies for absence: His Grace, Mrs Brock, Miss deBlank, Mr Wares.

CHAIRMAN: Mr Kennedy was asked to take the Chair. AGREED.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on Friday, June 14th, 1963, copies of which had been sent to Members, were taken as read and were signed by the Chairman, as a true record of theproceedings.

ARISING FROM THE MINUTES:

Gymnasium Floor. The work has been completed and is very satisfactory.

GENERAL PURPOSES REPORT:

ARISING FROM THIS REPORT.

Increase in Fees: Mr Kennedy reported that he did not think it would be possible to introduce the 1st stage proposed in view of the financial position. He suggested that the 2nd stage should be adopted, but that the Finance Committee had arranged to meet after this meeting. The question of increasing the boarding fees was discussed as it had always been considered that the School benefited more financially from the boarders. After discussion it was agreed that in view of the necessity to keep the numbers up in the boarding house it would not be wise to increase these next year.

Dr McDonald proposed and Mrs Small seconded that -

The increase in the fees should be on the second stage , and that the boarding fees should not be increased next year.

Mrs Henderson suggested that the letter sent to the parents should include as much information as possible.

HEADMISTRESS'S REPORT: This was presented.

ARISING FROM THIS REPORT

Staff:Mrs Lillelund.

The question whether Mrs Lillelund be paid for

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the full period she was away was discussed.

Mr Kennedy proposed and Mrs Dowie Dunn seconded that Mrs Lillelund be paid in full.

AGREED.

DATE....6 December 1967.. CHAIRMAN...J.W. Anderson.....

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

Herschel,
CLAREMONT, Cape.

February 24th, 1964.

THE QUARTERLY MEETING OF THE COUNCIL will take place in the Library at Herschel, immediately after the ANNUAL GENERAL MEETING of MEMBERS, on Friday, March 13th,1964.

A G E N D A.

1. Minutes to be Confirmed.
   Quarterly Meeting held on December 6th,1963.
2. Report of the General Purposes Committee.
3. Report of the Headmistress.
4. Any other business.

E. R. Withers
SECRETARY.

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL, IN THE LIBRARY, ON FRIDAY, DECEMBER 6th, 1964, AT 5. 15. P. M.

PRESENT: Canon Aubrey, Mr Abernethy, Mrs Brock, Mrs Dowie Dunn, Professor Grant, Mrs Henderson, Miss Howes, Dr McDonald, Mr Robb, Mrs Small, Judge van Winsen, Mr Wares, Archdeacon Wood.

In attendance: Mrs Kittow
Secretary: Mrs Withers

Apologies for absence: His Grace.
Miss deBlank.
Mr Kennedy.

CHAIRMAN: Canon Aubrey was asked to take the Chair.

Canon Aubrey said that His Grace the Archbishop had written to say how greatly he regretted that he could not be present at the Meeting. Canon Aubrey also said that it was the wish of all members to place on record in the Minutes the Council's keen appreciation of the Service which the Archbishop has given to Herschel during his term of office.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on Friday, 14th September, 1963, copies of which had been sent to Members, were taken as read and signed by the Chairman as a true record of the proceedings, subject to the following addition.

Letter from Mr Dean, Hon-Treasurer, St. Cyprian's School.
"Challenge to the Church Schools".

This matter was brought up but it was agreed that the matter be brought up again at a Special Meeting of the Council.

REPORT OF THE GENERAL PURPOSES COMMITTEE. This was presented by Mr Wares.

Members were asked to note that line 3 on page 2 of the Report should read - 1965 (as compared with 1963) R15,814.

ARISING FROM THIS REPORT:

Finances. Mr Wares reported that the deficit for the current year might be approximately R9,000. He hoped that, with the large increase in number of pupils for next year, the position would be more satisfactory.
Mr Robb moved and Mr Wares seconded that the mortgagees, The South African Mutual Life Assurance Society, be approached in terms of the Paragraph on "Mortgage Bonds" on page 2 of the Report. This was agreed.

HEADMISTRESS'S REPORT: This was circulated.

ARISING FROM THIS REPORT.

Numbers: Canon Aubrey said the Council would like to congratulate Mrs Kittow on the very satisfactory position and felt sure that this had been achieved through Mrs Kittow's personality and the time she had spent in achieving this very creditable result.

Mrs Kittow reported that since writing the report she had received several applications but had to inform prospective

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parents that she could only put the names down on the waiting list. She did say that if it could be considered, an additional classroom at the Preparatory would be invaluable, as it had been in this Department where she had had to say she could not accommodate the children. After discussion it was agreed that the matter be looked into by the General Purposes Committee.

PAN-ANGLICAN EDUCATION FUND:

Canon Aubrey reported that the Secretary had handed him a letter from the Secretary of the Fund, notifying the School that a loan of R2,000-00 had been granted to the School. This loan is virtually free of interest. There will be half-yearly instalments amounting to R66-66, plus a small interest payment of R2.22. The first instalment would have to be paid on 30th June,1964.

The Council expressed their appreciation of this generous loan.

Carol Service: The Council said they would like to congratulate Mrs Kittow and her Music Staff on the excellent singing of the girls at the Carol Service. Mrs Kittow reported that the Carol Service would be broadcast at 3.o'clock on Sunday, 22nd December,1963.

Founder's Day:Mrs Kittow reported that since writing the report, she understood that Dr Skaife would be willing to be the Speaker, but that she had not had his official letter.

CHALLENGE TO CHURCH SCHOOLS.

Canon Aubrey read the letter to the meeting received from Mr Dean. The matter was very fully discussed and it was agreed that a special meeting be called for 17th February,1964 at 5.15.p.m.

At the close of the Meeting, Mr Robb on behalf of members of the Council presented a cheque to Canon Aubrey. Mr Robb said he would like it recorded in the Minutes how much the Council appreciated all that Canon Aubrey had done for Herschel during the twelve years he had been here, and hoped he and his family would be very happy in Grahamstown.

DATE 13/3/64 CHAIRMAN H.H. Kennedy

THE ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

REPORT OF THE GENERAL PURPOSES COMMITTEE FOR COUNCIL MEETING ON 13th MARCH, 1964.

FINANCE.

The Accounts for 1963 have now been received. Members are referred to the analysis of the figures contained in the draft Report of the Council for the Annual General Meeting which draft report has been circulated to members.

At the last Council Meeting it was stated that the deficit for the year "might be approximately R9,000". Fortunately, it has proved to be R6,023 due to more favourable figures generally in the last quarter as compared with the last quarter of the previous year.

MORTGAGE BONDS.

In accordance with the decision taken by the Council on 6th December, 1963, it has been arranged with the S.A. Mutual that as from 1st January, 1964, only interest will be payable in respect of the mortgage bonds.

Our application to have the interest rate reduced from 6½% has not been successful.

FEES:

The increase in fees as from the beginning of this year has been accepted without any unfavourable comment.

INDUSTRIAL FUND.

This fund which has been instituted by leading mining and other concerns to encourage the study of science in the schools has made an offer (verbal at this stage but to be confirmed in writing with full conditions) as follows:-

An outright grant of R6,000 plus R3,000 repayable over 15 years to build a suitable additional science laboratory for the junior forms. In addition there will be a grant of R2,500 for equipment. Further information will be supplied at the Council Meeting.

ADDITIONAL CLASSROOMS AT THE PREPARATORY SCHOOL.

This matter was raised at the last Council Meeting and referred to the General Purposes Committee. The Committee is looking into the subject but it not yet in a position to make a definite recommendation.

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HEADMISTRESS'S REPORT

DECEMBER, 1964.

STAFF: Mrs Pierce-Jones retired at the end of 1963, and Mrs J.Boyes (who was Senior English Mistress at Rustenburg) replaced her.

Mrs Silberbauer has been appointed vice-Principal, and is proving most helpful to me. Mrs Silberbauer leaves at the end of this term for England on three months' long leave.

Miss Jago, Physical Training Mistress at the Preparatory School is returning to England at the end of this term. I have been very fortunate in appointing Miss Correen Davis. She will start at the beginning of next term.

HEALTH this has been good.

NUMBERS:

	1st Term 1964		2nd Term 1964	
SENIOR				
BOARDERS:	41		41	
DAY:	115	156	113	154
PREPARATORY				
BOARDERS:	29		30	
DAY	63	92	62	92
LOWER I:		16		16
KINDERGARTEN AND TRANSITION		38		39
		302		301

A large number of applications has been received, but we have had to inform parents that we can only put their applications on the waiting list.

ACTIVITIES:

Of the 35 candidates who entered the School Leaving Certificate, 7 obtained 1st class, 14 2nd class and 10 3rd's.

Holy Communion is being celebrated in our Chapel on Wednesday mornings during Lent. The Service is taken by Canon Hodson.

Lesley Brown, a Matric Student, entered for the Shakespeare Contest.

The Senior School went to Maynardville to see Hamlet; the Boarders will go to see "Everyman" in St.Thomas's Parish Hall on Friday, March 14th, at 8.0.p.m.

The Senior girls are going to debate against Westerford on Thursday, March 12th.

A Party of girls visited C.A.F.D.A.on Wednesday, March 4th.

The Choir sang at the weddings of two Old Girls.

Mrs Savage, wife of Bishop Savage, came to speak to the girls on the missionary work in Zululand, and showed slides.

Miss Harrison of the Janet Bourhill Institute is coming to talk to the School on Wednesday, March 11th, on the work of the Institute.

REPORT OF THE SPECIAL MEETING OF THE COUNCIL HELD AT HERSCHEL, ON MONDAY, FEBRUARY 17th, 1964, AT 5.15.P.M. TO DISCUSS "THE CHALLENGE TO THE CHURCH SCHOOLS".

PRESENT: Mr Abernethy, Mrs Dowie Dunn, Professor Grant, Mrs Henderson, Dr McDonald, Miss Howes, Mrs Brook, Judge van Winsen Mr Robb, Mr Wares, Mrs Small.

In attendance: Mrs Kittow
Secretary: Mrs Withers

Apologies for absence: Mr Kennedy
Archdeacon Wood.

CHAIRMAN: Mr Robb at the request of those present, acted as Chairman.

Mr Robb read the letter received from Mr Dean, Secretary and Hon-Treasurer of St.Cyprian's School.

Mr Robb was asked what steps Bishops had taken in the matter. He replied that in the first instance Bishops had decided to take no action, but he understood that the matter had been reviewed recently and that Bishops was prepared to participate in discussions with the other Church Schools.

Judge van Winsen and Professor Grant spoke at some length on the subject and after other members had also expressed their views, it was decided that a letter be sent in reply to Mr Dean's letter informing him that the Council had agreed to send delegates to a meeting arranged by him. It was decided that the delegates were authorised by the Council to speak to proposals I, 2 and 3 as set in the booklet "The Challenge to the Church Schools"

Delegates representing Herschel would be Judge van Winsen, Mrs Henderson and Mrs Kittow.

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DATE 13/3/64

CHAIRMAN H Kennedy

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

Herschel,

CLAREMONT, Cape.

NOTICE is hereby given that the ANNUAL GENERAL MEETING of Members of the Association, will be held at Herschel, in the Library on FRIDAY, March 13th, 1964, at 5.15.p.m.

A G E N D A.

I. To receive the Accounts, with Auditor's Report thereon and the Report of the Council on the last 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.

E. R. Withers

SECRETARY.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE ASSOCIATION HELD AT HERSCHEL, ON FRIDAY, 15th MARCH, 1963, AT 5.15.PM.

PRESENT: Mr Abernethy, Mrs Brock, Miss Howes, Professor Grant, Mrs Dowie Dunn, Dr McDonald, Mr Kennedy, Mrs Small; Mr Robb, Archdeacon Wood, Mr Wares.

In attendance: Mrs Kittow
Secretary: Mrs Withers

Apologies for absence: His Grace, the Archbishop
Canon Aubrey
Miss deBlank
Judge van Winsen

CHAIRMAN: Mr Robb at the request of those present, acted as Chairman.

MINUTES: The Minutes of the Annual General Meeting held on March 15th, 1962, copies of which had been circulated to members, were taken as read and signed by the Chairman, as a true record of the proceedings.

REPORT AND ACCOUNTS:

The Report of the Council and a statement of Revenue and Expenditure for the year ended 31st December, 1962, with Balance Sheet at that date, were submitted.

It was agreed that the Balance Sheet and Accounts as at 31st December, 1962, be adopted.

REPORT OF THE COUNCIL. This was presented by Mr Wares.

ARISING FROM THIS REPORT.

Finance: Mr Wares said that he felt sure that with the increase in numbers, the position would improve. He did emphasize that a careful check would still have to be kept on expenditure.

Increased Salaries. As salary scales would have to be increased because of increases currently being granted to Government teachers, it would be necessary to raise the fees at Herschel. The General Purposes Committee agreed to go into the figures and report to the Council.

MEMBERS OF COUNCIL:

There is still one vacancy to be filled by the Archbishop, and he had informed the Secretary that he was considering the matter.
Members elected by the Council due to retire but eligible for re-election are:-

Mrs Small
Judge van Winsen

On the Motion of Mr Robb, seconded by Mr Kennedy, it was agreed that the retiring members be asked to continue to serve on the Council.

The Members signified their willingness to be re-elected.

REMUNERATION OF THE AUDITORS.

On the Motion of Mr Wares, seconded by Mrs Small, it was resolved:

That the remuneration of the Auditors, Messrs E.R.Syfret and Company, for the past year's audit, be Two Hundred and ~~ten~~ eight rand. (R208-00)

MEMBERS OF COUNCIL:

In accordance with the Rules of the Association the following Members of Council appointed by His Grace Archbishop Jooste de Blank are due to retire:-

Archdeacon C.T.Wood and J.D.Wares.

There are also two vacancies to be filled by nominees of the Archbishop.

The following elected Members of Council are due to retire:-

Miss Dulcie Howes and Dr.R.L.McDonald

but are eligible for re-election.

AUDITORS:

It will be necessary to determine the remuneration of the Auditors -Messrs E.R.Syfret and Company -for the past year.

DATE 13/3/62

A.H.Kennedy

CHAIRMAN.....

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

BALANCE SHEET AT 31ST DECEMBER, 1963.

1962				1962				
	SHARE CAPITAL					**FIXED ASSETS**		
	Authorised					Land and Buildings, Claremont, C.P. - At Cost		
R1,000	10,000 Shares of 10 cents each	R1,000-00						
	Issued			123,449		Herschel School	133,910-10	
				121,973		"The Hill"	121,972-53	
					245,422	(Mortgaged as per Contra)		255,882-63
514	5,142 Shares of 10 cents each, fully paid		514-20			Furniture and Equipment -		
	CAPITAL RESERVE			2,750		Book Value at 1st January, 1953	2,750-00	
48,452	Endowment Account	48,451-53		4,757		Additions since, at Cost	4,934-56	
	Development Account -			7,507			7,684-56	
	Total collected to date, appropriated towards the cost of acquisition and alterations of Land and Buildings, "The					Less Depreciation since 1st January, 1953		
	Hill"	63,638-92		3,507			3,684-56	
63,639					4,000			4,000-00
	Surplus on Sale of Staff Residence	3,443-10		450		Pianos -		
3,443				650		Book Value at 1st January, 1953	450-00	
	Four-Schools Trust -					Additions at Cost	649-95	
	Share of Trust Income received to date, appropriated towards alterations and additions to			1,100			1,099-95	
	Herschel School	6,805-92		900		Less Depreciation since 1st January, 1953	899-95	
2,357					200			200-00
	117,891			122,339-47		Linen and Curtains -		
	31,145	**REVENUE AND EXPENDITURE ACCOUNT**		25,122-38				
						Book Value at 1st January, 1953	200-00	
	149,550			147,976-05		Less Depreciation since 1st January, 1953	100-00	
		MORTGAGE CREDITOR						
		South African Mutual Life Assurance Society:						
		Balance of Bond secured on Land and Buildings, Herschel School, as per Contra	15,150-00					
15,150								
		Balance of Bond secured on Land and Buildings, "The Hill", as per Contra	42,219-69					
43,807								
	58,957			57,369-69				260,382-63
		TRUST FUNDS				**TRUST FUND INVESTMENTS**		
						Quoted:		
2,000		W. Duncan Baxter Trust Fund	2,000-00					
450		Sundry Prize Funds	450-00					
-		Retiral Fund for Headmistress	937-84					
	2,450			3,387-84				
		LOANS (Free of Interest)						
30,850		Four-Schools Trust (Used in reduction of Mortgage Bond and for additions to Land and Buildings at Herschel School)	30,850-00			1,000 5½% Cumulative Preference Shares of R2 each, fully paid, in J.W. Jagger & Company Limited - At Valuation - W. Duncan Baxter Trust Fund	2,000-00	
					2,000			
						(Market Value: At 31st December, 1963 - R1,700-00 At 31st December, 1962 - R1,750-00)		
-		Pan-African Education Fund	2,000-00					
	30,850			32,850-00				
	R241,807	Forward		R241,583-58	R2,000	Forward	R2,000-00	R260,382-63

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

BALANCE SHEET AT 31ST DECEMBER, 1963, (CONTINUED).

1962				1962				
	241,807	Brought forward		241,583-58	2,000	249,922	Brought forward	2,000-00	260,382-63
		CURRENT LIABILITIES					TRUST FUND INVESTMENTS (CONTINUED)		
		Bank Overdraft - Barclays Bank D.C.O.	14,526-24				Unquoted:		
3,175		Four-Schools Trust	8,000-00		450		Paid up Shares in Building Societies	450-00	
8,000		Sundry Creditors	3,910-24				Savings Account in The South African Permanent Building Society	937-84	
3,982	15,157			26,436-48					3,387-84
					-	2,450			
							CURRENT ASSETS		
					304		Stocks on Hand	439-00	
					3,731		Sundry Debtors	3,603-58	
					452		Cash on Deposit	96-63	
					105		Cash on Hand	110-38	
						4,592			4,249-59
	R256,964			R268,020-06		R256,964			R268,020-06

CHAIRMAN H.L. 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 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, 1963, and the Revenue and Expenditure Account gives a true and fair view of the Excess of Expenditure over Revenue for the year ended on that date.

E.R. Syfret & Co

CHARTERED ACCOUNTANTS (S.A.)

AUDITORS.

CAPE TOWN.

24th February, 1964.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REVENUE AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER, 1963.

1962					1962				
		Salaries of Staff:					Fees:		
35,343		Teaching	38,748-09		70,926		Tuition and Board	78,365-13	
4,470		Non-Teaching	4,845-04		6,858		Extra Subjects	7,565-05	
2,694		Secretarial	2,693-64			77,784			85,930-18
6,551		Special Subjects and Services	5,780-54			329	Registration Fees		445-40
	49,058			52,067-31		557	Sundry Revenue		1,325-07
	8,149	Wages of Domestic Staff and Garden Boys		8,817-31		18	Interest on Cash on Deposit		4-61
		Provisions:				78,688			87,705-26
931		Bread	790-48						
526		Butter	549-72				Excess of Expenditure over		
3,034		Fish, Fruit, Vegetables and Eggs	3,178-31			9,653	Revenue, carried down		6,022-76
3,663		Groceries	4,225-01						
4,127		Meat	4,120-65						
1,560		Milk	1,538-30						
	13,841			14,402-47					
		Domestic Charges:							
2,225		Electricity, Gas and Coal	2,304-74						
1,585		General Maintenance	1,642-51						
1,383		Laundry	1,460-71						
465		Miscellaneous Supplies	474-40						
419		Water	496-39						
	6,077			6,378-75					
	18	Sports Requisites		67-50					
		Property Charges:							
108		Grounds	184-55						
495		Maintenance	886-10						
132		Rates and Specific Services	141-20						
168		Swimming Bath Expenses	424-47						
	903			1,636-32					
		Administration:							
24		Advertising for Staff	11-80						
280		Audit and Accountancy Fees	280-00						
76		Bank Charges	67-70						
1,674		Miscellaneous	1,684-53						
128		Postages and Telegrams	143-68						
631		Printing and Stationery	556-77						
402		Telephone Charges	393-40						
601		Class Materials	904-01						
	3,816			4,041-89					
		Contributions to:							
1,493		Pension Fund	1,565-81						
103		Unemployment Insurance Fund	132-58						
	1,596			1,698-39					
	593	Insurance Premiums		591-48					
		Interest:							
3,882		On Mortgage Bonds	3,664-91						
140		On Bank Overdraft	183-85						
	4,022			3,848-76					
	268	Depreciation of Furniture and Equipment		177-84					
	R88,341			R93,728-02		R88,341			R93,728-02

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ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REVENUE AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER, 1963 (CONTINUED).

1962				1962			
	Excess of Expenditure over Revenue for the year, brought down		6,022-76	40,798	Balance at 1st January, 1963		31,145-14
9,653							
31,145	Balance carried to Balance Sheet		25,122-38				
R40,798			R31,145-14	R40,798			R31,145-14

NOTES:

1. No Provision has been made for Depreciation of Land and Buildings.
2. No Provision for Taxation has been made for the year ended 31st December, 1963, as the income of the Association is exempt from Taxation.

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MINUTES OF THE ANNUAL GENERAL MEETING OF THE ASSOCIATION
HELD AT HERSCHEL, ON FRIDAY, 15th MARCH, 1963, AT 5.15.PM.

PRESENT: Mr Abernethy, Mrs Brock, Miss Howes, Professor Grant, Mrs Dowie Dunn, Dr McDonald, Mr Kennedy, Mrs Small, Mr Robb, Archdeacon Wood, Mr Wares.

In attendance: Mrs Kittow
Secretary: Mrs Withers

Apologies for absence: His Grace, the Archbishop
Canon Aubrey
Miss deBlank
Judge van Winsen

CHAIRMAN: Mr Robb at the request of those present, acted as Chairman.

MINUTES: The Minutes of the Annual General Meeting held on March 15th, 1962, copies of which had been circulated to members, were taken as read and signed by the Chairman, as a true record of the proceedings.

REPORT AND ACCOUNTS:

The Report of the Council and a statement of Revenue and Expenditure for the year ended 31st December, 1962, with Balance Sheet at that date, were submitted.

It was agreed that the Balance Sheet and Accounts as at 31st December, 1962, be adopted.

REPORT OF THE COUNCIL. This was presented by Mr Wares.

ARISING FROM THIS REPORT.

Finance: Mr Wares said that he felt sure that with the increase in numbers, the position would improve. He did emphasize that a careful check would still have to be kept on expenditure.

Increased Salaries. As salary scales would have to be increased because of increases currently being granted to Government teachers, it would be necessary to raise the fees at Herschel. The General Purposes Committee agreed to go into the figures and report to the Council.

MEMBERS OF COUNCIL:

There is still one vacancy to be filled by the Archbishop, and he had informed the Secretary that he was considering the matter.
Members elected by the Council due to retire but eligible for re-election are:-

Mrs Small
Judge van Winsen

On the Motion of Mr Robb, seconded by Mr Kennedy, it was agreed that the retiring members be asked to continue to serve on the Council.

The Members signified their willingness to be re-elected.

REMUNERATION OF THE AUDITORS.

On the Motion of Mr Wares, seconded by Mrs Small, it was resolved:

That the remuneration of the Auditors, Messrs E.R.Syfret and Company, for the past year's audit, be Two Hundred and ten rand.

REPORT OF THE SPECIAL MEETING OF THE COUNCIL HELD AT HERSCHEL, ON MONDAY, FEBRUARY 17th, 1964, AT 5.15.P.M. TO DISCUSS "THE CHALLENGE TO THE CHURCH SCHOOLS".

PRESENT: Mr Abernethy, Mrs Dowie Dunn, Professor Grant, Mrs Henderson, Dr McDonald, Miss Howes, Mrs Brock, Judge van Winsen Mr Robb, Mr Wares, Mrs Small.

In attendance: Mrs Kittow
Secretary: Mrs Withers

Apologies for absence: Mr Kennedy
Archdeacon Wood.

CHAIRMAN: Mr Robb at the request of those present, acted as Chairman.

Mr Robb read the letter received from Mr Dean, Secretary and Hon-Treasurer of St.Cyprian's School.

Mr Robb was asked what steps Bishops had taken in the matter. He replied that in the first instance Bishops had decided to take no action, but he understood that the matter had been reviewed recently and that Bishops was prepared to participate in discussions with the other Church Schools.

Judge van Winsen and Professor Grant spoke at some length on the subject and after other members had also expressed their views, it was decided that a letter be sent in reply to Mr Dean's letter informing him that the Council had agreed to send delegates to a meeting arranged by him. It was decided that the delegates were authorised by the Council to speak to proposals I, 2 and 3 as set in the booklet "The Challenge to the Church Schools"

Delegates representing Herschel would be Judge van Winsen, Mrs Henderson and Mrs Kittow.

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THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD).

MINUTES OF THE ANNUAL GENERAL MEETING OF THE ASSOCIATION HELD AT HERSCHEL, IN THE LIBRARY, ON FRIDAY, MARCH 13th, 1964, AT 5.30.P.M.

PRESENT: Mr Abernethy, Professor Grant, Mrs Henderson, Mr Kennedy, Dr McDonald, Judge van Winsen.

In attendance: Mrs Kittow.

Apologies for absence: Mrs Brock, Mrs Dowie Dunn, Miss Dulcie Howes, Mr Robb, Mrs Small, Archdeacon Wood, Mrs Withers (Secretary).

CHAIRMAN: Mr Kennedy was asked to take the Chair.

MINUTES: The Minutes of the Annual General Meeting of the Association held on March 15th, 1963, copies of which had been circulated to Members, were taken as read and signed by the Chairman as a true record of the proceedings.

REPORT AND ACCOUNTS:

The Report of the Council and a Statement of Revenue and Expenditure for the year ended 31st December, 1963, with Balance Sheet at that date, were submitted.

It was agreed that the Balance Sheet and Accounts as at 31st December, 1963, be adopted.

Mr Kennedy reported that approximately R10,000 would be available from the Four Schools Trust, and it was agreed to pay back to them the R8,000-00, being the amount owing to the Trust (previously owing to Rhodes Trust).

REMUNERATION OF THE AUDITORS.

On the Motion of Mr Wares, seconded by Mrs Henderson, it was resolved:

> That the remuneration of the Auditors, Messrs E.R.Syfret and Company, for the past year's audit, be Two Hundred and Eighty Rand (R280-00).

MEMBERS OF COUNCIL:

Members elected by the Council due to retire but eligible for re-election are:-

Miss Dulcie Howes
Dr R McDonald.

On the Motion of Professor Grant, seconded by Mr Abernethy, it was agreed that the retiring members be asked to continue to serve on the Council.

The re-appointment of Mr Wares and Archdeacon Wood was left in abeyance, pending the formal appointment of the new Archbishop.

CHAIRMAN. J. Robert Kennedy DATE. 12. March 1965.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL, IN THE LIBRARY, ON FRIDAY MARCH 13th, 1964 AT 5. 15. P.M.

PRESENT: Mr Abernethy, Professor Grant, Mrs Henderson, Mr Kennedy, Dr McDonald, Judge van Winsen, Mr Wares.

In attendance: Mrs Kittow.

Apologies for absence: Mrs Brock, Mrs Dowie Dunn, Miss Dulcie Howes, Mr Robb, Mrs Small, Archdeacon Wood, Mrs Withers (Secretary).

CHAIRMAN: Mr Kennedy was invited to take the Chair.

MINUTES: The Minutes of the Quarterly Meeting held on Friday, December 6th, 1963, copies of which had been circulated to members, were taken as read and signed by the Chairman, as a true record of the proceedings.

GENERAL PURPOSES REPORT: This was presented by Mr Wares.

ARISING FROM THIS REPORT:

Industrial Fund: The official letter confirming the offer from the Fund will not be received till April. It was agreed that the School Architect draw up sketch plans for a Junior Laboratory (to be built as an extension to the present laboratories), to be presented to the Industrial Fund on receipt of their letter.

Additional Classrooms at the Preparatory.

A special committee was appointed (Convenor Mr Kennedy) and asked to investigate costs of additional classrooms, with special reference to future number of pupils, revenue, staffing etc, and report back to the Council.

HEADMISTRESS'S REPORT: This was presented by Mrs Kittow.

STAFF: Letters had been received from Canon Aubrey, Mrs Silberbauer and Mrs Roth.

Canon Aubrey thanked the Council for their generous gift. Mrs Silberbauer (on behalf of the Senior School) and Mrs Roth (on behalf of the Junion School) expressed their appreciation for the most generous increases granted to the teaching staff, by the Council.

STANDING COMMITTEE OF ASSOCIATED CHURCH SCHOOLS: Mrs Kittow reported that she had received a letter from this Committee notifying Herschel that they had opposed any reduction in the privileges and exemptions which are at present given to organisations registered under Section 21 in terms of Section 21 (3) of the Companies Act.

After discussion, it was agreed to reply supporting them in their action.

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At this stage the Meeting was adjourned for The Annual General Meeting of the Association.

On the assumption of the Meeting after the Annual General Meeting of the Association, it was agreed that the General Purposes Committee be re-elected en bloc.

Mr J.D.Wares (Chairman)
Mr Abernethy
Mr Kennedy
Dr McDonald
Mrs Small
Judge van Winsen.

CHAIRMAN: [signature] DATE 12 June 1964

THE ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCORPORATED).

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL ON MONDAY, FEBRUARY 24th, 1964, AT 5.15.P.M.

PRESENT: Mr Abernethy,
Mr Kennedy
Judge van Winsen

In attendance: Mrs Kittow
Secretary: Mrs Withers

Apologies for absence: Dr McDonald
Mrs Small
Mr Wares

CHAIRMAN: Judge van Winsen was asked to take the Chair.

INDUSTRIAL ASSESSMENT FUND (SCIENCE)

Mrs Kittow reported that Mr Vivian-Smith, Chairman of the Assessment Committee of the Fund had called at the School on February 13th. He informed Mrs Kittow that the Fund had agreed to give Herschel R9,000-00 - R6,000 to be an outright gift and R3,000 to be repaid over a period of 15 years. Mrs Kittow said she understood that there would also be an amount of R2,500 given for equipment. This would be an outright gift. Mr Vivian-Smith said that he would be grateful if the School could arrange for plans to be drawn up not later than April, for an additional Science Laboratory, and he said that we would hear from the Fund, in writing, confirming the details. After discussion it was agreed that a building committee and a finance committee be formed. It was arranged that Dr McDonald and Judge van Winsen would be on the building committee and Mr Kennedy and Mr Abernethy on the finance committee.

FETE. Mrs Kittow asked if a Fete could be arranged. After discussion it was agreed to bring up the matter at the next Council Meeting.

REPLACEMENTS IN KITCHEN WARE: Mrs Kittow reported that cutlery and saucepans were urgently needed. It had been many years since these items had been purchased. After discussion it was agreed to give Mrs Kittow authority to purchase the required items.

HEADMISTRESS'S BEDROOM:Mrs Kittow reported that she found her bedroom very stuffy and asked if something could be done about it. It was agreed that the building Committee look into the matter.

ALLOWANCE FOR HEADMISTRESS:Mrs Kittow reported that very often the Staff had come to her asking for small items, and wondered if it would not be possible for her to grant these requests without having to consult the General Purposes Committee. She emphasized that the requests had not been unreasonable and had been needed for the incidental expenses in subject teaching that occur in a growing school. After discussion it was agreed that an amount of R300 to R400-00 be allowed annually.

PROSPECTUS:Mrs Kittow reported that copies of the Prospectus were now almost finished and asked for leave to have another 500 printed. Agreed.

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MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL IN THE LIBRARY ON MONDAY, MAY 25th, 1964 AT 5.15.P.M.

PRESENT: Mr Abernethy
Mr Kennedy
Dr McDonald
Mrs Small
Judge van Winsen

In attendance: Mrs Kittow
Secretary: Mrs Withers

Apologiesfor absence: Mr Wares (Overseas)
Mrs Brock

ARISING FROM THE MINUTES - April 27th, 1964.

Industrial Fund -Science Laboratory.

Mrs Kittow reported that she had received two letters from Mr Vivian-Smith informing her that he had not anticipated so much work in preparing the appeal for money, and that consequently it would be some time before he could officially tell Herschel that the School had been given the grant. He said that if it was given the money, the grants to the School would be increased by 20%. He had also written to say the order placed by us with Messrs Rutland Industries would be despatched to us in the near future. Mrs Kittow explained that she had consulted with Mrs Griffiths over this order, and had invited her to attend the meeting to clarify the position.
Mrs Griffiths said that when she attended the Conference for Science teachers held in Johannesburg in January this year, the delegates had been asked to indicate what their immediate requirements would be and she had merely told them what she thought was priority on her list of requirements, and was shocked when Mrs Kittow told her about Mr Vivian-Smith's letter. A telegram was sent to Messrs Rutland Industries requesting them not to despatch the items they had intended to send.
After discussion, Mrs Griffiths was asked to make a list of her requirements, ignoring the loan from the Industrial Fund.
Mrs Griffiths suggested that pupils taking Physical Science should pay a deposit for breakages. Mr Kennedy said he did not think this advisable and proposed that R1-00 per pupil per term be taken out of the fees.

Pathway to the Hill. Judge van Winsen reported that he had obtained an estimate from Mr Schuller to put this in order. He had consulted with Mr Wares who had asked him to arrange for the work to be done. It is now completed and very satisfactory.

Pension Fund. Mrs Kittow reported that the two members of Staff concerned had now decided to join the Pension Scheme.

ARCHBISHOP: Mrs Kittow reported that she had telephoned the Archbishop, that he would be willing to serve on the Council as Chairman, and that he would be present at the next Council Meeting to

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be held on June 12th.

STAFF

Mrs Kittow handed the Chairman a letter she had received from Mrs Hampson expressing her appreciation to the Council for granting her long leave.

Mrs Kittow asked the Committee if they could agree to grant long leave to Mrs Moodie next term. She did not expect to be paid. It was agreed to grant the leave to Mrs Moodie provided she obtained a suitable substitute.

Mrs Kittow reported that Miss Montgomery of the Music Department had had a major operation and she had been off for approximately one month. The Music Staff had very kindly fitted in her pupils, so that it had not been necessary to get someone in Miss Montgomery's place.

Mrs Kittow also reported that Mrs Lillelund had had to leave suddenly on account of ill-health and that she had been told verbally that Mrs Lillelund would not be returning. Mrs Kittow asked the Committee if Mrs Lillelund should receive her full salary. After discussion it was agreed that she be paid in full to the end of the term.

LIBRARY.

Mrs Kittow reported that Miss Mulliner had come back. Miss Mulliner wanted to know if we could increase the library subscription paid by the girls to 50cents. After discussion, Mr Kennedy said he did not think it would be wise and suggested that a R1-00 per pupil per term be taken from the money received in fees.

WIRE ROUND TENNIS COURT:

Mrs Kittow reported that the wire needed to be replaced on one side of the hard tennis court. Judge van Winsen agreed to inspect the wire and said he would arrange to order what wire was required.

ELECTRIC POLISHER FOR THE PREPARATORY:

Mrs Kittow said that she had had a great deal of worry with domestics and asked the Committee if she could purchase this machine. It was agreed that Mrs Kittow be allowed to buy the polisher. Mr Kennedy suggested that Mrs Kittow should try J.W.Jagger and Company.

MEETING - ST.CYPRIAN'S.

Mrs Kittow reported that a meeting had been called for June 4th, to discuss the "Challenge to the Church Schools". Mrs Henderson, Judge van Winsen and Mrs Kittow would represent the School.

KINDERGARTEN DEPARTMENT:

Mr Kennedy reported that after studying the memorandum sent out to members, he felt sure that it would be wise to recommend to Council that the building be erected. He would arrange to see the General Manager of Barclays Bank to find out whether the bank would be agreeable to granting the school overdraft facilities. If this were not possible, he would arrange to obtain the necessary funds from the South African Mutual Life Assurance Society.

FIRE INSURANCE-S.A.MUTUAL LIFE ASSURANCE SOCIETY: Mr Kennedy reported that the S.A.Mutual Assurance Society had redommended that our Insurance cover be increased. The Secretary was instructed to ask the Architect to let us have a valuation of the buildings.

HEADMISTRESS'S REPORT
MARCH, 1964.

STAFF: MRS LILLELUND took very ill suddenly and has been away since the middle of May. She will not be able to return to Herschel. I have not appointed anyone in her place, but have several applicants to interview. MRS THOMAS, of Fish Hoek, has very kindly offered to come and help us out till the end of this term.

MRS MOODIE, for domestic reasons, has been granted three months' unpaid leave next term. MRS Mc CULLAGH will act in her place for this period.

MISS MULLINER, I am pleased to say, has recovered from her recent illness and has come back to help us with the Library.

MISS ABBOTT, the Housekeeper at the Preparatory, has handed in her resignation. I have not appointed anyone in her place, but hope to do so shortly.

MISS DAVIS, Physical Training Mistress at the Preparatory, is proving satisfactory.

MISS FERGUSON, Junior Housemistress at the Preparatory, is leaving at the end of this term.

HEALTH has been good.

NUMBERS:

	2nd Term 1964.		3rd Term 1964.	
SCHOOL				
Boarders	41		40	
Day	113	154	114	154
PREPARATORY				
Boarders	31		29	
Day	77	108	78	107
Kindergarten and Transition:		39		40
		302		301

ACTIVITIES: Club, House and General Activities have included visits to St.Michael's Home, C.A.F.D.A., and the Princess Alice Home to which the children took hand-knitted garments, sweets and birthday presents. The three Houses collected the sum of R48-00 from the girls' pocket money and sent a cheque for this amount to the Protea Feeding Scheme. Mrs Bush, Mrs Hampson's daughter, gave a talk to the Senior girls on "Life as a student at Cambridge"; Mr Pelletier of the Community Chest gave a talk on the aims of the Community Chest; Miss van der Ouicht came to the School on the occasion of Shakespeare's 400th Centenary to give a talk on the aspect of Shakespeare's life which was her particular interest: Shakespeare's connection with the Theatre itself and the production of Plays from Elizabethan times to our own day; I gave a talk to the School, reading extracts en passant, on some aspects of Shakespeare - the Sonnets, the Comedies, the Histories,

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the Tragedies, his knowledge of human nature, his genius drawing inspiration from whatever crossed his path.

Mrs Jonker gave a talk on the origin and development of Afrikaans in connection with the 50th Anniversary of the recognition of Afrikaans as the official language in place of Nederlands; Dr Jennifer Hicks gave a talk on St. Cuthbert's Mission, Tsolo.

A party of Matrics went to the Houses of Parliament.
The Choir sang at two Old Girls' Weddings.
The Preparatory School won the Mavis Scott Trophy for Choral Verse for the second year running at the Eisteddfod, and performed at the Prize Winners' Concert on Saturday, June 6th.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

1964

MEMBERS OF COUNCIL

His Grace the Archbishop.

	Position A. G. M. 1964.	Retires A. G. M.
I. Canon John Hodson		
2. Mrs J.F.Brock.	Sitting	1965
3. Mrs C.E.W.Henderson	Sitting	1966
4. Mr F.C.Robb	Sitting	1965
5. Archdeacon C.T.Wood	Retired	
6. Mr J.D.Wares	Retired	
7. Mr Abernethy	Sitting	
8. Mr Gordon		

NOMINATED BY MEMBERS

I. Mrs Dowie Dunn	Sitting	1965
2. Professor W.F.Grant	Sitting	1965
3. Mr H.L.Kennedy	Sitting	1965
4. Mrs Small	Sitting	1965
5. Mr Justice van Winsen	Sitting	1965
6. Dr R.L.McDonald	Retires re-elected	1968
7. Miss Dulcie Howes	Retires re-elected	1968
8.		

March 15th, 1964.

GENERAL PURPOSES COMMITTEE

NOTICES OF MEETINGS to be sent to Members as follows.

G.Abernethy,Esq.,
Church House,
Queen Victoria Street,
CAPE TOWN.
(Telephone No.)

Mrs J.F.Brock,
Bendoran,
Bishopscourt Drive,
BISHOPSCOURT,Cape.
(Telèphone No.71-6082)

Mrs L.F.Small,
Rosehill,
Hillwood Road,
KENILWORTH.Cape.
(Telephone No.77-5471)

Mr H.L.Kennedy,
Highbury Cottage,
Sidmouth Avenue,
CLAREMONT,Cape.
(Telephone Number 77-3433).

The Hon.Mr Justice L deV van Winsen,
Villiers,
Dunkeld Avenue,
Bishopscourt Estate,Cape.
(Telephone Number 77-3428)
Office -2-1111)

Mr J.D.Wares,
Harden,
Tennant Road,
KENILWORTH.Cape.
(Telephone Number 77-5227)

Dr R.L.McDonald,
Brenton,
Greenfield Road,
KENILWORTH,Cape.
(Telephone Number 77-7927)

- COUNCIL -

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

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His Grace, the Archbishop,
Bishopscourt,
CLAREMONT, Cape.
(Telephone No.77-3689)

Canon John Hodson,
St.Saviour's Rectory,
Bowwood Road,
CLAREMONT, Cape.
(Telephone No.77-2801)

Mrs J.F.Brock,
Bendoran,
Bishopscourt Drive,
BISHOPSCOURT, Cape.
(Telephone No.71-6082)

Mrs Dowie Dunn,
Miskeh,
Tennant Road,
WYNBERG, Cape.
(Telephone No.77-8557)

Professor W.F.Grant,
12A, Brackley Court,
Cumnor Avenue,
KENILWORTH, Cape.
(Telephone No.77-4179)

Mrs C.E.W.Henderson,
Cranbourne,
Robinson Road,
KENILWORTH, Cape.
(Telephone No.77-37388)

Miss Dulcie Howes,
Exeter Lodge,
Exeter Avenue,
BISHOPSCOURT, Cape.
(Telephone No.77-4317)

Mr H.L.Kennedy,
Highbury Cottage,
Sidmouth Avenue,
CLAREMONT, Cape.
(Telephone No.77-3433).

Dr R.L.McDonald,
Brenton,
Greenfield Road,
KENILWORTH, Cape.
(Telephone No.77-7927)

Mr F.C.Robb,
Silverhurst,
Alexandra Road,
WYNBERG, Cape.
(Telephone No.77-4185)

Mrs L.F.Small,
Rosehill,
Hillwood Road,
KENILWORTH, Cape.
(Telephone No.77-5471)

The Hon.Mr Justice van Winsen,
Judges' Chambers,
Keerom Street,
CAPE TOWN.
(Telephone No.77-3428)

Mr J.D.Wares,
Harden,
Tennant Road,
KENILWORTH, Cape.
(Telephone No.77-5227)

The Venerable C.T.Wood,
Archdeacon of Cape Town,
The Rectory,
Kloof Road,
SEA POINT.
(Telephone No.44-1846)

G.Abernethy, Esq.,
Church House,
Queen Victoria Street,
CAPE TOWN
(Telephone 2-0558)

THE ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL ON FRIDAY, JUNE 12th. 1964, AT 5.0.P.M.

PRESENT: His Grace, the Archbishop, Mr Abernethy, Mrs Dowie Dunn, Mrs Henderson, Mr Kennedy, Dr McDonald, Judge van Winsen, Mrs Small, Mr Robb, Mrs Brook.

In attendance: Mrs Kittow
Secretary: Mrs Withers.

Apologies for absence: Professor Grant, Miss Dulcie Howes, Mr Wares (Overseas) Archdeacon Wood.

MINUTES: The Minutes of the Quarterly Meeting held on March 13th, 1964, copies of which had been circulated 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 in Mr Wares's absence.

ARISING FROM THIS REPORT.

SCIENCE LABORATORY -INDUSTRIAL FUND.

There has been no further communication from the Fund as to whether any money will be available.

KINDERGARTEN ACCOMMODATION.

Mr Kennedy said that he had gone into the matter of raising the money required to build this accommodation, and he had been told by the General Manager of Barclays Bank that they would grant the School overdraft facilities to enable this to be done. He said that it was important to have this extra classroom space in order to accept many of the applications received by Mrs Kittow. If the Council would agree to this proposal, it would mean that an extra 60 to 65 pupils could be accommodated. The cost of the building would be approximately R13,000-00, plus the Architect's fees. There would of course have to be added to this R2,000-00 for equipment. Mr Robb asked whether the Headmistress had as many as sixty on the waiting list. Mrs Kittow explained that it would take a little time, but as the enquiries had been coming in she did not think there should be much difficulty in reaching this number.
After discussion, Council agreed that the General Purposes Committee should go ahead with the plans and it was decided that when tenders were called, the Architect should state that the lowest tender would be accepted.

HEADMISTRESS'S REPORT: This was circulated to members.

ARISING FROM THIS REPORT.

Mrs Kittow said that she was very sorry indeed to be losing Mrs Lillelund, who left for reasons of health.

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The Council asked Mrs Kittow to congratulate the Preparatory School on their being awarded the Mavis Scott Cup for the second year running at the Eisteddfod.

MEMBERS OF COUNCIL.

His Grace, the Archbishop, said he would be very glad to re-appoint Mr Wares and Archdeacon Wood, who retired at the last Annual Meeting, which was held on March 13th, 1964.

The Archbishop will be asked to select two people to fill the vacancies.

Mr Robb said he would like to propose Mr Borton, Director of Syfrets, and he felt sure he would be willing to serve on the Council.

His Grace said he would like to propose Canon Hodson to take Canon Aubrey's place.

His Grace agreed to write to Mr Borton and Canon Hodson.

GENERAL PURPOSES COMMITTEE:

It was proposed and seconded by the Council that Mrs Dowie Dunn serve on this Committee.

CHALLENGE TO THE CHURCH SCHOOLS: (a) MEETING HELD AT ST.CYPRIAN'S.

Judge van Winsen reported on the meeting held at St.Cyprian's by the four Schools - Bishops, St.George's, St.Cyprian's and Herschel.

It was agreed by all representatives present at the meeting that so far as Proposals I and 2 were concerned, the Archbishop be asked to convene a meeting of School Chaplains, Headmasters and Headmistresses to discuss the whole topic of religious education in the Schools.

Proposal 3 - After report from Bishops and Herschel, it was agreed that delegates should request their School Councils to do their utmost to implement this proposal.

Proposal 4 Discussion showed that the majority of School Councils were opposed to integration at the present time.

(b) Discussions on the above points.

It was agreed that the four Schools should offer a Bantu language taught by an African.

While it was recognised that the majority of the School Councils were opposed to integration at the present time, it was agreed they should be asked to consider what their attitude would be if they were offered Scholarships for non-white pupils.

His Grace said he would be very happy to call a meeting to discuss Proposals I and 2 of the Challenge.

Proposal 3. It was agreed that Headmasters and Headmistresses should do their utmost to give this point their moral support.

His Grace said he would like to thank the members for attending the meeting and for the information they had been able to pass on to the Council.

LEAVE OF ABSENCE: Mrs Brock was granted leave for three months.

DATE 11/9/64.

CHAIRMAN.....

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

Report of the General Purposes Committee for Council Meeting on September 11th, 1964.

KINDERGARTEN ACCOMMODATION: The Plans Department of the City Council required certain alterations to the plans, the main change being an increase in the height of the classrooms from 8½ft to 10ft.

In the meantime, tenders have been invited from six selected building firms, the closing date being 16th September. The architect is reluctant, in view of conditions prevailing in the building industry, to give an estimate of cost, but he hopes that the lowest tender will not exceed R15,000. In addition, there would be fees of approximately R900-00 and some small other charges. As previously mentioned, equipment might cost about R2,000. There will have to be consolidation of title in respect of the two portions of land comprising The Hill, as the new building will be sited across the dividing line. This has been set in motion and the cost will not exceed R100-00.

It is recommended that we proceed, if a reasonable tender be forthcoming.

SCIENCE LABORATORY -INDUSTRIAL FUND.

A letter has now been received from the "South African Industrial Fund" stating that subject to certain quite excessive conditions Herschel has been allocated an amount up to R10,800, of which two-thirds (R7,200) would represent an outright grant and one-third (R3,600) a loan at 6% per annum, repayable over the years 1966 to 1981. The loan is optional to the School. The Fund stipulates that a total net space of 2850 sq.ft. be available for the teaching of the sciences and assesses the existing space being used as 1725 sq. ft. This leaves a net area of 1125 sq ft to be added.

The Fund is also prepared to make a grant of R2,500 for additional scientific apparatus.

An architect's drawing will be tabled showing where the additional laboratory would be sited. The architect considers that the cost of the net space of 1125 sq ft should be within the R10,800 referred to above.

HEADMISTRESS'S REPORT
SEPTEMBER, 1964.

STAFF: MRS LOUW leaves at the end of this term. I have arranged for Miss Davis, who teaches Physical Education at the Preparatory School to come to the Senior School, and Mrs Collins will replace her at the Preparatory School.

HEALTH has been excellent.

NUMBERS:

SCHOOL:	3rd Term 1964.	4th Term 1964.
BOARDERS:	39	39
DAY:	119	119
	158	158
PREPARATORY:		
BOARDERS:	29	28
DAY:	78	78
	107	107
KINDERGARTEN AND TRANSITION:	41	41
	306	306

ACTIVITIES: Everybody enjoyed the Matric Dance which was held on July 25th. We were very pleased that Canon Hodson and Mr and Mrs Mallett were able to come.

Mr Dose came to speak to the Art Club on Photography. Mrs Leslie spoke to the Sociological Club on "Berlin to-day", and this Club also held an interesting Debate on the Urban Bantu. It was worded "The Bantu has no permanent home in the Western Cape".(the Motion was lost by a considerable majority.)

Films were shown by Commander Meynell of Travel Agencies on "Wild Life", and, Mr Jordan. of Musgrove and Watson, showed a film on "Students' Overseas Tour".

Visits have been made to Baumann's Biscuit Factory, to the Janet Bourhill Institute, and the Senior girls went to see The Tempest at St.Cyprian's.

House Plays will be held on September 19th, at 2.30 p.m. These will take the form of Scenes from Shakespeare, since this is the Shakespeare Quarter Centenary.

The Diocesan School Choir from Grahamstown sang to our girls on August 19th, and Herschel girls sang to them.

A most successful Careers Evening was held on August 21st.

Seven Senior girls will be attending the Junior Science Congress, and Marion Jesse and Lesley Brown are preparing a paper on "The Latest Discoveries in connection with the Sea Bed".

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The Annual examination of the Archimedes Manpower Foundation was held in June, and Marion Jesse was one of the first six in the Republic, with 91%. She was given the opportunity of going overseas in August, but her parents decided not to accept the offer, as she will be going overseas at the end of the year.

Shen Attwell — one of last year's Matrics — gained an American Field Scholarship, and left for the U.S.A. on August 14th from Johannesburg.

Geraldine van der Bijl, Suzanne Williams and Lesley Brown have applied for American Field Scholarships this year, and the Selection Committee has put their names forward.

Holy Communion has been held once a month in our Chapel.

At the annual Conference of the Church Schools in Johannesburg in August, I gained much useful information and gave a resumé of the main trends of the Conference to the Staff at a special meeting.

Mr Mallett invited Mr O.Newton-Thompson, Mr Sheppard (Matric Examiner), and me to be the judges at the first Hubert Kidd Memorial Public Speaking Competition. This was very interesting, especially as the three of us, working independently, unanimously placed the boys who gained first and second positions.

We have given up the contributions to the Dr Barnardo Homes this year, since the child whom we were sponsoring has matriculated, and is now earning. In its place, the girls have readily responded to a suggestion to sponsor two orphans at St.Michael's Orphanage, Plumstead. These were reported to us as being in need of financial assistance to further their education. It was a real pleasure to see the spontaneous response of our girls and the numbers who came forward — almost a 100.
They have invited the two children from St.Michael's to come to the House Plays on September 19th.

Susan MacGregor of the S.A.B.C. asked for an interview on the "Role of a Headmistress". My talk with her was recorded and will be broadcast on Woman's Hour in about four weeks time.

ERRATA: HEADMISTRESS'S REPORT.

I. Activities:

Paragraph 3.

No comma after "and" before" Mr Jordan". Comma after "Mr Jordan".

Apostrophe after Students .

Paragraph 5.

Quater -centenary.

Last Paragraph.

Rôle

Women's World - not Woman's Hour.

Apostrophe after weeks'.

Paragraph 6 page 2.
"memorial.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL ON MONDAY, JULY 27th, 1964 AT 5.15.P.M.

PRESENT: Mrs Dowie Dunn, Mr Kennedy, Mrs Small, Dr McDonald, Mr Wares (In the Chair)

In attendance: Mrs Kittow.
Secretary: Mrs Withers

Apologies for absence: Mr Abernethy, Judge van Winsen.

STAFF: Mrs Kittow reported that Mrs Louw had resigned and that she had not yet found a replacement but hoped to do so before long.

Mrs Kittow asked the Committee whether they would consider granting an increase to Mrs Griffiths who is the Physical Science Mistress. When Mrs Griffiths first started at Herschel she taught 12 periods a week, but now she is teaching 22. After discussion it was agreed that her salary be increased by R25-00.

Mrs Kittow also asked the Committee whether she could appoint Mrs Marais, who was Mrs Silberbauer's substitute when she went on long leave, to teach Biology to the Upper IV's, and thus relieve Mrs Silberbauer of some of her teaching. Mrs Kittow pointed out that Mrs Marais would teach 10 periods a week and she thought she should be paid R56-00 per month. After discussion it was agreed that this appointment be made.

Mrs Kittow reported that Mrs Muller had applied for leave to go to England for a term, on a British Council Scholarship to take a Refresher Course in Art. It was agreed to grant Mrs Muller this leave for the period January - March, 1966.

Mrs Kittow reported that Mrs Sachs had told her that she would be leaving at the end of the year.

BUILDINGS: Mrs Kittow reported that the plans had been signed and that they had been lodged with the City Council. The Architect had suggested that the following builders be asked to submit tenders.

Messrs Buckland and Eaton,
Messrs Slingsby and de Jager.
Messrs E.Cabion and Son (pty) Ltd.,
Messrs Harold Cowley (Pty) Ltd.
Messrs H Weir and Company (Pty) Ltd.

Mr Kennedy suggested that the Architect be asked to include Messrs Murray and Stewart.

OUTSTANDING FEES:

Mrs Kittow reported that she had received a letter from Major Schultz letting her know that he did not think he should be liable for fees in lieu of notice because he took his daughter away at the end of the calendar year. After discussion it was agreed that the fee be waived for the mid-day meal, but that Major Schultz be required to pay the tuition fees.

Mrs Kittow reported that she had been very worried about the amount of R200-00 outstanding for fees for the second term for Heather Palfrey. She had sent several letters to Mrs Palfrey, and one she had sent under registered cover, demanding payment of this amount. She had received a reply to the registered letter and Mrs Palfrey had said that she hoped to receive the funds from her husband before long. After consultation

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with Mr Wares, she sent a telegram to Mr Palfrey in Kenya. After discussion it was agreed that if no satisfactory reply was received from Mr Palfrey, the matter be handed over to Messrs Syfret, Godlonton and Low.

PAINTING:

Mrs Kittow asked the Committee whether she could have the kitchen painted. She explained that she had engaged a coloured gardener who was also a very good handyman and that he could do this work.
It was agreed that this work be done.

Mrs Kittow also asked whether she could have the tables in the kitchen covered with Formica as they were in a very bad state. After discussion it was agreed that this be done.

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL, ON FRIDAY, SEPTEMBER 11th, 1964, AT 5.0. P.M.

PRESENT: Mr Abernethy, Canon Hodson, Mrs Henderson, Mr Borton, Dr McDonald, Mrs Small, Mr Robb, Judge van Winsen, Mr Wares, Archdeacon Wood.

In attendance: Mrs Kittow.
Secretary: Mrs Withers.

APologies for absence: His Grace, Mrs Dowie Dunn, Professor Grant.

CHAIRMAN: Mr Kennedy was invited to take the Chair in His Grace's absence.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on June 12th, 1964, copies of which had been sent to members, were taken as read and signed by the Chairman, as a true record of the proceedings, subject to the following addition:

"CHALLENGE TO THE CHURCH SCHOOLS".

That should scholarships be granted to non-white pupils, each case would be dealt with on its merits. AGREED.

Mr Robb reported on the discussion which took place by all the Schools represented on the Standing Committee about the Challenge to the Church Schools. The general feeling was that they appreciated the points put forward by these young people, and Mr Robb reported that a letter of congratulation was being sent to them by the Standing Committee. It was suggested that Canon Peacock and Mr Mallett tell them about the general draft of the discussion. Mr Robb said that the Revd Parker gave a lecture on this matter (and copies of his lecture were handed to thos present). Mrs Kittoe said that she had received a copy. It was suggested that Mrs Kittow send this to the Council members to read.

GENERAL PURPOSES REPORT: This was presented by Mr Wares.

ARISING FROM THIS REPORT.

Additional Classrooms -Kindergarten Department.

Mr Wares reported that the plans should be approved by the City Council very shortly. Tenders had been called and the closing date was Wednesday, September 16th. The General Purposes Committee asked for Council's approval to go ahead with the project. It was agreed that the General Purposes be given authority to accept the lowest tender. It was expected that the building would cost approximately R15,000, but should it prove to be more, the Committee was left with descretion in the matter.

Science Laboratory.

Mr Wares reported that a letter had now been received from the Industrial Fund setting out the conditions under which they would be prepared to grant funds to Herschel for the building of an additional Science Laboratory.

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The amount the Fund is prepared to grant to the School is as follows:-

I) An outright grant of two-thirds of R10,800, being the estimated cost of providing the additional net space area required for the teaching of the sciences.

2) A loan not exceeding R3,600, being the remaining one-third of the estimated total cost, should the school so wish - the rate of interest to be 6%.

3) A grant of R2,500 for science equipment.

After discussion, it was agreed that the School accepts the grant from the Industrial Fund. Mrs Kittow was asked to write to the Chairman of the Industrial Fund.

STAFF: Mr Robb said he would like to be placed on record the excellent work Mrs Louw did for Herschel during the years she was here, and it was agreed that a letter be sent to her from the Council expressing their appreciation.

GENERAL PURPOSES COMMITTEE.

It was proposed that Mr Borton be asked to serve on the General Purposes Committee. Mr Borton said he would be pleased to do so.

DATE 4/12/64

CHAIRMAN H L Kennedy

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING
HELD AT HERSCHEL ON MONDAY, OCTOBER 26th, 1964,
AT 5.15.P.M.

PRESENT: Mr Abernethy, Mrs Brock, Mrs D-Dunn, Mr Borton, Dr McDonald, Mrs Small, Judge van Winsen, Mr Wares (In the Chair)

In attendance: Mrs Kittow.
Secretary: Mrs Withers.

Apologues for absence: Mr Kennedy.

Mr Borton was welcomed by the Chairman.

ARISING FROM THE MINUTES:

Science Laboratory -Industrial Fund.

The Architect and the Science Mistresses were invited to attend the discussion. Mr Twentyman-Jones reported that he had written to Mr Vivian-Smith to have certain points clarified in the conditions set out in his letter for the grant. He had not received a reply, but thought it should come in a day or two. The Science Mistresses were asked if they were satisfied with the sketch plan submitted. Mrs Grifiiths said that she would like to have included, if possible, tiered seats so as to make it easier for the girls to watch demonstrations. After consultation with Mr Twentyman-Jones, it was agreed that thiscould possibly be arranged. Mr Twentyman-Jones said that as soon as he had received a reply from Mr Vivian-Smith, he would, subject to the approval of the Meeting, proceed with the plans. Mr Twentyman-Jones asked if the members of the committee had any particular Quantity Surveyor they would like to appoint. It was agreed that Mr Twentyman-Jones submit a list of Quantity Surveyors.

At this stage the Architect and the Science Mistresses left the Meeting.

Discussion took place as to whether the School should accept the grant and it was decided to sign the letter sent by Mr Vivian-Smith, agreeing to the conditions as set out by him.

Founder's Day. Mrs Kittow reported that she had been asked by Archdeacon Wood whether she would ask Lady Eastlaugh to be the Speaker. She consulted with Mr Wares and it was agreed that she write to the Archbishop asking him whether he would invite Lady Eastlaugh. The Archbishop had written to her saying that Lady Eastlaugh had accept the invitation.

BEQUEST: Mrs Kittow reported that she had received a cheque from Messrs Dichmont and Dichmont for R200-00, which had been left to Herschel by the late Mr W.G.van Kalker. Mrs Kittow said that she had written to them and she had also written to Mrs van Kalker.

CHAPLAIN: Mrs Kittow reported that Canon Hodson had told her that he did not think he would be able to teach the Scripture to the Senior School Classes after the end of this year. He had suggested Miss Playne who had worked for 22 years at a Missionary Station in Basutoland. She had written to Miss Playne who was willing to do the Scripture throughout the Senior School. Mrs Kittow asked the Committee whether

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the Committee whether they would be agreeable to her offering Miss Playne R30-00 per month. After discussion it was agreed that this appointment be made.

LOWER I:

Mrs Kittow asked the Committee if they would have any objection to her keeping this Form till 3-0'clock instead of 12-30. She explained that it is difficult to fit in the number of actual teaching periods in the morning as so many periods are taken up with Art, Gym, Games and Speech. It would, of course, mean that they would have to stay to lunch and she wondered what the Committee felt would be a reasonable charge for this. After discussion, it was agreed that R10-00 per term be charged for lunch, and that Mrs Kittow should send a circular to the parents concerned.

SPEECH AND DRAMA:

Mrs Kittow reported that Mrs Saffery had told her that the fees for this had been increased by the Speech and Drama Guild. She said that it would be necessary for her to increase her fees. After discussion it was agreed that a circular would have to be sent to the parents concerned notifying them of the increased fees.

WIRE LOCKERS.

Mrs Kittow reported that she had received several complaints from parents about uniform, games equipment etc., being taken from the girls pegs in the cloakroom. She felt that it had now become rather serious, and she had made enquiries about wire lockers, but the estimate she had received from Cape Wire Gate Company would be approximately R800-00. She thought this rather exhorbitant and perhaps it would be advisable to leave the matter in abeyance for the time being.

PREPARATORY TENNIS COURTS:

Mrs Kittow reported that these courts were in a bad state and wondered if something could be done about them. Judge van Winsen agreed to inspect the courts.

MORNING MARKET: Mrs Kittow reported that it had proved a most successful effort and that an amount of R560-55 had been raised. She wondered after purchasing a Refrigerator, if the balance could be used towards a Projector, and perhaps the legacy received from Mr van Kalker, could go towards the Projector. It was agreed that this would be a most suitable way of spending the money. Mr Borton agreed to make enquiries about a Projector.

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THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

REPORT of the General Purposes Committee for Council Meeting 4th December, 1964.

A Meeting was held on Monday, 12th October, 1964.

KINDERGARTEN ACCOMMODATION:

As previously reported, six building firms were invited to tender with the following results:-

Messrs Harold Cowley.		No Tender.
Messrs Cabion and Son.	R15,978-00.	
Messrs Murray and Stewart.		No Tender.
Messrs Slingsby and de Jager.	R18,980-00.	
Messrs Buckland and Eaton.	R18,428-00.	
Messrs J.H.Weir and Company.		No Tender.

The architect's estimate was R15,000 and in view of the situation in the building industry, the Committee exercised its discretion and accepted the tender of Messrs Cabion and Son. Work is progressing although not as fast as we would have liked. The Architect states that the job should be completed in the second half of March.

SCIENCE LABORATORY.

The offer of finance from the Industrial Fund has now been officially accepted, and the Architect is working on the plans.

FOUNDER'S DAY.

It was arranged that the Archbishop would invite Lady Eastlaugh to be the Speaker on Founder's Day on the 12th February, 1965. Lady Eastlaugh has accepted. She had been Head of a Training College in England, and is the daughter of Lord Selbo

BEQUEST:

A bequest of R200-00 has been received from the estate of the late Mr W.C.van Kalker (Photographer) through Messrs Dichmont and Dichmont. Mrs Kittow has sent a letter of thanks on behalf of the Council and School.

MORNING MARKET.

A morning market was held on the 12th October, at which R560-00 was raised. The money is to be used to purchase a refrigerator and the balance is to be applied towards the cost of a projector.

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HEADMISTRESS'S REPORT

DECEMBER, 1964.

STAFF: MissHulston, Senior Latin Mistress, will be leaving at the end of the year for health reasons. She will be replaced by Miss Doré.

Mrs Pells, who teaches General Science to the Middle School, and also takes classes at the Preparatory School, leaves at the end of the year to go into business. She will be replaced by Miss Braun.

Mrs Sachs, who has been at Herschel since April 1950, is retiring at the end of the year. During the years she has been here she has been most conscientious, had the interests of the School always at heart, and was House-mistress for Jagger. The Staff are arranging a farewell party for her and she will be replaced by Mrs Liebenberg.

Miss Davis left at the end of October, and was replaced by Mrs Collins.

When I wrote my last report I had not concluded the replacement for Mrs Louw's post. She has now been replaced by Mrs Havenga.

HEALTH has been excellent.

NUMBERS:

	4th Term 1964.		Expected Numbers for January, 1965.	
SENIOR				
Boarders:	38		42	
Day:	119	157	119	161
PREPARATORY				
Boarders:	25		18	
Day:	64		75	
Lower I:	16		22	
Transition:	19		22	
Kindergarten	20	144	22	159
		301		320

The numbers for 1965 are likely to be increased, as several applications have still to be concluded.
The Preparatory School is fully booked for 1965, with a waiting list.

ACTIVITIES:

The three Houses produced short acts from Shakespearean Plays on Saturday, October 19th; Mrs Silberbauer showed slides on her visit overseas; Mrs Garlick came to the School on October 7th, and spoke to the girls about the work done at St.Michael's Orphanage, from which we have adopted two orphans in place of children belonging to the Barnardo League. Since this was Miss Porter's idea originally I am suggesting to the girls and to Mrs Garlick that we call the new venture the Ruby Porter League; Mrs Pare came to the School on Wednesday October 14th, and gave a demonstration on Floral Arrangements. This inspired three girls to enter for the Floral Decoration Competition at the City Hall where they all won prizes; Uys Krige, who wrote the Preface to Roy Campbell's poetry which the Matrics are studying, very

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kindly came to address the Matrics of Herschel and of several other schools whom we invited, on November 16th. Having lived with Roy Campbell in Spain, he was able to elucidate for the boys and girls some of the more obscure passages in the selection; Archdeacon Wood came to the School on November 4th, and showed slides of Treasures of St.George's Cathedral; Mr Wyatt Sampson showed slides on November 11th, on Bushman Art; Miss Henshilwood came to give a talk on her trip round the world, and Miss Marjorie Dale, ex-Vice-Principal of Rustenburg, came and showed slides on her trip to the Far East.

The Morning Market, which was held on October 24th, was a great success, and an amount of R560-55 was taken. I am most grateful to Mrs Currie and the Committee of Ladies who arranged this. (It was a great treat for me to be a guest!). The amount raised will enable us to buy a Frigidaire and, with the legacy of R200, left to us by Mr van Kalker, a Projector.

The Music and Drama Club had a very pleasant evening on Wednesday October 28th. For the first time since I have been here, one of the girls played the violin, and the items consisted of arrangement of music for two pianos, a highly successful innovation.

During the term I much enjoyed having the three Heads of Houses and the School Prefects to dinner.

The Preparatory School had an Open Day on November 27th. This was most successful, and in presenting scenes from Midsummer Night's Dream out in the open, we have made a start with our own little "Maynardville". The ground is terraced down from the tennis wall, and gives the effect of a small amphitheatre, this effect being intensified by the raised seats which Mr Mallett so kindly lent us from Bishops.

Thirty girls were Confirmed by His Grace at St.Saviour's Church on November 23rd.

It is with much regret that I have to report that Mrs Silberbauer (the Vice-Principal) was involved in a very serious motor accident on October 29th. She will not be back this year.

The Carol Service will be held at St.Saviour's Church on December 8th, at 8.0.p.m.

Term ends at noon on December, 9th.
