THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

Herschel School,

CLAREMONT, Cape.

March 12th, 1965.

THE Quarterly Meeting of the Council will be held at Herschel at 5.0.p.m. on Friday the 12th March, 1965.

A G E N D A.

I. Minutes to be confirmed:-

Quarterly Meeting held on December 4th, 1964.

2. General Purposes Report.

3. Headmistress's Report.

4. Any other business.

SECRETARY.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL, IN THE LIBRARY, ON FRIDAY, DECEMBER 4th, 1964, AT 5. O.P.M.

PRESENT: Mrs Brock, Mrs Dowie Dunn, Miss Howes, Professor Grant, Mr Borton, Dr McDonald, Mr Kennedy, Mrs Henderson, Judge van Winsen, Mr Wares.

In attendance: Mrs Kittow.
Secretary: Mrs Withers.

Apologies for absence: His Grace, Canon Hodson, Mr Robb, Mr Abernethy, Archdeacon Wood.

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 Friday, September 11th, 1964, 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.

REPORT OF THE HEADMISTRESS:

ARISING FROM THIS REPORT.

Mrs Kittow reported that since writing her Report, several girls had still to write the Entrance Examination tomorrow and during the holidays.

The Council thanked Mrs Kittow for her Report, and for her work in bringing about the increase in the number of pupils.

REPORT ON THE FOUR SCHOOL'S TRUST:

Mr Kennedy reported that the Trust had now come to the end of its five years, and they would like to know from the Council of each of the Schools what further action should now be taken or planned, bearing in mind -

(i) the original purpose of the Appeal.

(ii) the need for additional funds (the original target having been R3,000,000-00 over a 15-year period.)

and (iii) the probable reluctance of previous campaign-workers to repeat their efforts of 1959/60, and accordingly the necessity for forming an almost entirely new campaign organization.

After discussion, it was proposed by Mrs Henderson and seconded

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Mrs Small, that the Herschel Council was in favour of a further Campaign being put into operation.

STAFF: Mrs Kittow reported that Mrs Silberbauer, the Vice-Principal, had been involved in a very serious motor car accident on October 29th, and would not be back at school this term. She had managed to get Mrs Marais to do her teaching. The Council asked the Headmistress to convey their good wishes to her for a speedy recovery.

12 March 1965.

Robert Caputo

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD ON MONDAY, JANUARY 25th, 1965, AT 5.15.P.M.

PRESENT: Mr Abernethy
Mr Borton
Mrs Brook
Mrs Dowie Dunn
Dr McDonald
Mrs Small
Mr Wares (In the Chair)

Apologies for absence: Mr Kennedy
Judge van Winsen.

In attendance: Mrs Kittow
Secretary: Mrs Withers

ARISING FROM THE MINUTES: October 26th, 1965.

SCIENCE BLOCK - INDUSTRIAL FUND.

Mr Wares reported that he had been in touch with the Architect, Mr Twentyman-Jones, and had furnished him with the sketch plans which he said he would be glad if the Committee would look at. Mr Wares further reported that if the Committee passed the plans, the Architect would lodge them with the City Council the next day. The Architect would also arrange to send a copy of the sketch plans to the Industrial Fund. After discussion the Committee agreed with the sketch plans submitted.

KINDERGARTEN BLOCK: Mrs Kittow reported that the work was progressing very slowly - she understood from the Architect that it was a question of labour. Mr Wares agreed to see Mr Cabion.

PREPARATORY WALL: The Architect had submitted an estimate of R360-00 approximately. After discussion it was agreed that the Committee pay a visit to the Preparatory School to make an inspection of what was required.

SENIOR DININGROOM: Since it was possible to accommodate everybody at one sitting for lunch, it was agreed that no further steps be taken about knocking down the wall leading from the Dining Room to the Division Room.

FOUNDER'S DAY: It was proposed that Dr McDonald propose the vote of thanks to The Lady Laura Eastaugh on Founder's Day. Dr. McDonald agreed to do this.

MATRICULATION RESULTS:

Dr McDonald proposed that the Headmistress and the teaching Staff be congratulated on the excellent results of the Matriculation Examinations held in December. It was suggested that Mrs Kittow be asked to write a letter to the Staff on behalf of the Committee.

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THE ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL, IN THE LIBRARY, ON MONDAY, FEBRUARY 22nd, 1965 AT 5.15.P.M.

PRESENT: Mr Abernethy, Mr Borton, Mrs Dowie Dunn, Mr Kennedy, Dr McDonald, Judge van Winsen, Mrs Small, Mr Wares (In the Chair).

In attendance: Mrs Kittow
Secretary: Mrs Withers.

Apologies for absence: Mrs Brock.

ARISING FROM THE MINUTES:

Kindergarten Block: Mr Wares reported that he had been in touch with the Architect, Mr Twentyman-Jones. There had been delays as a result of the shortage of labour, and taking this into account, Mr Cabion would do his utmost to get the work done. Mr Wares agreed to keep in touch with the Architect.

Mrs Small said that she had been to see the building before the meeting and was disappointed to see that the roof was not in keeping with the rest of the buildings at the Preparatory. Mr Wares reported that that was the type of roof quoted in the specifications, but very little would show when the work was completed.

Founder's Day: The Committee congratulated the Headmistress on her Report and on the excellent organization, and said what an enjoyable afternoon it had been.

Preparatory Wall. Mr Wares said that he thought Mr Borton would be able to give his comments on this as he had seen the Architect on the site. Mr Borton had read a letter received from the Architect in which he quoted the following figures:-

(a) To knock down the existing wall	R340-00
(b) To do any necessary paintwork etc.	R140-00
(c) Sliding doors.	R390-00
Total	R870-00

After discussion it was felt that this was rather a high estimate. Mr Borton suggested that he approach W.J.Allin and Son, and ask them to tender. Agreed.
Mr Wares said he did not think anything should be decided until the Finance Committee had gone into the figures for the Financial Year 31st December, 1964. He had seen the draft copy of the Balance Sheet and there was a deficit of approximately R6000-00.

BANTU LANGUAGE:

Mrs Kittow reported that His Grace had asked the Heads of the Four Church Schools to come to Bishopscourt to discuss the matter. After they had put the position to His Grace pointing that it would prove absolutely impracticable to share one person among four schools, he agreed that the matter be left.

APPLICATION FROM MR THOMAS: Mrs Kittow reported that she had received an application from Mr Thomas to have his daughter admitted to Herschel. Mr Wares said that this would be a matter for full Council to discuss, and moved it be presented at the next Council Meeting.

CONFERENCES: Mrs Kittow asked the Committee if it would be in order for her to attend a Conference in Johannesburg on April 8th. She explained that she was the Representative for the Western Cape of the Sub-committee of the Standing Committee of the Associated Church Schools, and that they had written to her to ask whether she would arrange an interview with the Superintendent General of Education of the Cape to discuss proposed changes in the Matriculation Examinations throughout South Africa. The Committee agreed that the Headmistress should attend the Conference.

Mrs Kittow also wanted to know if the Committee would allow Mrs Roth, Head of the Preparatory School, to attend a Conference in Durban from the 11th to the 15th April. It was agreed that Mrs Roth attend the Conference.

STAFF: Mrs Kittow reported that Mrs Johnston, the Sick-bay Matron in the Senior School, had had a serious operation and that she would be off till the beginning of next term. She had managed to get someone to do her work, but it was unlikely that Mrs Johnston would be able to cope with the heavy work she had done previously, when she returned in April. After discussion it was agreed that in view of the long service Mrs Johnston had given to Herschel she be paid her salary in full, and that, if necessary, Mrs Kittow be given permission to keep Mrs Bevington on (who is at present at place of Mrs Johnston) till the matter solves itself.

ADDRESSOGRAPH: Mrs Kittow said that Canon Hodson had approached her to find out whether the Committee would consider selling the addressograph in the office. This machine had not been used for some time, as the office staff said that the constant changes of address made it difficult to keep the records up to date. After discussion, it was agreed that an endeavour be made by the office staff to put the machine into operation once again.

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H.P.

8 Harlemere,
Pine Road,
Kenilworth.
10th Nov

Dear Mrs Brownell,

As you know, I wish to spend the first three months of next year in England, with my son and daughter-in-law and their family.

My time will be spent mostly in London and I hope to take the opportunity this will give me, to investigate and observe the teaching of Speech and Drama in as many schools as possible.

In my absence my curriculum teaching in the Preparatory and Kindergarten departments would be undertaken by Mrs Cherry Hills, who was suggested to me by

Professor van der Bracht. It would be extremely difficult to find a teacher able to undertake all my private pupils, however, and I suggest that these girls wait until I return at the beginning of the second term.

I trust that you and the Council will approve of these arrangements, and remain,

Yours sincerely,

Margaretta Saffory

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

REPORT of the General Purposes Committee for Council Meeting on 12th March, 1965.

Meetings of the Committee were held on 25th January and 22nd February, 1965.

A Draft of the Report of the Council to the Annual General Meeting is being circulated to Members of the Council.

Approval of this Report is requested.

Number of Pupils.

Fees:

Financial Results for 1964.

These subjects are dealt with in the Draft Report.

Kindergarten Block.

The progress of the work has been slower than planned, owing to difficulties in the Building Industry. The contractors, Messrs Cabion and Company, are being pressed to complete the work as soon as possible.

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HEADMISTRESS'
REPORT.
MARCH, 1965.

STAFF: I am pleased to report that the Staff appointed to fill the posts for Latin, Middle School Science and Domestic Science, are proving very satisfactory.

At the end of December, Mrs Moodie, who taught in the Preparatory School, had to leave suddenly for domestic reasons. She is greatly missed; she was a most loyal member of Staff. As a result of this resignation, I had to make several changes in Form Mistresses. Mrs Williams, who had been the Lower I Form Mistress, has taken over Mrs Moodids Form (Upper I), and I was fortunate in being able to obtain the services of Miss Sheppard from overseas, as Form Mistress of Lower I.

Mrs Havenga left at the end of December, and has been replaced by Mrs Gibson. Mrs Gibson was for many years Games Mistress at D.S.G. Grahamstown, and was a Provincial Hockey Player. We are most fortunate in having her here.

Mrs Johnston, the sick-bay Matron, at the Senior School, underwent a serious operation in January, and will not be able to resume work till next term. Mrs Bevington is doing her duties.

HEALTH has been good.

NUMBERS:

Senior.	1st Term 1965.		2nd Term 1965.	
Boarders.	42		43	
Day	118	160	117	160
Preparatory				
Boarders	20		20	
Day:	97	117	97	117
Kindergarten	20		20	
Transition	24	44	24	44
		321		321

ACTIVITIES:

Of the 28 candidates who entered for the Matriculation Examination in November, 27 passed, 6 in the 1st Class, 15 in the 2nd Class, 4 in the 3rd Class, and 2 Second Class School Leaving Certificates. There were four distinctions, I in English, 2 in Latin, and one in Art. It was announced this week that Suzanne Williams had gained the highest marks for English in the Republic. She received a cheque for R185-00.

Three girls entered for the American Field Scholarship, and they have all been successful. They will leave for the U.S.A. about the middle of August. They were Suzanne Williams, Geraldine van der Bijl, L.Brown.

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The Senior School went to Maynardville to see"A Midsummer Night's Dream"; the boarders went to see "Waterlogged" at S.A.N.L.A.M. Buildings; Music pupils have been to Symphony Concerts.

A Party of girls went to the Janet Bourhill Institute, and took presents and sweets to the children.

Rolt House is going to the Princess Alice Home before the end of the term.

The Reverend Hampson came to speak to the school on "Islam".

The Music and Drama Club are having an evening on March 18th.

The Choir has sung at several Old Girls' Weddings.

The Preparatory School are holding a Morning Market on Saturday, March 13th.

The Old Girls came to lunch at Herschel on Saturday, February 27th.

A Party of girls is going to Rustenburg to see "The Lark" (Jean Anouilh) on March 20th.

Founder's Day from all accounts was a great success.

Inter-Schools Swimming takes place at the Newlands Baths on March 6th.

Mr Robb called in to see me on March 4th, and said he would like to present a cheque for R2000-00 to the School.

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THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD).

Herschel,
CLAREMONT, Cape.

February 17th, 1965.

NOTICE is hereby given that the ANNUAL GENERAL MEETING of Members will be held at Herschel, Claremont, Cape, on Friday, 12th March, 1965, at 5.15.ppm. for the following purposes:-

I. To receive the Accounts, with the Auditor's Report thereon.

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. " discuss questions incidental to the Association and its Members.

SECRETARY

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

Report of the Council to be submitted at the Annual General Meeting of the Association to be held on 12th March, 1965.

Number of Pupils.

It is gratifying to report a still further increase in the number of pupils, which is now 321 as compared with 306 in March 1964, and 292 in March 1963.

The Preparatory School with 161 girls now has more than its full complement but the Senior School can take more than the present number - 160. The increase in numbers in the Senior School is naturally a slower process than in the Preparatory.

FEES:

It will be recalled that fees were increased in two stages as from 1st January 1964 and as from 1st January 1965. Incidentally, these increases were accepted by parents without demur.

The increases were necessary mainly to provide for improved salaries to the teaching staff so that Herschel emoluments would compare reasonably well with those available elsewhere. Also, it was hoped that the increased fees would over two years bring about a balanced budget. Unfortunately, there were several cases of illness amongst the teaching staff necessitating outlay for substitutes, and this combined with the rise in costs generally has absorbed the margin, and the 1964 accounts now available reflect a deficit of R6110 as compared with a deficit of R6023 in 1963.

The Sub-Committee which dealt with "Increased Salaries and Fees" in May 1963 has met and reviewed the situation. They consider that the School cannot announce a further general increase in fees at this stage but propose that the following steps be taken :-

I) The fees increase as above relates to tuition fees only. There was no increase in Boarding charges which have remained at R63-00 per term (R252 per annum) in the Senior School, and R73 per term (R292 per annum) in the Preparatory School. The Sub-Committee proposes that these fees be increased to R80. per term (R320 per annum) in both cases. This would eliminate the differentiation in fees, as costs in both sections are now considered to be similar.

Full fees for boarders would then be -

	Tuition including lunch.	Board.	Total.
SENIOR SCHOOL	R77.	R80.	R157.
Preparatory School.			
Upper I to Lower III.	R64.	R80	R144.
Lower I	R35-50.	"	"
Transition and Kindergarten.	R21.	"	"

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3. Expenditure has been very carefully watched, but until the budget is balanced, "desirable" improvements will have to wait and only very essential expenditure incurred.

On the basis of the present number of pupils, the increase in boarding fees would bring in additional revenue of R870-00 per term or R3,480.00 per annum.

(2) The Headmistress and Staff have already done everything possible to increase the numbers. The problem in the Senior School is to match applications with vacancies. The move of the Kindergarten to the new classrooms at the Preparatory School next term will release accommodation in the Senior School.

Applications continue to come in. It is still early in the year, and it is our experience that they increase towards September. This intake comes largely from Preparatory Schools which do not go further than Standard V.

Financial results for 1964.

A comparative statement of Revenue and Expenditure for the years 1962, 1963 and 1964 is set out in the attached schedule. For the year 1964 there is a deficit of R6111. as compared with a budget estimate of R1700 deficit. Some unforeseen items in connection with salaries and unavoidable increases in certain items of expenditure brought about the difference between the actual and estimated deficit.

The estimates for 1965 are also shown in the attached schedule, but it must be emphasized that these can only be an indication and that actual results can be substantially different.

It will be noted that for 1964 the increases in income and increases in expenditure more or less balance, so that the deficit is approximately the same as for the previous year.

The estimated deficit for 1965 is R4,400 but this will be partially offset by additional revenue from boarding fees (half-year in 1965), if these are increased as from the 3rd term.

MEMBERS OF COUNCIL.

In accordance with the Rules of the Association, the following Members of Council, appointed by the Archbishop, are due to retire.

Mrs Brock.
Mr F.C.Robb.

The following elected members of Council are due to retire:-

Mrs Dowie Dunn
Professor Grant

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.

	1962.	1963.	1964.	Increase of Decrease 1963/4.	Estimate for 1965.
	R	R	R		R
REVENUE					
Tuition and Board.	70926.	78365.	90302	+11937	97000.
Extra Subjects.	6858	7565	7023	- 542	7000.
Miscellaneous.	904	1775	1697	- 78	1700.
	78688	87705	99022	+11317	106,700
EXPENDITURE					
Salaries-Staff	49058	52067	60888	+ 8821	62000
Wages-Domestic	8149	8817	8625	- 192	9500
Provisions	13841	14402	15168	+ 766	16000
Domestic Charges	6077	6379	8302	+ 1923	8500
Sports Requisites	18	67	39	- 28	50
Property Charges	903	1636	1260	- 376	2500
Administration	3816	4042	3972	- 70	4000
Pension Fund and U.I.F.	1596	1698	2170	+ 472	2200
Interest	4022	3849	3975	+ 126	4500
Depreciation	269	179	133	- 46	250
Insurance	593	592	601	+ 9	600
	88342	93728	105133	+11405	110100
Results for the year:-					
Surplus	-	-	-	-	
Deficit	9654	6023	6111	-	4400

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

BALANCE SHEET SCHEDULES AT 31ST DECEMBER, 1964.

DEBTORS		
Senior Library	83-70	
P.A.Y.E.	2-90	
Science Equipment - Physical Science	471-15	
Science Equipment - Biology	654-96	
Fees and Disbursements	3,614-28	
		R4,826-99
CREDITORS AND UNSPENT FUNDS		
Hirschhorn Trust	12-37	
Sonia Beck Prize	3-20	
Junior Library	119-71	
Unemployment Insurance	0-36	
Gordon Stobie Prize	18-78	
G.D. Jooste Trust	22-48	
Abe Bailey Trust	20-47	
Discretionary Account	182-96	
A.J. McCarthy Trust	770-02	
Janet Steyn Prize	2-75	
Old Herschelian Prize	1-76	
Music Club	1-40	
H.C. McLean Prize	6-20	
W.G. Van Kalker Legacy	200-00	
Early Morning Market	560-55	
Accounts Payable for December	1,190-12	
Pupils' Insurances to be refunded	97-23	
Sundry Outstanding Accounts for Electricity, Telephone, Audit Fee and School Magazines	1,163-89	
		R4,374-25
SUNDRY REVENUE		
Surplus on:		
Matron's Account	189-56	
Text Books	321-50	
Office Account	584-03	
		R1,095-09
ANALYSIS OF ADMINISTRATION - MISCELLANEOUS		
Headmistresses' and Teachers' Conferences Air Fares and Hotel Expenses	253-95	
Pension to Joel - Former Employee	120-00	
Newspapers and Periodicals	69-22	
Prizes	86-70	
Medical Requisites	80-23	
Hiring Charges for Crockery, etc.	90-45	
Church Dues	40-00	
Native Levies and Licences	63-00	
Sundries	289-81	
		R1,093-36

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

COMPARATIVE FIGURES FOR THE TWO YEARS 1963 AND 1964.

	1963	1964			
Increase in Revenue:					
Fees (Tuition and Board)	85,930	97,324			11,394
Registration Fees	445	600			155
	R86,375	R97,924			11,549
Less: Decrease in Sundry Revenue	R1,330	R1,098			232
Net Increase in Revenue					11,317
Increase in Expenses:					
Salaries	52,068	60,889		8,821	
Provisions	14,402	15,168		766	
Domestic Charges	6,379	8,302		1,923	
Pension and Unemployment Contributions	1,698	2,170		472	
Insurance Premiums	592	601		9	
Interest	3,849	3,975		126	
	R78,988	R91,105		12,117	
Less: Decrease in Expenses					
Wages	8,817	8,625	192		
Sports Requisites	67	39	28		
Property Charges	1,636	1,260	376		
Administration	4,042	3,972	70		
Depreciation	178	132	46		
	R14,740	R14,028		712	
Net Increase in Expenses					11,405
Increase in Excess of Expenditure over Revenue					88
Excess of Expenditure over Revenue for the year 1963					6,023
Excess of Expenditure over Revenue for the year 1964					R6,111

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL, IN THE LIBRARY, ON FRIDAY, MARCH 12th, 1965 AT 5. 0. p.m.

PRESENT: His Grace, Mrs Brock, Mrs Dowie Dunn, Mr Kennedy, Mr Abernethy, Mr Borton, Dr McDonald, Mrs Small, Mrs Henderson, Miss Howes, Professor Grant, Archdeacon Wood, Canon Hodson, Mr Wares, Mr Robb, Judge van Winsen, Mrs Cronwright.

In attendance: Mrs Kittow
Secretary: Mrs Withers.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on December 4th, 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.

GENERAL PURPOSES REPORT:

ARISING FROM THIS REPORT.

Financial Results -1964.

It was decided to hold over discussion for the Annual/General Meeting of the Association.

HEADMISTRESS'S REPORT.

Arising from this Report.

The Council congratulated Mrs Kittow and the Staff on the excellent results for the December examinations of the Joint Matriculation Board. His Grace proposed that a letter be sent to each of the girls who had been awarded the American Field Scholarship, conveying the Council's congratulations, and, too, their great pleasure to Suzanne Williams on her achieving the highest marks for English in the Republic.

Mr Kennedy said he would like to thank Mr Robb on behalf of the members for his most generous gift of R2,000-00 to Herschel.

INTEREST ON MORTGAGE BONDS:

A letter had been received from the South African Mutual Life Assurance Society, notifying the School that the interest rate had been increased from 6¼% to 6½%. It was agreed that the necessary letter be signed agreeing to the increase.

RESOLUTION: CERTIFICATE OF CONSOLIDATED TITLE.

It was resolved -

that Robert Selby Taylor, Archbishop of Cape Town
Francis Charles Robb
and Harold Lister Kennedy,

in their capacity as three of the Trustees of the English Church

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Schools Association (Incorporated), be authorised to sign the 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 partly redeemed quitrent, being Erf 57138 Cape Town at Claremont in Kenmar Subdivided Estate, in the City of Cape Town, Cape Division;

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comprising :-

Remainder of Consolidated Erf 54647, and Erf 54646 Cape Town at Claremont in Kenmar Subdivided Estate.

APPLICATION: MR J.B.THOMAS.

It was reported that an application had been received from Mr Thomas (a coloured man) for the entry of his daughter Nora to Herschel in January, 1966.

The Archbishop outlined the various courses open to the Council in respect of the application.

After discussion it was proposed by Mr Robb and seconded by Professor Grant that, subject to the necessary permit being obtained, and subject to the normal requirements being fulfilled, the Headmistress be authorised to admit the pupil in 1966.

By means of a vote by ballot the proposed was accepted by 10 votes to 6.

It was also agreed that any public announcement of the decision be left in the hands of the Archbishop.

At this stage the Meeting was adjourned for the Annual General Meeting.

On the resumption of the Meeting afterthe Annual General Meeting of the Association, it was agreed that the General Purposes Committee be re-elected en bloc.

Mr J.D.Wares (Chairman)
Mrs Dowie Dunn
Mr Abernethy
Mr Borton
Mrs Small
Mrs Brock
Mr Kennedy
and Judge van Winsen.

Date 11/6/65

H Kennedy
.....
CHAIRMAN.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

REPORT of the General Purposes Committee for Council Meeting on 11th June, 1965.

Meetings of the Committee were held on 24th March, 26th April and 24th, May.

KINDERGARTEN BLOCK. The work is now completed, except for the inevitable minor adjustments, and the building is occupied.

The contract price was R15978. which included a sum of R600. for contingencies. The cost of additions comes to approximately R500. so that there will be a small saving of about R100. in the contract price.

FEES: At the Annual General Meeting of the Association held in March last, the General Purposes Committee was asked to investigate further the question of raising the Boarding Fees, and was given power to act.

The Committee decided to increase the boarding fees as follows effective from and including the third term.

	Present Fees per Term	New Fees per Term.
Preparatory Boarders.	R73-00	R85-00
Senior School Boarders.	R63-00	R85-00

A letter giving effect to the above was duly sent to all parents. Only one pupil has been withdrawn from the boarding house as a result of the increase.

APPLICATION: Mr J.B.THOMAS.

Following on the decision taken by the Council at the March Meeting, the necessary form of application for a permit under the Group Areas Act was obtained. The School's Attorneys were consulted and after referring the matter to His Grace, a letter was sent to Mr Thomas on 13th April. The form of application and copies of a letter dated 25th March from His Grace and of the letter to Mr Thomas are tabled for information. At the time of writing, no reply has been received from Mr Thomas.

HEADMISTRESS'S REPORT
JUNE.1965.

STAFF: In the Preparatory School Mrs Collins, Mrs Williams and Mrs Blumerus leave at the end of this term, for Domestic reasons. I have been most fortunate in finding replacements.

In the Senior School Mrs Liebenberg, the Domestic Science Mistress, leaves at the end of this term, and Mrs Turley will replace her.

Mrs Connolly, the Housekeeper at the Senior School, has had to retire. She suffers badly with Arthritis in her legs and finds the work too much for her. She has been replaced by Mrs Hannabus.

Mrs Westall, the under House Mistress in the Boarding House, leaves at the end of this month. She proposes to return to England. Housemistresses of the right type are very difficult to find, and I have not yet found anyone suitable.

Mrs Johnston, the Sick-bay Matron, who underwent a very serious operation in January, is not returning. She hopes to be accepted by The Brown and Annie Lawrence Home in Pinelands. Mrs Johnston will be greatly missed by the Staff and girls. She has served Herschel for over 14 years, and was a most loyal member of the Staff. A presentation will be made to her by the Staff and girls before the end of this term.

HEALTH there have been several cases of Influenza and Gastro Enteritis, among both Staff and girls.

NUMBERS:

	2nd Term 1965.		3rd Term 1965	
Senior School				
Boarders:	43		41	
Day:	117	160	115	156
Preparatory				
Boarders:	20		20	
Day:	97	117	71	91
Lower I:				22
Kindergarten and Transition.		44		44
		321		313

Several families have been transferred and this accounts for the drop in numbers. I have sent Entrance Papers overseas for girls who want to come next term.

ACTIVITIES:

The Morning Market, held at the Preparatory School on Saturday, March 13th, raised R650-55.

The Theatre for Youth presented the play "The Silver Whistle" specially written for children. This was performed in the Senior School Hall and attended by the Preparatory School. It was their first experience of Theatre-in-the-Round.

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Dr Juritz of the University came to talk to the children on "Sound and Light"; Professor Axelson of the University spoke to the Sociological Club on "Early Portugeuse Explorers", and Dr Brown of the University gave a talk to the Science pupils, his subject being "Cells". Miss D.L.Meyer came to the School and spoke to the Matrics on Alcoholism and showed a film. The girls were most interested and asked very intelligent questions.

The Matrics visited Parliament, and separate parties of girls went to the Princess Alice Home and to St.Michael's Orphanage. The Senior girls and some of the juniors went to hear Peter Frenkel's Piano Recital. Several of the Geography pupils visited the Royal Observatory.

Last month at the Wynberg Girls' High School, a verse-speaking competition took place between several schools. Louise van Winsen, who is in Matric, was awarded the First Prize in the Senior Section.

The Archbishop blessed the new Kindergarten Block on Tuesday, May 4th.

The whole School attended a special Eucharist Service in St. Saviour's Church on Ascension Day. After the Service the School closed down till Tuesday. We worked on two Saturdays to enable the children to have this long weekend.

The Heads of Houses had dinner with me on Thursday, June 10th.

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MINUTES OF THE GENERAL PURPOSES COMMITTEE HELD AT HERSCHEL ON MONDAY, APRIL 26th, 1965, AT 5.15. P.M.

PRESENT: Mr Wares (In the Chair)
Mr Abernethy
Mr Borton
Mrs Dowie Dunn
Dr McDonald
Mrs Small
Judge Van Winsen

In attendance: Mrs Kittow
Secretary: Mrs Withers

Apologies for absence: Mrs Brock
Mr Kennedy

ARISING FROM THE MINUTES: MARCH 24th, 1965.

Increase in Fees:

Mrs Kittow reported that there had been only one withdrawal from the Boarding House as a result of the increased boarding fees.

Blinds for the Balcony.

Mrs Kittow reported that an estimate of R46-50 had been obtained from Foldo Blinds and the work had been done during the short holidays.

Meeting in Johannesburg.

Mrs Kittow reported that she was very pleased that she had been able to attend this meeting. She said it was very probable that she would have to go up again on May 22nd, but it had been indicated that possibly the air fares would be paid by the Committee. It was agreed that Mrs Kittow should be present.

LONG LEAVE:

Mrs Kittow asked the Committee if she could take her long leave from April to June 1967. Mrs Kittow also said that Mrs McCormick had applied to take long leave then and wondered what the Committee felt about two members of the Staff being on long leave at the same timw. After discussion, it was agreed that Mrs Kittow be granted her leave and provided Mrs McCormick could obtain a suitable substitute and Mrs Kittow was satisfied with her, that the leave be granted to Mrs McCormick.

Mrs Kittow reported that there had been three resignations in the Preparatory. She had been fortunate in finding replacements.

Mrs Liebenberg, the Domestic Science Mistress, had handed in her resignation. Mrs Kittow said that she had had occasion to speak to her about her work and she thought possibly Mrs Liebenberg resented it. A replacement has been found and Mrs Turley will start on July 1st,1965.

TENNIS COURTS AND GRAVEL HOCKEY PITCH.

Judge van Winsen reported that he had inspected the tennis courts and hockey pitch and that they were in a very bad condition. He suggested that he should get in touch with Mr van Niekerk and ask him to come and advise us what should be done. Agreed.

KINDERGARTEN BLOCK.

This should be ready for occupation about the middle of May.

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Copy of letter received from His Grace dated March 31st, 1965.

Dear Mr Wares,

Thank you for sending me a draft of the letter which it is proposed to send to Mr Thomas.

The questions 9 (a) (i) and (ii) reallly seem to be unanswerable. All we can say is that it would be educationally advantageous to the girl to attend Herschel, and I suppose that we could say that it would be in the interests of the white group to maintain a bridge across the colour barrier — but I fear that neither of these arguments will carry much weight with the Group Areas Boards and I think it is therefore important that Mr Thomas should himself be given an opportunity of expressing his own views.

I suggest therefore that a letter, along the lines which Mr Syfret has drafted, should be sent to Mr Thomas.

Yours sincerely,

(sgd) =Robert Cape Town.

Copy of letter sent to Mr J.B.Thomas on 13th April, 1965.

Dear Mr Thomas,

APPLICATION FOR VACANCY.

As you know, it is necessary for the School to make application for a permit authorising the "occupation" of the School's premises (which are in a Proclaimed White Group Area) by your daughter. The Application in the required form is being prepared, but it seems that in one respect it is necessary to obtain information from you.

Section 18 (2) of the Group Areas Act provides that the Minister shall not direct that any permit be issued authorising the occupation of premises in a Group Area 'unless he is of the opinion that the refusal of the permit would cause undue hardship, or that the issue of the permit would be in the interest of the Group for which the Group Area has been established'. One of the questions required to be answered in the Application Form is directed at obtaining information upon which the Minister can base his decision under this Section.

To assist my Council in submitting a reply to the question, I am instructed to request you to furnish to me the facts which you would wish to be alledged in support of the statement that if your daughter is refused admission to Herschel School the refusal would cause undue hardship or, alternatively, that the granting of permission for her admission would be in the interests of the White Group.

Yours sincerely,

(sgd) E.R.WITHERS
Secretary
THE ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL ON MONDAY, MAY 24th, 1965, AT 5. 15. P. M.

PRESENT: Mr Abernethy
Mrs Brock
Mr Borton
Mrs Dowie Dunn
Dr. McDonald
Judge van Winsen
Mr Wares (In the Chair)
MRS SMALL

In attendance: Mrs Kittow
Secretary: Mrs Withers

Apologies for absence: Mr Kennedy.

ARISING FROM THE MINUTES: APRIL 26th, 1965.

Meeting in Johannesburg.

Mrs Kittow reported that the air fare would be paid for by the Committee in Johannesburg.

Long leave:

Mrs Kittow reported that Mrs McCormick had postponed her leave until 1968, if necessary.

Hockey Pitch:

Judge van Winsen read the letter received from Mr Dau giving the following estimates for the hockey field at the Preparatory School:-

(I) For resurfacing existing Hockey field, which would be left at the same level and top-dressed with 1" of fine gravel. The field would have to be hacked up approximately 1" and then rolled with a heavy roller before adding 1" top dressing of fine gravel, which would be well watered and rolled to a hard even base.

PRICE: R900-00.

(2) For removing the top layer of existing gravel from Hockey field and replacing with fill which is found on site to new levels approximately 18". When this is completed and compacted to its new level the existing gravel would be brought on for the top layer of hockey field which would then be well watered and rolled to a hard even base. A layer of 1" gravel, fine, top-dressing would then be applied and rolled again to a smooth surface. PRICE: R800-00.

Fill on site is approximately 350 to 400 cu.yds.
Items I and 2 Price would be R1700-00.
If extra fill has to be brought on the job the cost would be R1.00 per cu.yd.

After discussion it was agreed that the School could not finance this project at the moment. Mr Borton asked if he could approach Mr Clifford Harris to find out whether he would be able to help the School. It was agreed that Mr Borton could make some enquiries through Mr Harris.

Kindergarten Block. This is now occupied by the K.G., Transition and Lower I. Mrs Kittow reported that the Staff and little ones were very thrilled with their new quarters.

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Outstanding Fees: These were presented. Mrs Kittow reported that she had written to all the parents concerned.

Mrs Kittow reported that she had received a letter from Mr Carr who has two daughters in the School, informing her that they would be returning to Zambia, and requesting that the fees in lieu of notice be waived. After discussion, it was agreed that a letter be sent to Mr Carr asking him to let the Committee know what the special circumstances were, after which the matter would receive further consideration by the Council. Mrs Kittow agreed to write to Mr Carr to this effect.

Mrs Brownlie: Mrs Kittow read a letter she had received from Mrs Brownlie asking whether something could be done about accommodation being made available for the Art section of the Preparatory. After discussion, it was agreed that a letter be sent to Mrs Brownlie letting her know that the General Purposes Committee were well aware of the necessity for additional accommodation, but that they could do nothing about it until the finances of the School could permit such accommodation to be made available.

Mr Thomas's Application: Mrs Kittow reported that she had not received a reply to the letter sent to Mr Thomas on April 14th. After discussion, it was agreed that the School should not write again to Mr Thomas, as the application for his daughter to enter Herschel should be treated as a normal one, and it was not usual to write to applicants if no reply had been received to letters written to them by the School.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

Herschel,

CLAREMONT, Cape.

August 30th, 1965.

THE QUARTERLY meeting of the Council will be held at Herschel, in the Library, on Friday, September 10th, 1965, at 5.15.p.m.

A G E N D A.

1. Minutes to be confirmed:-

   Quarterly Meeting held on June 11th, 1965.

2. General Purposes Report.

3. Headmistress's Report.

4. Finance.

5. Any other business.

E. R. Lithers

SECRETARY

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD).

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL, IN THE LIBRARY, ON FRIDAY, JUNE 11th, 1965, AT 5. 15. P.M.

PRESENT: Mr Abernethy, Mr Borton, Mrs Brook, Mrs Henderson, Mr Kennedy, Mrs Small, Mr Wares, Archdeacon Wood.

In attendance: Mrs Kittow
Secretary: Mrs Withers.

Apologies for absence: His Grace, Canon Hodson, Mrs Dowie Dunn, Dr McDonald, Mrs Cronwright, Judge van Winsen, Professor Grant.

CHAIRMAN: Mr Wares proposed that in the absence of His Grace, the Archbishop, Mr Kennedy be asked to take the Chair. Agreed.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on the 12th March, 1965, 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:

Mr Robb's gift to the School.

Mrs Henderson asked the Headmistress what the money was to be used for. Mrs Kittow said that it had been decided to buy a new Electronic Organ for the Chapel. She had told Mr Robb, and he and his family were delighted about it.

REPORT OF THE GENERAL PURPOSES COMMITTEE. This was presented by Mr Wares.

ARISING FROM THIS REPORT. Kindergarten Block.

Mr Wares reported that the building had been completed last month and was now in use. There were a few things that needed attention, and Mr Cabien had agreed to send someone to rectify the faults.

Finance. Mr Kennedy suggested that the Finance Committee meet to look into the overall financial position.

Application -Mr Thomas. Mrs Henderson asked if anything further had transpired about this application. Mrs Kittow said that she had not yet received a reply to the letter. The School's letter of April 13th, sent to Mr Thomas was read out. Mrs Henderson handed to the Chairman a copy of the letter which Mr Thomas said he had sent on May 15th, to the English Church Schools' Association, Church House, Cape Town. The Chairman read the letter to the Council. Mr Abernethy stated that the letter had definitely not been received at Church House. After discussion, it was agreed that Mr Abernethy, Mrs Henderson and Mr Kennedy, discuss the wording to be inserted in the Permit to be sent to the Department of Community Development, and that a special meeting of the Council be held on Friday, June 18th, to give approval to the wording.
Mrs Henderson asked when Mr Thomas's daughter would write the Entrance Examination. Mrs Kittow said that most of the girls entering Herschel next year had written the Entrance Examinations on June 5th.

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After discussion, Mr Abernethy moved that Mrs Kittow be asked to arrange for Nora to write the Entrance Examination at a time convenient to Mrs Kittow. Thi was agreed.

Fees in lieu of notice.

Mrs Kittow reported that she had received a reply to the letter sent to Mr Carr asking him to give his reasons for special consideration to be given to him for waiving the fees in lieu of notice.

After discussion, it was agreed that Mr Carr be asked to pay half the fees in lieu of notice.

Date..10..September 1965 CHAIRMAN ..T. Robert T. Capstone.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE SPECIAL MEETING OF THE COUNCIL HELD AT HERSCHEL ON FRIDAY, JUNE 18th, 1965, AT 5. 15. P. M.

PRESENT: Mr Abernethy
Mr Borton
Mrs Henderson
Mr Kennedy
Mr Wares
Archdeacon Wood.

In attendance: Mrs Kittow
Secretary: Mrs Withers

Apologies for absence: His Grace, Canon Hodson, Professor Grant, Miss Howes, Mrs Brook, Mrs Dowie Dunn, Judge van Winsen, Mrs Small, Mr Robb.

CHAIRMAN: Mr Kennedy was asked to take the Chair.

APPLICATION - MR THOMAS.

Mr Kennedy asked the members whether they approved the wording as suggested by the Committee appointed to deal with the answers in the application form.

The Council approved the wording and the Secretary was authorised to insert the wording in the Permit, and to sign it and send the Permit under cover of a letter to the Department of Community Development.

REPORT OF THE GENERAL PURPOSES COMMITTEE FOR COUNCIL MEETING ON FRIDAY, SEPTEMBER 10th, 1965.

Meetings of the Committee were held on July 26th, and August 23rd, 1965.

KINDERGARTEN BLOCK.

The final cost of the Kindergarten Block including professional fees etc., was R17110.

The School has received in this connection an interest-free loan of R10,000 - the maximum amount available at present - from the Four Schools Trust, and it is hoped that the balance of the cost viz: R7,110 will in due course be covered by amounts received from the Trust by way of further interest-free loans or the School's share of distributable income.

FINANCE: The Finance Committee has held meetings to review the present situation. The budget for 1965 presented to the Council in March forecast an estimated deficit of R4,400 for the year. It now appears that the deficit will be considerably higher.

Last month the auditors were asked to investigate and report and they have furnished an up-to-date statement indicating an estimated deficit for the year of R7,515, after allowing for the additional income arising from the increased boarding fees effective as from the 3rd term.

The main reasons for the deterioration in the financial position are :

(a) the general rise in costs mainly in respect of foodstuffs.
(b) undue illness amongst the staff and the resulting cost of substitute teachers.
(c) no increase in numbers in the Senior School; the total improvement in numbers has been in the Junior School which is now full.

It now seems essential to take some definite steps to balance the School's Budget and the Finance Committee has discussed ways and means of bringing this about. There is no ready solution and a further direct increase in tuition fees would be a very drastic step. It appears from the auditors' costing that tuition is showing a surplus but that boarding in the Senior School is showing a substantial deficit.

Full board is provided - in the Senior and Junior Departments - for R85-00 per term i.e. the new charge introduced as from the 3rd term this year. Tuition fees in the Senior School are R77-00 which includes lunch each day. In their calculations of cost, the auditors credited R10-50 per term to the boarding section for providing lunch.

The Finance Committee suggests that the tuition fees be left as at present i.e. R77-00 per term in the Senior and R64-00 in the Junior School, but that lunch be no longer included in this charge. In future lunch would be provided, if specially requested, at a charge of R12-00 or R10-50 per term. It is thought that only a small proportion of the parents/girls would elect to have lunch. Also members of staff wishing to have lunch would be charged for this benefit. By this method, the tuition fees would remain as at present but a benefit in kind at present covered by the fees would be withdrawn. The auditors estimate that the School would be better off to the extent of about R9000 and thereby the budget would be balanced.
This proposal is put forward for the consideration of the Council. A schedule is attached setting out the fees charged by private schools in the Cape Peninsula.

FOUNDER'S DAY: Dr Birley, visiting Professor of History at Witwatersrand University, has been approached with the request to be the speaker on Founder's Day, 11th February, 1966.

TUITION FEES AND BOARDING FEES:

FORM:	STD.	HERSCHEL. Tuition.	Board.	Tuition & Board.	ST.CYPRIANS: T.	B.	T & B.	BISHOPS: T.	B.	T&B.	ST.GEORGE'S. T.	B.	T & B.	WESTERN PROVINCE. T.	B.	T & B.
K.G. sub A		R21.00.	-	-	R30.00.	-	-	R30.	-	-	-	-	-	R33.00	-	-
Trans sub B.		"	-	-	"	-	-	R30.	-	-	-	-	-	R33.00	-	-
Lwr.I.	I.	R35.50	-	-	R40.00	-	-	R50.	R67.00	R117.	-	-	-	R49.00	R59.00.	R108.0
Upr.I.	2.	R64.00	R85.00.	R149.	R50.00	R85.00.	R135.00.	"	"	"	R35.00.	R63.00	R98.00.	R55.00.	R59.00.	R114.0
Lwr.II.	3.	"	"	"	"	"	"	"	"	"	"	"	"	"	"	"
Upr.II.	4.	"	"	"	"	"	"	"	"	"	"	"	"	"	"	"
Lwr.III.	5.	"	"	"	"	"	"	"	"	"	R41.00	R63.00	R104.00.	"	"	"
Upr.III.	6.	R77.00	R85.00	R162.	R60.00	R85.00.	R145.00	R65.	R63.00	R128.	R41.00	R63.00	R104.00.	R55.00	R59.00	R114.0
Lwr. IV.	7.	"	"	"	"	"	"	R65.	R76.00	R141.	R47.00	R63.00	R110.00.			
Upr. IV.	8.	"	"	"	"	"	"	"	"	"	"	"	"			
Lwr. V.	9.	"	"	"	"	"	"	"	"	"	"	"	"			
Upr. V.	10.	"	"	"	"	"	"	"	"	"	"	"	"			

(1)
K.G. & Trans. includes milk, biscuits and stationery.
Lower I: includes milk, biscuits and R10.00 for lunch.
(2) includes medical, laundry and mending.

lunch optional R12:00
milk break 2:00
" evening 2.00

lunch optional R10.50.
laundry and mending R7:50.
Medical R3.00.

Stationery 50c extra per term. Includes laundry but no medical fee is charged by the school - accounts are sent direct for any medical attention.

Day-includes games and R1.50 per year for stationery.

Boarding includes medical, Games, Stationery R1.50. per year.)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL IN THE LIBRARY ON MONDAY, JULY 26th, 1965, AT 5.15. P. M.

PRESENT: Mr Abernethy, Mrs Dowie Dunn, Mrs Brook, Mr Kennedy, Mrs Small, Judge van Winsen, Mr Wares (In the Chair).

In attendance: Mrs Kittow.
Secretary: Mrs Withers.

Apologies for absence: Mr Borton
Dr McDonald.

ARISING FROM THE MINUTES: May 24th, 1965. MEETING IN JOHANNESBURG

Mrs Kittow reported that she had received a refund for her air fare, which the School had paid to Johannesburg, from the Committee which organised the meeting to take place.

GRAVEL HOCKEY PITCH:

Judge van Winsen reported that he had been in touch with Mr Clifford Harris, who had intimated that it would cost approximately R2400-00 to put the pitch into proper order. After discussion, it was agreed that nothing could be done about it at the moment. Judge van Winsen said that the pitch had been rolled more frequently now and that it could be played on,

APPLICATION -MR THOMAS.

Mr Kennedy outlined what had taken place, saying that Mr Thomas's daughter Nora had failed the Entrance Examination and that consequently the application to the Department of Community Development had been withdrawn. Mrs Kittow had written to Mr Thomas notifying him that his daughter had failed the Entrance Examination, and had asked him in the letter whether he would like to come and discuss the matter with her. Mrs Kittow said that she had received no reply to her letter. It was decided that the registration fee of R4-20 be refunded to Mr Thomas.

REPAIRS:

Mrs Kittow handed in a list of repairs to certain parts of the buildings (Senior and Preparatory), which she felt needed immediate investigation. Judge van Winsen agreed to get in touch with the Architect, and said that he would report the results at the next meeting.

STAFFING:

Mrs Kittow reported that she had tried to cut down Staff and had not replaced Mrs Westall, under Housemistress, in the Senior Boarding House. She had not engaged a second Games Mistress in the Preparatory School, the work being done by various part-time people.

Mrs Kittow reported that Mrs Schutz, the Middle School Afrikaans Mistress, had had a heart attack and would not be able to return to School for six weeks. She had managed to find a substitute, Mrs Newton.

SCIENCE ACCOMMODATION:

Mrs Kittow was asked whether she had had any further communication about the additional Science room from the Industrial Fund. Mrs Kittow replied that she had not heard anything further from them.

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MEMBERS:

Mr Kennedy said that he would like to resign from this Committee. He felt that the time had come when members should rotate. The Committee thanked Mr Kennedy for all he had done.

Mr Wares also signified that he would like to vacate the Chair of the General Purposes Committee. After discussion, it was agreed that Mr Wares continue in the Chair until the next Annual General Meeting.

Mrs Small suggested that the General Purposes Committee should consist of 4 men and two women.
It was decided that this be discussed at the next Council Meeting.

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MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL IN THE LIBRARY ON FRIDAY, SEPTEMBER 10th, 1965, AT 5.15.P.M.

PRESENT: His Grace, Mr Abernethy, Mr Borton, Mrs Brock, Mrs Dowie Dunn, Mr Kennedy, Mrs Henderson, Dr McDonald, Mrs Small, Mr Robb, Judge van Winsen, Mr Wares, Archdeacon Wood.

In attendance Mrs Kittow.
Secretary: Mrs Withers.

Apologies for absence: Canon Hodson
Miss Howes.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on the 11th June, 1965, 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.

Kindergarten Block. Mr Wares reported that the Block had now been completed, and Herschel had received an interest-free loan of R10,000.00 from the Four Schools Trust towards the cost of the building. He hoped that Herschel would receive further amounts from the Trust. The total cost of the building amounted to R17110-00.

Finance.

Mr Wares said that several suggestions had been made to balance the budget.

I) that the lunch at mid-day be withdrawn for day girls and staff. If any day girls or staff required lunch, that a charge of R12-00 or R10-00 be made.

2) should the lunch be stopped, the fees would remain the same (R77-00) in the Senior School, and (R64-00)in the Preparatory School.

Mr Robb said he did not think that the lunches should be discontinued, as Herschel was one of the few schools who offered this, and he felt many of the parents chose to send their girls to Herschel because of the serving of the mid-day lunch. He went on to say that he had been in touch with the Cape Town university and had been given figures showing what it costs to feed a student and would be happy to ask Mr Reid, who is employed by the University, whether he would be prepared to do an investigation for Herschel.

Mr Robb was asked if he would ask Mr Reid. Mr Robb agreed to do so.

It was decided that a special meeting of the Council be held on September 24th, when further discussion could take place on the finances of the school.

HEADMISTRESS'S REPORT: This was presented by Mrs Kittow.

Founder's Day: Mrs Kittow reported that she had written to Dr Birley to be the guest speaker on Founder's Day.

Mrs Henderson said she would like to congratulate the School on the excellent Play and Operetta produced by Mrs Saffery and the Music Staff.

CHAIRMAN: [signature] DATE. 10. December 1965.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD).

MINUTES OF THE SPECIAL MEETING OF THE COUNCIL HELD AT HERSCHEL ON TUESDAY, SEPTEMBER 23rd, 1965, AT 5.15.P.M.

PRESENT: His Grace, the Archbishop, Mr Abernethy, Mr Borton, Mrs Brook, Mrs Dowie Dunn, Mrs Henderson, Mr Kennedy, Dr McDonald, Canon Hodson, Mr Robb, Mrs Cronwright, Judge van Winsen, Canon Wood.

In attendance: Mrs Kittow.
Secretary: Mrs Withers.

Apologies for absence: Mr Wares.
Professor Grant.

FINANCES: The Report on the Survey of the cost of catering at the Herschel Senior School Boarding House by Mr Reid of the University of Cape Town, was tabled.

Full discussion took place on the Report and it was decided

(I) that the fees should not be increased at present, and that the position be reviewed in six months' time.

and (2) that in the Senior School a light lunch be served to all pupils and staff, and the boarders have their main meal in the evening.

Appreciation was expressed of the full investigation which Mr Reid made and a fee of R100-00 was suggested. However, as Mr Reid had offered to be available to review the results of any change, it was decided to hold over the question of the fee until the next Council meeting.

CHAIRMAN..[signature]... DATE.10.[illegible]..1965.

REPORT of the GENERAL PURPOSES COMMITTEE for COUNCIL MEETING
on DECEMBER 10th, 1965.

Meetings of the Committee were held on 26th October and 22nd November, 1965.

FOUNDER'S DAY. Dr Birley will not be available as the guest speaker on Founder's Day, February 4th, 1966. Canon Aubrey, the new Head of St.Andrew's, Grahamstown and a former Chaplain of Herschel has been approached and has accepted the invitation.

FINANCE: The decision taken by the Council at the Special Meeting on 23rd September, has been implemented and the serving of lighter lunches in the Senior School has been very well received. An experiment was made in the Preparatory School, and the Headmistress will report on this matter.

HOCKEY FIELD: It has been possible to put work in hand to level and grass the main hockey field due to the generosity of a group of parents and friends of the school. The cost will be covered by their donations.

INDUSTRIAL FUND.

Mainly due to increases in building costs, it will not be possible to construct the new science section for the original estimated amount of R10,800. The Industrial Fund offered an outright grant of two-thirds of this amount i.e. R7,200 and a loan up to the balance of R3,600 at 6%.

Discussions are taking place with the aerhictects as to possible modifications in order to keep the cost approximately within the original estimate. If this can be done, it is proposed to proceed with the project as soon as possible.

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HEADMISTRESS'S REPORT
DECEMBER, 1965.

STAFF: Mrs Silberbauer, Vice-Principal, asked to be relieved of her duties as Vice-Principal, since she found these onerous. After consultation with the General Purposes Committee, I informed her that she would be allowed to do this, provided she went back to full-time work. Her salary of R240-00 per annum as Vice-Principal, therefore, falls away. I am not appointing anyone as Vice Principal in her place.

PREPARATORY.

After 47 years of teaching, 9 of which were spent at Herschel, Miss Harwood is retiring. She very kindly stayed on for a year longer than she had intended, to give me time to find the best possible person to replace her. This I have managed to do, and Mrs Hagen, from St.Andrew's, Grahamstown, will take her place next year.

Gymnastics and games at the Preparatory School have perhaps suffered this year as I was anxious to cut down staff, and the work was covered by the existing full-time staff, and part-time people, and Mrs Gibson. This has not been satisfactory, so I have reverted to the old allocation of a full-time Games Mistress for the Preparatory. She is Miss Joyce Chambers, a young Rhodes graduate in Physical Education, who spent her first year of teaching in Natal, and who is able to offer Art and Needlework, both of which are needed next year.

In view of the New Mathematics and the increased demands of the Matriculation syllabus, Mrs Roth is increasing the teaching time for Arithmetic and Mathematics in the Preparatory., putting these in the games times, which till now have been part of the general timetable. All games will now be taken after school. This means that Miss Chambers will be absorbed entirely by the Preparatory School, and not shared with the Senior School. (This was in our opinion never a satisfactory arrangement).

Miss Harsant, Head of the new Kindergarten Block, asked to be relieved of her Needlework in the Preparatory Department, and so to work only until 12.30. Miss Harsant has taught at Herschel for 30 years, with one long leave and without any relief from Needlework in the Preparatory or from her afternoon duties at the Senior School. Kindergarten Mistresses in many institutions of my experience, and certainly in Independent Schools, are never expected to work beyond 12.30. She was quite prepared, however, to face a reduction in salary for these concessions.

Miss deVilliers who teaches at the Preparatory School, leaves at the end of this term to be married. Miss deHaan will replace her.

SENIOR SCHOOL. GAMES.

Mrs Gibson is in the summer required to coach and supervise Tennis in the Senior School, and the swimming has normally been taken by the Preparatory Games Mistress. I have, therefore, appointed Mrs Nicholson, a swimming instructress of repute from Johannesburg, for senior swimming. She is paid R60-00 a month, which is covered, since we no longer have an Assistant Housemistress in the Senior Boarding House. (Her salary was R64-00 a month).

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DIVINITY. Miss Playne asked early in the year for two periods of Divinity in a class instead of one. I have managed to arrange this from January next year, in all classes in the Senior School, except Matric.

The question of domestic labour becomes increasingly more difficult. Except for the old and tried servants, some of whom have been with us for 15 to 25 years, there is a flotsam and jetsam of casual labour with no real interest in any job. We have for the last three weeks, for instance, had to struggle along with five short in the kitchen.

HEALTH. This has been excellent.

NUMBERS:

	4th Term 1965.		Anticipated for January, 1966.	
SENIOR SCHOOL				
Boarders.	42		44	
Day.	113	155	115	159
PREPARATORY				
Boarders.	20		14	
Day.	69	89	81	95
LOWER I.		21		24
TRANSITION AND KINDERGARTEN.		44		47
		309		325

28 Matrics will be leaving at the end of December, and 6 others also are leaving either to go to Colleges or because their parents have been transferred.

ACTIVITIES Since examinations for both schools take up most of the time from November 15th to December 8th in the last quarter, activities are necessarily curtailed at this time. However, the girls pay their usual visits to CAFDA, St.Michael's, and the Princess Alice Orthopaidic Home. The St.Michael's children also came to play tennis on Saturday afternoons occasionally.

In October Mrs Marais and Mrs Silberbauer took a party of girls to the Medical School, where they were enormously impressed with the most recent developments in Biology.

32 girls were Confirmed by Bishop Barron at St.Saviour's Church on November 1st. The parents of Boarders came here to tea with their daughters afterwards.

On October 26th, in response to several requests, I called an extra meeting of parents to discuss the question of excessive party-going with its resultant effects. A questionnaire had been circulated to the parents beforehand, and the results of this were laid before the meeting, which lasted from 7.30 to 11.30. Parents were most appreciative,

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recognised the need to exert their authority from the earliest years of their children's lives. When time permits, I will issue (again by invitation!) some sort of direction to the parents in this matter of parties. Following on from this, Dr Joan Grant, an Industrial Sociologist and lecturer at the University, who is also the mother of a growing family, made a tremendous impact on children and parents alike, when she spoke to them on "Preparation for living" — taken from the standpoint of the Christian ethic. She came, by invitation of the children, on four separate occasions to Herschel.

We have had two students from the University to do their practical teaching in the last quarter. One of them, Miss Morris, is the Captain of the Protea Hockey Team which sailed, with Mrs Gibson, on an overseas tour yesterday.

The Music and Drama club had a very happy evening on November 23rd.

The Preparatory Department held a very successful Open Day on December 3rd.

A particular feature of the Open Day was the new Library at the Preparatory. The old Lower I room has been fitted out with shelves, which were put in by several enthusiastic Prep fathers, who really worked very hard. All the books hitherto housed in the Hall have been transferred to the Library, and the effect is quite enchanting.

The Annual Christmas dinner and Boarders' concert took place on December 3rd.

It is a great pleasure to everybody to have the 200 chairs which Mrs Small gave to the School. For lectures, concerts, Founder's Days, the girls in the past have brought their chairs from the classrooms — a laborious business, often complicating the organisation. We are most grateful to Mrs Small for filling what was probably the most urgent need of the School.

The Annual Carol Service will take place on Wednesday, December 8th, at St.Saviour's Church.

Holy Communion has been held several times in the Chapel this term.

Chapel by Candle-light, the last Chapel Service of the year, will be attended by Mr and Mrs Frank Robb and two of their daughters, as we thought this a good opportunity for them to hear the electronic organ which Mr Robb gave to the Chapel. We hope to persuade him to read the first lesson.

Term ends on December 9th.

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MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL, IN THE LIBRARY, ON AUGUST 23rd, 1965, AT 5.15.PM.

PRESENT: Mrs Brook
Mrs Dowie Dunn
Mr Abernethy
Mr Borton
Judge van Winsen
Dr McDonald
Mr Wares (In the Chair)

In attendance: Mrs Kittow
Secretary: Mrs Withers

ARISING FROM THE MINUTES: July 26th, 1965.

Science Room - Industrial Fund.

Mrs Kittow handed the Chairman a letter which she had received from the Architect. Mr Wares read to the Committee the letter in which the Architect had informed us that the measuring and billing of the proposed Science room additions was nearing completion, and that he proposed to invite tenders from the following contractors:-

Messrs Buckland and Eaton (Pty) Ltd.
Messrs Slingsby and de Jager (Pty) Ltd.
Messrs E.Cabion and Son (Pty) Ltd.
Messrs Harold Cowley (Pty) Ltd.
Messrs H.Weir and Company (Pty) Ltd.

He asked whether there were any other builders we would like them to invite.

After discussion, it was agreed that we had received no official communication from the Industrial Fund, and that the Committee had been under the impression that the plans which had been submitted were sketch plans. Mr Wares agreed to get in touch with Mr Twentyman-Jones, the Architect.

STAFF. Mrs Kittow reported that Mrs Schutz had telephoned to let her know that she would be able to come back on August 30th.

Repairs.
Judge van Winsen reported that he had gone into this matter but unfortunately he had not been able to see Mr Twentyman-Jones as he was ill. Mr Twentyman-Jones had promised to see the builders to obtain an estimate for the work needed to be carried out in connection with the passage way from the Preparatory School to their boarding house. Judge van Winsen said he would get in touch with the Architect again.

SPEAKER FOR FOUNDER'S DAY.

Mrs Kittow said that when she had been in Johannesburg recently, she had asked Dr Birley if he would consider being the speaker on Founder's Day at Herschel. She had mentioned it to Mr Wares, who agreed that if Mrs Kittow could get Dr Birley to be the speaker, he thought that the Committee would all be delighted. Mrs Kittow said that she had written to Dr Birley.

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Members were asked to suggest names should Dr Birley not be able to officiate. Mrs Small said she hoped Canon Aubrey's name would be borne in mind. Mr Harry Oppenheimer was also mentioned as being a suitable speaker.

PARENTS' MEETING.

Mrs Kittow reported that a Parents' evening would take place on September 7th at 8.0.p.m . She said she would appreciate it if one of the members could be present with her on the platform. Judge van Winsen was asked, but he did not think he would be free on September 7th. Mr Borton said he would be very happy to do so.

OUTSTANDING FEES.

Mrs Kittow reported that she had written to Messrs Syfret, Godlonton and Low, requesting them to write to Mr Leach of Grahamstown. Mr Leach had not paid the 2nd term fees and 1st term disbursements. Mrs Kittow said that she had had a reply from Messrs Syfret, Godlonton and Low, letting her know that Mr Leach had not paid the fees and asked whether the School wished him to issue Summons. After discussion, it was agreed that Summons be issued.

BUILDINGS.

Mrs Small said that she was shocked at the state of the School Buildings and thought that something should be done. After discussion, Mr Wares said that as the financial position was, it would not be possible to do anything in the near future.

FINANCE: The Chairman asked Mr Borton if he would speak on the figures furnished by the auditors. Mr Borton said he had not had time to study the report thoroughly but felt that the loss was attributed to the running of the boarding establishment. He said that he could see no alternative but to increase the fees if the budget had to be balanced. After discussion, it was agreed that the Finance Committee of the General Purposes should meet and go into the figures more thoroughly and report back to the next meeting. The date for the meeting was fixed for August 31st.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL, IN THE LIBRARY, ON MONDAY, OCTOBER 26th, 1965, AT 5.15.P.M.

PRESENT: Mr Abernethy, Mrs Brock, Mrs Dowie Dunn, Mr Borton, Mrs Small, Judge van Winsen.

In attendance: Mrs Kittow.
Secretary: Mrs Withers.

Apologies for absence: Dr McDonald
Mr Wares.

CHAIRMAN: Judge van Winsen was asked to take the Chair in Mr Wares's absence.

ARISING FROM THE MINUTES: AUGUST 23rd,1965.

REPAIRS AT THE PREPARATORY SCHOOL.

Judge van Winsen reported that he had spoken to the Architect about the corridor between the Preparatory School Building and the Boarding House, and asked him to obtain an estimate from Mr Cabion to repair the cracks etc., in the walls. Mr Twentyman Jones telephoned to say that Mr Cabion had estimated that it would cost approximately R60-00. Judge van Winsen said he had arranged for the work to be carried out.

INDUSTRIAL FUND: SCIENCE ROOM.

Mrs Kittow handed a letter to the Chairman from the Industrial Fund, which Judge van Winsen read to the Meeting. After discussion it was agreed that a letter be sent to Mr Vivian-Smith, pointing out that as yet no building work had been started in view of the fact that we had not yet received any portion of the grant from the South African Industrial Fund. Also, that Herschel were willing to accept the grant which the Industrial Fund had been prepared to give them as outlined in their letter namely:-

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 R2,500-00 for science equipment.

It was also suggested that the invoices which we had received for equipment ordered, should be sent to the Industrial Fund for payment, and that we should enquire from Mr Vivian-Smith when we could expect to receive payment of the grant, because we would be called upon to make payments from time to time to the builders.

FOUNDER'S DAY. Mrs Kittow reported that she had heard from Dr Birley, who regretted that he would be unable to be the Speaker on Founder's Day.
Mrs Small said she hoped that the Committee would not forget Canon Aubrey. After discussion, it was agreed that Mrs Kittow should write to Canon Aubrey inviting him to be the guest speaker. It was also agreed that

if he is able to be present that his air fare would be paid.

LUNCHES. Mr Borton asked Mrs Kittow how the children were reacting to the lighter lunches. Mrs Kittow said that the scheme was working very satisfactorily, and felt sure that it would make a big difference financially, especially so far as the meat account was concerned.

STAFF. Mrs Kittow reported that Mrs Gibson had been chosen to take the Protea Hockey Team overseas from January 19th, to February 23rd, and had asked to be relieved of her duties on November 30th. She had managed to find someone to do her work during her absence, and she would be responsible for paying her substitute. After discussion, it was agreed to grant Mrs Gibson leave of absence.

Mrs Kittow reported that Mrs Silberbauer had presented her with a letter on the last day of term, asking to be relieved of her position as Vice-Principal because she found the work too onerous. She also asked Mrs Kittow whether she could be part-time. Mrs Kittow said that she did not think this could be arranged, as Mrs Silberbauer would have to revert to her former teaching time-table which involved many more periods than she had been doing while she was Vice-Principal. Mrs Marais had been teaching 12 of Mrs Silberbauer's periods of Biology, and Mrs Kittow did not feel that the finances of the School could stand paying Mrs Silberbauer her full salary and the amount of R84-00 per month to Mrs Marais. After discussion, it was agreed that Mrs Silberbauer would have to continue her duties as Vice-Principal to the end of December, 1965, when she would revert to full-time. Mrs Kittow said she did not intend appointing anyone in Mrs Silberbauer's place as she felt that with the three Housemistresses, she could manage.

CONFERENCES. Mrs Kittow reported that the next Headmasters' and Headmistresses' Conference would take place at Hersohel in October, 1966. This would take place during the October holidays.

Mrs Kittow also asked whether the School would be prepared to pay Mrs Scott-Shaw's expenses to attend the Mathematics Conference to be held in Bloemfontein from March 30th to April 7th. This would take place during the Easter holidays. It was agreed that Mrs Scott-Shaw's fare be paid.

A.B.McDONALD TRUST. Mrs Kittow reported that she had received a cheque for R424-00 from the A.B.McDonald Trust. She had written to Dr McDonald to thank him for this very kind gesture, and had asked him if there was anything specific he would like to be bought for the School.

HOCKEY FIELD. Judge van Winsen reported that he had spoken to Mr Newman and Mr Newman had assured him that the money would be raised to pay the expenses for grassing the hockey pitch at the Preparatory School. An estimate had been received from Mr Dau who quoted R3,250-00. The question to be decided was whether it should be grassed or gravelled. After discussion, it was agreed that the pitch should be grassed. Judge van Winsen said he would write to Mr Dau on a few points and would ask him to proceed with the work as soon as possible. For the most satisfactory (long term) result, it would not be possible

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for the pitch to be used next season. Mrs Kittow said she felt sure that they could use the present grass field at the Senior School, the only drawback being that it was under-sized.

LADY BEATTIE.

Mrs Kittow reported that Lady Beattie had called to see her and said she wanted to present a lamp to the School in memory of her daughter, Joan. She mentioned a figure of R200-00. After discussion, Judge van Winsen said that the ladies of the Committee should discuss the type of lamp etc., with Mrs Kittow.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL IN THE LIBRARY, ON MONDAY, NOVEMBER 22nd, 1965 AT 5.15.P.M.

PRESENT: Mr Abernethy, Mr Borton, Mrs Brock, Mrs Dowie Dunn, Mrs Small, Judge van Winsen, Mr Wares (In the Chair).

In attendance: Mrs Kittow.
Secretary: Mrs Withers.

Apologies for absence: Dr.McDonald.

ARISING FROM THE MINUTES.

Founder's Day.

Mrs Kittow reported that Canon Aubrey had accepted to be the guest Speaker on Founder's Day.

Industrial Fund.

Mrs Kittow reported that she had had a reply from Mr Vivian-Smith, letting her know that Herschel would be given the grant under the conditions set out by them. After discussion, it was agreed that Mr Wares and Judge van Winsen should arrange to meet the Architect. The Secretary was asked to make an appointment for Wednesday morning, December 1st, at 8.45.

Hockey Field.

Judge van Winsen reported that Mr Newman had stated that the Hockey Field would be re-done free of cost to the School. Mr Dau had started work on the Field, but it would not be ready for next season, but Mr Newman suggested that the hockey field at the Senior School should be top-dressed. He thought there would be sufficient funds to have this done. Judge van Winsen said he had spoken to Mr van Niekerk of the University, who had kindly offered to have the field mowed with his motor lawn mower, and Judge van Winsen would speak to Mr Withers to find out whether he thought he would be able to manage with the labour at his disposal to undertake the watering etc. of the field.

DONATION. Mrs Kittow said that Mrs Small had given 200 chairs to the School for the Hall. The Committee expressed their appreciation for this very generous gift.

OUTSTANDING FEES:

These were presented. Mrs Kittow said that she thought the outstanding amount would all be paid before the end of term.

INSURANCES: BUILDINGS:

Mrs Kittow handed a letter to the Chairman received from the S.A.Mutual Life Assurance Society, suggesting that the Sums Insured on the buildings should be increased. Mr Borton agreed to discuss the matter with Messrs Syfret's Trust, who attend to all our Insurances.

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GROUP BUYING: Mrs Kittow handed a letter to the Chairman which she had received from the Bursar at Bishops. After discussion, it was agreed that a sub-committee consisting of Mr Abernethy, Mr Borton, Mrs Dowie Dunn, and Mrs Small, be appointed to go into the matter.

FOUR SCHOOLS TRUST.

Mr Wares reported that Herschel had received a further R2,500-00 from the Trust.

A letter had been received from the Trust about starting a second campaign. After discussion, it was decided that a letter be sent to the Secretary of the Trust, informing him the letter would be discussed at the Council Meeting on December 16th,1965.

Copy of letter received from the FOUR-SCHOOLS TRUST

Dated 15th November, 1965.

The Headmistress;
Herschel School,
Claremont, Cape.

Dear Madam,

Fund-Raising: Second Phase.

The Trustees, at their meeting on 29th October, directed me to advise you of the following points arising from their discussion on the Campaign:

(1) It is fully realised that all four Schools are greatly in need of additional funds to safeguard their financial future.

(2) The first 5-year Phase of the Campaign ended in March 1965, but for several reasons it has since then been considered impractical to contamplate the opening of the second Phase.

(3) The Trustees now feel that about Febuary/March, 1966, should be an appropriate time to go fully into this question and propose in due course to call a round-table meeting so that the problem may be examined from all angles.

(4) It is suggested that the Principal of each School and a member of each School's Council should attend the proposed meeting, together with the Trustees themselves, and that the School's representatives use the period between now and then to give full thought to the matter in general and their own financial requirements in particular.

(5) The Trustees, most of whom were intimately concerned in the early stages of the first Phase at a considerable personal sacrifice of time, energy and cash, wish to make it clear that it is most unlikely that any of them will again be available in a similar capacity. It is felt that virtually a new campaigning body, employing a fresh professional fund-raising organisation, will now have to carry the torch onwards.

(6) At the meeting the matter of subsidies from the Provincial Administration was also touched upon. Although this is not a matter which directly concerns the Trustees, they felt that in the unlikely event that any of the Schools proposed to seek such subsidy, it wouldbe advisable for them to have foreknowledge of the case so that all implications might be considered.

I shall communicate with you again early next year. In the meanwhile I should appreciate your acknowledgment of receipt of this letter, an extra copy of which is enclosed for your use.

Yours truly,

(sgd) J.W.A.Parkhurst.
Secretary to the Trustees.

REPORT of the GENERAL PURPOSES COMMITTEE for COUNCIL MEETING on DECEMBER 10th, 1965.

Meetings of the Committee were held on 26th October and 22nd November, 1965.

FOUNDER'S DAY. Dr Birley will not be available as the guest speaker on Founder's Day, February 4th, 1966. Canon Aubrey, the new Head of St.Andrew's, Grahamstown and a former Chaplain of Hersohel has been approached and has accepted the invitation.

FINANCE: The decision taken by the Council at the Special Meeting on 23rd September, has been implemented and the serving of lighter lunches in the Senior School has been very well received. An experiment was made in the Preparatory School, and the Headmistress will report on this matter.

HOCKEY FIELD: It has been possible to put work in hand to level and grass the main hockey field due to the generosity of a group of parents and friends of the school. The cost will be covered by their donations.

INDUSTRIAL FUND.

Mainly due to increases in building costs, it will not be possible to construct the new science section for the original estimated amount of R10,800. The Industrial Fund offered an outright grant of two-thirds of this amount i.e. R7,200 and a loan up to the balance of R3,600 at 6%.

Discussions are taking place with the architects as to possible modifications in order to keep the cost approximately within the original estimate. If this can be done, it is proposed to proceed with the project as soon as possible.

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Herschel,

CLAREMONT, Cape.

17th February, 1966.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD).

NOTICE is hereby given that the ANNUAL GENERAL MEETING of Members will be held at Herschel, Claremont, Cape, on FRIDAY, MARCH 11th, 1966, at 5.15.p.m. for the following purposes:-

I. To receive the Accounts, with the Auditor's Report thereon.

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 IN THE LIBRARY AT HERSCHEL ON MARCH 12th, 1965, AT 5.15.P.M.

PRESENT: His Grace, Mrs Brock, Mrs Dowie Dunn, Mr Kennedy, Mr Abernethy, Mr Borton, Dr McDonald, Mrs Small, Mrs Henderson, Miss Howes, Professor Grant, Archdeacon Wood, Canon Hodson, Mr Wares, Mr Robb, Judge van Winsen.

In attendance: Mrs Kittow.
Secretary: Mrs Withers.

MINUTES: The Minutes of the Annual General Meeting held on Friday, 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 AND ACCOUNTS.

The Report of the Council and a Statement of Revenue and Expenditure for the year ended 31st December, 1964, with Balance Sheet at that date, were submitted.

ARISING FROM THIS REPORT.

Mr Wares, Chairman of the General Purposes Committee, reported that the Committee had been concerned about the deficit and that they would like to ask the Council's approval to increase the boarding fees. These fees had not been increased for some years. After discussion, it was agreed that the General Purposes Committee be asked to go into the matter. The Council agreed to approve of any decision they made to try to balance the budget for 1965.

It was agreed that the Balance Sheet and Accounts as at 31st December, 1964, be adopted.

REMUNERATION OF THE AUDITORS.

On the Motion of Mr Wares, seconded by Mr Kennedy, 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.

The re-appointment of Archdeacon Wood and Mr Wares to the Council had been held in abeyance at the last Annual General Meeting pending the appointment of the Archbishop. They had now been re-appointed by His Grace, and had signified their willingness to serve for a further period on the Council.

Mr F.C.Robb and Mrs J.F.Brock were due to retire. His Grace asked them if they would be willing to serve for a further period. Mr Robb and Mrs Brock signified their willingness to do so.

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Members of the Council appointed by Members of the Association due to retire are:-

Mrs Dowie Dunn
Professor Grant
Mr Kennedy
Mrs Small
Judge van Winsen.

On the Motion of Mr Wares, seconded by Dr McDonald, it was agreed that the retiring members be re-elected.

The members accepted re-election.

DATE..11 March 1966.

CHAIRMAN.....

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD).

REPORT of the COUNCIL to be submitted to the ANNUAL GENERAL MEETING of the ASSOCIATION to be held on 11th March, 1966.

NUMBER OF PUPILS:

The number of pupils is now 331 as compared with 321 a year ago. The Preparatory School has one class for each year with an average of 24 pupils per class. There are seven years including Sub A and Sub B, making a total complement of 168 (actual number 169). The Preparatory School is now full.

The Senior School have two classes in each of the five years except Lower V (Standard IX), which has one class only. The boarding section is full (48 boarders), but there are places for day pupils in most of the classes (present number of day pupils is 114). It is very difficult at this stage to bring these classes to their full complement and this is a very important factor from a finance point of view.
The single class in Lower V becomes Upper V in 1967 and moves out of the class at the end of that year. From January 1968, therefore, accommodation for another class will be required and the Headmistress is looking into this matter.

CATERING:

At the Annual General Meeting, it was decided that everything possible should be done towards balancing the budget for 1965, short of a further increase in fees.

After receiving a report on the catering position from Mr Read of the University of Cape Town, it was decided to discontinue the full lunch and supply a lighter meal at mid-day, giving boarders their main meal in the evening. This has been successful and has brought about considerable savings in the costs as from the beginning of the last term of 1965. The School will have the full benefit of the saving in 1966.

HOCKEY FIELD:

A group of parents and friends of the school have very generously undertaken to convert the hockey field from gravel to grass. The hockey field has now been covered with suitable soil and the grass will be planted in July/August. During the coming season the portion of the senior school grounds below the tennis courts will be temporarily used for hockey.

GROUP BUYING:

Herschel has joined the Group Buying Scheme for the purchase of fruit and vegetables. So far the participants are the U.C.T., Bishops, Western Province Preparatory and Herschel.

INDUSTRIAL FUND:

After investigating the needs of the school for the teaching of science subjects, the Industrial Fund offered finance

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to the extent of R10,800 for building a Science Laboratory of which 2-thirds (R7,200) would be an outright grant and ⅓ (R3,600) would be a loan at 6%, repayable over 15 years. Owing partly to the rise in building costs and partly to the needs of improving an ordinary science room the cost finally worked out at R19,000. This is beyond the financial capacity of the school and as the Industrial Fund cannot increase its grant, the matter has not been proceeded with. Mr Vivian-Smith, the ex-secretary of the Fund, will be visiting Cape Town shortly and the matter is to be discussed further with him.

FINANCIAL RESULTS FOR 1965.

The comparative statement of Revenue and Expenditure for the years 1963, 1964 and 1965 is set out in the attached schedule.

Revenue for 1965 is up by R6,763, but this has been offset by a rise in expenditure of R7,514. The deficit for 1965 is R6862 which compares with the original estimated deficit of R4,400. The difference is accounted for mainly by the higher cost of salaries.

The continual deficits are serious and of great concern to the Council. Consideration will have to be given to ways and means of rectifying this unfortunate state of affairs.

MEMBERS OF COUNCIL:

In accordance with the Rules of the Association, the following member of Council, appointed by the Archbishop, is due to retire:

MRS C.E.W.HENDERSON.

AUDITORS:

It will be necessary to determine the remuneration of the Auditors, Messrs E.R.Syfret and Company, for the past year.

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Comparative Statement of Revenue and Expenditure and estimates for 1966.

	1963	1964	1965	Increase of Decrease.1964/5	Estimate for 1966.
REVENUE	R	R	R		R
Tuition and Board.	78365	90302	96737	+6435	103,000
Extra Subjects.	7565	7023	7257	+ 234	7,300
Miscellaneous.	1775	1697	1791	+ 94	1,700
	87705	99022	105785	+6763	112,000
EXPENDITURE:					
Salaries-Staff.	52067	60888	64886	+3998	69,000
Wages-Domestic.	8817	8625	9630	+1005	10,000
Provisions.	14402	15168	15763	+ 595	15,000
Domestic Charges.	6379	8302	7728	- 574	8,000
Sports Requisites.	67	39	28	- 11	50
Property Charges.	1636	1260	1270	+ 10	1,500
Administration.	4042	3972	4748	+ 776	5,000
Pension Fund and U.I.F.	1698	2170	2551	+ 381	2,600
Interest.	3849	3975	4889	+ 914	5,000
Depreciation.	179	133	520	+ 387	600
Insurance.	592	601	634	+ 33	750
	93728	105133	112647	+7514	117,500
Results for the year:-					
Surplus	-	-	-		
Deficit	6023	6111	6862		5,500

Herschel,

CLAREMONT, Cape.

17th February, 1966.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

The Quarterly Meeting of the Council will take place at Herschel in the Library, on Friday, March 11th, at 5.0.p.m.

A G E N D A.

1. Minutes to be confirmed.

   Quarterly Meeting held on Friday, 10th December, 1965.

2. General Purposes Report.

3. Headmistress's Report.

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 10th, 1965.

PRESENT: His Grace the Archbishop, Mr Borton, Mrs Small, Judge van Winsen, Mrs Henderson, Canon Hodson, Dr McDonald, Professor Grant, Mr Kennedy, Mrs Cronwright, Mr Robb, Mr Abernethy.

In attendance: Mrs Kittow
Secretary: Mrs Withers.

Apologies for absence: Mrs Brock
Mr Wares
Canon Wood.

MINUTES: The Minutes of the Quarterly Meeting held on Friday, September 10th, 1965, 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 circulated.

ARISING FROM THIS REPORT.

Industrial Fund: Science Room.

It was agreed that owing to the large increase in cost for the building of this room, a letter be sent to the Chairman of the Industrial Fund, letting him know that the School was not in a financial position to bear the additional cost and asking if the Fund would be willing to increase the grant.

GROUP BUYING:

It was agreed that Herschel should combine with the other Schools.

NEW ARRANGEMENT FOR LUNCHES:

Mrs Kittow reported that so far as the Senior School was concerned, there had been no complaints. She had, however, received representations from some parents in the Junior School, but felt that any little difficulties could be adjusted.

It was agreed that a cheque for R100-00 be sent to Mr Read in appreciation of the work he had done on the figures for the catering costs.

HEADMISTRESS'S REPORT: This was presented.

Mrs Kittow reported that she felt the school was too small to warrant a Vice-principal, and that she would endeavour to carry on with the three Heads of Houses. The Chairman said he hoped that it would not be too much for Mrs Kittow and asked her to let the Council know if she found it too much.

Mrs Kittow reported that Mr Danfoord Jooste had sent her a donation of R500-00 for the School.

The Chairman said he would like to congratulate Mrs Kittow on her excellent report and a very successful year.

FOUR SCHOOLS TRUST.

The five-year period had expired and a copy of the letter sent to Herschel from the Trust had been circulated to members. It was agreed that members study the contents of the letter and report at the next Council Meeting.

DATE...11 March 1966 CHAIRMAN...R. T. Simpson

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

Report of the General Purposes Committee for Council Meeting on 11th March, 1966.

Meetings of the Committee were held on 7th February and 28th February, 1966.

Subjects normally dealt with in this report are covered by the draft Report of the Council to the Annual General Meeting. Would members therefore please see the draft report.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL ON MONDAY, FEBRUARY 7th, 1966, AT 5. 15. P. M.

PRESENT: Mr Abernethy,
Mrs Dowie Dunn,
Mrs Brock,
Dr McDonald,
Mr Wares (In the Chair)

In attendance: Mrs Kittow
Secretary: Mrs Withers.

Apologies for absence: Mr Borton
Mrs Small
Judge van Winsen.

ARISING FROM THE MINUTES:NOVEMBER 22nd, 1965.

South African Industrial Fund.

Mrs Kittow reported that she had received a letter from the Fund. This was read to the Committee. It was agreed that a reply be sent to the Secretary of the Fund, letting him know that the Committee members would like to meet Mr Vivian-Smith when he comes to Cape Town in March.

Hockey Field.

Mr Wares reported that work had started on the field.

Insurances.

Mr Wares intimated that he had received a report from C.F.Lawson, the Insurance Brokers, but felt that we should await further information which the Brokers were obtaining.

Group Buying:

Mr Wares reported that a letter had been received from the Bursar at Bishops, letting Herschel know that it had been decided to put the scheme into operation from 1st March,1966. It had previously been decided that Herschel would participate. After discussion, it was agreed that a letter should be sent to Mr Schwartz, the present supplier of vegetables and fruit, letting him know that we would not be placing any further orders with him after the end of this month and indicating appreciation for the services rendered by him to Herschel.

MUSIC FEES:

Mrs Kittow said that Miss Sweet, the Senior Music Mistress, had suggested to her that the fees payable by the pupils should be increased. At present they are R8.80 and she thought R12-60 would be reasonable. After discussion, it was agreed that, as it is likely at some future date that the school fees will be increased, it would not be advisable to make any change at this stage.

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STAFF: Mrs Kittow reported that Mrs Jonker would not be able to return to school until the end of the term. She had managed to replace her by Mrs Muller. Mrs Kittow asked the committee about sick leave conditions. After discussion, it was agreed that a month's sick leave be given, and that cases be reviewed after the end of that period. Mrs Kittow said she did not think Mrs Jonker would be fit enough to resume her teaching. After discussion, it was agreed that should Mrs Jonker not be able to return to Herschel, she be paid her salary to the end of the term in appreciation of the long period she has been here.

Mrs Kittow reported that Mrs Silberbauer had handed in her resignation to take effect from the end of June.

APPLICATIONS:

Mrs Kittow handed the Chairman a letter she had received from the Ernest Oppenheimer Memorial Trust which he read to the Committee. This was an inquiry on behalf of a prospective immigrant as to whether we could keep a vacancy for his daughter in either two or three years' time.
After discussion, it was agreed that it would be difficult to offer a definite vacancy in two or three years' time, but that the Headmistress be asked to write to the Trust to say we always do our utmost to accommodate girls from other countries, provided they pass our Entrance Examinations.

Herschel,

CLAREMONT, Cape.

May 23rd,1966.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD).

The QUARTERLY MEETING of the Council will take place at Herschel in the Library on Friday, June 10th, 1966, at 5.0.p.m.

A G E N D A.

I. Minutes to be confirmed.

Quarterly Meeting held on March 11th,1966.

2. General Purposes Report.

3. Headmistress's Report.

4. Any other business.

E R Withers

SECRETARY

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

THE MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL IN THE LIBRARY ON FRIDAY, MARCH 11th, 1966 AT 5.0.P.M.

PRESENT: His Grace, Mr Abernethy, Mr Borton, Mrs Dowie Dunn, Professor Grant, Mrs Henderson, Mr Kennedy, Mrs Cronwright, Mrs Small, Mr Robb, Mr Wares, Canon Wood. Canon Hodson.

In attendance: Mrs Kittow.

Secretary: Mrs Withers.

Apologies for absence. Mrs Brook
Dr McDonald
Judge van Winsen.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on Friday, December 10th, 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. Matters arising from this report would be discussed at the Annual General Meeting.

HEADMISTRESS'S REPORT:

Arising from this Report:

Mr Wares suggested a letter of congratulation be sent to Mrs McCormick on behalf of the Council, and that letters be sent to Mrs Silberbauer and Mrs Jonker, expressing the Council's appreciation for the service they have rendered to Herschel during the ten years they have been on the Staff. Mrs Kittow said she would write the letters.

MEMBERS:

There is one vacancy to be filled. Mr John Newman was nominated. His Grace said he would write to Mr Newman.

R SCHOOLS TRUST:

A Meeting is to be held on Thursday, April 14th, and the School has been asked to arrange for the Headmistress to be present and one member of Council. Mr Kennedy proposed Mr Wares. Mr Kennedy will attend as one of the Trustees of the Fund.

At this stage the meeting adjourned for the Annual General Meeting.

APPOINTMENT OF CHAIRMAN and GENERAL PURPOSES COMMITTEE:

Mr Wares proposed that His Grace be asked to remain in the Chair.

AGREED.

Mr Wares said that he would like to propose Mr Abernethy as the new Chairman of the General Purposes Committee.

Mr Abernethy signified his willingness to serve as Chairman.

Mrs Kittow asked to be allowed to express her thanks to Mr Wares for his invaluable help to her during his term of office.

FINANCE: After discussion, it was agreed to appoint a Finance Committee. The following members were proposed.

Mr Abernethy
Mr Borton
Mrs Henderson
Mr Kennedy

AGREED.

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FOUR SCHOOLS TRUST:

Mrs Henderson proposed that Herschel should definitely go ahead with the scheme.

DATE.....10 June 1966 CHAIRMAN..Robert Clifford

REPORT OF THE GENERAL PURPOSES COMMITTEE FOR COUNCIL MEETING ON 10th JUNE, 1966.

Meetings of the Committee were held on 28th March, 20th April, and 23rd May.

NEW SCIENCE LABORATORY.

The South African Industrial Fund had originally offered the School a grant of R7,200. and a loan of R3,600. towards the cost of the new science laboratory.

One of the conditions was that the laboratory had to be of a certain minimum size. Acting on a reasonable interpretation of this condition the Architect had drawn up plans for a building of 1125 square feet. As the estimated cost of such a building was R19,000. it was felt that in view of the present financial position of the school this particular project could not be proceeded with.

As a result of a meeting with Mr.Vivian Smith, held on the 23rd March, it appeared that a smaller building of 978 square feet in extent would fulfil the Fund's requirements. The Architect, however, was of the opinion that a reduction to this size would not result in sufficient saving in cost to bring it within the R10,800. available.

Accordingly two requests were made to the Industrial Fund

(i) Whether the full R10,800. offered might be given as a grant instead of a portion being regarded as a loan;

(ii) Whether the R10,800.might still be available if the laboratory were reduced in size to less than 978 square feet.

The Industrial Fund has generously agreed to make the full R10,800. available by way of grant and has agreed to a reduction in size provided that the area does not fall below ± 800 square feet.

The Architect has roughly estimated that a building of that size containing only a laboratory and no tiered seating as in the original plan, with simplified fittings and with no black out and no mechanical ventilation would cost R9,000. Fees would amount to approximately R720. so that based on the Architect's estimate it would seem that the smaller project could be financed with little strain on present finances.

There is however a considerable financial commitment in respect of the abandoned larger scheme. It is not clear from the minutes who authorised the Architect to proceed with detailed plans and submit them to the City Council for approval. In order to do so the Architect had employed Quantity Surveyors, Reinforcing Consultants, and Electrical Consultants. As a result the school is liable for the following fees in respect of the abandoned scheme:-

Architect (Including disbursements)		R677.55
Quantity Surveyors,	(Approx)	380.00
Electrical Consultants.		50.00
Reinforcing Consultants (already paid)		132.43
		R1239.98

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Apparently a new reduced scheme has to be planned de novo so that these costs have been wasted and cannot be charged against a new scheme.

In view of all this the Committee recommends:-

(i) That an approach be made to the Architect and other Consultants with a view to obtaining some reduction in the wasted costs;

(ii) That the Architect be asked to draw up sketch plans for the reduced scheme, on the understanding that no Quantity Surveyors be employed and that the Consultants be kept to a minimum;

(iii) That if recommendation (ii) be agreed to, the General Purposes Committee be authorized to approve of the plans and instruct the Architect when to proceed with detailed plans.

(iv) That the General Purposes Committee be authorized to put the work in hand if a satisfactory tender is received, provided the cost does not exceed a limit laid down by the Council.

INVESTIGATION INTO SCHOOL'S FINANCIAL POSITION.

The Sub-Committee appointed to review the whole financial position has not yet completed its work but hopes to do so shortly.

STAFF.

The Committee has approved of Mrs Kittow being granted leave of absence during March 1967 and part of April in order to take advantage of a British Council Visitorship. The School will not be involved in any additional expense.

The Committee approved of long leave being granted to Mrs. Brownell for the third term of 1967, subject to her finding a suitable substitute.

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THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL ON MONDAY, FEBRUARY 28th, 1966, AT 5. 15. P.M.

PRESENT: Mr Berton
Mrs Brock
Dr McDonald
Mrs Small
Mr Wares (In the Chair)

In attendance: Mrs Kittow
Secretary: Mrs Withers

Apologies for absence: Mr Abernethy
Mrs Dowie Dunn.

ARISING FROM THE MINUTES: FEBRUARY 28th, 1966.

Industrial Fund: Additional Science Room.

Mr Wares reported that no word had been received as to when Mr Vivian-Smith would be likely to visit Herschel.

Insurances:

Mr Wares reported that a representative of Messrs C.F.Lawson(Cape) (Pty. Ltd., the Insurance Brokers, had been out to re-value the buildings, and had recommended that the following insurances be increased:-

Senior School Buildings.	Previous Valuation.	New Valuation.
	R182,000.	R290,750.

The increase in the annual premium would be R98-77.

It was also suggested that the insurance cover on the Contents of the Senior School should be increased by 10%. The cost would be an extra R4-65 per annum.

It was agreed that the additional insurance cover suggested by the Brokers be increased.

STAFF.

Mrs Kittow reported that she had appointed Mrs F.Amdurer as Senior Biology Mistress in place of Mrs B.Silberbauer.

Mrs Jonker had resigned, and Mrs P.Muller from Rustenburg had been appointed to take her place as Senior Afrikaans Mistress.

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MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL ON MONDAY, APRIL 25th, 1966, AT 5.15. P.M.

PRESENT: Mr Abernethy (In the Chair)
Mrs Henderson
Mr Borton
Dr McDonald.

In attendance: Mrs Kittow
Secretary: Mrs Withers

Apologies for absence: Mrs Brock
Judge van Winsen
Mrs Dowie Dunn.

ARISING FROM THE MINUTES:

Industrial Fund -Science Room.

Mr Abernethy read a letter received from the Architects. It was agreed that nothing could be decided on until a reply had been received from the Industrial Fund. Mr Abernethy said that he and Mr Wares would be seeing the Architect, Mr Twentyman-Jones, about the fees charged by him for the work which had been carried out by them.

British Council Visitorship.

Mrs Kittow reported that she had been awarded the Visitorship by the British Council and that she would leave in March, 1967, for England.

REPUBLIC DAY CELEBRATIONS:

Mrs Kittow said she proposed on May 18th (Youth Day) to have a service in the Hall and that some of the girls would go to Newlands in the afternoon. She had also arranged for the School to work on Saturday, May 21st, so that the School could have a long week-end from Friday afternoon, May 27th, to Junelst. Boarders would return on the evening of Tuesday, May 31st.

HEADMISTRESS'S REPORT

JUNE -1966.

STAFF: Miss Mary Fischer, who took the senior Art for Mrs Muller while she was on furlough and was then appointed to the Upper I post in the Preparatory, has had to leave because her father has a lingering illness and she is needed at home. I am very sorry to lose her. We have been fortunate in replacing her by Mrs Brenda-Lynne Hoffmann (Brenda-Lynne Tyers), who will start next term.

HEALTH has been excellent.

NUMBERS:

	2nd Term 1966.		3rd Term 1966	
SENIOR				
BOARDERS:	50		50	
DAY:	110	160	110	160
PREPARATORY:				
BOARDERS:	20		24	
DAY:	81	101	78	102
LOWER I:		23		24
KINDERGARTEN AND TRANSITION		43		43
		327		329

Nine girls have left, 8 in the Senior School and 1 in the Preparatory. Their parents have been transferred to other parts of the country. There are several applications pending - mostly from Zambia and Overseas.

ACTIVITIES:

Church and Chapel. Communion was held in the Chapel several times during the term, and we are most grateful to Canon Hodson for taking these Services.

Early in March I took the Heads of Houses to the laying of the Foundation Stone of the Anglican Church at Bontebeuwel.

On Thursday, May 19th, the School attended a Service in St.Saviour's for Ascension Day, after which everybody was free.

Academic. The casual attitude of matriculants to their first term's work has always disturbed me. Normally there are no examinations for anybody until June, but I decided this year to institute March examinations for the matrics. These I think sobered them into realising their limitations.

On May 27th, about 30 girls entered for a Science Competition, sponsored by the Science Development Foundation.

I am pleased to report that several of the girls who wrote their matriculation examination last year and obtained School Leaving Certificates - have now had the School Leaving Certificates converted to Matriculation.

Entrance Examinations have taken place for various children from local families, from Rhodesia, from Zambia, from S.W.A., and Overseas. These are for children whose parents make

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application for them to come in immediately or in the July term. The entrance papers for people outside the Peninsula are sent to the countries concerned, with a request that the papers be written under suitable supervision.

General: On the 6th April, I took the Heads of Houses to the annual Ceremony at the foot of Jan van Riebeeck's Statue.

The Preparatory were taken to the Ballet at Maynardville on March 12th, and the Senior School were taken on March 14th.

On Wednesday, March 23rd, Hans Kramer came to the School and played records to the Music and Drama Club.

On March 25th, I took the Heads of Houses and some Matrics to the Annual General Meeting of St.Michael's Orphanage. The School has long been interested in St.Michael's, particularly in the two orphans who will be subsidised by their contributions to complete a course of training, fitting them to earn their livings. Some of these matrics had never been there before and were most impressed at the orderliness and cleanliness of the huge building, as well as by the kindness and dedication of the staff whom we met. Some of the very young children (ages 3 - 9) sang to us when we visited them.

On March 26th, School photographs of the K.G., Transition, the Preparatory, the Middle School and the Senior School were taken by Mr Merrill Clayton.

Professor Guelke of the Engineering Faculty of the Cape Town University came to speak to the Sociological Club on the openings for girls in the field of Electronics.

On the 11th May, Dr Joffe talked to the Senior girls on Dentistry, with particular emphasis on the openings for girls in this field.

Mrs Mary Muller, who has been overseas on three months' leave for which the Council paid her and who combined this with an Industrial Fund grant, gave a talk on her experiences overseas, and showed slides.

On May the 18th - Youth Day - I arranged a special service in the School, where the Kindergarten Department, Preparatory School and Senior School assembled, and where I tried in simple language to make everybody understand what a Republic meant anywhere in the world, and also to put forward the points of view of the English and the Afrikaans-speaking people in this country. That afternoon some of the Staff and I and about 50 girls went to the Physical Education Display at Newlands and in the evening Mrs Roth and I went to the City Hall to hear the massed Choirs, among whom were 10 Herschel girls who had attended practices since February.

A party of girls went to the University to hear Dr Dowdle speak on Enzymes, demonstrate new machines etc., and the girls were most interested in all he had to tell them.

On March 25th, the Preparatory Parents were entertained to a Sherry Party. This was the annual evening for parents at the Preparatory School.

On the 26th April, a meeting of the Senior parents took place in the School Hall.

At the request of parents I was asked last year to call a meeting to discuss the question of parties. A

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questionnaire had previously been sent round, the findings of which were tabulated and then discussed at this meeting. Parents then asked for some directive, and last week I sent round to all the parents of the senior school the questionnaire findings, and the course I suggested parents should adopt. I must emphasize that this was done in response to requests from parents.

The Prefects and Heads of Houses had dinner with me at Herschel on June 3rd.

Houses: The Houses have been active: Jagger and Merriman have taken knitted garments to C.A.F.D.A and to St.Michael's Home, and Rolt have paid visits to the Princess Alice Home, to whom our girls take presents for the small children on their birthdays.

The sum of R43-00 was contributed out of the girls' pocket money for School Feeding.

Sport: Inter-House Tennis took place at Herschel on the morning of March 26th, and the School went to the S.A.Schools Swimming Championships at Newlands in the evening.

Inter-House Swimming took place for the Preparatory on March 15th, and Inter-Schools Swimming on March 17th.

The Senior Inter-House Swimming took place on March 19th, at 3.o'clock, and the Inter-Schools Diving on March 25th.

Sandra Strong and Joan Waring have been chosen to represent the Western Province Schools' Hockey Team.

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Herschel,

CLAREMONT, Cape.

25th August, 1966.

THE QUARTERLY MEETING OF THE COUNCIL will be held at Herschel School, Claremont, in the Library on FRIDAY, SEPTEMBER 9th, 1966 AT 5.0.P.M.

A G E N D A.

I. Minutes to be confirmed of the Quarterly Meeting held on June the 10th,1966.

2. General Purposes Report.

3. Headmistress's Report.

4. Any other business.

SECRETARY.

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL SCHOOL ON FRIDAY, JUNE the 10th, 1966 AT 5.0.P.M.

PRESENT: His Grace, Mr Abernethy, Mrs Brock, Mr Borton, Mr Kennedy, Mrs Henderson, Dr McDonald, Mr Robb, Mrs Small.

In attendance: Mrs Kittow.
Secretary: Mrs Withers.

Apologies for absence: Canon Hodgson, Canon Wood, Mr Wares, Mrs Dowie Dunn, Judge van Winsen, Professor Grant.

MINUTES:

The Minutes of the Quarterly Meeting of the Council held on Friday, March the 11th, copies of which had been sent to Members, were taken as read and signed by the Chairman as a true record of the proceedings, except that Mr Kennedy's name should have been included on the Finance Committee.

ARISING FROM THE MINUTES:

His Grace said he had not yet approached Mr Newman, but would do so.

GENERAL PURPOSES REPORT: This was presented by Mr Abernethy.

ARISING FROM THIS REPORT:

Additional Science Room.

The General Purposes Committee were authorised to request the Architect to submit a more modified plan, and if the Committee approved of the plan to go ahead with the project, provided it did not exceed the amount of R10,800. granted by the Industrial Fund. The Architect's fees were to be included in the total sum of R10,800.

HEADMISTRESS'S REPORT. This was presented.

ARISING FROM THIS REPORT:.

Mrs Kittow reported that many applications had been received from Zambia and Overseas. Arrangements had been made for the entrance papers to be sent to the respective Schools.

PAN ANGLICAN LOAN. It was proposed that the application be sent. Mr Abernethy agreed to attend to this matter.

REPORT ON FOUR SCHOOLS TRUST. Mr Kennedy reported that no definite decision had been reached on whether the second phase should take place, but that a meeting of the Trustees and Heads of the Four Schools would be arranged.

LEAVE OF ABSENCE:

Mr Borton asked for leave of absence.

CONFERENCE FOR HEADMASTERS AND HEADMISTRESSES. Mrs Kittow reported that the Conference would take place at Herschel from the 4th October to the 7th. The Preparatory Conference would be held at Western Province Preparatory School.

DATE..9. September 1966. CHAIRMAN: Robert Capetown

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL ON MONDAY, AUGUST the 22nd, 1966 AT 5. 15. P.M.

PRESENT: Mr Abernethy (In the Chair)
Mrs Brock, Mrs Dowie Dunn, Mrs Henderson,
Judge van Winsen.

In attendance: Mrs Kittow.
Secretary: Mrs Withers.

Apologies for absence: Dr MacDonald, Mr Borton.

ARISING FROM THE MINUTES - July 25th, 1966.

OUTSTANDING FEES:

Mrs Kittow reported that a letter had been sent to Mr Batho, but she had not received a reply from him. It was agreed that if payment had not been received by the end of August, a further letter be sent to Mr Batho informing him that if the fees were not received, the matter would be handed over to the School's solicitors.

Mrs Kittow reported that she had written to Mrs Smith, the mother of Megan Townsend. There is often considerable delay in mail to and from Zambia. It was agreed that the same conditions apply to Mrs Smith.

FOUNDER'S DAY. Mrs Kittow reported that February 3rd, 1967, would suit the Archbishop. A speaker for Founder's Day was discussed and the names of the British Ambassador and Anton Rupert were put forward.

FIRE INSURANCE: Mrs Kittow reported that she had not received a reply to the letter sent to the S.A.Mutual asking whether they would consider a reduced rate of premium for the School.

GARDENERS. The wages of these men were discussed and it was agreed, in view of the increased train and bus fares, that their wages should be reviewed. Mrs Dowie Dunn said she would come to the office and go into the question. It was suggested that their monthly fares should be paid to them and that an increase of 3% or 4% on their basic wages.

STAFF. Mrs Kittow said that Mrs Schutz would be returning at the end of this month. She (Mrs Schutz) quite understood that the School could not pay her for the month of August.

Mrs McCormick's post had been filled and Mrs Elizabeth Perring an M.A. (Hons). English of St.Andrew's University, would take over the French in the Middle School and some of the English in the Senior and Middle School.

NUMBERS:

Mrs Kittow asked the Committee whether there would be any objection to taking 30 children in two of the classrooms at the Preparatory. The bulk of the applications received are for the Preparatory and in view of the many unexpected transfers that take place during the year, she felt that possibly the number would not always be 30 in those two classes. Mrs Kittow said that some of the parents had mentioned that they did not think Herschel should cater for classes of this size. After discussion it was agreed that Mrs Kittow should if the necessity arose, explain to parents that the Council preferred this course to raising the fees.

TENDERS FOR MEAT.

Mrs Kittow reported that the meat contract expires on the 1st of October, 1966, and asked the Committee whether she should send out fresh forms for tenders for the following year. It was agreed that this be done. Mrs Henderson asked whether Group Buying included the purchase of meat. The Secretary said it did not include meat but she would get in touch with Mr Allen of Bishops and ask him whether it was likely to be included within the next year.

SCIENCE ROOM. The modified plans were laid on the table for inspection. After discussion, it was agreed that these plans be sent to the Industrial Fund for their approval.

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HERSCHEL, CLAREMONT.

REPORT OF FINANCE COMMITTEE.

A Committee consisting of Mr Abernethy, Mr Borton, Mrs Henderson, and Mr Kennedy, was appointed on the 11th March 1966, to review the financial position of the School and make any appropriate recommendations. Unfortunately, before the Committee was able to complete its work, Mr Borton left for overseas, so that this report is the responsibility of the remaining members.

During the last three financial years there have been deficits each year of more than R6,000. The estimated deficit for 1966 is slightly less than this figure. These deficits have resulted despite the fact that fees were raised in 1964 by approximately 17% of the 1963 scale and by a further 5% in 1965. On the other hand salaries were raised in 1964.

At the request of the Committee much detailed information was supplied by the School office and this information forms an annex to this report.

In order to avoid future deficits the following courses seem to be the only possible ones:-

(a) Reduce expenditure generally.
(b) Make a drive for funds to liquidate mortgage debts and bank overdraft.
(c) Increase the number of pupils.
(d) Raise the fees.
(e) Apply for a subsidy from the Education Department.

Each of these possibilities is examined seriatim.

(a) General reduction in expenditure.

From an examination of the details supplied by the office it cannot be suggested that expenditure generally is extravagant and there is no evident possibility of economies. While it is agreed that the group buying of vegetables and fruit has resulted in improved quality, the scheme has not been in existence long enough to indicate whether any financial saving will result. The introduction of lighter lunches has resulted in some saving, but again only at the end of 1966 when the new arrangement will have been in operation for a complete year can the saving be revealed. In the opinion of your Committee no great saving in general expenditure is possible.

(b) Liquidation of mortgage debts and bank overdraft:

At the end of 1965 R57,369. was owing on bond and the bank overdraft at that stage was R20,859. (The latter figure, of course, fluctuates). Interest paid on these in 1965 was R4,889. (During 1966, owing to the general increase in interest rates, this figure will increase). It will be seen, therefore, that if these capital debts were liquidated the financial position would be greatly improved. Whether a drive for funds at this stage is feasible, is doubtful. To have immediate effect on the School's finances the loans would have to be liquidated before the end of 1966. Any campaign to raise this money would also have to be considered in the light of whether the Four-Schools Trust proposes any further campaign.

(c) Increase in the number of pupils.

The number of pupils in the School has risen steadily from 247 in April 1962 to 327 at the end of June 1966. The Preparatory School is full but it is clear that the shortage of pupils in the Senior School is one of the main causes of our continuing deficit.

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The present number in the Senior School is 160. The maximum number which could be accommodated, once the new Science laboratory is completed, and when there is a double stream throughout the Senior School is 220. Any increase in numbers up to the maximum would require no additional staff, no Senior staff reduction is possible with existing numbers because of the wide range of subjects offered by the School. In any case all full-time staff teach the recognised number of periods per week and, in some instances, more than the average. It might be of interest to the Council to note that our present staff/pupil ratio in the Senior School (excluding part-time and music staff) is 1: 12.3 If our numbers were to reach 220, the ratio would become 1:17.

As a means of attracting more pupils the suggestion has been made that from the annual income which the School receives from the Four-Schools Trust a sum of up to (say) R3000. per annum be used to establish Scholarships (Up to now any income received has been used towards meeting the cost of additions and alterations to buildings and accordingly reducing our bank overdraft).

If the award of 20 scholarships of R150-00 per annum (nearly half the day fees) were to attract new pupils then ultimately an additional R3000 per annum would accrue from the balance of fees and the School would benefit from having additional pupils of scholarship standard (Presumably present pupils would nevertheless be eligible to compete for the scholarships so that there could be no guarantee that the scholarship holders would all be new pupils).

It is suggested therefore that 8 day scholarships be advertised immediately to become available in 1967 - 4 to Standard 6 and 4 to Standard 7. Thereafter it is suggested that four new scholarships be available every year for standard 6.

A further suggestion is that the School might advertise before the beginning of this year's fourth term that some vacancies exist for 1967 and inviting prospective pupils to write the entrance examination.

(d) Raising of fees:

On the present enrolment if the recurring deficit of R6,000. is to be met an increase of 6% all round in fees would be necessary. But it is almost certain that costs will continue to rise and in order to avoid frequent increases in fees an increase of 10% to 15% would be necessary. An increase of 10% all round would mean the following increases:

	Present Fees per annum. R	Increased fees per annum R
Senior School (Day Pupils)	308	359
do (Boarders)	648	713
Preparatory School (Kindergarten and Transition).	84	92
do (Lower I)	142	156
do (Upper I to Lower III)	256	282
do (Boarders)	648	713.

This might be considered the simplest solution but it is highly probable that such an increase in fees would result in a number of pupils leaving. If as many as 20 pupils were to leave we would be almost back to where we started. In the view of your Committee it is highly desirable that an increase in fees should be avoided if possible.

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(e) Receiving a subsidy:

This suggestion has been made but if it were seriously considered, it is felt that the whole ethos of Herschel as an independent school would be destroyed.

Presumably the Council would have appreciated a clear recommendation as to the course to follow, as obviously the School cannot continue to run at a loss. On the other hand it is hoped that the Council will understand the difficulty in doing so. The Committee has attempted to set out what, in its opinion, are the only ways in which the School can become financially viable and must leave the decision as to the ultimate course to follow to the whole Council.

22nd August, 1966.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD).

MINUTES OF THE FINANCE COMMITTEE MEETING HELD AT HERSCHEL ON MONDAY, SEPTEMBER THE 12th, 1966 AT 5. 15. P. M.

PRESENT: Mr Abernethy, Mrs Henderson, Mr Kennedy, Judge van Winsen.

In attendance: Mrs Kittow.
Secretary: Mrs Withers.

Apologies for absence: Mr Borton.

SCHOLARSHIPS: It is recommended to the Council that 2 Scholarships of R150-00 each be awarded, subject to the following conditions:-

a) The Scholarships shall be open to girls entering Herschel in Upper III (Standard VI) in January, 1967, and to girls already accepted for January, 1967, in Standard VI, and those who are at present in Lower III (Standard V) at Herschel.

b) The Scholarships shall continue until the end of the Matric year subject to scholars showing good progress. The School reserves the right to review the Scholarships at the end of each year.

c) Candidates for Scholarships will be required to write an examination on subjects including amongst others General Knowledge, English, Afrikaans and Arithmetic.

d) The final awarding of Scholarships is to be left in the hands of the Headmistress.

BURSARIES: It is recommended to the Council that 2 Bursaries of R150-00 each be awarded subject to the following conditions:-

a) The Bursaries to be open to all children presently attending Herschel Senior and Junior Schools.

b) The Bursaries will be awarded after an examination to be set by the Headmistress.

c) The awarding of the Bursaries shall be left in the hands of the Headmistress, who shall take into consideration amongst other things, the academi qualifications of the candidate, her qualities of leadership and the financial necessity of the case.

ADVERTISING: It is recommended to the Council that the School advertise the existence of the Scholarships and Bursaries in the following form:

The Council of Herschel School, Claremont, Cape Town advises that increased accommodation and improved facilities have made it possible to introduce two-stream forms in all Standards from 6 upwards as from January, 1967. As a result a few day pupils can still be accepted for 1967 in Standards 6 - 8.

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Two Scholarships of R150-00 each, tenable for 5 years each, will be available to pupils starting in Standard 6 in January, 1967, and in a limited number of other cases, which would not necessarily be confined to Standard 6, assistance towards the payment of fees may be given to pupils of reasonable scholastic standards.

Full information on the Scholarship examination and on all other matters can be obtained from the Headmistress on application.

Waiting lists are open for Forms up to and including Standard 5 as well as in the first Form (Std 6) in the two-stream Senior School.

DATE..... CHAIRMAN.....

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD ON FRIDAY, SEPTEMBER 9th, 1966, AT 5. O. P. M.

PRESENT: His Grace (In the Chair) Mrs Brook, Mrs D-Dunn, Mrs Henderson, Mr Kennedy, Canon Hodson, Mr Newman, Mrs Small, Mr Robb, Judge van Winsen, Mr Wares, Mr Abernethy, Canon Wood.

In attendance: Mrs Kittow
Secretary: Mrs Withers.

Apologies for absence: Mr Borton
Mrs Cronwright.
Professor Grant
Dr McDonald.

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

His Grace said he was very glad to welcome Mr Newman and felt sure he would be a great asset to the Council.

GENERAL PURPOSES REPORT: This was presented by Mr Abernethy.

Arising from this Report.

Fire Insurances: Mr Abernethy reported that an acknowledgment had now been received from the S.A. Mutual Life Insurance Co.Ltd., informing Herschel that the matter was receiving their consideration.

FOUNDER'S DAY:

The following names were suggested:

Dr Anton Rupert
The British Ambassador, Sir John Nicolls.
and Professor J.F.Brock.

Mrs Kittow was asked if she would find out whether Dr Anton Rupert would agree to be the speaker for Friday, February 3rd. Should he not be available, Mrs Kittow should write to the British Ambassador's Secretary.

FINANCE COMMITTEE.

Mr Abernethy said it was most gratifying to see that at the end of the first six months the deficit was only R776-93. We had estimated a deficit of R2750 for the first six months. It was suggested by Mrs Henderson that in order to increase the numbers Herschel Council might offer two Scholarships and two Bursaries. After discussion it was agreed that the Finance Committee should meet on September 12th, to go into the whole question and report back to Council at the Special meeting to be held on September 23rd, at 5.o.clock.

HEADMISTRESS'S REPORT.

This was presented by Mrs Kittow.

Date.. 9. Dec 1966 Chairman: Robert Cape Town

MINUTES OF THE SPECIAL MEETING OF THE COUNCIL HELD AT HERSCHEL ON FRIDAY, SEPTEMBER 23rd, 1966 AT 5.15.p.m.

PRESENT: His Grace.
Mr Abernethy
Mrs Henderson
Mrs Small
Mr Robb
Dr McDonald
Mr Wares
Mr Newman

In attendance: Mrs Kittow
Secretary: Mrs Withers

Apologies for absence: Canon Wood
Canon Hodson
Judge van Winsen
Mrs Brock
Mrs Dowie Dunn
Mr Borton
Mrs Cronwright.

Consideration of the proposals of the Finance Committee with regard to Scholarships and Bursaries took place and the minutes of the Committee's meeting on the 12th September were examined.

The proposals were approved subject to the following:-

(a) Condition (c) in respect of Scholarships was amended to read:-

Candidates for Scholarships will be required to write an examination on the following subjects:-

General Knowledge, English, Afrikaans and Arithmetic.

(b) With regard to bursaries it was agreed that "2 Bursaries of R150-each" be amended to read "Bursaries up to a maximum total of R300-00 per annum."

(c) Condition (a) under bursaries was amended to read:-

The Bursaries to be open to new applicants as well as to all children presently attending Herschel Senior and Junior Schools.

(d) A new condition (d) under bursaries was included reading:-

Bursaries will be subject to annual review.

(e) In regard to advertising it was agreed to amend the details as follows:-

2nd paragraph. Insert "Day" before "Scholarships" in line I.
4th paragraph: To read:-

Waiting lists are open for Forms in the Preparatory School up to and including Standard 5 as well as for the lowest form (Standard 6) in the two-stream Senior Schools.

The Headmistress was authorized to draw up the necessary application forms.

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Date. 9 Dec. 1966 CHAIRMAN. [signature]

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD).

REPORT of the GENERAL PURPOSES COMMITTEE for COUNCIL MEETING held on 9th December, 1966.

Meetings of the Committee were held on the 26th September, 24th October and 28th November.

FIRE INSURANCE:

With reference to the last General Purposes report, the S.A.Mutual Fire and General Insurance Co.Ltd., has granted the School a reduction of 25% on their normall tariff.

FOUNDER'S DAY

Dr Anton Rupert is not able to be present. A reply is still awaited from the new British Ambassador's office. It is suggested that if the Ambassador is unable to accept, Professor Brook be approached.

PAN-ANGLICAN EDUCATION FUND.

A loan of R1500-00 has been granted to the School by the Fund repayable over 15 years at virtually no interest.

ALL-WEATHER TENNIS COURTS.

It is hoped to organize a fête during 1967 to raise money in order to provide the School with all-weather tennis courts.

GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL ON MONDAY, OCTOBER 26th, 1966 AT 5.15.P.M.

PRESENT: Mr Abernethy (In the Chair)
Mrs Brock
Mr Borton
Mrs Dowie Dunn
Mrs Henderson
Dr McDonald
Judge van Winsen.

In attendance: Mrs Kittow
Secretary: Mrs Withers.

Arising from the Minutes: September 26th, 1966.

Scholarships and Bursaries.

Mrs Kittow reported that Mrs Edith Ovenstone had offered a Scholarship of R175-00 per annum, tenable for five years. It was to be awarded to a girl outside Herschel and to be known as the Edith Ovenstone Scholarship. Mrs Kittow was asked to rite and thank Mrs Ovenstone on behalf of the Council.

STAFF: Mrs Kittow reported that Miss Chambers, Games mistress at the Preparatory, would be leaving at the end of the year to be married. No replacement had been found, but she would be advertising the post.

Miss Archer leaves at the end of the year to take an Arts Degree at the University.

FEES: Mrs Kittow reported that Dr Peden had written to say that his two daughters in the Preparatory School would be leaving at the end of the year. The required notice had not been given. It was agreed that Mrs Kittow should write to Dr Peden pointing out that a full term's notice must be given.

SCHOOL FETE:

Mrs Kittow reported that Mrs Gibson was very anxious to know whether we would be allowed to organise a fête to raise money for all-weather tennis courts. Mr Abernethy said he would make enquiries from the Four Schools Trust but did not think there would be any objection.

MINUTES OF THE GENERAL PURPOSES COMMITTEE HELD AT HERSCHEL ON MONDAY, JULY THE 25th, 1966, AT 5. 15. P. M.

PRESENT: Mr Abernethy (In the Chair)
Mr Borton
Mrs Brock
Mrs Henderson
Mrs Dowie Dunn
Dr McDonald
Judge van Winsen.

In attendance: Mrs Kittow
Secretary: Mrs Withers.

ARISING FROM THE MINUTES - May the 23rd, 1966.

Additional Science Room - Industrial Fund.

Mr Abernethy reported that he and Mr Wares had seen Mr Twentyman-Jones to find out whether he would be prepared to waive a portion of his fees on the original plans for the Science Room. Mr Twentyman-Jones had not taken the fees on the increased contract price of R19,000 but on the R14,000. He did not think the Architect could really be expected to reduce his fees, but Mr Wares had asked him whether it would be necessary to take out new quantities for the modified plans. He said he did not think so. It was suggested that the Architect be asked to do all he could to keep down the costs in view of the school's financial position.

It was agreed that the Architect now be asked to draw up modified plans. It was suggested that possibly the room could be built for R9,000. and there would be approximately an amount of R720-00 for Architect's fees.

OUTSTANDING FEES:

Mrs Kittow handed the Chairman a letter she had received from Mr Batho. Mr Abernethy read the letter, and after discussion it was agreed that Mrs Kittow should draft a reply. Judge van Winsen offered to help her with it. It was agreed too that Mr Batho must pay the fees in lieu of notice.

Mrs Kittow reported that the fees for Megan Townsend, a pupil from Zambia, had not been paid and she had understood that the child would not be returning. After discussion it was agreed that if no payment had been received by the end of July, a further letter be sent, and if no payment is received, the matter be handed over to our Solicitors.

STAFF:

Mrs Kittow reported that Miss Sweet had asked whether she could be granted long leave in April, 1967, to go to England with her parents. After discussion, it was agreed that leave be granted to Miss Sweet under the normal conditions and that it be on compassionate grounds, since her father was ill.

Mrs Kittow reported too that Mrs Marshall had resigned as she felt she would not be able to carry on after the end of this term. Mrs Kittow had spoken to Mrs Johnston who had been Sick-Bay Matron

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at the Senior School but resigned as she had undergone a serious operation. Mrs Johnston is now fully recovered and would like the post of Matron at the Preparatory School. It was agreed to appoint Mrs Johnston on the understanding that ~~should she fall~~ ill the school could not be responsible for paying her nor could it house her in such an eventuality.

FOUNDER'S DAY: Mrs Kittow said she had received a letter from the British Cultural Attaché asking her to be in England by the 12th February, 1967. This would mean that Founder's Day would have to take place on Friday, February 3rd, 1967. It was agreed that Mrs Kittow should write to the Archbishop and ask him whether this date would be suitable for him. Mrs Kittow asked the Committee if they could think of someone to be the Speaker and let her know.

FIRE INSURANCES:

Mr Abernethy reported that the South African Mutual had suggested that the insurances be increased. After discussion it was agreed that the Sums Insured be increased as under:-

Junior School Building	R75,000.
Dormitory Wing.	R40,000.
Kindergarten Block.	R20,000.
Furniture.	R 2,000.

It was suggested that a letter be written to the S.A.Mutual asking whether they would consider offering the School a special rate.

WAGES -DOMESTIC STAFF AND GARDENERS:

Mrs Kittow reported that the garden boys and other coloured staff had asked whether the Council would consider an increase in their wages. It was decided that the finance committee would go into the figures and report their findings later on.

Herschel,
CLAREMONT, Cape.

November 23rd, 1966.

THE QUARTERLY MEETING of the COUNCIL will take place in the Library on Friday, December 9th, 1966, at 5.o.p.m.

A G E N D A.

I. Minutes to be confirmed

Quarterly Meeting held on
Friday, September the 9th, 1966.

2. Report of the General Purposes Committee.

3. Headmistress's Report.

4. Any other business.

Eva R. Withers
SECRETARY

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD IN THE LIBRARY AT HERSCHEL ON FRIDAY, DECEMBER 9th, 1967 AT 5.0.P.M.

PRESENT: His Grace (In the Chair)
Mr Borton
Mrs Brock
Mr Abernethy
Mr Kennedy
Mrs Henderson
Mr Newman
Canon Hodson
Mr Wares
Professor Grant
Mrs Snell
Canon Wood
Dr McDonald
Mrs Dowie Dunn

In attendance: Mrs Kittow
Secretary: Mrs Withers

Apologies for absence: MRs Cronwright.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on Friday, September 9th, 1966, 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 Abernethy.

FOUNDER'S DAY: No reply had been received from Sir John Nicolls. It was agreed that if he was not able to be the guest speaker, Professor J.F.Brook be approached.

HEADMISTRESS'S REPORT: The Chairman thanked Mrs Kittow for her report and said how grateful the Council was to her for postponing her visit to England until 1968.

FOUR SCHOOLS TRUST:

It has been suggested that a second phase of the Trust be started. Mr Kennedy said a Meeting would be held early in January and he asked the Secretary if she could arrange to let him have the names and addresses of all the parents. It was proposed that a sub-committee be appointed to go through the list of names to ascertain who would be suitable to approach to help in the campaign.

The following names were proposed:-

Mr Kennedy
Mr Borton
Mr Newman
Mrs Henderson
Mrs Kittow.

It was agreed that a further meeting of the Council should take place on January 23rd at 5.o'clock to study the report from the Four Schools Trust.

MEMBERS: Judge van Winsen asked to withdraw from the General Purposes Committee as he would be out of town a great deal. His Grace thanked Judge van Winsen for all the work he had done while serving on the General Purposes Committee.
Mr Newman was asked whether he would serve in Judge van Winsen's place. Mr Newman agreed to do so.

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HEAD GARDENER: It was agreed to give Donnie R30-00 in appreciation of the long and loyal service he had given to the School. He had completed 30 years' service on November 30th, 1966.

DATE 27th April 1967.

CHAIRMAN .....

HEADMISTRESS'S REPORT - APRIL
1967.

STAFF:

Academic.

The new Staff appointed, Miss Chase, Mrs Perring and Mrs Racuh, are proving very satisfactory.

Miss Sweet went on long leave from April, and will be away until July.

Mrs Brownell leaves for overseas on long leave from the beginning of the 3rd term.

Domestic Staff.

Once more we are without a Housekeeper, who left in March. Mrs Withers has been doing her work, but I have appointed a Mrs Nelson from Rhodesia, who is to start on May 1st.

Part-time Staff. Mrs Saffery, (Speech and Drama) was away ill for the first term. She has now returned.

HEALTH has been excellent.

NUMBERS:

	1st Term 1967.		2nd Term 1967.	
SENIOR				
Boarders	50		47	
Day	120	170	117	164
PREPARATORY				
Boarders	16		23	
Day	87	103	85	108
LOWER I:		24		23
TRANSITION AND KINDERGARTEN:		44		42
		340		337

ACTIVITIES:

Church and Chapel.

Communion has been held in the Chapel several times this term. Canon Hodson took Assembly on Ash Wednesday, and spoke to the girls on the meaning of Lent.

General.

Founder's Day seems to have been successful, and I think that the guests all enjoyed having tea on the lawns instead of inside.

Old Girls' Day, on February 25th, was attended by about 100 Old Girls, one of whom was Pauline Vogelpoel, now Secretary to the Arts Council in Britain. She gave a most

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most interesting account of her life in London. It was a very happy day and the weather was beautiful.

The School has been very active both during and outside school hours.

The Sociological Club invited Mr Levy, of C.A.F.D.A., who spoke on "The Rehabilitation of the Disabled"; Mr Clarke, of CAPAB, spoke on Design in the modern theatre; Miss Arderne Tredgold gave a talk, illustrated with slides, on her visit to Iceland. Mr Lichtenfeld, of the Department of Information, gave an illustrated talk on the "Heart of Europe"; and Mrs June Scotcher, the Natal contralto, gave a song recital.

Several girls went with Miss Sweet to the Leonard Hall memorial concert, and the School went to "Macbeth" at Maynardville.

Two senior girls went to the van Riebeeck Day ceremony on April 6th.

The Lower III's paid a visit to Buchanan's Sweet Factory, and the boarders were all invited to lunch at the Blue Peter one Sunday, where they each had a baby chicken (and very little supper that night).

The Heads of Houses, Prefects and Games Captains came to dinner with me on March 21st, and I found them perfectly delightful.

Merriman House has knitted some beautiful garments for St.Michael's Orphanage, and the Ruby Porter League is finding a real field for social service in the Raapkraal Creche.

We had the privilege of an all-day visit from the Classics Lecturer of Dulwich College, Mr Stephen Howard, (who had been brought out by St.Stithian's College on the plan inaugurated by the H.M.C. to exchange ideas with overseas staff on the teaching of various subjects). He was most interested in the quality of Miss Chase's teaching -- she is the new Latin mistress -- and remarked on her ability to arouse a beginner's interest in Latin.

I was pleased to hear from the Headmistress of Bedford Public School in England that Annabel Caine, one of this year's Lower IV's, had passed the Common Entrance Examination with distinction. This is all the more creditable since Annabel entered for an age-group higher than her own.

No examinations are held in the first term, but I arranged for subject tests (English, Mathematics, French and Latin) in Upper 3, in order to ensure that the children were in the right groups.

I have been to several meetings at Bishops in connection with the Four Schools Trust, and on March 17th the Preparatory parents came to their annual sherry party, where with Mr Boyle's consent I talked to the parents about the origin and aim of the Trust. This aroused considerable interest among those who had not understood what the term meant.

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The National Education Bill has caused great anxiety to many in the teaching profession, and I went to the first protest meeting at Rustenburg. But we have been advised by the legal consultant of the H.M.C. not to draw attention to the Private Schools for the time being.

New Mathematics.

After much negotiation, and finally by a direct appeal to the Superintendent General of Education, I am happy to report that the Cape Education Department have accepted Herschel (Preparatory) for the intensive course on New Mathematics, to be given in the early afternoons, after school, and to last for six months from April 24th. Here I feel I should put on record that, according to Mrs Tuman, Secretary of the H.M.C., the Independent Schools in the Transvaal have been attending the Government school courses for two years. She said the Transvaal (H.M.C.) were concerned that the Cape appeared to be behind. As my Mathematics Staff are training at the bit to be abreast of the times, I cannot but feel that the correlation of activity of schools of the H.M.C. leaves much to be desired.

I have also had protests from the Preparatory parents about the late warning of this course. This was not my fault. We were lucky to be accepted, and had to wait for the answer of the Department.

GAMES: Herschel came second in the Inter-Schools tennis, and second in the Inter-Schools swimming. Mrs Gibson, the games mistress, has a very sound attitude to physical education: she does not concentrate on the teams only, but by careful grouping assures that every girl has the maximum advantage out of her games. As she elected to take all the tennis and swimming herself, and as the numbers have increased, her task is by no means a light one, but she has a deep personal interest in every child and has discovered for instance serious curvature of the spine in two children, one of whom has just come into Upper 3 after being in the Prep since Standard I.

In view of Miss Sweet's absence this term, and Mrs Saffery's last term, and also because the present Matric form is a weak one, I feel it would be wise to concentrate on the academic work and avoid a school play or an operetta etc. This applies to the Prep as well. It took all the Preparatory children the whole of last year to reach the standard required for their Nativity Play in December.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL ON MONDAY, NOVEMBER 27th, 1966, AT 5.15.P.M.

PRESENT: Mr Abernethy (In the Chair)
Mr Borton
Mrs Henderson
Dr McDonald
Judge van Winsen
Mrs Brock.

ARISING FROM THE MINUTES: October 26th, 1966.

Scholarships and Bursaries:

The Scholarships and Bursaries awarded by the School should be divided by four and the accounts credited accordingly.

The Edith Ovenstone Scholarship will have to be treated in the same way until the money is received from Mrs Ovenstone.

OUTSTANDING FEES: M.TOWNSEND (Mother Mrs Smith).

No settlement had been received but Messrs Syfret, Godlonton and Low had been in touch with their agents in Salisbury. Mr Syfret suggested that the School should authorise the Agents in Salisbury to ask Mrs Smith to make an offer and that the matter could then be discussed at the next meeting.

FOUNDER'S DAY: The Archbishop had written to say that he would not be able to take the Service in St.Saviour's Church on February 3rd, as he would be out of Town. Mrs Kittow asked whether the Committee would like her to ask the Revd. Hampson whether he would take the Service. Agreed.

STAFF: Mrs Kittow reported that Mrs Rennie (the Latin Mistress) had to leave at the end of the year, for domestic reasons, but that she had been successful in replacing her by Miss Chase, from Salisbury.

Miss Braun had asked to be released at the end of the year as she had been awarded a year's training in a Theological College in England for Missionary work. Her post had not been filled, but she hoped to interview several people within the next week or two.

Mrs Kittow asked the Committee whether they would be prepared to pay Miss Chase's single train fare from Salisbury to Cape Town. AGREED.

PAN ANGLICAN FUND: A circular had been received from the Fund. Mr Abernethy agreed to attend to this matter.

HOCKEY FIELD: Judge van Winsen was granted authority to employ weeders.

ALL WEATHER COURTS: Mrs Kittow reported that Dr Baigrie had approached her about raising money for this purpose. He had suggested that a levy of about R10-00 a term be put on the pupils' account After discussion it was agreed that this would not be practicable., but if Dr Baigrie wanted to approach parents personally, this would be in order.

MRS ROSS: Mrs Kittow reported that Mrs Ross who had had two children in the Preparatory School a year ago and had been transferred to Umtata, had written to say that her husband, Dr Ross, had now taken up a position at the Groote Schuur Hospital. He was to do a year's research and his remuneration would be very much reduced. Mrs Ross wanted to know whether the School would consider some remission in the fees. After discussion it was agreed that a 10% reduction in both the children's fees be allowed.

Herschel,

CLAREMONT, Cape.

April 12th, 1967.

NOTICE is hereby given that the ANNUAL GENERAL MEETING of Members will be held at Herschel, Claremont, Cape, on Monday, 27th April, 1967, at 5.15.p.m.

1. To receive the Accounts, with the Auditor's Report thereon.
2. To fix the remuneration of the Auditors.
3. To elect Members to fill the vacancies on the Council in place of Members who retire by rotation.

E. R. Matthews

SECRETARY.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION, CLAREMONT, HELD IN THE LIBRARY ON FRIDAY, MARCH 11th, 1966 AT 5.30 p.m.

PRESENT: His Grace, the Archbishop, Mr Borton, Mrs Brock, Mr Abernethy, Mr Kennedy, Mrs Henderson, Canon Hodson, Mr Wares, Professor Grant, Mrs Small, Canon Wood, Dr McDonald, Mrs Dowie-Dunn.

In attendance: Mrs Kittow.
Secretary: Mrs Withers.

Apologies for absence: Mrs Cronwright.

The Notice convening the meeting was submitted.

MINUTES: The Minutes of the Annual General Meeting held on March 12th, 1965, 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:

Mr Kennedy pointed out that the item of R8000 would have to be paid to the Four Schools Trust some time. He had spoken to the auditors about it.

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

"That the Balance Sheet and Accounts as at the 31st December, 1965, be adopted.

Agreed.

MEMBERS OF COUNCIL.

In accordance with the Rules of the Association, Mrs C.E.W. Henderson, selected by the Archbishop, was due to retire but, being eligible, she was pleased to accept her re-appointment by the Archbishop.

His Grace agreed to approach Mr John Newman to see whether he would serve on the Herschel Council.

REMUNERATION OF THE AUDITORS:

On the Motion of Mr Abernethy, seconded by Mr Wares 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) Two Hundred and Eighty Rand).

Agreed.

DATE. 27. April. 1967.

SIGNED.....

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)..

Report of the Council to be submitted to the Annual General Meeting of the Association to be held on 27th April, 1967.

NUMBER OF PUPILS.

The total number of pupils is now 337 as compared with 331 at the beginning of 1966.

The Preparatory School has one class for each form, making seven classes in all, including the Kindergarten.

The Senior School has two classes for all forms except Upper V (Matriculation). From 1968 a double stream will operate throughout the School. Of the total number of pupils in the Senior School 47 are boarders and 117 day pupils.

CATERING:

The combined effect of group buying and supplying a lighter meal at mid-day was felt during 1966 with the result that despite the general increase in food prices the cost of provisions during 1966 was less than during 1965. An added factor contributing to this satisfactory position was the supervision Mrs Withers gave to the catering department in addition to her numerous other activities, for which the Council is grateful.

HOCKEY FIELD.

The grassing of the hockey field reported to the last Annual Meeting and made possible by a group of parents and friends, has been completed and is a great improvement. It is hoped to take the field into use in May.

JUNIOR SCIENCE LABORATORY.

The Industrial Fund generously agreed that its proferred financial assistance to an extent of R10,800 could be treated as an outright grant, instead of the earlier arrangement that one third be regarded as a loan. Accordingly a simpler plan was drawn up and work has already started. It is estimated that the maximum possible cost to the School after allowing for contingencies would be R700.

The provision of this laboratory will make an extra classroom available for the second Upper V Form in 1968.

FINANCIAL RESULTS for 1966.

A Comparative statement of Revenue and Expenditure for the years 1964, 1965 and 1966 is set out in the attached schedule.

It is gratifying to report that although a deficit of R5500 was estimated for 1966 the year ended with a small surplus of R474 (the first surplus for a number of years).

Total expenditure varied as compared with 1965 but fees showed an increase of R8149. While the financial result for 1966 is most satisfactory it cannot be assumed that the finances of the School are now on an even keel. Expenditure is bound to increase. A deficit of R1530 is estimated for 1967.

	1964	1965	1966	Increase or Decrease of 1966 figure as compared with 1965.	Estimate for 1967.
	R	R	R	R	R
REVENUE					
Tuition & Board.	90302	96737	104886	+8149	106500
Extra subjects.	7023	7257	6403	- 854	6000
Miscellaneous.	1597	1791	1746	- 45	1500
	99022	105785	113035	+7250	114000
EXPENDITURE.					
Salaries-Staff.	60888	64886	64719	- 167	66000
Wages-Domestic.	8625	9630	10927	+1297	11000
Provisions.	15168	15763	15684	- 79	16500
Electric Charges.	8302	7728	7332	- 396	7500
Arts Requisites.	39	28	24	- 4	30
Property Charges.	1260	1270	1142	- 128	1500
Administration.	3972	4748	4348	- 400	4500
Pension Fund & UIF.	2170	2551	2662	+ 111	2700
Interest	3975	4889	4353	- 536	4500
Depreciation.	133	520	497	- 23	500
Insurance	601	634	873	+ 239	800
	105133	112647	112561	- 86	115530
Results on the year.					
Surplus		-	474		
Deficit	R 6111	6862	-		1530

MEMBERS of COUNCIL.

In accordance with the Rules of the Association, the following members of Council, appointed by the Archbishop, are due to retire.

Canon C.T.Wood.
Mr G.D.Abernethy.

AUDITORS:

It will be necessary to determine the remuneration of the Auditors, Messrs E.R.Syfret and Company, for the past year.

Herschel,

CLAREMONT, Cape.

August 21st, 1967.

THE QUARTERLY MEETING of the COUNCIL will be held in the Library on FRIDAY, SEPTEMBER 8th, 1967, at 5.0.p.m.

A G E N D A.

1. Minutes to be confirmed:-

   Quarterly Meeting of the Council held on April 27th, 1967.

2. General Purposes Report.

3. Headmistress's Report.

4. Any other business.

SECRETARY.

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL ON THURSDAY, APRIL 27th, 1967, AT 5.15.P.M.

PRESENT: Mr Abernethy, Mr Borton, Mrs Henderson, Mrs Small, Dr McDonald, Mr Newman, Mrs Cronwright, Mr Wares.

In attendance: Mrs Kittow
Secretary: Mrs Withers

Apologies for absence: His Grace
Mr Kennedy
Mrs Brock
Mrs Dowie Bunn
Judge van Winsen
Canon Hodson

CHAIRMAN: Mr Wares took the Chair in His Grace's absence.

MINUTES: The Minutes of the Quarterly Meeting held on December 9th, 1966, copiesof which had been sent to Members, were taken as read and signed by the Chairman.

GENERAL PURPOSES REPORT: This was presented by Mr Abernethy.

ARISING FROM THIS REPORT:

It was agreed that the legacy of R6000 left to Herschel by Mr Jooste be used to put down all-weather tennis courts. It was suggested that two be done at the Senior School and one at the Preparatory School and that they be called "The Jooste Courts" and that a plaque be put up on the courts.

FETE:

It was agreed that the proposed Fete which had been arranged for October 21st, be postponed in view of the second phase for the Four Schools Trust.

HEADMISTRESS'S REPORT: This was presented by Mrs Kittow.

The Council thanked Mrs Kittow for her interesting account of all the activities of the School.

SCHOLARSHIPS AND BURSARIES:

It was agreed to offer again 2 Scholarships of R150-00 each and 2 Bursaries for the same amount. Mrs Kittow said she would arrange for the Scholarship Examinations to take place on May 20th, and the Entrance examinations to take place on June 3rd. Mrs Kittow was authorised to advertise these awards.

At this stage the meeting adjourned to hold the Annual General Meeting.

MEMBERS: The General Purposes Committee would consist of the following members:-

Mr Abernethy (Chairman)
Mr Borton
Mrs Henderson
Mrs Dowie Dunn
Mr Newman
Mrs Small.

DATE 8/9/67

CHAIRMAN.....

REPORT of the GENERAL PURPOSES COMMITTEE FOR COUNCIL MEETING on 8th SEPTEMBER, 1967.

Meetings of the Committee were held on 22nd May, 24th July and 28th August.

PREPARATORY KITCHEN STOVES.

It was reported that the electric stoves had reached a stage where they were beyond repair. A sub-committee had investigated the most suitable replacement. The two stoves will be replaced by a single gas stove with two ovens. While the initial cost of the gas stove was higher than that of an electric stove it was more economical to operate. The net cost would be R757-00 on the assumption that a discount of 10% will be allowed by the suppliers.

NIGHTWATCHMAN'S SHELTER.

A shelter for use by the nightwatchman in bad weather has been acquired at a cost of R145-00.

THREE -TERM YEAR.

Bishops, St.Cyprian's and St.George's intend to change to a three-term year as from January 1969. Your Committee recommends that Herschel act in concert.

FINANCIAL POSITION.

Details of revenue and expenditure for the first half year of 1967 have been circulated. A net deficit of R465-19 is shown. This compares favourably with the estimated deficit for the year of R1530-00.

FOUNDER'S DAY:

Your Committee recommends that the British Ambassador be invited to be the Speaker on Founder's Day, 1968.

HEADMISTRESS'S REPORT - APRIL 1967.

STAFF:

Academic.

The new Staff appointed, Miss Chase, Mrs Perring and Mrs Rauch, are proving very satisfactory.

Miss Sweet went on long leave from April, and will be away until July.

Mrs Brownell leaves for overseas on long leave from the beginning of the 3rd term.

Domestic Staff.

Once more we are without a Housekeeper, who left in March. Mrs Withers has been doing her work, but I have appointed a Mrs Nelson from Rhodesia, who is to start on May 1st.

Part-time Staff. Mrs Saffery, (Speech and Drama) was away ill for the first term. She has now returned.

HEALTH has been excellent.

NUMBERS:

	1st Term 1967.		2nd term 1967.	
SENIOR				
Boarders.	50		47	
Day.	120	170	117	164
PREPARATORY				
Boarders	16		23	
Day	87	103	85	108
LOWER I:		24		23
TRANSITION AND KINDERGARTEN		44		42
		340		337

ACTIVITIES:

Church and Chapel.

Communion has been held in the Chapel several times this term. Canon Hodson took Assembly on Ash Wednesday, and spoke to the girls on the meaning of Lent.

General.

Founder's Day seems to have been successful, and I think that the guests all enjoyed having tea on the lawns instead of inside.

Old Girls' Day, on February 25th, was attended by about 100 Old Girls, one of whom was Pauline Vogelpoel, now Secretary to tje Arts Council in Britain. She gave a most

interesting account of her life in London. It was a very happy day and the weather was beautiful.

The School has been very active both during and outside school hours.

The Sociological Club invited Mr Levy, of C.A.F.D.A, who spoke on "The Rehabilitation of the Disabled"; Mr Clarke, of CAPAB, spoke on Design in the modern theatre; Miss Arderne Tredgold gave a talk, illustrated with slides, on her visit to Iceland. Mr Lichtenfeld, of the Department of Information, gave an illustrated talk on the "Heart of Europe"; and Mrs June Scotcher, the Natal contralto, gave a song recital.

Several girls went to the Leonard Hall memorial concert with Miss Sweet, and the School went to "Macbeth" at Maynardville.

Two senior girls went to the van Riebeeck Day ceremony on April 6th.

The Lower III's paid a visit to Buchanan's Sweet Factory, and the Boarders were all invited to lunch at the Blue Peter one Sunday, where they each had a baby chicken (and very little supper that night).

The Heads of Houses, Prefects and Games Captains came to dinner with me on March 21st, and I found them perfectly delightful.

Merriman House has knitted some beautiful garments for St.Michael's Orphanage, and the Ruby Porter League is finding a real field for social service in the Raapkraal Creche.

We had the privilege of an all-day visit from the Classics Lecturer of Dulwich College, Mr Stephen Howard, (who had been brought out by St.Stithian's College on the plan inaugurated by the H.M.C. to exchange ideas with overseas staff on the teaching of various subjects). He was most interested in the quality of Miss Chase's teaching — she is the Latin mistress — and remarked on her ability to arouse a beginner's interest in Latin.

I was pleased to hear from the Headmistress of Bedford Public School in England that Annabel Caine, one of this year's Lower IV's, had passed the Common Entrance Examination with distinction. This is all themore creditable since Annabel entered for an age-group higher than her own.

No examinations are held in the first term, but I arranged for subject tests (English, Mathematics, French and Latin) in Upper 3, in order to ensure that the children were in the right groups.

I have been to several meetings at Bishops in connection with the Four Schools Trust, and on March 17th the Preparatory parents came to their annual sherry party, where with Mr Boyle's consent I talked t to the parents about the origin and aim of the Trust. This aroused considerable interest among those who had not understood what the term meant.

The National Education Bill has caused great anxiety to many in the teaching profession, and I went to the first protest meeting at Rustenburg. But we have been advised by the legal consultant of the H.M.C. not to draw attention to the Private Schools for the time being.

<u>New Mathematics</u>.

After much negotiation, and finally by a direct appeal to the

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Superintendent General of Education, I am happy to report that the Cape Education Department have accepted Herschel (Preparatory) for the intensive course on New Mathematics, to be given in the early afternoons, after school, and to last for six months from April 24th. Here I feel I should put on record that, according to Mrs Tugman, Secretary of the H.M.C., the Independent Schools in the Transvaal have been attending the Government School courses for two years. She said the Transvaal (H.M.C.) were concerned that the Cape appeared to be behind. As my Mathematics Staff are training at the bit to be abreast of the times, I cannot but feel that the correlation of activity of schools of the H.M.C. leaves much to be desired.

I have also had protests from the Preparatory parents about the late warning of this course. This was not my fault. We were lucky to be accepted, and had to wait for the answer of the Department.

GAMES: Herschel came second in the Inter-Schools tennis, and second in the Inter-Schools swimming. Mrs Gibson, the games mistress, has a very sound attitude to physical education: she does not concentrate on the teams only, but by careful grouping assures that every girl has the maximum advantage out of her games. As she elected to take all the tennis and swimming herself, and as the numbers have increased, her task is by no means a light one, but she has a deep personal interest in every child and has discovered for instance serious curvature of the spine in two children, one of whom has just come into Upper 3 after being in the Prep since Standard I.

In view of Miss Sweet's absence this term, and Mrs Saffery's last term, and also because the present Matric form is a weak one, I feel it would be wise to concentrate on the academic work and avoid a school play or an operetta etc. This applies to the Prep as well. It took all the Preparatory children the whole of last year to reach the standard required for their Nativity Play in December.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL ON MONDAY, JULY 24th, 1967, AT 5. 15. P. M.

PRESENT: Mr Abernethy
Mr Borton
Mrs Henderson
Mrs Small

In attendance: Mrs Kittow
Secretary: Mrs Withers

Apologies for absence: Mrs Dowie Dunn
Mr Newman
Mrs Brock

ARISING FROM THE MINUTES: MAY 22nd, 1967.

Nightwatchman's Shelter.

Mr Abernethy reported that he had made qnquiries but the one he had in mind would not be satisfactory for the purpose required. He had spoken to Mrs Kittow on the telephone and authorised that the estimate of R145-00, received from Mr duPreez, be accepted.

Repairs.

Mrs Kittow reported that Mr Newman had made an inspection of the roofs etc., and had called for estimates from Messrs Arderne Scott and Thesen, and Leith Roofing (Pty) Ltd. Mr Newman had left for America and would attend to these matters on his return.

STAFF: Mrs Kittow reported that Mrs Himing could no longer be in charge of the Boarding House, so she had replaced her by Miss James who had been helping with the supervision of Prep etc. The question of a small salary for Miss James would have to be decided upon. After discussion, it was agreed that Miss James be paid a monthly salary of R50-00. In M ss James's place she had appointed Mrs Stephens, who had been in a similar position at St.Cyprian's. There is no salary attached to this post.

Mrs Kittow said that for domestic reasons, Mrs P.Muller, Senior Afrikaans M stress, would have to leave at the end of the year. Mrs Kittow said she would be missed as she had done much to improve the teaching of Afrikaans at Herschel. Fortunately she had found a replacement, Mrs Williams, who would start on January 1st, 1968.

SCIENCE LABORATORY.

Mrs Kittow reported that the Junion Biology Laboratory had now been completed and she would get in touch with the Archbishop and ask him when he would be able to bless it.

SCHOLARSHIPS AND BURSARIES.

Mrs Kittow reported that there had been 13 entries for the Scholarship Examination. They had not been up to the standard of last year's candidates, but allowance had to be made for the fact that the papers were written in June instead of September.

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The winner of one Scholarship was Christine Reid, who is in the Preparatory School; and the other one was awarded to Hanalie Muller, who is attending the Groote Schuur Laër Skool.

Bursaries had been awarded to -

Catherine Oxtoby (Herschel)

Susan Penberthy (Hermanus Primary)

Jane Philip (Herschel)

ELECTRIC STOVES:

Mrs Kittow reported that these stoves had reached a stage where they were beyond repair. After discussion, it was agreed that Mrs Small and Mrs Henderson be asked to make enquiries and report to the Headmistress.

RESIDENT STAFF:

Mrs Kittow said that requests had come from resident Staff to be allowed to stay on at the school during the holidays. After discussion, it was agreed that this would be in order, provided the staff fended for themselves.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL ON MONDAY, AUGUST 28th, 1967, AT 5.15. P.M.

PRESENT: Mr Abernethy (In the Chair)
Mr Borton
Mrs Henderson
Mr Newman
Mrs Small

In attendance: Mrs Kittow
Secretary: Mrs Withers

Apologies for absence: Mrs Dowie Dunn

ARISING FROM THE MINUTES: July 24th, 1967.

STOVES: Mrs Henderson and Mrs Small reported on their enquiries and they had agreed that the most economical one would be Gas. The cost would be approximately R830-00 with a discount of 10%. It will be necessary to make a slight alteration so that the new stove could be fitted into the existing opening in the wall. Messrs Green and Benham who are supplying the stove said they hoped to instal it during the September holidays. The Chairman thanked Mrs Henderson and Mrs Small for attending to this matter.

STAFF: Mrs Kittow reported that Mrs Schutz would be leaving at the end of the year.

Mrs Kittow said that Mrs Himing was anxious to know what her salary would be when she returns. After discussion, it was agreed that Mrs Kittow should ask Mrs Himing whether she would like to stay in the boarding house (not to be in charge) but to do two Prep duties, in exchange for free board and lodging.

Mrs Kittow reported that Mrs Roth had decided to leave the boarding house to go and live in a flat. She would take her daughter out of the Senior Boarding House to be a day girl. Mrs Kittow asked whether Mrs Roth would be entitled to the 33⅓% discount on her daughter's tuition fees. After discussion, it was agreed that this concession be granted to MrsRoth.

Mrs Kittow reported that she had had to ask Miss Playne to finish up last week. She asked the Committee about a replacement. Mr Abernethy agreed to ask the Bishop-Suffragan whether he could find some one to take the Divinity classes at Herschel.

FOUNDER'S DAY:

Mrs Kittow reported she had met the British Ambassador at a party and asked him whether he would be willing to be the Speaker next year. He gave Mrs Kittow to understand that he would. It was agreed that the matter be discussed at the Council Meeting on September 8th.

3-TERM YEAR

Mrs Kittow said that it was the intention of Bishops, St.Cyprian's and St.George's to start a three-term year from January, 1969. After discussion, it was agreed to recommend to Council that

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Herschel act in concert.

OUTSTANDING FEES:

Mr Abernethy reported that a letter had been received from the solicitors asking whether the School would be prepared to accept from Mrs Smith R20-00 for the months of August and September, the balance to be paid at the end of October. Mr Abernethy said he had agreed to this. The amount involved is R331-00.

HERSCHELIAN:

Mrs Kittow said that she had been approached by the Old Girls to find out whether the Council would have any objection to advertisements being placed in this magazine. After discussion it was agreed that provided Mrs Kittow approved of the advertisement, there would be no objection.

OFFICE STAFF:

It was agreed to fix the salaries for the Office Staff as follows as from 1st July, 1967.

Mrs Withers	R160-00 per month.
Mrs Smith	R150-00 per month.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING
HELD AT HERSCHEL ON MONDAY, MAY 22nd, 1967.

PRESENT: Mr Abernethy (In the Chair)
Mrs Henderson
Mr Borton
Mrs Dowie Dunn

In attendance: Mrs Kittow
Secretary: Mrs Withers

Apologies for absence: Mrs Brock
Mr Newman

STAFF: Mrs Kittow reported that Mrs Himing would have to undergo a major operation in June and would be away possibly to the end of October. It was agreed to pay Mrs Himing her full salary while she was off in view of the service she has given to Herschel.

OUTSTANDING FEES:

The only fees that had not been settled were those outstanding for Megan Townsend. A letter had been received from the Solicitors, Messrs Syfret, Godlonton and Low, informing the School that as soon as Mrs Smith (Megan's mother) had sold her property, she would let us have settlement of the account.

SHELTER FOR NIGHTWATCHMAN.

Mrs Kittow reported that she had received an estimate of R145-00 for this. After discussion, Mr Abernethy agreed to make enquiries from the firm who had erected shelters at the Cathedral. He would let Mrs Kittow know, and if he could not get the information, it was agreed to accept the tender of R145-00.

GENERAL REPAIRS.

Mrs Kittow reported that there were several major repairs that needed attention. It was agreed to hold this matter over until Mr Newman returned.

FOUR SCHOOLS TRUST:

Mrs Kittow reported that she had been approached by the Four Schools Trust to know whether they could have a cocktail party in the Herschel Library. It was agreed that Mrs Kittow should let them know that it would be quite in order to hold the party at Herschel.

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MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD IN THE LIBRARY ON FRIDAY, SEPTEMBER 8th, 1967, AT 5.0.P.M.

PRESENT: Mr Abernethy, Mrs Brock, Mrs Cronwright, Mrs Dowie Dunn, Professor Grant, Mrs Henderson, Dr McDonald, Mr.Jooste, Mr Kennedy, Mrs Small, Mr Wares, Mr Newman.

In attendance: Mrs Kittow.
Secretary: Mrs Withers.

Apologies for absence: His Grace.
Mr Borton, Canon Hodson, Judge van Winsen.

CHAIRMAN: Mr Abernethy proposed that Mr Kennedy be asked to take the Chair in His Grace's absence. Agreed.

Mr Kennedy said he would like to welcome Mr Jooste on to the Council.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on April 27th, 1967, copies of which had been sent to members, were taken as read and signed by the Chairman as a true record of the proceedings.

Mr Kennedy read a letter received from Mr Robb dated May 5th, informing the Secretary that he would no longer be able to serve on the Herschel Council. The Chairman asked the Secretary to write a letter of appreciation to Mr Robb for the tremendous amount he had done for Herschel during the many years he had served on this Council.

GENERAL PURPOSES REPORT: This was presented by Mr Abernethy.

ARISING FROM THIS REPORT: 3-TERM YEAR

It was agreed that Herschel should adopt the three-term year when the other private schools in Cape Town did so.

Financial position.

The Chairman asked whether it was likely that the financial position would show a satisfactory state at the end of the year. Mr Abernethy said he hoped so.

Founder's Day:

It was agreed that The British Ambassador, Sir John Nicolls, should be invited to be the Speaker.

HEADMISTRESS'S REPORT:

ARISING FROM THIS REPORT:

Scholarships and Bursaries.

Mrs Kittow explained that the standard was not as high as it was last year, but that in 1966 the children wrote the examination in October, whereas this year it was written in June.

Mr Kennedy thanked Mrs Kittow for her interesting report.

ANY OTHER BUSINESS:

All-Weather Tennis Courts.

Mr Newman reported that he had been in touch with Mr Washington

S.A.Bitumen, and he had quoted a figure of approximately R1500 for a court. After discussion, it was agreed that Mr Newman be given authority to proceed further and obtain a firm estimate from S.A.Bitumen. Mr Newman suggested that a sub-committee be formed to deal with the courts. It was agreed that Mr Newman, Mr Jooste and Mr Lees form this Committee.

CONFERENCE OF HEADMASTERS AND HEADMISTRESSES HELD AT ST.STITHIAN'S JOHANNESBURG, AUGUST, 1967.

Mrs Kittow reported that the first day had been concerned with routine matters only, after which the Conference had gone into closed session for two days, to discuss a resolution taken at the Herschel Conference in 1966. The Chairman, Mr Deane Yates, said "In view of the serious moral issues facing the country, we have met in full session to review -

a) What the attitude of our Schools to these issues should be.

b) How best to prepare our pupils for the teachings of Christ so that they may be prepared to implement them in this secular age".

There were four speakers: Mr Frank Robb, Dr Francis Wilson, Mother Xavier Rowntree, and Dr.S.Raubenheimer.

Mrs Kittow reported at length on each of the speakers, saying that whichever way one looked at the subject it turned on human relationships, and the brotherhood of man, and the deal of service.

A verbatim account of each speech will be contained in the annual report of the H.M.C. which is usually published by the end of the year.

DATE 8 December 1967. CHAIRMAN

HEADMISTRESS'S REPORT -DECEMBER, 1967.

STAFF: I am glad to say that the posts of people leaving at the end of the year have been suitably filled.

The Housekeeper has to undergo an operation on December 4th, and has accepted a lighter post in the Preparatory at Bishops. The Gymn mistress at the Preparatory is pregnant and will probably be leaving in either January or March. The Lower I Form mistress is also pregnant, but I have replaced her. Mrs Barker, wife of the Anglican Chaplain to University students, has replaced Miss Playne for Divinity.

We shall be dividing Lower III (Standard V) at the Preparatory into two streams next year in order to be able to take more children, and it has been necessary to appoint an extra member of staff for this. We shall have to house the additional class in the Boarders' Common Room for the time being.

The question of domestic labour is very difficult, since we are not allowed to appoint Bantu while there are Coloured males available, but it is always unsatisfactory to have coloured males in the kitchen.

Johannie, one of the gardeners, was killed in an accident two months ago, and we have not yet been able to replace him.

Mrs Robinson, the Housekeeper at the Preparatory, was off for three weeks with a prevalent virus which unaccountably attacked her appenxi (it apparently attacks the liver, lungs or brain of other people). She will have to go to hospital.

Mrs Hagen, a Music mistress at the Preparatory, has been commanded by her husband to return to Grahamstown. We find that by re-arrangement of the music timetables we shall probably be able to manage without replacing her.

HEALTH: There has been a considerable amount of illness this term. Several girls had virus 'flu, many were down with German Measles - so many that I felt it advisable to send the Matrics home earlier than usual. One child at the Preparatory has been away all the term with encephalitis and meningitis, another(aged 8) has been found to be diabetic. One in the Senior School was away for three weeks with glandular fever, another had an operation for an injured disc, two have serious sinus trouble.

We have all been distressed about Susan Abernethy, but are hoping that the X-rays will give a favourable report.

NUMBERS:

	4th Term 1967.		Anticipated January 1968.	
SENIOR.				
BOARDERS:	40		39	
DAY GIRLS:	117	157	123	162
PREPARATORY:				
BOARDERS:	23		21	
DAY GIRLS:	86	109	92	113
LOWER I:		26		20
TRANSITION AND KINDERGARTEN		42		47
		334		342

CHURCH AND CHAPEL:
Holy Communion has been held in the Chapel many times since the

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last Council Meeting. It has been very pleasing to see parents - mothers as well as fathers - at these Services.

A special Communion Service was held for the Matrics just before they wrote. The Chapel was full, and once more several parents were present.

31 girls were Confirmed at St.Saviour's on October 31st.

We were happy to be able to send R50-00 (R25 from the Chapel Fund and R25-00 from the Sociological Club) to the Bursary Fund of the St.Barnabas College in Johannesburg. I understand this is the first Anglican school for Coloured students in the Republic.

The Annual Chapel by Candlelight Service was held in the Chapel on December 3rd.

ACADEMIC: Trial Matric examinations were held from 14th to end of September. There were no failures, but only three first-classes. This was better than we expected as this is on the whole a weak form, though a delightful one.

In the Examinations of the Royal Schools of Music, held at Herschel all were successful.

The Abe Bailey Afrikaans Public Speaking Competition was held in the Library, and the winners were - 1st, Elizabeth de Wet, Gillian Baigrie 2nd and Helen Henderson 3rd.

On November 4th, for the first time in the history of Herschel, we wrote the Taalbond Examinations. 43 wrote the Lower and 3 the Higher.

The Music candidates (Joint Matriculation Board) were very good this year, and I asked them - Cheryl Warr, Rosalind Ovenstone and Patricia Brailey - to play to the School. This they did for over an hour and their playing was much enjoyed by everybody.

EXAMINATIONS:

Preparatory: November 9th - 15th.
Senior School: November 15th - 24th.
Matric (Public Exams) " 22nd - December 8th.

GAMES: There has been more swimming than tennis this term, as two courts have been out of action all the time.

A most successful Sports Day was held on November 29th, ending up with a braaivleis lunch in the grounds. The Victrix Ludorum was Hilary Gasson, closely followed by Tessa Mallett and Yolanda Labia.

GENERAL: The usual varied activities of the School were in evidence. Miss Sweet gave a talk on her travels; 6 Matrics went to a Yardley lecture on grooming and make-up at the Mount Nelson; Herschel entered for the Dabchick racing at Zeekoe Vlei and as far as I can make out nobody won; Mr A.Smits gave a lecture on Astronomy; the Old Girls had a wonderfully successful Mannequin Parade at the School, and made nearly R3000-00; the Music and Drama Club had a successful meeting this week; the Preparatory had an Open Day on December 1st. The Senior School and the Preparatory each had a Christmas Dinner on December 2nd; the girls took their Christmas fare to the Princess Alice Home, C.A.F.D.A, the St.George's Orphanage, and the Raapkraal Creche; the Art girls went to an exhibition at the Michaelis; a small party visited a Yeast Factory; a representative of the Meat

Board gave a demonstration on the cutting of meat in the Domestic Science room; two Puppet shows were shown, one for the Senior and one for the Preparatory at the School; John and Irene Tunstall, producers of the film "Vanishing Kingdoms", showed it in the Hall; the Seniors went to the Capab Ballet, and the year closed with the Annual Carol Service at St.Saviour's on December 7th.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD).

Herschel,
Claremont, Cape.

February 28th, 1968.

THE QUARTERLY MEETING of the Council will be held at Herschel, in the Library, on Friday, April 19th, 1968, at 5.0.p.m.

A G E N D A.

I. Minutes to be confirmed:-

December 8th, 1967.

2. General Purposes Report.
3. Headmistress's Report.
4. Any other business.

E. R. Witten

SECRETARY.

MINUTES OF THE QUARTERLY MEETING OF THE C UNCIL HELD AT HERSCHEL IN THELIBRARY ON FRIDAY, DECEMBER 8th, AT 5.0.P.M.

PRESENT: His Grace.
Mr Borton, Mrs Cronwright,
Canon Hodson Mrs Dowie Dunn,
Mrs Small, Professor Grant,
Judge van Winsen, Mrs Henderson,
Dr McDonald, Mr Newman, Mr Jooste,
Mr Wares, Mr Kennedy.

In attendance: Mrs Kittow.
Secretary: Mrs Withers.

MINUTES: The Minutes of the Quarterly Meeting held on September 8th, 1967, copies of which had been sent to members, were taken as read and signed by the Chairman.

His Grace said that, as members of the Council were aware, Mr Abernethy had had a slight heart attack and had been off work for the last month. As a result he had asked to be relieved of his office as Chhirman of the General Purposes Committee. His Grace said he had asked Mr J.M.Borton whether he would be prepared to carry on and that Mr Borton had agreed to do so.

Mr Borton said he would like to propose that Mr D.Jooste be asked to serve on the General Purposes Committee. Mr Jooste agreed to do so. His Grace said that the Council were grateful to Mr Borton and Mr Jooste for the help they would give to the General Purposes Committee.

HEADMISTRESS'S REPORT:

Housekeeper. Mrs Kittow reported that the Housekeeper had left and that her place had not been filled. She had arranged to advertise the position.

Staff: Mrs Kittow said that she had been fortunate in finding somebody to take Mrs Quartermain's place at the Preparatory School, and thought that she would be very satisfactory.

Mrs Kittow said she was pleased to report that after she had spoken to Canon Hodson, he had agreed to do part of the Divinity teaching. He had arranged with Father Hamer to do the rest of the Senior lessons.(Mrs Barker is taking Standards 6 & 7.) His Grace said he was very pleased about this.

FINANCIAL POSITION.

It was agreed that the General Purposes Committee should go into this matter and report back to Council with their recommendations.

TENNIS COURTS:

It was agreed that work should proceed on all-weathering the two tennis courts at the Senior School and that the money left by the late Mr Danford Jooste should be used to finance them. Mr Newman and Mr Jooste agreed to arrange for the contractors to start on the courts.

LEAVE OF ABSENCE:

Mrs Henderson asked for 7 months' leave of absence. Agreed.

DATE...17. April. 1968 CHAIRMAN:

REPORT OF THE GENERAL PURPOSES COMMITTEE
FOR COUNCIL MEETING ON THE 19th APRIL, 1968.

Meetings of the Committee were held on

29th January, 1968.
12th March, 1968.

CHAIRMANSHIP:

As a result of ill-health, Mr.Gerald Abernethy tendered his resignation as Chairman of the General Purposes Committee towards the end of last year, and at the request of His Grace, the Archbishop, Mr. J.M.Borton took over the Chairmanship.

The General Purposes Committee were very pleased to welcome Mr. Abernethy at the Committee Meeting held on March 12th, and were glad to note that he was well on the road to recovery.

A draft of the Council's Report to the Annual General Meeting is annexed hereto for approval by Members of the Council.

FINANCIAL RESULTS - 1967.

Details of the financial results for the year are given in the Council Report.

At the request of the Committee, a Sub-Committee was formed comprising:-

Messrs. Borton, Newman and Jooste.

to investigate the question of Teachers' Salaries and the Sub-Committee's Memorandum on this subject is annexed to this Report.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL ON TUESDAY, MARCH 12th, 1968, AT 5.15. P.M.

PRESENT: Mr Berton (In the Chair)
Mr Abernethy
Mr Jooste
Mr Newman
Mrs Small.

In attendance: Mrs Kittow.
Secretary: Mrs Withers.

ARISING FROM THE MINUTES:

Divinity lessons.

Mrs Kittow reported that she had had a chat with Canon Hodson about salary for the teaching of Divinity. He suggested that a cheque for R18-00 be paid and that the cheque be made out to the St.Saviour's Rectory (Chaplain'sFund).

Staff:

Mrs Kittow reported that Mrs Bennett would be taking long leave and would be going overseas on April 4th. Mrs Bennett had asked whether it would be possible for her to be paid her three months' salary before she left. It was agreed that her request be granted.

Mrs Kittow reported that Mrs Scott-Shaw had found a suitable substitute and that she would be taking leave from the 16th July to the 16th August, 1968.

Mrs Kittow asked what she should say to Miss Chase about her request for an increase in salary. Mr Borton and members agreed that she should be told that the matter was being looked into by the Council.

Wall at the Preparatory.

It was agreed that Mr Newman be given authority to proceed with this work and to arrange for the roofs over the sleeping porch, housekeeper's room and servants' quarters at the Senior School to be attended to.

Mr Newman said he could arrange for one of his men to come and help out with painting at the school during the April holidays.

MUSIC FEES: Mrs Kittow reported that Miss Sweet had approached her about the fee charged for Music lessons. She understood that St. Cyprian's charged R12-60. After discussion, it was agreed to increase the Music fees from R8-80 to R12-60 per term, and that a part-time Music mistress should receive R10-00 per pupil, instead of R8-00 per pupil, per term.

FOUNDERS' DAY:

Mrs Kittow asked the Committee whether there would be any objection to holding Speech Day at the end of the year instead of in February each year. If this met with approval, then Founders' Day which normally fell on the 16th or 17th of February, would be commemorated by a Church Service. After discussion, it was agreed to recommend to Council that Speech Day be held at the end of the year. It was also suggested that Founders' Day be combined with Old Girls' Day.

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SCHOLARSHIPS AND BURSARIES:

Mrs Kittow said she wondered whether it would be necessary to grant Scholarships and Bursaries for 1969 in view of there being an intake of 35 from Lower III next year and several on the waiting list to enter Upper III next year. After discussion, it was agreed that these awards should be advertised in June.

ACCOMMODATION -PREPARATORY SCHOOL:

Mrs Kittow reported that at the moment the Boarders' Common room was being used as a classroom to accommodate the overflow of the present Lower III's, but felt that the question of an additional classroom at the Preparatory would have to be borne in mind because, since a double stream would be permanent, the boarders could not be without a Common room. It was decided to leave the matter in abeyance until the financial position had been gone into. (Mrs Kittow stressed that this classroom was needed urgently before Winter, 1969).

ARCHITECT: It was agreed to recommend to Council that the Architect for the School should be replaced by Mr Hugh Floyd. It was also agreed that, should the Council agree to this change, a letter of appreciation be written to Mr Twentyman-Jones.

MRS NANCY MORRIS.

Mrs Kittow reported that she had had an application from Mrs Morris (who is an Old Girl) for her daughter Jennifer to come to Herschel in the Senior School in January, 1969. Mrs Kittow pointed out that the child's eyesight was in a very bad state and wondered whether the Committee thought the School could take the responsibility. After discussion, it was agreed that Mrs Kittow should accept the child. No special typewritten papers could be set for her, but the Staff would do whatever they could to help her. Mrs Kittow was instructed to say that should the over-all situation become too difficult, the Council would have to review the position.

TENNIS COURTS:

It was agreed that the accounts received for all-weathering and re-wiring the two tennis courts at the Senior School could be paid. The total amount was R5040-00.

It was agreed that work could proceed on the two courts at the Preparatory. Mrs Kittow reported that the result of the Old Girls' efforts for all-weathering tennis courts amounted to R2965-00.

REPORT OF SUB-COMMITTEE ON TEACHERS' SALARIES.

This Memorandum deals only with the salaries of full-time teachers.

There are nine teachers in the Senior School who have reached the salary limit of R2,040 per annum, and who have not had increments for a few years. Other teachers in both the Senior and Preparatory Schools are receiving increments of R60 per annum.

The Committee considers that with the steady increase in the cost of living, it is necessary to : -

a) raise the ceiling of the salary limit.

b) increase the rate of salary increases.

c) give immediate increases to the teachers who have not received increments in the past few years.

The Committee accordingly recommends that : -

1) the salary limit in the Senior School be raised from R2,040 to R2,280, and in the Junior School from R1,920 to R2,160.

2) teachers in the Senior School who are presently receiving R2,040 per annum, receive an increment of R120 per annum with effect from the 1st July, 1968, and a further increment of R120 per annum with effect from the 1st January, 1970.

3) the annual increment of other teachers be increased from R60 to R90 per annum, and that for the current year, the teachers who received an increment of R5 per month in January, receive a further increment of R2-50 in July, bringing the figure up to the rate of R90 per annum.

For the current year, increases already granted will cost R420 per annum. If the Committee's recommendations are accepted, the additional cost will be R645, bringing the total increases for the year to R1,065. In 1969, the total cost of the increases will amount to R2,340.

The Accounts for 1967 reflect an excess of Expenditure over Revenue of R4,380. The budget for the current year based on the salary scales recommended by the Sub-Committee, and on fees at the same rates as in 1967, reflects a deficiency of R8,460. The Council will, therefore, have to give serious consideration to an increase in fees.

There are at present 346 pupils and the tuition and Boarding Fees, per term, are as follows : -

Kindergarten :	R21-00.
Lower I :	R35-00.
Upper I to Upper III :	R64-00.
Seniors :	R77-00.
Boarding Fees :	R85-00.

If the fees were raised by approximately 10% viz. : -

Cont/2..... Kindergarten

Kindergarten :	R21-00 to R28-00.
Lower I :	R35-00 to R40-00.
Upper I to Upper III :	R64-00 to R71-00.
Seniors :	R77-00 to R85-00.
Boarding Fees :	R85-00 to R92-00.

the total increases would amount to R11,750 of which R1,600 would come from Boarding Fees. As the fees can only be increased from the 4th Term, only R3,000 would accrue this year, thus leaving a deficiency of R5,000. In 1969, the full R11,750 would accrue. Against this is a budgeted deficiency for 1968 of R8,200. In addition, there is a budgeted increase in salaries of R2,340 so that the increases would merely achieve a break-even point in 1969, that is provided that there are no reductions in the number of pupils in the School.

In arriving at these figures, the income which is received from the 4 Schools Trust has not been brought into account.

Your Sub-Committee believes that in other Schools, a sum of money is made available to the Principal to be used to assist the payment of fees where this is necessary to retain deserving pupils. They recommend that if the Council decides to increase the fees, they give consideration to this policy.

In the budget for 1968, a provision of R5,000 has been made for Repairs and Maintenance of the buildings. This follows on an observation by the Auditor that, over the past few years, expenditure under this heading has been extremely low, and, in his opinion, the Council are likely to be faced over the next few years, with expenditure on Repairs and Maintenance which could be as high as R20,000.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD).

Herschel,
Claremont, Cape.

February 29th, 1968.

NOTICE is hereby given that the ANNUAL GENERAL MEETING of Members will be held at Herschel, Claremont, Cape, on Friday, April 19th, 1968, at 5.15. p.m. for the following purposes:

I. To receive the Accounts with the Auditor's Report thereon.

2. " fix the remuneration of the Auditors.

3. " elect Members to fill the vacancies on the Council.

4. " discuss any other business.

E. R. Luthuli
SECRETARY.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION, HELD AT HERSCHEL, CLAREMONT, ON THURSDAY, APRIL 27th, 1967, AT 5.30 P.M.

PRESENT: Mr Abernethy
Mr Burton
Mrs Henderson
Mrs Small
Dr McDonald
Mr Newman
Mrs Cronwright
Mr Wares.

In attendance: Mrs Kittow
Secretary: Mrs Withers.

Apologies for absence: His Grace
Mr Kennedy
Mrs Brook
Mrs Dowie Dunn
Judge van Winsen
Canon Hodson.

CHAIRMAN: Mr Wares took the Chair in His Grace's absence.

The Notice convening the Meeting was submitted.

MINUTES: Minutes of the Annual General Meeting held on March 11th, 1966, copies of which had been circulated to members, were 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, 1966, with Balance Sheet at that date, were submitted.

It was agreed that the Balance Sheet and Accounts as at 31st December, 1966, be adopted.

REMUNERATION OF THE AUDITORS:

On the Motion of Mr Abernethy, 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 Three Hundred and Fifty Rand (R350-00).

AGREED:

DATE: 19 April 1968. CHAIRMAN: [signature]

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

Report of the Council to be submitted to the Annual General Meeting of the Association to be held on the 19TH APRIL, 1968 :

The total number of pupils is 346 as compared with 337 at the beginning of 1967.

The Preparatory is now running two classes for Standard 5, (Lower III).

The Senior School has two classes for each Standard this year.

CATERING :

Group buying is still proving successful, and we believe has resulted in a substantial saving in the cost of our provisions, which was again less than the previous year. Our Housekeeper resigned at the end of last year and since then, in addition to her many other duties, Mrs. Withers has undertaken the catering, and has agreed to continue to do so until the end of the Second Term, by which time it is hoped that we shall be successful in obtaining a new Housekeeper.

The Council would record its sincere thanks to Mrs. Withers for the assistance which she has given us in this Department.

TENNIS COURTS :

It was decided to utilise the generous legacy which the School received from the late Mr. Danford Jooste to completely rebuild and rewire two of the Senior courts. This work has now been completed, and the Courts are proving a great success. With the additional funds raised by the parents and the Old Girls, it has now become possible to convert two of the Junior School courts which are in a very poor state of repair, to all-weather courts, and also to rewire them, which is very necessary, and it is hoped to put this work in hand in the very near future.

The Council is grateful to the parents and the Old Girls for their generosity in making this possible.

JUNIOR SCIENCE LABORATORY :

It will be recalled that last year The S.A. Industrial Fund generously made the School a grant of R10,800 towards the cost of a Science Laboratory. This Laboratory has now been completed, and is proving a valuable adjunct to our teaching facilities. The total cost of the Laboratory was R11,420, so that the School's contribution towards this figure was only R620.

FINANCIAL RESULTS :

A comparative Statement of Revenue and Expenditure for the years 1965, 1966 and 1967 is set out in the attached Schedule. It is most disappointing to have to record that there is a deficit for the year of R4,380. Total Revenue for the year increased by only R950 to a figure of R113,985, whereas Expenditure was R5,800 higher at R118,365. The budget for 1968 based on fees at current rates projects a deficit of R8,460.

Cont/2.....

	1965.	1966.	1967.	Increase or Decrease of 1967 figure as compared with 1966.	Estimates for 1968.
REVENUE :					
Tuition & Board.	96,737	104,886	106,273	+ 1,387	107,000
Extra Subjects.	7,257	6,403	6,323	- 80	6,000
Miscellaneous.	1,791	1,746	1,389	- 357	1,500.
	105,785	113,035	113,985	+ 950	114,500.
EXPENDITURE :					
Salaries/Staff.	64,886	64,719	66,725	+ 2,006	69,000
Wages/Domestic.	9,630	10,927	11,547	+ 620	11,000
Provisions.	15,763	15,684	15,349	- 335	16,000
Domestic Charges.	7,728	7,332	8,458	+ 1,126	8,000
Sports Requisites.	28	24	60	+ 36	60
Property Charges.	1,270	1,142	2,288	+ 1,146	5,000
Administration.	4,748	4,348	5,932	+ 1,584	6,000
Pension Fund and U.I.F.	2,551	2,662	2,149	- 513	2,250
Interest.	4,889	4,353	4,202	- 151	4,000
Depreciation.	520	497	780	+ 283	750
Insurance.	634	873	875	+ 2	900
	112,647	112,561	118,365	+ 5,804	122,960
Results on the year :					
Surplus.		474			
Deficit.	6,862		4,380		8,460

MEMBERS OF THE COUNCIL :

During the year the following members of Council resigned : -

Mr. Frank Robb.
Mrs. J.F. Brock.
Professor Grant.
Mrs. B. Dowie Dunn.

In addition, Canon Wood, who retired in rotation at the end of the Annual General Meeting last year, did not seek re-election.

The Council would record its sincere appreciation of the invaluable contribution which these members made over many years to the successful administration of the School's affairs. There are now five vacancies on the Council to be filled.

AUDITORS. It will be necessary to determine the remuneration of the Auditors, Messrs. E.R. Syfret & Company, for the past year.

ADDENDUM TO QUARTERLY MINUTES: APRIL 19th, 1968.

His Grace said that there had been in the last few months a number of resignations: Mr F.Robb, Mrs J.F.Brock, Professor W.F.Grant and Mrs B.Dowie Dunn, all of whom had given very valuable service to Herschel, some of them for a considerable number of years.

He had invited Mr J.Graham, Mr A.F.Lees and Mrs Anne Russell to fill his nominations and would ask the members to propose Professor R.E.Lighton as their nomination.

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL IN THE LIBRARY ON FRIDAY, APRIL 19TH, 1968 AT 5.15 P.M.

PRESENT :His Grace, The Archbishop.

Mesdames : D. Cronwright.
L.F. Small.
A. Russell.

Prof. R. Lighton.
Mr. Justice L. Van Winsen.
Dr. R. McDonald.

Messrs. : G.D. Abernethy.
J.M. Borton.
J. Graham.
D.D. Jooste.
H.L. Kennedy.
J.H. Newman.
J.D. Wares.
A.F. Lees.

Secretary: Mrs. E.R. Withers.

APOLOGIES FOR ABSENCE : Canon J. Hodson.

On behalf of the Council, His Grace welcomed the new members and thanked them for agreeing to serve. He went on to say that he was confident that they would make a valuable contribution to the affairs of the School.

His Grace also welcomed back Mr. Abernethy, after his recent illness.

MINUTES : The Minutes of the Quarterly Meeting of the Council held on December 8th, 1967, 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 COMMITTEE REPORT : This was presented by Mr. Borton.

Arising from the Report :

Fees :

After a full discussion on the recommendations submitted by the Sub-Committee, it was agreed that there was no alternative but to increase both the Boarding and Tuition Fees, and that the scale recommended by the Committee be accepted.

It was also agreed that the increased fees be brought into operation with effect from the Fourth Term of this year.

STAFF SALARIES : Mr. Borton referred to the Sub-Committee's Report on the question of Staff Salaries which had been circulated to Members. After discussion, Mr. Kennedy proposed that the Sub-Committee's recommendations be adopted. This proposal was seconded by Mr. Wares and carried unanimously.

Cont/2 : HEAD'ISTRESS'S SALARY.

HEADMISTRESS'S SALARY : It was also agreed that the General Purposes Committee be requested to investigate the question of Mrs. Kittow's salary, and report back at the next Council Meeting.

HEADMISTRESS'S REPORT : This had been circulated, and in her absence, called for no comment.

SCHOOL ARCHITECT : The question of the School Architect was discussed and it was agreed that whilst the same firm of Architects had been employed for a considerable number of years, the School had, in fact, no contractual liability to this firm.

Mr. Borton reported that his Committee were desirous of appointing Mr. Hugh Floyd to carry out certain work which was contemplated, and sought the Council's permission to do so. This was agreed, and His Grace also indicated that perhaps a letter should be sent to the present Architects, advising them of the Council's decision.

VACANCIES ON GENERAL PURPOSES COMMITTEE : His Grace requested that nominations to fill the vacancies on the General Purposes Committee be submitted by the Committee at the next Council Meeting.

As there was no further business, the Meeting then closed.

DATE 14. 6-68.

CHAIRMAN.....

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL IN THE LIBRARY ON FRIDAY, JUNE 14th,1968 AT 5. 0. P.M.

PRESENT: Mr J.M.Borton, Mr G.Abernethy, Mr J.Newman, Mrs A.Russell, Professor R.Lighton, Mr A.P.Lees, Mr J.Graham, Mr J.D.Wares, Dr R.McDonald, Mrs L.P.Small, Mrs G.Cronwright, Judge van Winsen.

Secretary: Mrs E.R.Withers.

Apologies for absence: His Grace
Canon Hodson
Mrs Henderson
Mr Kennedy.

CHAIRMAN: Mr Borton was asked to take the Chair in His Grace's absence.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on April 19th, 1968, copies of which had been sent to members, were signed by the Chairman, as a true record of the proceedings,

ANNUAL GENERAL MEETING MINUTES:

The Council formally approved these Minutes.

ARISING FROM THE QUARTERLY MINUTES: APRIL 19th, 1968.

The Chairman reported that the General Purposes Committee had asked Mr A.P.Lees and Mr J.Graham to serve on this Committee, and that they had signified their willingness to do so. Agreed.

Increase in Fees and Increase in Salaries.

The draft letter submitted by the Chairman to be sent to parents was approved. It was agreed that the letter should be sent out immediately and Mr Borton was authorised to sign the letter.

The increases in salaries to the teaching staff recommended by the Committee, were approved.

Headmistress's salary.

The Council approved the General Purposes recommendation to increase the Headmistress's salary as from 1st July, 1968, to R3480-00 per annum.

Architect.

The Council approved the appointment of Mr Hugh Floyd.

Change in the name of The English Church Schools Association.

Mr Borton said he had consulted the School's solicitors on this matter and read the letter he had received from them. It was suggested that further enquiries be made.

THE PRINCIPAL'S REPORT. This was presented by Mrs Brownell.

ARISING FROM THIS REPORT:

Mr Borton reported that Mrs Brownell had 'phoned him

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about two girls in the boarding house. He had suggested that she write a report which he would present to the Council. After discussion, it was agreed that a letter be sent to the parents concerned informing them that the Council would ask them to withdraw their children from Herschel at the end of the term; and should they prove difficult, the Council would be reluctantly compelled to request them to do so. No fees would be charged in lieu of notice.

RESOLUTION: It was resolved that the following members be authorised to sign cheques on behalf of the School:-

Mr J.M.Borton
Mr G.Abernethy
Mr J.Graham
Mr D.Jooste
Mr J.Newman
Mrs C.E.W.Henderson
Mrs L.F.Small
Mr J.D.Wares
Mr H.L.Kennedy

A.PERMANENT BUILDING SOCIETY.

Mr Borton reported that the money in the Savings Account on behalf of the Headmistress, Mrs M.C.Kittow, hadbeen placed on Fixed Deposit for a period of 3 years at 7% per annum.

DATE. 13. September 1968. CHAIRMAN: Robert Stephenson

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL ON TUESDAY, SEPTEMBER 3rd, 1968, AT 5.15. P.M.

PRESENT: Mr J.M.Borton (In the Chair)
Mr J.Graham
Mrs C.E.W.Henderson
Mr D.Jooste
Mr A.P.Lees
Mr J.Newman

In attendance. Mrs M.C.Kittow
Secretary. Mrs E.R.Withers

Apologies for absence: Mr G.Abernethy
Mrs L.P.Small.

FIXED DATE FOR GENERAL PURPOSES MEETINGS.

It was decided to hold the monthly meeting of the Committee on the 4th Tuesday of each month, in future.

ARISING FROM THE MINUTES: AUGUST 6th, 1968.

Additional Buildings at the Preparatory.

Mr Newman reported that he, Mrs Kittow and Mrs Roth met Mr Hugh Floyd, the Architect, at the Preparatory, and that Mr Floyd would be presenting a sketch plan at some later date showing his recommendations of what building should be undertaken.

Tennis Courts at the Preparatory.

Mr Newman reported that the courts had now been completed but that there had been some discussion about the way in which they were facing. It was agreed that Mr Newman should discuss the matter with Mrs Gibson, the Games Mistress.

Speech Day - December 9th, 1968.

Mrs Kittow reported that Dr P.C.Robb had agreed to be the Guest Speaker, and that she had asked Mrs Abernethy to fulfil this office at the Preparatory Prize Giving.

Outstanding Fees - Mr J.J.Harvey-Kelly.

Mrs Kittow reported that no payment had been received, but that Mr Harvey-Kelly had written again asking for a further extension, as he expected money to come from a Trust Estate in Ireland. After discussion, it was agreed that a letter be written to Mr Harvey-Kelly informing him that unless we receive the total amount by the 25th September, 1968, we would be unable to accept his daughters at the school next term.

BURSARIES: Mrs Kittow asked the Committee whether they would consider granting bursaries to Christina Murray and Jacqueline Hunt. After discussing the applications, it was agreed to grant them.

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ADDITIONAL BUILDINGS -PREPARATORY.

Mrs Kittow said that the question of accommodation had now become most serious and that an additional classroom was urgently needed at the Preparatory. After discussion, it was agreed that Mr Hugh Floyd should be asked to visit the Preparatory and draw up a plan of what was required.

Mrs Kittow said that Mrs Roth has asked whether there would be any objection to staging a Preparatory Play in the Congregational Hall. The Committee were not in favour of this.

TENNIS COURTS -PREPARATORY SCHOOL.

The bad weather has delayed the completion of these courts.

FOUNDERS' DAY: Mrs Kittow said that Speech Day would be held on December 9th this year.

It was agreed that Mr F.C.Robb should be asked to be the Guest Speaker. Mrs Kittow was asked to find out whether Mr Robb would be willing. If so, she was to inform the Archbishop.

KINDERGARTEN: Mrs Kittow reported that the new ruling now advertised in the press about the school-going age for entry into the Kindergarten had meant that about 14 of the children entered for January, 1969, would not qualify. It was agreed to refer the matter to Council.

OUTSTANDING FEES:

Mrs Kittow reported that Mr Harvey-Kelly had not paid his outstanding fees amounting to R534-67. Several letters had been sent to him. After discussion, it was agreed that a letter should be written to him to the effect that unless payment had been received by August 15th, the School would have no alternative, but to hand the matter over to their solicitors.

ENGLISH ASSOCIATION.

Mrs Kittow reported that the English Association would be holding their monthly meeting at Herschel in the Library on August 28th, 1968.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL ON AUGUST 6th, 1968, AT 5.15.P.M.

PRESENT: Mr J.M.Borton (In the Chair)
Mr G.Abernethy
Mrs C.E.W.Henderson
Mr D.Jooste
Mr A.P.Lees
Mr J.Newman

In attendance. Mrs M.C.Kittow
Secretary. Mrs E.R.Withers

Apologies for absence. Mr J.Graham
Mrs L.F.Small.

SCHOLARSHIPS. Mrs Kittow notified the Committee that it had been decided to award the Scholarships of R150-00 perannum, tenablefor five years, to -

Fiona McLachlan (who attends Durbanville Primary School).

and Jennifer Hearn (who is in the Preparatory).

She asked the Committee whether they would consider granting bursaries to -

Christina Murray
and Jacqueline Hunt

both are in the Preparatory.

The Committee asked Mrs Kittow to send the necessary application forms for Bursaries to the parents concerned, and said that the applications would be considered at the next meeting.

STAFF. The new housekeeper at the Preparatory is proving very satisfactory.

Mrs Kittow asked whether the Committee would consider paying Mrs Brownell a small honorarium for the extra work she did during her absence overseas. After discussion it was agreed that a cheque for R50-00 be given to Mrs Brownell.

Mrs Kittow reported that Mrs Coetzee who teaches Afrikaans in the Middle School has had to resign as her husband has been transferred to London University.

Miss Chase, the Latin Mistress, leaves at the end of this term, to be married.

Mrs Boyes asked whether it would be possible to be granted long leave next year. It was agreed to grant her leave, provided a suitable substitute was found to take her place.

Mrs Kittow said she would like it recorded that she had had complaints about the teaching of Madame Bienewitz, the French Mistress.

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AMERICAN FIELD SERVICE.

Mrs Kittow handed the Chairman a letter she had received from Mr R.K.Wilson, asking whether Herschel would be willing to accept an American girl for one year, and to raise R250 towards her expenses. After discussion, it was agreed that Herschel would contribute this amount.

Mrs Kittow reported that no offer of accommodation had been received. (Herschel did take an American student about 4 years ago).

SUMMER UNIFORM.

Mrs Kittow reported that Mrs Small had been away but that she would endeavour to speak to her about the uniform, and would report to the next meeting.

Mrs Kittow said that she had had a Barathea blazer made up, and that it had been worn by one of the boarders for some weeks. It seemed that it would not be satisfactory.

HEADMISTRESS'S REPORT
SEPTEMBER,1968.

STAFF: Miss Chase (Latin) leaves to be married at the end of this term, and her place will be taken by Mrs F. Roberts, who taught at Herschel before.

Mrs Coetzee (Middle School Afrikaans), whose husband has been awarded a research scholarship for study overseas, leaves at the end of this term. I have managed to obtain a replacement (Mrs K.Driver, from Sans Souci) till the end of this year.

Mrs Smits (part-time Biology) will be leaving for domestic reasons at the end of the year.

HEALTH. There has been a great deal of influenza and gastro enteritis this term throughout the school. Both staff and girls have been affected.

NUMBERS:

	3rd Term 1968.		4th Term 1968.	
SENIOR:				
Boarders:	43		39	
Day:	119	162	121	160
PREPARATORY:				
Boarders.	22		21	
Day:	97	119	96	118
LOWER I:	22	22	21	21
TRANSITION:	22	22	21	21
KINDERGARTEN:	22	22	22	22
		347		342

CHURCH AND CHAPEL

Canon Hodson has taken Holy Communion in the Chapel several times this term.

Boarders attended a performance "Boy with a Cart" produced by The Revd. B.Addison at St.Saviour's.

ACTIVITIES:

Two Scholarships were awarded, one to Fiona McLachlan of the Durbanville Primary and one to Jennifer Hearn, Herschel Preparatory.

Bursaries have also been awarded, one to Jacqueline Hunt and one to Christina Murray, both of Herschel Preparatory.

September examinations were held for the Matriculation form, and Practical Music Examinations for the Preparatory and the Senior School took place on September 12th (Royal Schools of Music).

I am pleased to say that several girls have decided to make teaching their career. Three were accepted by the Cape Town Training College, and two are applying for university training.

ESSAYS AND POETRY.

Elizabeth Spilhaus was one of 8 to gain an individual award (R10-50) in "English Alive", an anthology of the "Best School

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Mrs Kittow said that she had had a Barathea blazer made up, and that it had been worn by one of the boarders for some weeks. It seemed that it would not be satisfactory.

Herschel,

CLAREMONT, Cape.

THE QUARTERLY MEETING of the COUNCIL will be held at Herschel, in the Library, on WEDNESDAY, 11th DECEMBER, 1968, at 5.0.p.m.

A G E N D A.

I. Minutes to be confirmed.

September 13th, 1968.

2. General Purposes Report.

3. Headmistress's Report.

4. Any other business.

SECRETARY.

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL IN THE LIBRARY ON FRIDAY, SEPTEMBER 13th, 1968, AT 5. 0. P.M.

PRESENT: His Grace, Mr G.Abernethy, Mr J.M. Borton, Mrs C.E.W.Henderson, Mr D.Jooste, Mr H.L.Kennedy, Mr A.F.Lees, Dr.R.McDonald, Mrs Anne Russell, Professor R.Lighton, Judge van Winsen, Mrs G.Cronwright, Canon Hodson, Mrs L.F.Snall.

In attendance: Mrs M.C.Kittow
Secretary: Mrs E.R.Withers.

Apologies for absence: Mr J.Newman
Mr J.Graham
Mr J.D.Wares

On behalf of the Council, His Grace welcomed Mrs Kittow back.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on June 14th, 1968, copies of which had been sent to members, were signed by the Chairman, as a true record of the proceedings.

ARISING FROM THE MINUTES:

Change of the name of the English Church Schools Association.

It was agreed that the Banking Account be changed to Herschel School, but that the School remain registered as The English Church Schools Association (Incd).

Headmistress's salary.

Mrs Kittow, thanked the Council for the increase granted to her as from 1st July, 1968,

REPORT OF THE GENERAL PURPOSES COMMITTEE:

Kindergarten School-going age.

Professor Lighton said he had seen an official of the Provincial Education Department and it had been clearly stated in the Ordinance which had been promulgated on August 9th, that no exceptions would be made. After discussion, it was agreed that a letter would have to be written to the parents whose children would not qualify under the new ruling to start at Herschel next year, letting them know that the names would have to be transferred to the following year.

HEADMISTRESS'S REPORT:

ARISING FROM THIS REPORT:

Tennis Courts.

Mr Newman said that he had spoken to Mrs Gibson and that she was quite satisfied as to the manner in which the Courts had been marked out. Mr Borton said he did not quite

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agree and felt that some arrangement should be made with the contractors that if at a later stage the marking did not prove satisfactory they would change it at no extra cost.

Carol Service:

This would take place at 8.0.p.m. in St.Saviour's on December 10th.

HEADMASTERS' AND HEADMISTRESSES' CONFERENCE:

Mrs Kittow said that she and Mrs Roth would be attending this Conference which would take place in Durban from the 7th to the 10th October, 1968.

Mrs Kittow reported that Mr Dods, Headmaster of St.George's Grammar School, felt it important that the four heads of the private schools should arrange to meet to discuss the serious question of teachers' salaries in view of the increases being granted by the Education Department. He suggested that it would be a great help if two members from each Council could attend the meeting.

It was agreed that Mr Borton and Professor Lighton should represent Herschel Council. Mr Borton asked whether he could ask another member to take his place should he be out of town. Agreed. The date of the meeting was to be discussed between the Headmistresses and the Council members.

OUTSTANDING FEES:

Mr Borton said that Mr Harvey-Kelly had now written and had sent a post-dated cheque for October 25th.

It was agreed not to take any action and to allow the two girls to remain until the end of the year; we would accept this cheque and write to let him know that unless the cheque was met on due date, we would definitely take proceedings.

SPEECH DAY:

Mrs Kittow reported that Speech Day would take place on December 9th, 1968.

It was decided to hold the next Quarterly Meeting of the Council on December 11th, 1968, at 5.0.p.m.

DATE...11 December 1968

CHAIRMAN: Robert Kittow

REPORT OF THE GENERAL PURPOSES COMMITTEE TO THE COUNCIL MEETING TO BE HELD ON THE 11th DECEMBER,1968.

Meetings of the Committee were held on the

3rd September,1968.

30th October, 1968.

ADDITIONAL BUILDINGS AT THE PREPARATORY SCHOOL:

Sketch plans prepared by the School Architect for the proposed new building at the Preparatory School were considered and it was decided that the Council's approval be sought to implement these plans immediately as the present position is most satisfactory.

The proposed buildings incorporate:-

1. A New Teaching Wing with two new teaching class rooms for "second stream" pupils, a Junior Science Room and an Art Room.

2. New Staff Room and paved area for the Kindergarten.

3. Two New Maids' Rooms with Bathroom facilities and the installation of Hot Water service to the existing Male servants' accommodation.

In addition the site plan includes provision for a new Junior Hall although it is not recommended that this Hall be built at the present time. The Architect estimated that the cost of the building would be approximately R32,000 plus a further R3,000 to cover professional fees.

In view of the urgent need to have the additional class rooms as soon as possible and the fact that the funds to finance the project are not immediately available, it was decided to approach Mr.Clifford Harris who had previously indicated his willingness to carry out the building operations and to grant the School extended facilities for payment. Copies of the Plans were accordingly furnished to Mr Harris, who has now given an estimate of R36,900 as the cost of the buildings. This excludes professional fees.

FUNDS AVAILABLE TO FINANCE THE PROJECT.

Capital Funds Ex Four Schools Trust.

Now available	R4;500
Balance Ex Phase I	1,500
Ex Phase 2 (if 80% of promises are fulfilled)	10,300
	R16,500.

Estimated Income from Four Schools Trust.

1969	R 4;000
1970	4;500
1971	5;000
1972	5,000
1973	5,500
	R24,000

On October 25th Mr Borton, Professor Lighton, and Mrs Kittow attended a meeting at St.Cyprian's. This had been called at the suggestion of Mr Dods, Headmaster of St.George's, to discuss the question of salary increases in Government schools. It was decided, however, to leave the matter in abeyance until April, 1969, when complete figures would be available from the Provincial Administration.

Mrs Ryall brought up the question of the permissive entry age into the Kindergarten, but as the Herschel Council had already decided to abide by the Ordinance of August 9th, 1968, the matter was referred to a separate meeting of schools who proposed to incorporate pre-Kindergarten forms.

It was further decided that the question of dates and exeat weekends be left to the heads of schools who would meet from time to time.

HEADMISTRESS'S REPORT: DECEMBER,1968.

STAFF. It is becoming increasingly difficult to replace staff who leave. In the past I have seldom advertised, preferring to appoint people who have either written asking whether there were vacancies, or whom I have heard about as suitable and competent. Now even widespread advertising, e.g. in the Cape Times, Argus, Star, Natal Mercury, Sunday Times, Windhoek Advertiser, The Friend, and the Daily Dispatch, has failed to bring in more than two applicants over a period of three months.

The School suffers a particular loss in the resignation of Mrs Griffiths (Senior Physical Science), whose husband has been appointed "Distributions Manager for Shell in New Zealand". Mrs Rauch will move up to do her work, but I have a rather indifferent substitute, Mrs Riley, in Mrs Rauch's place, to take Middle School Science.

Mrs Coetzee's substitute, Mrs Driver, came for this term to take Middle School Afrikaans, and I have managed to replace her by Mrs Matthews.

Miss Chase's (Latin) substitute, Mrs Roberts, came for this term intending to stay on permanently if suitable, but she is not suitable. I have replaced her by Miss Ruth Gross. She has had only six months' experience, but there were no other applicants.

Mrs Williams (Senior Afrikaans), who came in January, is leaving as she expects to be married. We are most fortunate in obtaining the services of Mrs Margaret Bagnall, who has had over 20 years' experience of Matric work, in her place.

Mrs Turley (Domestic Science) is leaving for health reasons. Domestic Science is difficult to replace and I am not very happy about her successor, Mrs Strydom.

Mrs Stewart (House Mistress) is leaving to be with her daughter in Knysna. I have moved up Mrs Stephen, from the Preparatory, in her place, and have thus reduced the House Staff in the Preparatory, as there are only 14 boarders so far for next term.

Mrs Wilson, at the Preparatory, appointed in January this year, is leaving because her husband has an increase in salary. I have replaced her by Mrs Kirby.

Mrs van Heerden at the Preparatory is leaving for domestic reasons. I have replaced her by Mrs van Rooyen. When staff are appointed I ask them in fairness to the School to hand in their resignations preferably in June and December. This is not always possible, I know, but it does make for harassing conditions when, as with all the eight first mentioned, they resign in October (In fairness to Mrs Griffiths, however, I must say she has been expecting this move for some years, and has trained Mrs Rauch accordingly). The timetable for the new year is usually completed by September, and with present conditions we were not able to start on it till the end of November. This timetable is complicated and takes a long time to draw up - the Preparatory timetable is easier.

In addition, Mrs Boyes has asked to go on leave from July to September next year. Mrs Loraine Philips will do her work that term.

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MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING
HELD AT HERSCHEL ON TUESDAY, SEPTEMBER 3rd, 1968
AT 5.15.P.M.

PRESENT: Mr J.M.Borton (In the Chair)
Mr J.Graham
Mrs C.E.W.Henderson
Mr D.Jooste
Mr A.F.Lees
Mr J.Newman
Mrs L.F.Small

In attendance: Mrs M.C.Kittow
Secretary: Mrs E.R.Withers

Apologies for absence: Mr G.Abernethy.

FIXED DATE FOR GENERAL PURPOSES MEETINGS.

It was decided to hold the monthly meeting of the Committee on the 4th Tuesday of each month, in future.

ARISING FROM THE MINUTES: AUGUST 6th, 1968.

Additional Buildings at the Preparatory.

Mr Newman reported that he, Mrs Kittow and Mrs Roth met Mr.Hugh Floyd, the Architect, at the Preparatory, and that Mr Floyd would be presenting a sketch plan at some later date showing his recommendations of what building should be undertaken.

Tennis Courts at the Preparatory.

Mr Newman reported that the courts had now been completed but that there had been some discussion about the way in which they were facing. It was agreed that Mr Newman should discuss the matter with Mrs Gibson, the Games Mistress.

Speech Day -December 9th, 1968.

Mrs Kittow reported that Dr F.C.Robb had agreed to be the Guest Speaker, and that she had asked Mrs Abernethy to fulfil this office at the Preparatory Prize Giving.

Outstanding Fees - Mr J.J.Harvey-Kelly.

Mrs Kittow reported that no payment had been received, but that Mr Harvey-Kelly had written again asking for a further extension, as he expected money to come from a Trust Estate in Ireland. After discussion, it was agreed that a letter be written to Mr Harvey-Kelly informing him that unless we receive the total amount by the 25th September, 1968, we would be unable to accept his daughters at the school next term.

BURSARIES:

Mrs Kittow asked the Committee whether they would consider granting bursaries to Christina Murray and Jacqueline Hunt. After discussing the applications, it was agreed to grant them.

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AMERICAN FIELD SERVICE:

Mrs Kittow handed the Chairman a letter she had received from Mr R.K.Wilson, asking whether Herschel would be willing to accept an American girl for one year, and to raise R250-00 towards her expenses. After discussion, it was agreed that Herschel would contribute this amount.

Mrs Kittow reported that no offer of accommodation had been received. (Herschel did take an American student 4 years ago).

Summer UNIFORM.

Mrs Kittow reported that Mrs Small had been away but that she would endeavour to speak to her about the uniform, and would report to the next meeting.

Mrs Kittow said that she had had a Barathea blazer made up, and that it had been worn by one of the boarders for some weeks. It seemed that it would not be satisfactory.

Herschel,

CLAREMONT, Cape.

February 18th, 1969.

THE QUARTERLY MEETING OF the Council will be held at HERSCHEL at 5.0.p.m. on Friday the 14th, March, 1969.

A G E N D A.

I. Minutes to be confirmed:-

Quarterly Meeting held on 11th December, 1968.

2. General Purposes Report.

3. Headmistress's report.

4. Any other business.

SECRETARY.

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL IN THE LIBRARY ON FRIDAY, DECEMBER 11th, 1968 AY 5. O. P.M.

PRESENT: His Grace (In the Chair)
Mr G.Abernethy, Mr J.M.Borton,
Mr J.Newman, Mrs C.E.W.Henderson,
Mrs L.F.Small, Mr J.Graham, Mr D.Jooste,
Mr H.L.Kennedy, Mrs A.Russell,
Mrs G.Cronwright, Professor R.E.Lighton,
Mr J.D.Wares, Dr.R.McDonald.

In attendance: Mrs M.C.Kittow.
Secretary: Mrs E.R.Withers.

Apologies for absence: Canon Hodson.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on September 13th, 1968, copies of which had been sent to members, were signed by the Chairman, as a true record of the proceedings.

REPORT OF THE GENERAL PURPOSES COMMITTEE: This was presented by Mr Borton.

ARISING FROM THIS REPORT:

Additional Buildings-Preparatory.

The final plans had been received for the proposed additional buildings at the Preparatory. Mr Newman emphasized the urgency for these buildings and reported that an estimate had been received from Messrs Clifford Harris for the following accommodation:-

Main Block. (Science Room,Art Room, etc).	R32,165-00
Maids' Rooms etc.	2,270-00
Staff Room etc.	1,365-00
	R36,900-00
Professional Fees and City Council Charges - Approx:	R2,500-00

TOTAL R39,400-00

Discussion took place on the financing of this project and it was agreed that a Memorandum should be drawn up by the General Purposes Committee and submitted to the Four Schools Trust, pointing out that Herschel required R40,000. Mr Newman said he felt sure that Mr Clifford Harris would be willing to finance the project until such time as the School had obtained the necessary funds. Council gave their approval for the work to be proceeded with.

INSURANCE:A Scheme had been submitted by Messrs Holmwoods,Back and Manson which, in principle, involves the payment of fees by them for the parents. After discussion, Mr Wares agreed to discuss the matter with Mr Gordon Forbes of St.Cyprian's.

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HEADMISTRESS'S REPORT: This was presented by Mrs Kittow.

STAFF PENSION FUND: Mr Wares had been in consultation with the Managers of the Fund (The Southeern Life Association) to find out whether they could not offer better facilities for the Staff.
The Council thanked Mr Wares for all the work he had done and asked the General Purposes Committee to study the proposals put forward by the Southern Life Association.

SPEECH DAY.

The new arrangement to hold Speech Day at the end of the year had proved very satisfactory.

DATE...14...March 1969. CHAIRMAN...

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING
HELD AT HERSCHEL ON TUESDAY, FEBRUARY 25th, 1969,
AT 5.15.P.M.

PRESENT: Mr J.M.Borton (In the Chair)
Mr G.Abernethy
Mrs C.E.W.Henderson
Mr D.Jooste
Mr J.Graham
Mr A.P.Lees
Mrs L.F.Small

In attendance: Mrs M.C.Kittow
Secretary: Mrs E.R.Withers

Apologies for absence: Mr J.Newman.

STAFF:

Mrs Kittow said she was very sorry to report that Mrs Himing was very ill and did not think she would be able to return to her teaching. Mrs Kittow said she had paid Mrs Himing her January salary and asked the Committee what arrangements should be made while Mrs Himing was away. After discussion it was agreed that her salary should be paid.

FEES IN LIEU OF NOTICE:

Mrs Kittow reported that she had had two cases where parents had withdrawn their children without notice. One parent, Mr Schwalbach had purchased a house in Milnerton and said that he found it too difficult to transport his little girl, who is in Upper I, to the school every day. The other parent, Mrs Gilmour, asked to remove her child because she was told that her daughter Charmain would not be promoted. After discussion, it was agreed that Mr Schwalbach should pay the full fees, and that Mrs Gilmour be asked to pay the tuition fees, plus a pro rata of the boarding fee.

OUTSTANDING FEES:

Mrs Kittow reported that Mr Harvey-Kelly had not paid his younger daughter's fees for the 4th term, 1968, and had 'phoned the office to say that the cheque would be sent before the end of January. The cheque had not arrived and she asked the Committee what they would like her to do. It was agreed that a letter be sent by the Chairman of the General Purposes Committee to Mr Harvey-Kelly. Mrs Kittow said she would draft a letter and send it to Mr Borton for his signature.

BURSARY:

Mrs Kittow reported that Mrs Ingham, mother of Amanda Leslie, had now to live in Johannesburg, as her husband had been transferred. She asked whether Mrs Kittow thought there would be any possibility of the daughter being awarded a bursary, as Mrs Ingham would prefer to leave Amanda at Herschel as a boarder. Mrs Kittow also mentioned that this child had been awarded the Edith Ovenstone Bursary for R175-00 per annum, for a period of five years. After discussion, it was agreed that the school was not in a position to offer any further bursaries.

TRAVELLING FELLOWSHIP.

Mrs Kittow said that she had two members on the Staff who would

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like to apply for a travelling Fellowship. She outlined the purpose of these Fellowships and said that the Industrial Fund were now prepared to pay the teachers' substitutes while they were overseas, and therefore the School would not be burdened with additional salaries. She felt that it was very good for teachers to go overseas and study the latest methods of teaching various subjects. The Staff she had in mind were Miss Engels, Senior English and Mrs McCormick. After discussion, it was agreed that the decision be left to Mrs Kittow, and that she would naturally report to Council when any definite arrangements had been concluded.

MATRICULATION RESULTS:

Mrs Kittow gave the Committee these results and said she was quite satisfied. There were one or two surprises, and she felt that another four of the girls might have obtained firsts - they had just missed doing so. The final results were the same as those in the September examination.

STAFF PENSION FUND.

Mr Borton reported that Mr Wares had taken a great deal of trouble over this Fund which is run by the Southern Life Association. He would like members to study the recommendations suggested by Mr Wares and Mr Borton said he would like to support the new proposals.

ADDITIONAL BUILDINGS -PREPARATORY SCHOOL.

Mrs Kittow reported that the work had been started. It was agreed to hold a finance meeting at Mr Borton's house to discuss the financing of the project. The meeting was fixed for February 25th. The Chairman said it would not be necessary for the Headmistress and Secretary to attend it.

Herschel,

CLAREMONT, Cape.

18th February, 1969.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD).

NOTICE is hereby given that the ANNUAL GENERAL MEETING of Members will be held at Herschel, Claremont, Cape, ON FRIDAY, March 14th, 1969 at 5.15.p.m. for the following purposes:-

I To receive the Accounts, with the Auditor's Report thereon.

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.

SECRETARY.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE ASSOCIATION HELD AT HERSCHEL, CLAREMONT, IN THE LIBRARY ON APRIL 19TH, 1968 AT 5.30 P.M.

PRESENT : His Grace, The Archbishop.

Mesdames : D. Cronwright.
L.F. Small.
A. Russell.

Prof. B. Lighton.
Mr. Justice L. Van Winsen.
Dr. R. McDonald.

Messrs. : G.D. Abernethy.
J.M. Borton.
J. Graham.
D.D. Jooste.
H.L. Kennedy.
J.H. Newman.
J.D. Wares.
A.F. Lees.

Secretary: Mrs. E.R. Withers.

APOLOGIES FOR ABSENCE : Canon Hodson.

The Notice convening the Meeting was tabled.

MINUTES : The Minutes of the Annual General Meeting held on April 27th, 1967, copies of which had been circulated to Members, were taken as read and signed by the Chairman as a true record of the proceedings.

BALANCE SHEET AND ACCOUNTS : On the motion of Mr. Abernethy, seconded by Mr. Wares, it was resolved that the Balance Sheet as at the 31st December, 1967, together with the Accounts for the 12 months ended on that date, be adopted.

REMUNERATION OF THE AUDITORS. : On the motion of Mr. Lees, seconded by Mr. Wares, it was resolved : -

"That the remuneration of the Auditors, Messrs. L.R. Syfret & Company, for the past year's audit, be Four Hundred Rand (R400-00).

MEMBERS : Mr. Abernethy proposed Prof. Lighton as a Member of the Association, as well as a Member of the School Council. This proposal was seconded by Mr. Wares and carried unanimously.

NAME OF THE ASSOCIATION : Mr. Abernethy enquired whether it would not be possible to change the name of the Association as he felt that the present name was not suitable. This was generally agreed and the Chairman requested the General Purposes Committee to examine the whole question, and make recommendations to the next Council Meeting.

There being no further business, the Chairman then declared the Annual General Meeting closed.

DATE..... 14 March 1969. CHAIRMAN.....

REPORT OF THE COUNCIL TO BE SUBMITTED TO THE ANNUAL GENERAL MEETING OF THE ASSOCIATION TO BE HELD ON THE 14th MARCH, 1969.

The total number of pupils is 335 compared with 344 at the beginning of 1968.

This year the Preparatory is running two classes for Standard 4 (Upper II) - last year we had two classes in Standard 5 (Lower III)

The Senior School has two classes for each standard this year - as was the case last year.

GROUP BUYING:

Group Buying is still proving successful and has resulted in a saving in spite of the increase in prices for vegetables and fruit.

ADDITIONAL CLASSROOMS FOR PREPARATORY SCHOOL.

As a result of the pressing need for more accommodation in the Preparatory School your Council decided to proceed with the building of an additional block to provide an Art Room, a classroom (science equipped) and a General Purposes Room (to be used as a Hall) - Present Hall to become 2nd additional classroom.

The work is now in hand and it is hoped that occupation of the building will be available by the end of April, 1969.

FINANCIAL RESULTS:

A comparative Statement of Revenue and Expenditure for the years 1966, 1967, and 1968 is set out in the attached schedule. It is most disappointing to have to record that there is a deficit for the year of R4706-28. Total Revenue for the year increased by R4443 to R118,440, whereas expenditure was R4768 higher at R123134. The budget for 1969 based on fees at current rates projects a deficit of R2,800.

The reason for our deficit in 1969 is due to the fact that the numbers in the Senior and Preparatory Boarding Houses have decreased, and whereas we normally take 24 in the Kindergarten, we have now only 13. This is as a result of the new Ordinance passed by the Government in August, 1968, that children may not start their schooling in January, unless they have turned 5 before the 30th June of the previous year. This fall in numbers will not arise in January, 1970, as we shall have a waiting list for that year in Kindergarten.

MEMBERS OF COUNCIL.

The following elected members of Council are due to retire:

Mrs L.F.Small
Mr H.L.Kennedy
The Hon.Mr Justice LdeV van Winsen.

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, ... CHAIRMAN.....

	1966	1967	1968	Increase or Decrease of 1968 figure as compared with 1967.	Estimates for 1969.
REVENUE:					
Tuition & Board:	104,886.	106,273.	109559 +	3286	115,000.
Extra Subjects:	6,003	6,323.	7420 +	1097	7,000.
Miscellaneous Revenue:	1,746	1,389.	1446 +	57	1,300.
	R 113,035.	R113,985.	R118425 +	4440	R 123,300
EXPENDITURE:					
Salaries Staff:	64,719.	66,725.	71360 +	4635	73,000
Wages Domestic:	10,927.	11,547.	11984 +	437	12,000
Provisions:	15,684.	15,349.	15511 +	162	15,600
Domestic Charges:	7,332.	8,458.	7844 -	614	8,000
Property Charges:	1,142.	2,288.	2238 -	50	3,000
Administration:	4,438.	5,932.	5135 -	797	5,200
Pension Fund and U.I.F.	2,662.	2,149.	2506 +	357	2,700
Interest.	4,353.	4,202.	4852 +	650	5,000
Depreciation:	497.	780.	766 -	14	700
Insurance:	873.	875.	838 -	37	900
Sports Requisites:	24.	60.	- -	60	---
	R112,561	R118,365.	123034 +	4669	126,100
Results on the year:					
Surplus:	474				
Deficit:		4,380.	4609 -		2,800

THE ENGLISH CHURCH SCHOOLS ASSOCIATION.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL ON WEDNESDAY, MARCH 5th, 1969 AT 5.15. P.M.

PRESENT: Mr J.M.Borton (In the Chair)
Mr A.F.Lees
Mr D.Jooste
Mr J.Newman
Mrs L.F.Small

In attendance: Mrs M.C.Kittow
Secretary: Mrs E.R.Withers.

Apologies for absence: Mr J.Graham
Mr G.Abernethy.

ARISING FROM THE MINUTES: FEBRUARY 5th, 1969.

STAFF: Mrs Kittow reported that Mrs Himing had written to her tendering her resignation. The last report Mrs Kittow had about Mrs Himing was that she was very ill. Her salary had been paid to the end of January, 1969. No salary had been paid for February as Mrs Himing's daughter had requested that no further salary be paid to her mother since she had applied for Unemployment Insurance and intended to apply for the Old Age Pension.

Mrs Kittow said that she had appointed Mrs Mordecai to replace Mrs Himing. She will start on April 1st, 1969.

FEES IN LIEU OF NOTICE.

Mrs Kittow reported that Mr Harvey-Kelly had been to see her. She had spoken to Mr Borton about the matter and it was left that Mr Harvey-Kelly would let Mrs Kittow know what he had decided to do about his youngest daughter. He 'phoned Mrs Kittow to let her know that he had decided to remove the youngest daughter, as he could not see his financial position in the future allowing him to keep two daughters at a private school. On March 1st he wrote a letter enclosing three post-dated cheques for the out-standing fees for the two girls, amounting to R300-00.

After discussion, it was agreed that a letter be sent to Mr Harvey-Kelly pointing out that so far as the current fees were concerned, the Council would accept the post-dated cheques and would waive the fees in lieu of notice for his youngest daughter, C Clare, in lieu of notice, they would expect him to maintain the payment of future fees for his other daughter, Susan, at a reasonable level.

TRAVELLING SCHOLARSHIPS.

Mrs Kittow said she had done nothing about these, but would keep the Committee informed when the applications had been sent to the Secretary of the Headmasters' and Headmistresses' Conference.

ADDITIONAL BUILDINGS AT THE PREPARATORY.

Mr Borton reported that a meeting had taken place at his house on February 26th, to discuss the financing of these buildings. Nothing definite

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had been decided and Judge van Winsen would report back to the Committee at a later stage.

The question of funds from the Four Schools Trust was discussed and it was agreed that the School should avail itself of any monies that were immediately available. Mr Borton agreed to ger in touch with Mr H.L.Kennedy to ascertain what amount would be available now from the Trust.

STAFF:

Mrs Kittow said she had been requested by Mrs Duncan Smith to find out whether the Committee would be agreeable to her discontinuing her payments into the Pension Fund. Mrs Smith was going through a financial strain as a result of her bushand not being well and not being able to earn sufficient money. After discussion it was agreed that it would not be advisable for Mrs Smith to discontinue her pension fund payments and that she be given an increase of R10-00 per month. The Committee felt that should anything unforeseen occur at a later date, they would be willing to review the situation.

Mrs Kittow reported that Miss Mulliner who had been in charge of the Library had resigned owing to ill-health. Miss Ruth Withiel, an Old Girl, had agreed to do this work. Mrs Kittow explained to her that the position carried a very small salary, but that did not seem to worry her.

CHAPEL.

Mrs Kittow asked the Committee whether they would have any objection to the Chapel quoting a fee of R21-00 if the Choir were asked to sing at weddings. She understood Bishops asked for a fee for this amount. It was agreed that it would be quite in order for a fee to be charged.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL ON TUESDAY, MARCH 25th, 1969, AT 5.15.
1969.

PRESENT: Mr J.M.Borton (In the Chair)
Mr G.Abernethy
Mr J.Graham
Mr J.Newman
Mrs L.F.Small.

In attendance: Mrs M.C.Kittow.
Secretary: Mrs E.R.Withers.

Apologies for absence: Mr A.F.Lees
Mrs C.E.W.Henderson.

ARISING FROM THE MINUTES: March 5th, 1969.

Fees in lieu of notice:

Mrs Kittow reported that a letter had been sent to Mr Harvey-Kelly pointing out that the Council would accept the post-dated cheques and would waive the fees in lieu of notice for his youngest daughter, Clare, but that they would expect him to maintain the payment of future fees for his other daughter, Susan, at a reasonable level. The outstanding fees will be covered by the post-dated cheques received from Mr Harvey-Kelly.

Travelling Scholarships.

Mrs McCormick and Miss Engels had applied and their applications had been sent in. Mrs Kittow said she would report to the Committee when she heard from the Secretary whether the applicants had been successful.

Additional Buildings -Preparatory.

The building of the classrooms, servants' quarters and Kindergarten, is progressing well.

SENIOR SCHOOL REPAIRS:

Mr Abernethy moved that this matter be referred to the Building Committee - Mr J.Newman and Mr J.Graham.

OFFICE ADMINISTRATION.

Mr Borton reported that Mr Lees had spoken to him about this. Mr Lees had not yet had an opportunity to come to the office but would do so as soon as time permitted.

STAFF: Mrs Kittow reported that Mrs Bennett had resigned, but that she had managed to find a replacement.

PREPARATORY SCHOOL REPAIRS:

Mr Newman and Mr Graham agreed to inspect the buildings. Mr Newman said it would be advisable to make use of the workmen at present engaged on the additional buildings at the Preparatory.

FOUR SCHOOLS TRUST: The Secretary was asked to 'phone Mr Parkhurst, the Secretary, and ask him when the funds would be available from the Trust.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL ON TUESDAY, APRIL 29th, 1969, AT 5. 15. P. M.

PRESENT: Mr J.M.Borton (In the Chair)
Mr G.Abernethy
Mr J.Graham
Mr J.Newman
Mrs L.F.Small.

In attendance: Mrs Kittow.
Secretary: Mrs E.R.Withers.

Apologies for absence: Mr A.F.Lees.
Mr D.Jooste
Mrs C.E.W.Henderson.

ARISING FROM THE MINUTES: MARCH 25th, 1969.

Travelling Scholarships.

Mrs Kittow reported that Mrs B.McCormick had been awarded a Schoarship. The Industrial Fund Committee felt that her application would not stand up to the requirements of the British Council, and they also felt that, spending a term in an English school, of whatever standard, would not really get her into the atmosphere that she obviously wanted. For this reason, they were prepared to offer her Economy Air Fare and an amount of R2C0 in cash if she would care to arrange to spend a month in France. The Committee would give Herschel R180 to cover the cost of a replacement, for a month. Mrs McCormick will arrange to take up this scholarship during the June/July holidays.

The Industrial Committee felt Miss Engels should have a few more years teaching experience, and that she should apply again.

SPEAKER FOR SPEECH DAY:

Mrs Kittow asked the Committee whether they would think of possible names. It was suggested that perhaps Mr Robb could find out whether Mr Harry Oppenheimer would be willing to be Guest Speaker.

CAPE NIGHT WATCH SERVICE.

Mrs Kittow said she felt that with all the additional buildings at the Preparatory the Council should employ a Night Watchman. After discussion it was agreed to ask Mr Drummond, the Manager of the Cape Night Watch Service, to come and give us advice on Security Survey Service. Mrs Small said she was going into the matter for her own property and would get the details from the firm she was interested in, and report at the next meeting.

OVENSTONE SCHOLARSHIP :

Mrs Kittow reported that Amanda Leslie who had been awarded this Scholarship 2 years ago was leaving at the end of this term since her parents had been transferred to Johannesburg. Mrs Kittow wondered what the position would be for the remaining period of this Scholarship. Mr Newman agreed to discuss the matter with Mrs Ovenstone.

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MAGAZINE: Mrs Kittow reported that she had been very dissatisfied in the way this had been handled. She had written to complain to Mr Stern of the Bergvliet Printing and Publishing Company and had asked him to let her have a statement of the firms who had kindly advertised in this magazine. After discussion, it was agreed that a cheque for R27-30 covering the cost of the blocks should be sent to Mr Stern together with a covering letter telling him that at the School Committee meeting held on April 29th, 1969, it was agreed that this account be paid for the blocks but the Committee further resolved that in view of the arrangements which the firm had originally made with the Headmistress, the School could not accept liability for the amount of R387. mentioned in their account.

SENIOR SCHOOL REPAIRS:

Mr Newman and Mr Graham had inspected these and said there would be 3 ways in dealing with the covering of the conservatory:

a) it could be re-glassed.
b) " " " removed altogether
and c) the glass to be removed and the roof covered with wire.

After discussion it was agreed that item (c) should be undertaken.

PREPARATORY SCHOOL REPAIRS:

Mr Newman reported that he and Mr Graham had made an inspection of the building and considered that it would cost approximately R150 to do the painting that needed to be done. He had hoped to see Mr Bettison before the meeting. He would, however, have further discussions with him on the matter.

NEW CLASSROOMS AT THE PREPARATORY.

Mr Newman asked whether any plans had been thought of for the opening of these buildings. He also thought that the question of furnishing the classrooms should be considered as soon as possible, so that they could be ready for use at the beginning of the 3rd term. After discussion it was agreed that the Archbishop be asked to bless the buildings and that the Preparatory parents, staff, members of Council and the donors, be invited to the opening. Mrs Kittow agreed to go into these matters and report to the next meeting of the General Purposes Committee.

HEADMISTRESS'S REPORT
MARCH, 1969.

STAFF: This year has begun badly from a staffing point of view. Mrs Himing (Kindergarten Department) is still very ill and her daughter wrote on her behalf tendering her resignation. I am extremely sorry to lose Mrs Himing who has served the school with efficiency and devotion for 14 years, and who is much loved by parents and children alike. I have appointed Mrs J. Mordecai in her place from April 1st.

Mrs S.Bagnall, Senior Afrikaans, who was appointed in January this year, has asked to be released at the end of this term. In her letter she said that the doctor had diagnosed angina, and that she did not feel up to teaching. Her present salary was inadequate to meet heavy specialist expenses and this was worrying her badly as well.

In Domestic Science the present teacher, Mrs Strydom, who was also appointed in January this year, is not satisfactory, but I hope will improve.

Mrs van Rooyen (Preparatory), also appointed in January this year, is on the verge of a nervous breakdown, and she too will, I understand, ask to be released at the end of this term. Her Doctor (Dr Shiell) has said she must give up teaching.

Mr Terlien, who tuned the Herschel pianos for 40 years, has had to retire because of his age. I have been fortunate in obtaining the services of Mr Babin.

Miss.Way has been appointed Housekeeper in the Prepatory School. We are still after 2 years without a Housekeeper for the Senior School. Emily, the Head Cook, is proving very helpful to Mrs Withers in the kitchen.

HEALTH: has been good. The boarders have been given guava and orange juice all this term as an aid against Hong Kong flu. Dr Watson-Smith is arranging to give injections for this provided the parents are agreeable. The cost is R1.50.

NUMBERS:	1st Term 1969.		2nd Term 1969.	
SENIOR SCHOOL:				
Boarders	41		41	
Day:	126	167	123	164
PREPARATORY:				
Boarders	19		17	
Day:	95	114	97	114
LOWER I		22		22
KINDERGARTEN AND TRANSITION.		32		32
		335		332.

CHURCH AND CHAPEL.

Canon Hodson has taken Communion in the Chapel this term, and has begun his Confirmation classes. The Herschel Choir will sing at the weddings of Sally Baxter and Amanda Noakes in April

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Founders' Day Service was held in St.Saviour's on February 14th. The Archbishop was present and The Rev.T.Winter of Milnerton gave a lively address.

SOCIOLOGICAL CLUB.

The usual English and Afrikaans debates have been held; the School went to a Lesley French recital at S.A.C.S; illustrated talks were given on the Schools and Varsities camps; Gwenda Loken, the American Field Service Student, spoke on life in her home town of Minneapolis; Miss Engels gave a talk on the history of Costume; Mrs F.Wright gave an illustrated talk on East Africa.

GENERAL:

A party of girls went to Maynardville to see "The Merry Wives of Windsor".
Old Girls' Day was held on February 15th, and was a pleasant occasion.

The Ruby Porter Service League will be adopting another creche in addition to the one at Raapkraal. This is to be at CAFDA, who are naming it the Mary Muller creche, after our Mrs Muller (Art).

A party of girls went with Mrs Brownell to Open Day at CAFDA.

Another party visited the Janet Bourhill Institute, and the Houses are knitting their annual gifts to CAFDA and St.Michael's.

Parties of girls were taken to the Ballet at Maynardville and the film, Ben Hur.

A Sherry Party was given at the Preparatory for Prep parents. This combined pleasure and work, and will be followed by two days in the second term when parents can discuss their children with form mistresses.

A tea-party was held in the Kindergarten Block for K.G.parents to meet one another, and to meet Miss Harsant and me.

Arrangements will be made for Senior School parents to meet

a) parents of Boarders.
b) parents of day girls.

next term.

GAMES:

TENNIS: 4 matches were played - 3 were won and 1 lost. At the Under 15 and Under 14 Inter-Schools, Herschel were placed 5th.

SWIMMING:The team took part in 2 Galas and won both.

The Open Team swam in the Gordon's Gala and were placed 5th. Several swimmers took part in the Individual Events.

A friendly event against Rhenish on the 28th February was a great success and enjoyed by all. Herschel won this event.

At the Annual Inter-Schools' Gala, Herschel was placed 3rd in the Open Events, 1st in the Under 15 events and 1st in the Under 14 section.

The Under 13 Medyley Team broke the record.

Herschel also won the Diving.

It was a thrilling morning, and the swimming was excellent - a lovely climax to a term of great enthusiasm.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL IN THE LIBRARY ON TUESDAY, MAY 27th, 1969, AT 5.0.P.M.

PRESENT: Mr Abernethy (In the Chair)
Mr A.F.Lees
Mr J.Graham
Mr D.Jooste
Mrs L.P.Small
Mrs C.E.W.Henderson
Mr J.Newman.

In attendance: Mrs M.C.Kittow.
Secretary: Mrs E.R.Withers.

Apologies for absence: Mr J.Borton.

ARISING FROM THE MINUTES APRIL 29th, 1969.

SPEECH DAY. Will be held on December 8th, 1969. Should Mr Harry Oppenheimer not be able to be the Guest Speaker, Mrs Henderson proposed Mother Joan. Mrs Kittow agreed to ask Mr Robb whether he would be willing to approach Mr Oppenheimer on behalf of the School.

OVENSTONE SCHOLARSHIP. Mr Newman reported that Mrs Ovenstone was willing to renew this Scholarship next year.

MAGAZINE: Nothing further had been heard from the printers.

REPAIRS:PREPARATORY SCHOOL.

Mr Newman reported that he had been away but would obtain a firm estimate and report to the next meeting.

SQUASH COURT.An estimate had been received for R213-26 from Messrs Trinidad and General Asphalt Company. After discussion it was agreed that Messrs Leith Roofing Company should be asked to submit an estimate before any decision was made. AGREED.

NEW CLASSROOMS:Mrs Kittow reported that the classrooms would be completed by June 30th, 1969. She suggested that the Archbishop be invited to bless the buildings on August 6th, 1969. She also undertook to invite the donors, the members of Council, the Staff and the Preparatory parents.

LEEPAGE IN GEOGRAPHY ROOM:

Mrs Kittow reported that Mrs Brownell had mentioned to her that there appeared to be dampness in this room. She had meant to get fuller details from Mrs Brownell but she had already left when she went to discuss the matter with her. It was agreed that Mrs Kittow should report at the next meeting after she had discussed the matter with Mrs Brownell.

TAFF:Mrs Kittow informed the meeting that Miss Porter,who is to replace Miss Crace, as Head of the Diocesan School for Girls, Grahamstown, was coming to Herschel on June 2nd, to get some ideas about the running of the various departments of the School. She thought the committee would like to know that she had arranged this.

Mrs Kittow reported that she had had many complaints over six months from parents about Mrs Stephen, the Housemistress in the Senior

.....

Boarding House, so far as her attitude and approach to the boarders was concerned, and felt that she would have to ask her to leave. Mrs Kittow said that she would be interviewing Mrs Hare, who had been recommended to her by a parent.

Mrs Riley would be leaving at the end of the term - she was responsible for teaching General Science to Upper III and Lower IV. Mrs Kittow said she had not been satisfied about her attitude and her general approach so far as discipline was concerned. Mrs Cove-Jones would replace Mrs Riley from July 1st, 1969.

Mrs Kittow said she had been approached by a few parents about a presentation for Mrs Himing. Mrs Kittow said that the Council had been prepared to pay Mrs Himing her salary, but Mrs Himing's daughter had asked the school not to do so as it would interfere with the application she had put in for the Old Age Pension. The Committee felt that Mrs Kittow could not send out a letter to the parents, but suggested that perhaps one of the parents could organise a presentation for Mrs Himing from the parents. It was agreed that the School would pay Mrs Himing R20-00 a month, retrospective from 1st February,1969, in appreciation of the long and loyal service she had rendered to Herschel.

FURNITURE ETC FOR NEW CLASSROOMS:

An estimate for the furniture etc., required amounted to R1553-00. After going into the various items, it was agreed that the requisition should be put into effect immediately, in order that the equipment would be in the rooms before term opened on July 16th, 1969.

INCREASE IN INTEREST RATE ON MORTGAGE BONDS.

It was agreed that the forms would be signed agreeing to the increase in the interest rate.

INSURANCE COVER: BUILDINGS.

The South African Mutual Life Assurance Society had recommended that the insurance cover on the buildings should be increased. It was agreed that the Secretary should 'phone Mr Tiffin and ask him to submit a figure that he considered would be satisfactory cover.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD).

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL IN THE LIBRARY ON FRIDAY, MARCH 14th, 1969, AT 5.0.P.M.

PRESENT: His Grace.
Mr Abernethy, Mr J.M.Borton, Mr J.Graham, Mrs Cronwright, Canon Hodson, Mr D.Jooste, Professor R.E.Lighton, Mrs A.Russell, Mr J.Newman, Mr H.L.Kennedy, Mr J.D.Wares, Judge van Winsen, Mr A.F.Lees,

In attendance: Mrs M.C.Kittow.
Secretary: Mrs E.R.Withers.

Apologies for absence: Dr R.McDonald
Mrs C.E.W.Henderson.

MINUTES:
The Minutes of the Quarterly Meeting held on December 11th, 1969, copies of which had been sent to members, were signed as a true record of the proceedings.

GENERAL PURPOSES REPORT:

ARISING FROM THIS REPORT:

Mr Borton reported that owing to the Ordinance passed in August, 1960, we could not take all the children we had entered for the Kindergarten because 11 of them had not turned 5 by the end of June, 1968. This meant we only had 13 in the Kindergarten in January, 1969, whereas the normal class was 24. This situation would adjust itself in January, 1970.

NEW BUILDINGS AT THE PREPARATORY:

Mr Borton reported that the Finance Committee had had two meetings and he was pleased to say that they had received several promises. He felt sure the money would be raised to finance the project. His Grace said the Council were grateful to the General Purposes Committee for the work they had done.

HEADMISTRESS'S REPORT: This was presented by Mrs Kittow.

ACKNOWLEDGEMENT OF DEBT: FOUR SCHOOLS TRUST:

Mr Borton asked that a resolution be passed agreeing to accept money received from the Trust.

It was resolved to appoint His Grace to sign the documents on behalf of the Herschel Council.

At this stage the meeting adjourned for the Annual General Meeting.

GENERAL PURPOSES COMMITTEE:

The Committee were asked to serve for the ensuing year. All members signified their willingness to do so.

DATE: CHAIRMAN H.L.Kennedy

13/6/05.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD).

Herschel,
CLAREMONT, Cape.

August 28th, 1969.

THE QUARTERLY MEETING of the COUNCIL will be held at Herschel, in the Library, on FRIDAY, 13th SEPTEMBER, 1969, at 5.0.p.m.

A G E N D A.

I. Minutes to be confirmed.
June 13th, 1969.

2. General Purposes Report.
3. Headmistress's Report.
4. Staff and Staff Salaries.
5. Any other business.

E.R. Withers
SECRETARY.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD).

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL IN THE LIBRARY ON FRIDAY, JUNE 13th, 1969, AT 5. 0. P.M.

PRESENT: Mr J.M.Borton
Mr G.Abernethy
Mrs Crocwright
Mr J.Graham
Mrs Henderson
Mr D.Jooste
Canon J.Hodson
Mr H.L.Kennedy
Mr J.Newman
Mr A.F.Lees
Mrs A.Russell
Mrs L.F.Small
Mr J.D.Wares
Mrs M.C.Kittow was ill.

Secretary: Mrs E.R.Withers.

Apologies for absence: His Grace.
Judge van Winsen.

CHAIRMAN: In the absence of His Grace, Mr H.L.Kennedy was asked to take the Chair.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on Friday, March 14th, copies of which had been sent to members, were taken as read and signed by the Chairman as a true record of the proceedings.

GENERAL PURPOSES REPORT:

FINANCE: Mr Borton reported that it seemed likely we would break even for the first two terms.

PAINTING-PREPARATORY BUILDING:

Mr Newman and Mr Graham had been asked to get a quote for this work and if they were satisfied with the figure submitted, then would ask the Council to grant them authority to proceed with the work immediately. AGREED.

NEW CLASSROOM BLOCK-PREPARATORY.

Mr Borton reported that the building had been completed and that it was in keeping archtectually with the rest of the Preparatory Buildings. An amount of R18,500 had been given by several donors, but there had still to be received in promises the sum of R6,500.

S.A.MUTUAL LIFE ASSURANCE SOCIETY.

The Society had informed the School that the interest rate on the bonds would be increased from 7½% to 8%

HEADMISTRESS'S REPORT: This was sent to members.

ARISING FROM THIS REPORT:

The members said they would like to congratulate Mrs Gibson on the success achieved by Herschel, in 3 girls being chosen to play in the Western Province Hockey Team.

.....

MEMORANDUM FROM THE STANDING COMMITTEE OF CONFERENCE SCHOOLS.

Copies of the Memorandum had been sent to all members. It was agreed that it did not affect Herschel. It was pointed out that Mrs Kittow was covered by a letter of appointment from the Chairman of the Council.

PENSION FUND:

Mr Wares reported that the new Pension Scheme had been discussed with the Staff at a meeting held during a lunch-hour break. The Staff expressed their views and all agreed that the new benefits would be very acceptable. Mr Wares asked whether Council would pass a resolution that the new scheme be adopted.

IT WAS RESOLVED -

That the revised Pension Scheme to come into effect as from 1st July, 1962, be adopted.

The Chairman thanked Mr Wares for all the work he had done in this matter.

Date.....13/9/62. ...

CHAIRMAN.....

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING
HELD AT HERSCHEL ON TUESDAY, AUGUST 26th, 1969,
AT 7.15.P.M.

PRESENT: Mr J.M.Borton (In the Chair)
Mr A.F.Lees
Mrs L.F.Small
Mr J.Graham
Mr J.Newman
Mrs Henderson

In attendance: Mrs M.C.Kittow
Secretary: Mrs E.R.Withers.

Apologies for absence: Mr G.Abernethy
Mr D.Jooste.

ARISING FROM THE MINUTES: JULY 29th, 1969.

SPEECH DAY: Mr Graham offered to 'phone Mr Robb to find out whether Mr Harry Oppenheimer had agreed to be Guest Speaker on Speech Day. Mr Graham would let Mrs Kittow know the result of this telephone call.

SISTER PATRICIA: Mrs Kittow reported that this visit had been most successful. She had spoken to the four Conference Schools, the Pharmaceutical Society, and at the University.

REPAIRS: Mr Newman reported that he had received a message from Mr Jenkins saying he had inspected Mrs Roth's office where an electric plug was required. This would cost R70-00. It was agreed to leave the matter in abeyance. Mr Newman said he would make enquiries about heaters that would be suitable for Mrs Roth's office.

NEW CLASSROOM BLOCK.

Mrs Kittow reported that the ceremony had been a great success. Mr Newman suggested that as so many of the donors could not be present, perhaps a letter could be written to them, a photo of the plaque taken, and a copy sent to the donors. It was agreed that this would be a very nice gesture.

STAFF: Mrs Kittow reported that Miss Theron, Biology Mistress, would be leaving at the end of the third term, to be married. Miss C.Bam would replace her till the end of the year.

Mrs Hare, who replaced Mrs Stephen, as House-mistress in the Senior School, is leaving at the end of this term. She finds the hours too long.

Mrs Kittow said that Mrs Roth had definitely decided to leave at the end of the term. She felt she must get her degree and could not leave it too late to attend university. Mr Newman suggested that perhaps Mrs Roth would reconsider the matter if the School could increase the responsibility allowance to the Senior Mistress at the Preparatory. An amount of R600-00 was suggested. Mr Borton said that he thought perhaps two members of the Committee could arrange to meet Mrs Roth and put the proposition to her. It was agreed that Mr Borton 'phone Mrs Roth and

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that he and Mr Graham ask if she could meet them at Mr Borton's house on Thursday, August 28th.

Mrs Kittow pointed out that the matter of teachers' salaries was causing concern, as she had been told that there was a great deal of dissatisfaction over salaries being paid by Herschel. After discussion it was agreed that the matter would have to be discussed at the next Council Meeting. Mr Borton asked the Secretary if the office could take out figures for the Committee, so that they would have something to work on.

SCHOLARSHIP.

It was agreed that The Edith Ovenstone Scholarship should be advertised, as Tessa Londt, who had been awarded this Scholarship, would not be taking it up. The advertisement to read:-

> A special scholarship is available at Herschel for girls entering Standard 6 in 1970. Present pupils of the School are not eligible for this, the examination for which will be held on Saturday, September 13th, 1969.
>
> Those wishing to write for this Scholarship should apply by September 10th, to the Headmistress.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL ON TUESDAY, JULY 29th, 1969, AT 5.15. P.M.

PRESENT: Mr J.M.Borton (In the Chair)
Mr G.Abernethy
Mr D.Jooste
Mrs C.E.W.Henderson
Mr J.Graham
Mr A.F.Lees
Mr J.Newman
Mrs L.F.Small.

In attendance: Mrs M.C.Kittow.
Secretary: Mrs E.R.Withers.

ARISING FROM THE MINUTES:

SPEECH DAY:

Mrs Kittow reported that Mr F.C.Robb had promised to ask Mr Harry Oppenheimer whether he would be willing to be our Guest Speaker. Mr Borton said that Mr Robb was overseas and would be returning shortly

MAGAZINE:

It was agreed that nothing further should be discussed about this matter and should a reply be received from the Bergvliet Printing and Publishing Company, the matter could be brought up again for discussion.

SCHOLARSHIPS:

Mrs Kittow reported on the results of these. The following girls had been successful.

Gillian Austin -Herschel Preparatory -R150-00.p.a.
Margaret Gordon-Bagnall - " " -R150-00.p.a.

Tessa Londt -Collegiate-Port Elizabeth
The Edith Ovenstone Scholarship. -R175-00.p.a.

Mrs Kittow pointed out that the Scholarship of R150-00 awarded to Christine Reid for 1969 had not been taken up as her parents had been transferred to Durban. She wondered whether it could be awarded to another child for 1970. It was agreed that this should not be done. Mrs Kittow also pointed out that Amanda Leslie who had been awarded the Edith Ovenstone Scholarship for 1969 left Herschel at the end of June this year. It was agreed that the balance of the Scholarship (R87-50) should be left to the credit of fees.

SISTER PATRICIA:

Mrs Kittow said she thought the Committee would like to know that she had been asked by the Secretary of the Headmasters' and Headmistresses' Conference whether she would arrange accommodation for Sister Patricia who had been invited to come to talk to Bishops, St.Cyprian's, St.George's and Herschel on drug taking. She had arranged for her to stay at the "Grey Ladies" in Wolmunster Road, Rosebank, and Mr Lionel Murray, M.P. had promised to arrange for Sister Patricia to meet one of the executives in the Health

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Department. Sister Patricia would also be addressing the Heads' Conference at Grahamstown in August, 1969.

STAFF: Mrs Kittow reported that Mrs Roth had been to see her and had told her that she would be leaving Herschel at the end of the year. Mrs Roth wants to go to the Cape Town University for two years to take a degree. She felt that she could not come out on her salary and should she be successful and obtain a teaching post in a Government School, her salary would be considerably more than that paid by Herschel. Mrs Kittow said the whole position had become very serious. She also pointed out that several parents had written to tell her that they would be removing their children at the end of the year and that they would be sending them to co-ed Schools.

REPAIRS TO THE PREPARATORY:

Mr Graham reported that the painting at the Preparatory would probably be started in two weeks' time.

SQUASH COURT.

The work had been completed and had been satisfactorily carried out.

NON-ANGLICAN EDUCATION FUND.

It was agreed to apply for a loan.

PREPARATORY NEW BUILDINGS.

It was agreed that the Architect's fees should be paid, and that a cheque for R7000. should be issued to Messrs Clifford Harris & Company.

Mrs Kittow said that she would be issuing the invitations for the Opening of the new Buildings.

that he and Mr Graham ask if she could meet them at Mr Borton's house on Thursday, August 28th.

Mrs Kittow pointed out that the matter of teachers' salaries was causing concern, as she had been told that there was a great deal of dissatisfaction over salaries being paid by Herschel. After discussion it was agreed that the matter would have to be discussed at the next Council Meeting. Mr Borton asked the Secretary if the office could take out figures for the Committee, so that they would have something to work on.

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Mrs Henderson

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Secretary: Mrs E.R.Withers.

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Mr D.Jooste.

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HEADMISTRESS'S REPORT

SEPTEMBER, 1969.

STAFF:

Soon after my Report in June, when Mrs Himing was thought to have rallied a little, Miss Harsant rang to say she had passed away. Her daughter wrote to say how greatly her Mother had appreciated the Council's gesture in offering her R20-00 a month in recognition of her long and loyal service to the School. Mrs Himing was a woman of exceptionally fine gifts and character, and she is greatly missed.

MRS ESTERHUYSE, Senior Afrikaans, who took Mrs Bagnall's place at short notice in April, is going to have a baby, and will be leaving in December.

MISS LYNETTE THERON, Senior Biology, is leaving at the end of this month to be married. Her place will be taken by Miss Carol Bam, who can stay only till December.

MRS NEIL HARE, who took Mrs Stephen's place in July as Housemistress, will be leaving at the end of this month. She finds the work too strenuous and the hours too long, in spite of the fact that the three House staff themselves drew up a timetable which they reported to be acceptable.

MRS ROTH, Head of the Preparatory, will be leaving at the end of the year. I am very sorry indeed to be losing her, but she says she is unable to live on her salary. She will be going back to the university to finish off her degree, and so qualify for a headship in a Government primary school. The staffing question is becoming acutely difficult, not only because of the huge salary increases offered by the Provincial Administration, but because married women are now also eligible for employment in Government schools. Till recently they provided the main bank from which the private schools drew. Even the question of Afrikaans, or lack of it, is no longer a deterrent, as uni-lingual applicants are placed on the temporary staff. They thus tend to go from one temporary post to another, and are given three years to become proficient in the second language. It is difficult to get staff of any kind, and the sense of vocation and dedication is fast dying out. I must say, too, that in a lifetime of experience it has always been reasonable to assume that once a person was appointed she could be relied on to know her subject to the level for which she had applied. If there were divergencies in examination systems she would adapt herself to these. I find now that the people we appoint are not even adequate to the levels to which we appoint them; this has been particularly so in the case of Domestic Science and Latin this year.

Starting salaries have been considerably raised in Government schools, and there is growing discontent among the young staff in the Preparatory department, over the salaries they receive.

HEALTH.

There has been a considerable amount of sickness, mainly influenza, among staff and pupils.

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NUMBERS:	3rd Term 1969.		4th Term 1969.	
SENIOR.				
Boarders.	41		39	
Day Girls.	121	162	119	158
PREPARATORY.				
Boarders.	19		18	
Day Girls.	92	111	95	113
LOWER I:		22		22
KINDERGARTEN AND TRANSITION		30		30
		325		323

CHURCH AND CHAPEL.

Canon Hodson has taken Communion in the Chapel on several occasions this term, and the Choir sang for the Evensong broadcast on August 24th. They have also sung at two weddings this term.

SOCIOLOGICAL CLUB.

In addition to the usual debates in English and Afrikaans, there have been interesting speakers. Mr Whittall talked on "Migration of Tribes down Africa", Dr.McLachlan spoke on "Animal Behaviour", Mr Hurley on "Apollo XI"; Lynn Cunningham on "American Field Scholarship", and Mrs Jardine on "St.Mary's Ovamboland Mission".

SOCIAL WORK: The Upper III Art Classes are making a large Dolls' House for the Raapkraal Creche, and Merriman House has collected books and Magazines to send to the Missions to Seamen.

(With the Social Responsibility meetings in view the visit Rolt girls usually pay to Princess Alice has been cancelled. A visit to the Janet Bourhill Institute is planned for next term).

SCHOLARSHIPS AND BURSARIES:

The Scholarship examinations took place on Saturday, June 7th. There were 14 entries, of which 8 were from outside. The results were:-

1. Gillian Austin, Herschel Preparatory.
2. Barbara Gordon-Bagnall, Herschel Preparatory.

EDITH OVENSTONE SCHOLARSHIP.

Tessa Londt, Girls' Collegiate, Port Elizabeth.

The winner of the Edith Ovenstone Scholarship, which must be given to a girl outside Herschel, is unable to avail herself of it. As there was nobody outside of comparable standard the scholarship has been advertised again. Applicants will write on September 13th.

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NEW PREPARATORY BLOCK.

The new buildings were blessed by His Grace the Archbishop on August 20th, at 10.0.a.m., and we are grateful to him for an impressive and happy ceremony. The buildings are very attractive, and in keeping with the rest of the architecture, and fill an urgent need. His Grace thanked the donors, and I was glad to be able to add my thanks as well. Their magnificent gesture has been commemorated by a bronze plaque on the outside wall of the Hall, and I shall be sending a facsimile of this to those who were unable to be present.

VISITORS: Sister Patricia, C.S.M.V. Wantage, who was flown out by the Conference of Headmasters and Headmistresses for her special knowledge of drug-taking among young people, gave an excellent talk on this problem to the girls. She had been in charge of a home for alcoholics and drug addicts in London for 21 years, and has been seconded to the Ministry of Health. (Several parents came to this talk).

Dr Frances Stevens, lecturer in English at Leeds university, who has been doing research for the past year on education curricula in America, Australia, and New Zealand, was the guest of the School for a week. I had stayed as her guest at Leeds university last year.

GENERAL: Instead of a School play this year we have decided to have a number of Inter-House activities: They are -

1) Inter-House Magazines.
2) Inter-House Biology Collections.
3) An Inter-House Music Festival.

The Matric Dance took place on July 26th and was as usual a great success.

We were greatly indebted to the Mobiloil Company for their showing of the film on the Moon Walk in our Hall.

The Boarders much enjoyed the Capab Ballet at the Three Arts.

The Matrics were taken by Mrs Muller to the Maggie Laubscher Exhibition, the Music and Drama Club had a successful evening on September 5th, the English Association held its mid-winter meeting as usual in the Herschel Library on August 28th, and Mrs McCormick will present three French plays on September 21st.

Mr Mallett had written to tell me of the success of the SOCIAL RESPONSIBILITY COURSE which was held at Bishops recently. After discussion with the Housemistresses and prefects I asked the convenor, Mr Dallas, whether he could arrange this course for Herschel. Accordingly, the following programme has been drawn up.

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September 22nd. 8.0.p.m. - 10.0.p.m. "Poverty" Dr.O.Wolheim.

23rd. 3.0.p.m. - 5.0.p.m. "Malnutrition".

24th: 2-30.. p.m. -4.30.p.m.

1) Handicapped children".

2) "Juvenile Delinquency".

25th. 3.0.p.m. - 5.0.p.m. "What can we do?"

Discussion groups and practical suggestions.

GAMES REPORT.

While on holiday in June, I was pleased to be able to go over to Klerksdorp to see the three Herschel girls playing for Western Province.

The hockey teams have played 23 matches so far this term. All but 3 were won.

The 1st Team played a visiting team from St.Michael's of Bloemfontein and beat them in a good contest 2 - 1.

The 3 Western Province players - Tessa Mallett, Helen Brauer, and Jill Golding played in the curtain raiser to the Wales/S.A. Test on 16th August. The team played against Boland and won 6 - 1.

The Squash Club has been going from strength to strength and the Championships are in progress at the moment. Two players play in a league match each week.

STATEMENT OF EXPENDITURE AND REVENUE.

RECEIPTS: JANUARY to JUNE, 1969.

	JANUARY:	FEBRUARY:	MARCH:	APRIL:	MAY:	JUNE.	TOTAL FOR SIX MONTHS.
Fees:	R9549-35	9549-35	9549-37	9463-02	9463-02	9463-03	57037-14
Registration:	32-17	17-00	25-20	12-60	37-20	29-40	153-57
Sp.Subjects:	610-76	610-77	610-77	420-30	420-30	420-30	3093-20
	R10192-28	R10177-32	R10185-34	R 9895-92	R9920-52	R9912-73	R60283-91
EXPENDITURE							
Salaries	R5753-00	R5602-50	R5795-50	R5665-50	R5516-50	R5529-00	R 33862-00
Sp.Subjects.	481-96	481-96	481-96	545-54	545-54	545-54	3082-50
Wages:	1171-10	1054-61	1056-84	1020-76	1229-25	1088-92	6621-48
Pensions.	179-28	179-28	179-28	167-28	167-28	167-28	1039-58
Annuity-H.M.	25-00	25-00	25-00	25-00	25-00	25-00	150-00
U.I.F.	17-00	13-94	14-14	13-76	17-20	14-00	90-04
Class Material:	14-19	4-19	323-13	17-01	90-75	138-21	587-48
Provisions:	856-60	1596-31	1357-90	1357-09	1578-13	773-19	7519-22
Domestic Charges:	293-84	396-31	426-34	458-44	856-77	672-81	3104-51
Property:	75-03	148-11	118-90	48-84	118-55	237-33	746-76
Sports:				2-00	1-50		3-50
Administration:	302-49	430-40	323-37	295-72	289-32	421-59	2062-89
Audit:	33-33	33-33	33-33	33-33	33-34	33-34	200-00
Insurances:	70-00	70-00	70-00	70-00	70-00	70-00	420-00
Interest:	364-89	335-52	300-92	320-37	272-67	859-73	2454-00
Depreciation:	63-83	63-83	63-84	63-83	63-83	63-84	383-00
	R9701-44	R10435-29	10570-45	10104-47	10875-63	10639-78	R62327- 06
Surplus:	490-84						490-84
Deficit:		257-97	385-11	208-55	955-11	727-05	2533-99.
	R10192-28	R10177-32	R10185-34	R9895-92	R9920-52	9912-73	60283-91.

Recoverable amount as at the end of 2nd Term. 1017-88
Deficit at 31st June, 1969.

ADMINISTRATIVE SALARIES:

I. Secretarial and Book-keeping.

	Per Month.	Per Annum.
Withers Mrs E.R.W	R170	R2040.
Smith Mrs D.	160	1920.

2. Domestic-House Staff Resident.

Senior:

English Mrs J.	93	1116.
Hare Mrs W.	70	840
Walker Miss N.	72	864

3. PREPARATORY:

James Miss P.	54	648
Johnston Mrs N.	75	900
Way Miss J.	80	960
Hill Mrs T.(Part-Time)	10	120

4. NON-RESIDENT:

Withers Mr H.E.	100	1200
	R884	R10608

5. SENIOR SCHOOL:DOMESTICS

Cooks,Maids,Houseboys:	R329-00	R 3948

6. PREPARATORY:

Cook, Maids,Houseboys:	154-00	1848

7. GARDEN BOYS:SENIOR: (Weekly Paid). 99-33 5165-16.

8. PREPARATORY

Garden Boys-Weekly Paid.	39-63	2060-70
	R621-96	R13021-06

TOTAL SUMMARY:

I.-4: R884.

5 -8: 621-96

SALARIES: HERSCHEL (GRADE OF SCHOOL: H. II).

	Education Department Salary Scale.		Maximum (reached after 11 years).	Herschel Scale. Present Salaries (with 11+ years experience).	
1. Principal (Headmistress)	R5400 x 300	R6000.	R500 p.m. (Residence not taken into account.		
2. Senior Assistant (Vice-Head) (in Senior School)	R3000 x 180	R4440	R370 p.m.		
3. Senior Assistant (Head of Prep. (in Primary School)	R2460 x 180	R4080	R340 p.m.		R185.
4. Assistant Teacher (S.Sch Teacher)					
(in Senior Sch) a) Degree only.	R1740x180	R3720	R310 p.m.		
b) Degree + Teacher Dip)	R2640x180	R4080	R340 p.m.		± R180.
5. Assistant Teacher (Prep Teacher)					
(In Primary Sch. a) Diploma only.	R1380x90 -1560x180-	R3180.	R260.p.m.		± R160.
b) Dip + 1 extra year.	R1560 x 180	R3540	R295.p.m.		

Herschel School,

CLAREMONT, Cape.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD).

THE QUARTERLY MEETING of the COUNCIL will be held at Herschel, in the Library, on FRIDAY, 10th December, 1969, at 5.0.p.m.

A G E N D A.

I. Minutes to be confirmed.

September 12th, 1969.

2. General Purposes Report.

3. Headmistress's Report.

4. Any other business.

SECRETARY.

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL IN THE LIBRARY ON FRIDAY, SEPTEMBER 12th, 1969, AT 5. O. P. M.

PRESENT: Mr J.M.Berton (In the Chair).
Mr G.Abernethy, Mr J.Graham,
Mr D.Jooste, Professor R.E.Lighton,
Mr A.F.Lees, Mrs D.Cronwright,
Mrs A.Russell, Mrs L.F.Small, Mr J.Newman.

In attendance: Mrs M.C.Kittow.
Secretary: Mrs E.R.Withers.

Apologies for absence: His Grace,the Archbishop.
Canon J.Hodson.
Mr H.L.Kennedy.
Dr.R.McDonald.
Mrs C.E.W.Henderson.
Mr J.D.Wares.
Judge van Winsen.

CHAIRMAN: Mr J.M.Berton was asked to take the Chair in the absence of His Grace,the Archbishop.

MINUTES: The Minutes of the Quarterly Meeting held on Friday, June 13th, 1969, 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:

The Secretary apologies for having omitted to include Professor Lighton's name in the list of members present at this Meeting. The Chairman entered Professor Lighton's name on the original minutes appearing in the Minute Book.

PENSIONS FUND.

Mr Abernethy proposed and Mr Graham seconded that the new Pension Scheme Benefits be known as -

"THE HERSCHEL GROUP PENSION FUND".

AGREED.

GENERAL PURPOSES REPORT. This was presented by Mr J.M.Berton.

ARISING FROM THIS REPORT.

NEW CLASSROOM BLOCK: PREPARATORY SCHOOL.

Mr Berton reported that he had received the sum of R500 -00 from Mr J.R.Winearls in his capacity as Executer in the Estate of the late Mrs N.E.Hislop. Mr Winearls had written to say that for the purposes of the school records, the applicable clause in Mrs Hislop's will should read as follows:

"I will and direct that my estate shall be distributed to such charitable and/or educational institutions as may be selected by my Executor and Administrator; and without limiting his absolute discretion my preference is to help children and young people in regard to health and education".

Mr Berton went on to say that it would be necessary to

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endeavour to raise further monies in order to pay for the building. An amount of R20,000 had already been received in cash, and there were still further sums to come in which had been promised by donors.

HEADMISTRESS'S REPORT.

This had been sent to members.

STAFF AND SALARIES:

Mr Berton reported that he and Mr Graham had interviewed Mrs Roth and had explained to her that the Council realised that they would have to improve the salary paid to the Senior Mistress at the Preparatory, and had decided to increase the responsibility allowance to R600-00 per annum. He said the Council wanted her to know that this had been agreed upon and asked whether she would be interested. Mrs Roth explained that she had definitely decided to return to the University to obtain her degree. She said she would ask Mrs Kirby whether she would be interested in the post at the increase of salary offered.

Mr Berton said that he had asked for figures to be prepared by the office and that the question of salaries would have to be discussed vert thoroughly. He said that he did not think that fees could be increased again so soon after the previous increase. Taking the number of teachers employed at Herschel, (Approximately 20) if the salaries were to be increased to be comparable to those paid by the Government Department, it would cost the School an additional R12,000 per annum.

The only solution that could be arrived at was that the Council approach the Provincial Education Department to ascertain whether they would consider granting Herschel a subsidy. Professor Lighton offered to 'phone a friend of his who he felt sure would be able to give him an indication as to whether the Department would entertain this request. After Professor Lighton had spoken to the gentleman in question and passed on the result of his discussion, Mr Berton agreed to arrange to meet Mr N.J.Malan, the Administrater, and put the school's circumstances to him.

MRS ROTH: Mr Kittow handed the Chairman a letter she had received from Mrs Roth asking whether the Council would consider granting her three months' salary in lieu of leave, owing to the fact that she had been unable, through financial circumstances, to take this leave. After consideration it was agreed that salary in lieu of leave could not be granted, but that the Council would give her a cheque for R500-00 in recognition of the sterling service she had tendered Herschel over the past seven years.

DATE. 10. December 1969. CHAIRMAN. Robert Caplan

HERSCHEL

REPORT OF THE GENERAL PURPOSES COMMITTEE FOR COUNCIL MEETING TO BE HELD ON WEDNESDAY, 10th DECEMBER, 1969.

Meetings of the Committee were held on 26th August, 27th October and the 25th November.

SPEECH DAY

Lady Luyt has kindly consented to be the speaker on Speech Day on the 8th December, 1969.

NEW CLASSROOM BLOCK - PREPARATORY SCHOOL

The final cost of these buildings was approximately R40,000, of which R17,200 is still owing to the contractor, who has agreed to allow this to remain outstanding as an interest-free loan for twelve months from the 22nd October, 1969.

FINANCES

Preliminary figures which have been taken out indicate that there will be a short-fall for the year in the vicinity of R4,000.

It will be recalled that when it was decided, in 1967, to increase school fees, it was intended that the increase should be sufficient to cover salary increments and rising expenditure for at least the ensuing two years.

Unfortunately, as the number of pupils attending the School has fallen off, this has not proved to be the case.

STAFF SALARIES

With the recent increases granted to teachers in Government Schools the gap between salaries paid by Herschel and the Government school scales has widened and in many grades now exceeds R100 per month. It is imperative therefore that staff salaries again be reviewed and recommendations from the General Purposes Committee on this subject will be submitted to this meeting.

SCHOOL FEES

To meet the cost of the salary increases an increase in school fees will also be recommended by your Committee.

MINUTES OF THE GENERAL PURPOSES MEETING HELD AT HERSCHEL ON MONDAY, OCTOBER 27th, 1969, AT 5.15 P.M.

PRESENT: Mr J.M.Borton (In the Chair)
Mr G.Abernethy
Mr J.Graham
Mr A.F.Lees
Mr J.Newman

In attendance: Mrs M.C.Kittow
Secretary: Mrs E.R.Withers.

HEADMISTRESS: The Chairman reported that he had had a letter from the Archbishop in which Mrs Kittow had tendered her resignation, saying that although she was required to give six months' notice, she would be prepared to leave at the end of June, 1970, in order to give as long a time as possible to find a successor.
The Archbishop in his letter had expressed his appreciation to Mrs Kittow, for her services.
Mrs Kittow then said that at the time of handing in her resignation she had had nothing particular in view, but that it looked as though she might be offered a post from April 1st, and asked whether, if this were so, the Committee would be prepared to release her at the end of March. The Committee agreed to this. Mrs Kittow said that if Mrs Brownell were approached she felt sure she would be willing to take over as acting Headmistress until June. It was then further decided that the post should be advertised as soon as possible and that the normal procedure be adopted by which a letter, sent by the Chairman of the Council, be sent to the Heads of all Private Schools in the Republic drawing their attention to the vacancy.

STAFF: Mrs Kittow reported that she had been successful in appointing the following as replacements for vacant posts in the Senior School, for January, 1970.

Biology - Mrs A.L.Stacey. B.A.Hons.
Afrikaans - Mrs H.J.Petersen - B.A.
Domestic Science - Mrs M.P.Goldfinch.National Domestic Science Diploma.

The question of salaries was again discussed and it was agreed that the matter would have to be given serious consideration.

Mrs Kittow reported that she had received two applications for Mrs Roth's post at the Preparatory. She was most interested in the application of Miss E.Turner from Rhodesia and asked whether the Committee would be prepared to pay her fare to Cape Town to be interviewed. Agreed.

SPEECH DAY:

Mrs Kittow reported that Lady Luyt had agreed to be the Guest Speaker on December 8th, 1969.

PREPARATORY BUILDINGS:

The Secretary was instructed to pay the account received from the Architect in respect of the balance of his fees on this building.

It was agreed to send a further cheque to Mr Clifford Harris of R3,370, making the total payment made to him R20,000, leaving a balance of R17,200. The Secretary was instructed to send the cheque to Mr J.Newman, who would write a letter to

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Mr Clifford Harris, confirming that the balance owing would be interest free for a period of twelve months and, thereafter, the school account be debited at the current bank rate.

SCHOLARSHIPS:

Mrs Kittow reported that she had discussed with Mrs C.E.W. Henderson and Mrs Small the papers that had been written and it was agreed that the Edith Ovenstone Scholarship be awarded to Robin Perold of Pinehurst Primary School. Mr Newman said that Mrs Ovenstone was most appreciative of the way Mrs Kittow had given her all the details of the winner of her Scholarship.

FEES: Mrs Kittow reported that Mrs Lee, mother of Amanda Lee, who is in the Preparatory, had asked whether the School would consider waiving of the fees for Amanda, who had not been able to attend school for the third term since she had had to undergo an operation on her back. The operation had involved her in a great deal of expense. It was agreed to waive the fees for the third term.

UNIFORMS: Mrs Kittow read a letter she had received from Stuttafords, informing her that owing to all the difficulties they had experienced with the manufacturers of the school uniforms, they had decided not to continue supplying these. After discussion it was agreed to leave the question of uniforms until Mrs Small returned from overseas.

MINUTES OF THE MEETING OF
THE GENERAL PURPOSES COMMITTEE MEETING
HELD AT HERSCHEL ON
TUESDAY, NOVEMBER 25TH, 1969, AT 5.15 P.M.

PRESENT:	Mr. J.M. Borton (In the Chair) Mr. G. Abernethy Mr. A.F. Lees Mr. D. Jooste Mrs. L.F. Small Mr. J. Newman
IN ATTENDANCE:	Mrs. M.C. Kittow
SECRETARY:	Mrs. E.R. Withers
APOLOGIES FOR ABSENCE:	Mr. J. Graham

HEADMISTRESS:

Mr. Borton reported that he had received a letter from Mrs. Kittow advising that she had accepted an appointment with the University of Cape Town with effect from the 1st April, 1970, and she would therefore be leaving the School at the end of the first term in 1970. He said that it would be necessary to advertise the Headmistress's post and tabled a draft advertisement which had already been approved by the Archbishop. This advertisement was approved by the Committee and the Chairman undertook to have it inserted in various newspapers in the Republic and in Rhodesia. He reported also that the Archbishop had undertaken to write to the heads of various Girls' Schools drawing their attention to the advertisement.

SENIOR MISTRESS - PREPARATORY SCHOOL

Mrs. Kittow reported that she had had an application from a Miss E. Turner of Salisbury for the position of Senior Mistress at the Preparatory School. At her request Miss Turner had flown down to Cape Town for an interview. Mrs. Kittow was satisfied that Miss Turner would be an excellent replacement for Mrs. Roth, particularly as she had had several years of experience as Head of a Preparatory School. She was not, however, prepared to accept the appointment at the salary offered and as a result Mrs. Kittow, after consulting the Chairman, had agreed to offer a commencing salary of R3,000 per annum, which Miss Turner accepted. She will assume duties at the beginning of 1970.

INSURANCE - PREPARATORY SCHOOL BUILDINGS

The report by a representative of the S.A. Mutual Fire Insurance Company in regard to the insurance of the Preparatory School Buildings was tabled. This report recommended firstly that the policies covering the various buildings should be consolidated into one policy and, secondly, that the sum insured should be increased by approximately R33,000 to a

total of R226,500. After discussion it was agreed to accept these recommendations and the Secretary was requested to instruct the Insurance Company accordingly.

UNIFORMS

Mrs. Kittow reported that satisfactory arrangements had at last been made in regard to the supply of new uniforms. Mrs. Small pointed out that stocks in the second-hand shop were presently very low and in poor condition and in the circumstances recommended that with the advent of new uniforms the shop should be closed for a year. This was agreed.

SCHOLARSHIPS

Mrs. Kittow reported that Amanda Leslie, who had been awarded the Edith Ovenstone Scholarship but had given it up when her parents had been transferred from Cape Town, had now returned to the School. This Scholarship had subsequently been awarded to another pupil but there was a vacant Scholarship which had not been taken up by Christine Reed and she enquired whether it would be possible to award this Scholarship to Amanda Leslie. After discussion it was agreed to accept Mrs. Kittow's proposal and award the Scholarship to Amanda Leslie.

STAFF SALARIES

The Chairman said that in his opinion in view of the substantial increases which have been granted to teachers in Government Schools the staff salaries would again have to be reviewed and that if this Committee agreed, recommendations for salary increases should be submitted to the Council Meeting to be held on the 10th December. After fairly lengthy discussions it was agreed that a general increase of 15% should be recommended but that the General Purposes Committee be given a discretion to modify this increase in certain circumstances.

It was also felt that,in view of the wide gap which would still remain between the salaries paid by the School compared with the Government scales, a further review of salaries would be necessary in the near future and that the staff should be informed of this. It was recorded that the proposed 15% increase would include and would not be in addition to the increase of R10 per month which had been promised with effect from the 1st January, 1970.

SCHOOL FEES

The Chairman pointed out that the results for the year would probably reflect a short-fall of some R3,000 to R4,000. The proposed salary increases would cost a minimum of R6,000 so that the short-fall in 1970 might exceed R10,000. In the circumstances it would appear that an increase in school fees was inevitable and it was agreed that a recommendation to this effect should be submitted to the Council for consideration.

HEADMISTRESS'S REPORT
DECEMBER - 1969.

STAFF: Since the staff who are leaving gave me more time than usual to find replacements, I am glad to report that those who will take over the Biology, Afrikaans, and Domestic Science posts are very satisfactory appointments. In addition, as they are all married women with grown-up families, they do not present the problems of working mothers with small children, or of young married women leaving to have children, or of single women leaving to be married. Since, too, they have husbands to support them they are less concerned about the salaries than is generally the case, and I understand that their husbands are not likely to be transferred.

MRS A.L.STRACEY (B.A.Hons.Bristol) has been appointed to take over Biology, MRS H.J.PETERSEN (B.A.Stellenbosch) the Afrikaans, and MRS M.P.GOLDFINCH (National Diploma) the Domestic Science.

I feel the School is very fortunate too in having a thoroughly competent person to take over MRS ROTH's post at the Preparatory. She is MISS SHEILA TURNER from Rhodesia, who was educated in England, has the University of London Teacher's Certificate, and was Headmistress of the Junior Department of the Birkenhead High School for eleven years — a post similar to that of the Head of our Preparatory, as the School belongs to the Girls' Public Day Schools Trust and the overall responsibility is vested in the Headmistress of the Senior School. She is very highly recommended, and both Mrs Roth and I were glad of the close personal contact we had with her during the weekend she was flown down from Rhodesia. Her post was advertised in the Rhodesian Herald.

I should add that as there is no official organ for advertising for Independent Schools, one is often dependent on the grapevine, especially for posts to be filled at short notice. Otherwise one advertises where the vacancy seems most likely to suit an environment. Unusual circumstances add to the difficulties, such as when (Biology) Mrs Andurer was killed on the mountain, or when (Lower I) Mrs Himing died.

(The year opened with nobody for Domestic Science or Latin. The present Domestic Science person has been satisfactorily replaced, but the present Latin mistress is not satisfactory. I have said this ever since she was appointed, though she may improve with experience).

Miss Alexander's post at the Preparatory is to be filled by MISS A.FANSHAWE, also an overseas-trained (Froebel) teacher.

The staffing of the Boarding Houses requires foresight and has presented some difficulty in the Preparatory. A Head of the Boarding House had to be appointed, since Mrs Himing had died and Mrs Roth had left to be non-resident. MISS JAMES, who was appointed Head, is not a trained teacher, but does her best. It is doubtful whether she will stay on under Miss Turner, and it is also doubtful whether Mrs English will remain on in the Senior Boarding House after April. Both these posts are extremely difficult to fill, as they require a certain background which, if not exactly right, can wreak havoc among boarders. In response to an inquiry for work from a Miss Hansen in England, therefore, I asked Miss McLean, my predecessor, to interview her, and have offered Miss Hansen the post of Study Mistress at the Preparatory in return for board and lodging. This covers the possible departure of Miss James or Mrs English, and Miss Hansen has accepted the condition of one month's notice on either side, from January, 1970.

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HEALTH: There has again been a considerable amount of sickness among staff and pupils this quarter.

NUMBERS:	4th Term 1969.		Anticipated numbers 1st term, 1970.	
SENIOR:				
BOARDERS:	39		28	
DAY GIRLS:	119	158	124	152
PREPARATORY:				
BOARDERS:	18		17	
DAY GIRLS:	95	113	101	118
LOWER I:		22	24	24
KINDERGARTEN AND TRANSITION.		30	38	68
		323		332.

At the Council meeting in September the numbers given were 326 for the third term. When this question arose it did not occur to me on the spur of the moment to mention that we had had to refuse 14 whom we had accepted for the Kindergarten and who were precluded from coming by the Education Ordinance of August 1968. It was the Council's agreed policy to abide by the Ordinance and not to try to start a pre-Kindergarten Class, for which we had no room, and for which extra staff and equipment would be necessary. This would have brought the numbers up to 340.

It is also not always realised that industrial expansion has brought with it the problem of a shifting population to a degree not encountered previously. Parents arrive at all sorts of odd times during the year, stay for 3 or 6 months, and then are transferred, taking their children with them.

We have for instance this year had children whose parents were suddenly sent to Johannesburgn England, Switzerland, Sweden, Milnerton(!) and back again from Johannesburg.

With free education and free books in Government Schools some parents have taken advantage of the vacancies offered immediately and have paid a term's fees in lieu of notice, in order to secure places for their children, for the remaining 6 or 7 years of their schooling. There is also the professed predilection of some parents for co-educational schools, but at least 3 parents were honest enough to say the reason was financial. (I always ask the parents why their children are leaving).

Diplomatic and Naval personnel can never say for certain how long they will be here.
One parent brought two children from England in October, then bought a house in Somerset West, and will remove the children at the end of this term.
The numbers would therefore have been 355, in the third term, and the reasons for leaving were perfectly legitimate.

URCH AND CHAPEL. Nineteen girls were confirmed by His Grace the Archbishop in October, Canon Hodson has taken Communion in the

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Chapel several times this term, the Choir has sung at three weddings and the annual Carol Service took place in St. Saviour's on December 9th.

THE SOCIOLOGICAL CLUB.

The activities of this Club have been somewhat curtailed this term, owing to pressure of public as well as internal examinations, but English and Afrikaans debates have been held, as well as talks on Art by Mrs Kruger and Mr Fischer; and Miss Esme Powis gave a fascinating talk, illustrated with slides, on her visit to the Oberammagau Passion Play in 1960.

There was also a demonstration on "the Kiss of life" arranged by the Rotary Anns.. All the girls were given the opportunity of practising on the dummy which was brought.

Mr Niels Linhard, careers Guidance Officer at the U.C.T. spoke to the Matrics on new openings for women in careers, and the qualifying courses needed for them.

GAMES: The tennis teams have played three matches this term. The results were:

Versus Sans Souci. Herschel won by 19 matches to 13.
" St.Cyprian's. " " " 12 matches to 4.
" Springfield. " " " 14 matches to 12.

GENERAL: In the Music Examinations for the Royal Schools of Music 16 entered and 14 passed, I with distinction.

73 girls wrote the Taalbond examinations on October 31st. Results will be known next year.

For the first time, Afrikaans oral examinations (October 9th) and French orals (October 21st) have been introduced by the J.M.B. to Independent Schools. The examiners said they were highly satisfied with the standard of the orals.

The Abe Bailey Public Speaking Competitions in Afrikaans were held on November 6th, and judged by Mrs Douglas of Bishops. Results:

1st: Diana Willmott, 2nd: Paula Cunningham,
3rd: Suzanne Milton.

Tuesday 4th November:

Miss Harsant and I met the parents of new Kindergarten children for next year. This meeting is held annually to enable the children and parents to get to know one another beforehand and arrange lift clubs.

Wednesday 12th November - 21st: Senior School Internal examinations. (Stds 6 - 9).

Friday 14th November - 19th: Preparatory School Internal examinations (Stds 1- 5).

14th November: Farewell service for Matrics in Chapel. (Headmistress).

Monday 17th November.- December 5th. Public Examinations for Matrics in Library. Mrs (Canon) Hodson was the invigilator.

Friday 21st November: The Staff and I met Lower 4 parents to advise them finally on choice of subjects for Matric.

Wednesday 26th November:

Stds 8 and 9 gave a Christmas party to Janet Bourhill Institute.

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Friday 28th November. Athletics Day and Braaivleis lunch.

From December 1st - 5th a special week of excursions to educational places of interest was arranged. Among these were -

December 1st. An expedition to Kirstenbosch (Upper 3's) a visit to Mr Rabinowitz's Pottery rooms at Eagle's Nest, a visit to Gossard factory (Upper 4) and a visit to Yardley's factory (Lower V's).

December 2nd. A visit to the Simonstown Dockyard. Picnic lunch on Ou Kaapse Weg.

Visit to the National Gallery. Tea in the Gardens. (Classes are divided up for outings each day).

December 3rd. 7-0 a.m. Communion in Chapel.

Visit to the Koopman's de Wet Museum, and the Michaelis Collection in the Old Town House. (Lower V's).

Visit to the Fehr Collection at Rust en Vreugd. Tea in the Gardens.

Visit to the Fehr collection at the Castle. Visit to the Natural History Sedtion of the Museum.

Thursday 4th December. Expeditions to Erica Old Age Home, and to Shelley Street Nursery School.

Friday 5th " a.m. Open Day at the Preparatory., Exhibition of work, and Concert.

p.m. Mr and Mrs Lilley (Cape Town Symphony Orchestra) Recital of the Harp and Trumpet.

p.m. Boarders went to Capab Ballet.

Saturday 6th " . Ruby Porter League (Preparatory) gave a Christmas party to St.Michael's Orphanage.

6.30.pm. Boarders' Christmas Dinner. (Preparatory and Senior).

Sunday 7th. 7.00 Chapel by Candlelight.

Monday 8th. Speech Day. Preparatory 10-30 a.m. Speaker Mrs W.Waddell (Micklefield). Senior: 3.0.p.m. Speaker Lady Luyt.

Tuesday 9th: a.m. Preparatory Sports Day.

8.00. Senior School -Carol Service. St.Saviour's.

December 10th: TERM ENDS.

Council Meeting 5.0.pm.

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Herschel,
Claremont, Cape.

12th February, 1970.

THE QUARTERLY MEETING of the Council will be held at Herschel, in the Library, on Friday, March 13th, 1970, at 5.0.P.M.

A G E N D A.

1. Minutes to be confirmed.

   December 10th, 1969.

2. General Purposes Report.
3. Headmistress's Report.
4. Any other business.

Enid R. Withers

SECRETARY.

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL, IN THE LIBRARY, ON TUESDAY, DECEMBER 10th, 1969, AT 5.15. P.M.

PRESENT: His Grace.
Mr J.M.Borton, Mr G.Abernethy,
Canon Hodson, Mr D.Jooste,
Mr H.L.Kennedy, Professor R.E.Lighton,
Mr J.Newman, Mrs C.Cronwright,
Mrs A.Russell, Mrs L.F.Small,
Mr J.D.Wares, Judge van Winsen.

In attendance: Mrs M.C.Kittow.
Secretary: Mrs E.R.Withers.

Apologies for absence: Mr J.Graham.
Mr A.F.Lees.

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

HEADMISTRESS: His Grace reported that he had received a letter from Mrs Kittow tendering her resignation as Headmistress to take effect at the end of June, 1970. He said he would like to take the opportunity of thanking Mrs Kittow for the valuable work she had done for Herschel during the 8 years she had been Headmistress.

GENERAL PURPOSES REPORT: This was presented by Mr J.M.Borton.

ARISING FROM THIS REPORT:

New Classrooms at the Preparatory.

Mr Borton reported that up to date R24,000 had been received towards the cost of the buildings. In addition there were promises of R2,500.

PAN ANGLICAN FUND.

An amount of R2,000 had been received from the Fund, and Mr Kennedy had signed the Acknowledgment of Debt.

HEADMISTRESS'S REPORT: This was presented by the Headmistress.

INCREASED SALARIES AND FEES:

The following proposal put forward by the General Purposes Committee was approved by the Council:-

That the fees be increased as under:-

Kindergarten and Transition	from	R28-00 to R37-50 per term.
Lower I:	"	R40-00 to R50-00 per term.
Upper I (Std 2) -Lower III (Std 5).	"	R71-00 to R80-00 per term.
Upper III(Std 6) -Upper V (Std X)	"	R85-00 to R92-00 per term.
Boarding Fees-Senior School	"	R177-00 to R192-00 per term.
" "Preparatory "	"	R163-00 to R180-00 per term.

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Mr Kennedy said he would like to pay tribute to Mrs Kittow for all that she had done for Herschel during the eight years she had been here. The numbers were very low when she took over and they had increased by nearly a 100. She had also raised the standard academically and the Council were very grateful. The Council expressed their agreement.

Mr Newman said he would like to mention what a tremendous effort Mrs Withers, the Secretary, had made to keep down the running expenses of the school, especially on the catering side, where she had done the Housekeeping for a period of nearly two years.

DATE.....18.3.70.. CHAIRMAN.....

MINUTES OF THE ANNUAL GENERAL MEETING OF THE MEMBERS OF THE ASSOCIATION, HELD AT HERSCHEL ON MARCH 18th, 1970, AT 5.15 P.M.

PRESENT: Mr J.M.Borton, Mr G.Abernethy, Canon J.Hodson, Mr J.Graham, Mrs G.Cronwright, Mr J.Newman, Mr A.F.Lees, Mr J.D.Wares, Judge van Winsen, Mrs A.Russell.

In Attendance: Mrs M.C.Kittow
Secretary: Mrs E.R.Withers.

Apologies for absence: His Grace, the Archbishop
Mr D.Jooste
Mr H.L.Kennedy
Professor R.E.Lighton.

The Notice convening the Meeting was tabled.

MINUTES: The Minutes of the Annual General Meeting held on March 14th, 1969, copies of which had been circulated to Members, were taken as read and signed by the Chairman as a true record of the proceedings.

BALANCE SHEET AND ACCOUNTS:

On the motion of Mr Borton, and seconded by Mr Abernethy, it was moved that the Balance Sheet as at 31st December, 1969, together with the accounts, for the 12 months ended on that date, be adopted.

REMUNERATION OF THE AUDITORS:

On the motion of Mr Abernethy, seconded by Mr Newman, it was resolved:-

"That the remuneration of the Auditors, Messrs E.R.Syfret and Company, for the past year's audit, be R400-00 (Four Hundred Rand).

MEMBERS: Mr J.D.Wares signified his willingness to serve on the Council for another year.

It was agreed that the other vacancies remain over.

12 March 1971 + Robert Compton

HEADMISTRESS'S REPORT, MARCH, 1970.

STAFF: The new Biology Mistress (Mrs Stracey) and the new Domestic Science mistress (Mrs Goldfinch) are both excellent people and will be assets to the School.

Mrs Petersen (Afrikaans), who replaced Mrs Esterhuyse, is taking longer than the others to djust to Herschel, as she is used to a more regimented discipline, but I think she should shape well.

As Miss Mulliner (Librarian) had had a stroke, I made arrangements for Mrs P.Matthews to combine her post with that of Librarian. Since she is a trained Librarian, this is working very satisfacterily. Miss Mulliner is in the Cambridge Nursing Home, and is much happier now that she has accepted the fact that she is no longer able to work.

The Middle School Science and Mathematics post has been very difficult to fill. There were no replies to advertisements in seven newspapers. In the end a friend of Mrs Matthews was persuaded to apply, but she was not prepared to do full-time work. (She has not taught for many years and has home commitments). She will therefore do part-time Maths and Science in Stds 7 and 8. Mrs Gibson has offered to help out by taking the Std 6. Science.

As I expected, Miss James (Prep.Boarding House) has resigned; she left on Friday, and MissHansen was therefore able to step into the vacancy straight away. Miss Turner, who took Mrs Roth's place, has a sound knowledge of the requirements of Preparatory Education, but she may need some guidance in the handling of staff.

Miss Blackwell, who has taught Riding at Herschel for 22 years is giving up her stables, and will not continue after the end of this term.
Mr Newman very kindly investigated the question of a successor, and it is probable that Mr B.Salkinder will take over the Riding next term.

SALARIES: The increase in salaries was much appreciated by most of the staff.

HEALTH: has been good on the whole, except for the occasional cold. One of the boarders was taken suddenly ill and the school doctor called in a second opinion. It was decided to move her into the Victoria Hospital for investigation, when it was found that she had a mild form of virus Encephalitis. She was back in school within a week.

NUMBERS:

	1st Term 1970.		2nd Term 1970.	
Senior.				
Boarders:	30		32	
Day:	120	150	119	151
Preparatory.				
Boarders:	17		22	
Day:	107	124	103	125
Lower I:	23	23		22
Kindergarten & Transition.	37	37		37
		334		335

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To these 14 would have been added had we not, through the Education Ordinance of August, 1968, had to refuse 14 Kindergarten children.

CHURCH AND CHAPEL.

Canon Hodson has taken Communion several times in the Chapel this term. The girls have, with his approval, been taking over the Thursday Assembly themselves on occasion, and experimenting with different methods.

We all miss Hamer, whom the children liked very much. Mrs Hampson and Mrs Brownell are taking his Divinity lessons in the meantime.

The Choir sang at two weddings and will sing at the Palm Sunday Evensong Service, which is to be broadcast.

FOUNDERS' DAY was held on February 13th at St.Saviour's, when Bishop Russell gave the address, and Canon Hodson took the Service.

OLD GIRLS' DAY was very well attended on February 21st.

EXAMINATION RESULTS: 29 entered for the Matriculation examination of the J.M.B. 10 passed in the first class, 11 in the second, 7 in the third (School Leaving). One girl failed because she failed in English, but she will probably pass in the supplementary March examination. There were 10 "A" symbols.

THE SOCIOLOGICAL CLUB.

There have been the usual debates in English and Afrikaans, as well as outside debates against Bishops, and a forum discussion at Rustenburg on the rôle of the private schools in South Africa. Tessa Helfet represented Herschel at this, and Binky Newman did so at the Road Safety Association Public Speaking Contest. Both of them spoke very well.

Fiona Baigrie and Binky Newman were chosen as Town Councillors on the newly-formed Jaycee Town Council for schoolgirls and schoolboys, and will attend fortnightly meetings at the City Hall in Cape Town.

A recital (piano and song) on the 19th Century Music was given by John Lazarus and Evelyn Dahlberg; Mrs Schelpie gave an illustrated talk on Insectivorous Plants; Mrs Heywood spoke on the Modern Novel, and Miss Baumbach on Greek Theatre. Mrs Kittow gave a recital of verse and song on "Literature I have loved", ranging from Shakespeare to 1969.

GENERAL: Jill Gelding won the annual Rotary Essay Competition. She and her parents were entertained to lunch at Fairmead Court. The subject was "How can Youth of South Africa, as individuals, contribute towards an improvement in international relationships?".

The School went to Othello at Maynardville in February, and have entered for the annual Maynardville essay on Shakespeare. The boarders will entertain 35 Bishops Boys at a social this week.

The Ruby Porter Service League has been very active, and we were able to send R100 to the Mary Muller Creche at Cafda,

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as well as R300 to the Raapkraal Creche, this term.

The Houses, Jagger, Merriman and Rolt, are busy knitting jerseys and pullovers for thr winter for Cafda and St.Michael's Orphanage.

70 girls entered for the Preparatory, Lower, and Higher Taalbond examinations. 62 passed, Susan Abernethy with distinction in the Preparatory Grade.

The Headmistress attended the World Day of Prayer at the Congregational Church on March 6th.

PARENTS' EVENINGS:

A sherry party was held at the Preparatory School for Miss Turner to meet the parents.

On March 11th the Senior and Preparatory parents came to say goodbye to me in the Senior Hall. It was an evening I greatly appreciated.

GAMES: Enthusiasm for Swimming and Tennis is delightful to witness, senior girls electing to practise tennis and to train for swimming from 7.0.a.m. onwards day after day.

The School did well in the Under 15 Inter-Schools Tournament last Saturday. Up to the time of my writing this report, the Inter-Schools Senior Tennis and Swimming, and the Inter-House Tennis and Swimming, have not yet taken place.

Herschel,
CLAREMONT, Cape.

February 12th, 1970.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD).

NOTICE is hereby given that the ANNUAL GENERAL MEETING of Members will be held at Herschel, Claremont, Cape, on FRIDAY, March 13th, 1970, at 5.15. for the following purposes:-

I. To receive the Accounts, with the Auditor's report thereon.

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.

Ena R. Withers
SECRETARY.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE ASSOCIATION HELD AT HERSCHEL, IN THE LIBRARY, ON FRIDAY, MARCH 14th, 1969, AT 5.15.P.M.

PRESENT: His Grace.
Mr J.M.Berton, Canon Hodson, Mr G.Abernethy, Mrs D.Crenwright, Mr D.Jooste, Mr.H.L.Kennedy, Professor R.E.Lighton, Mr J.Newman, Mr A.F.Lees, Mr J.D.Wares, Mrs L.F.Small, Judge van Winsen, Mr J.Graham, Mrs A.Russell.

In attendance: Mrs M.C.Kittow.
Secretary: Mrs E.R.Withers.

The Notice convening the Meeting was tabled.

MINUTES: The Minutes of the Annual General Meeting held on April 19th, 1968, copies of which had been circulated to Members, were taken as read, and signed by the Chairman as a true record of the proceedings.

BALANCE SHEET AND ACCOUNTS:

On the motion of Mr Graham and seconded by Mr Kennedy, it was resolved that the Balance Sheet as at the 31st December, 1968, together with the Accounts for the 12 months ended on that date, be adopted.

REMUNERATION OF THE AUDITORS.

On the motion of Mr Abernethy, seconded by Mr Berton, it was resolved :

"That the remuneration of the Auditors, Messrs E.R.Syfret & Company, for the past year's audit, be Four Hundred Rand (R400-00).

MEMBERS: The following members agreed to re-election:-

Mr H.L.Kennedy
Mrs L.F.Small
and Judge van Winsen.

DATE.....18/3/70.

CHAIRMAN.....

REPORT OF THE COUNCIL TO BE SUBMITTED TO THE ANNUAL GENERAL MEETING OF THE ASSOCIATION TO BE HELD ON THE 18TH MARCH, 1970

There are at present 334 pupils at the School compared with 332 in the first term of last year. The Preparatory School is full but there is room for at least another 30-40 pupils in the Senior School. This year the Preparatory School has two classes for Standard V (Lower III) - last year two classes for Standard IV (Upper II).

New Preparatory School Building.

The new building providing additional classrooms and a hall for the Preparatory School was completed during the year and the extra facilities thus obtained have been much appreciated by the pupils and staff. The cost of the new building was approximately R40,000, of which R26,000 has been provided by donations.

Financial Results.

It is most disappointing to record a deficit for the year of R5,268. The comparative statement of revenue and expenditure for the years 1967, 1968 and 1969 is attached, from which it will be observed that expenditure under most heads has been contained and in this connection your Council would record its appreciation of the results achieved by Mrs. Withers, the School Secretary, as faras the catering costs are concerned. As usual the main increase in costs has been in salaries and wages and mainly as a result of further increases in salaries which have been given this year the budget for the current year again reflects a deficit of over R5,000. It is unthinkable to contemplate a further increase in school fees at present, and the only way in which the budget can be balanced, therefore, is by increasing the number of pupils in the Senior School.

Members of Council.

Mr. J.D. Wares, an elected member of Council, is due to retire but is eligible for re-election. Mesdames L.F. Small and C.W. Henderson, and Dr. R. MacDonald have resigned from the Council. Your Council would record their sincere appreciation of the valuable services rendered by these members to the School and the Council over a period of years.

Resignation of Headmistress.

Mrs. Kittow, Headmistress of the School, has resigned and will be leaving at the end of this term. Here again your Council would record its appreciation of her valuable services to the School and her dedication to the School's interests during the period of some nine years that she has been with us.

Auditors.

It will be necessary to determine the remuneration of the auditors, Messrs. E.R. Syfret & Co., for the past year.

	1967	1968	1969	Increase or Decrease of 1969 figure as compared with 1968.	Estimates for 1970.
REVENUE:					
Tuition & Board:	106,273.	109,559.	116,383.	+6824	125,750
Special Subj.	6,323.	7,420.	9244	+1824	7,000
Sundry Revenue:	1,389.	1,446.	311	-1135	1,500
	R113,985.	R 118,425.	125,938	+7513	R135,250
EXPENDITURE:					
Salaries Staff:	R 66,725.	R 71,360.	R 74,486.	+3126	R 82,860
Wages:Domestic:	11,547.	11,984.	13,350.	+1366	13,000
Provisions:	15,349.	15,511.	15,194	- 317	15,500
Dom.Charges:	8,458.	7,844.	8,195	+ 351	8,300
Property Chrgs:	2,288.	2,238.	4,119	+1831	4,000
Administration:	5,932.	5,135.	6,085	+ 950	6,000
Pension Fund and U.I.F.	2,149.	2,506.	2,133	- 373	3,000
Interest:	4,202.	4,852.	4,736	- 116	5,000
Depreciation:	780.	766.	700	- 66	800
Insurance:	875.	838.	1,038	+ 200	1,200
Sports Requisites:	60	-	34	+ 34	20
	R118,365	R123,034	R130,070	+7036	R139,880
Results on the Year.					
Surplus					
Deficit.	4,380.	4,609.		4132	5,630.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD).

Herschel,
CLAREMONT, Cape.

May 25th, 1970.

The QUARTERLY MEETING of the COUNCIL will be held at Herschel in the Library on FRIDAY, June 12th, 1970, at 5.0.p.m.

A G E N D A.

1. Minutes to be confirmed:
   March 18th, 1970.
2. General Purposes Report.
3. Headmistress's Report.
4. Chinese pupils.
5. Four Schools Trust - Trustee appointment.
6. Any other business.

Erna R. Withers

SECRETARY.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

THE MINUTES OF THE MEETING OF THE COUNCIL HELD AT HERSCHEL IN THE LIBRARY ON WEDNESDAY, MARCH 18th, 1970, AT 5.0.P.M.

PRESENT: Mr J.M.Borton, Mr G.Abernethy, Canon J.Hodson, Mr J.Graham, Mrs Cronwright, Mr J.Newman, Mr A.F.Lees, Mr J.D.Wares, Judge van Winsen, Mrs A.Russell.

In attendance: Mrs H.Brownell.

Secretary: Mrs E.R.Withers.

Apologies for absence: His Grace, the Archbishop.
Mr D.Jooste
Mr H.L.Kennedy
Professor R.B.Lighton.

CHAIRMAN: Mr Borton was asked to take the Chair in the absence of His Grace, the Archbishop.

MINUTES: The Minutes of the Quarterly Meeting of the Council held on December 10th, 1970, 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:

ARISING FROM THIS REPORT:

Mr Borton reported that he had received a letter from Miss S.Turner, Head of the Preparatory School, asking whether the School could see its way clear to help her with the expenses incurred in taking up the appointment from January, 1970. She had had to repay to the Education Department, Rhodesia, the sum of R360-00 owing to the fact that she had broken her contract. A further amount of R120-00 had had to be spent to bring her car into the Republic.

After discussion it was agreed that the School could not be responsible for the re-imbursement of the expenses incurred by Miss Turner.

HEADMISTRESS'S REPORT: This was presented by Mrs Kittow.

RESOLUTION: The following resolution was passed:-

That the amounts on Fixed Deposit for Mrs M.C.Kittow in the name of The English Church Schools Association be transferred in the name of Mrs Mavis Carmen Kittow. The total amount is R4,375-00 (Four Thousand Three Hundred and Seventy Five Rand).

MEDICAL OFFICER:

A letter had been received from Dr Watson-Smith tendering his resignation as the School's Medical Officer. Dr Watson-Smith is retiring from Medical Practice.

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He had recommended Dr Glynn Morris to take his place. After discussion, it was agreed that Dr Glynn Morris be asked to act as Medical Officer for the second term and that enquiries would be made about him. Mr Borton agreed to ask Professor Brock and Mr Wares said he would also make enquiries. The matter would be discussed at the next Council Meeting.

ACTING HEADMISTRESS.

Mr Borton agreed to ask Mrs Brownell whether she would be prepared to carry on until such time as the appointment of a Headmistress had been made.

It was suggested that should Mrs Brownell be required to make any appointments for the Academic staff, that a member of Council should be asked to be present. This was to serve as a protection for Mrs Brownell.

It was agreed that the post of Headmistress should be again advertised, preferably in the Sunday Times and The Rhodesian Times.

REVISED PENSION FUND.

Mr J.D.Wares was authorised to sign the documents in connection with the Revised Pension Fund.

DATE..12 June 1970 CHAIRMAN Robert Carpenter

HEADMISTRESS'S REPORT
JUNE, 1970.

STAFF : MRS GIBSON has resigned for domestic reasons. Her place is to be filled by Miss Valerie Scorey. We are indeed sorry to lose Mrs Gibson, who has made a very great contribution to the School. Her influence on the girls has been far-reaching.

MRS RAUCH will be leaving at the end of November - I am making arrangements for someone to take her place for the period she wi will be away as she is having a baby.

MRS JONES, Senior Housemistress in the Boarding House, has resigned. I have not yet found a replacement for her, but hope to make some suitable arrangements before the start of the new term - July, 1970.

HEALTH has been good, but during the past few days there has been the usual crop of winter colds.

NUMBERS:	2nd Term 1970.		3rd Term 1970.	
SENIOR				
Boarders:	32		35	
Day	119	151	113	148
PREPARATORY				
Boarders:	22		17	
Day.	103	125	105	122
LOWER I		22		23
KINDERGARTEN & TRANSITION		37		36
		335		329

CHURCH AND CHAPEL :

The Scripture Union is very active. Speakers, films and discussions have been organised on Monday afternoons.

Canon Hodson has taken Communion several times in the Chapel this term.

The Choir has sung at two Old Girls' Weddings this term. The Choir will be taking part in a National Inter-Schools Choir Competition on June 11th. It is being recorded by the S.A.B.C., and will be broadcast later this year. The winning Choir will receive a cash award of R250-00.

SOCIOLOGICAL AND DEBATING SOCIETIES.

The Debating Society has been very active and debates have taken place against S.A.C.S and Westerford. The School also entered for the Junior Chamber Debates and the 1820 Memorial Competition. A Four Schools Afrikaans Debate has been arranged for June 16th.

The Sociological Club has had some excellent speakers :

Dr Horwitz spoke on School Feeding - on Ballet David Poole and a film "Lord of the Flies" which is a Matric Set Book.

Tessa Helfet, a Matric pupil spoke on the United Nations.

GENERAL:

The School competed in the Eisteddfod. The results were excellent. Several girls won honours in Piano and Singing. Fiona McSymon, Hanalie Muller in Singing and Diana Longmore in Piano.

Fiona Baigrie was awarded the Speech and Drama Bursary.

The Middle School Drama class won the Rae Factor Cup for Choral Verse. Hilary Gasson and Susan Jenkin won Diplomas for Speech and Drama.

The Boarders have had three films; and they attended a social at Bishops.

The Matric students went to Gina Bachren's Concert. Mrs Petersen took the Matrics to the CAPAB Afrikaans Plays.

SPORT.

The D.S.C. Touring Team played tennis against Herschel. Bishops played Herschel at Squash, and the Hockey results have been very exciting. Herschel acted as Hostess School for the preliminary trials for the Western Province Junior Hockey team. Finally five Herschel girls were selected for the Western Province Team to play in Bloemfontein in July and the three reserves are also from Herschel.

Mrs Gibson is taking two teams on tour for a week to Pietermaritzburg. They leave on June 20th and return on June 30th.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD IN THE LIBRARY ON TUESDAY, FEBRUARY 10th, 1970, AT 5.15 P.M.

PRESENT: Mr J.M.Berton (In the Chair)
Mr A.P.Lees
Mr D.Jooste
Mr J.Newman
Mrs L.F.Small
Mr G.Abernethy
Mr J.Graham.

In attendance: Mrs M.C.Kittow
Secretary: Mrs E.R.Withers.

DIRECTORY OF INDEPENDENT SCHOOLS.

Mrs Kittow asked whether there would be any objection to the School's name being advertised in the Directory. It was agreed that there would be no objection.

COLD ROOM. It was agreed that the estimate of R1,136-00 received from Messrs H.G.Skelton & Company to convert the present frigidaire room into a Cold Room be accepted. The work would be carried out in the April holidays.

RIDING: Mrs Kittow reported that Miss Blackwell who had been responsible for Riding lessons at Herschel for the past 22 years, had written to her to say that she would be giving up her stables at the end of March, 1970. She had consulted Mr Newman who, with her, had interviewed Mr Salkinder who has the Ridealeng Riding School at Phillipi, and it was decided to ask him to take Miss Blackwell's place.

STAFFING: Mrs Kittow reported that Miss Harsant would be going on long leave from the 1st April, 1970, and that Mrs Helbery, who had taught in the Kindergarten a few years ago, would be acting in her place.

Miss James, Head of the Preparatory Boarding House had resigned. Miss Hansen, who had come from England, would replace Miss James.

Mrs Kittow said she was very sorry to report that Mrs Scott-Shaw (Mathematics teacher) had resigned. Her husband had accepted a call to the Presbyterian Church in Adelaide.
Mrs Cove-Jones, who had been doing Middle School Maths, but who was highly qualified to teach Senior Maths, would replace Mrs Scott-Shaw, and Mrs Howell had been appointed to replace Mrs Cove-Jones.

Mrs Powell, who had been housekeeping in Kenya, had been appointed Housekeeper in the Senior School.

Mrs Kittow reported that Miss Turner, Head of the Preparatory, had asked her whether she would ask the Council if they would consider helping her with the finances she had had to incur by taking up the post as from 1st January, 1970. After discussion, Mrs Kittow was asked to find out more details from Miss Turner, and the Committee agreed to discuss the matter at the next Council meeting.

Mrs Kittow said that Miss Turner would also like a garage for her car, and felt that she would like more private accommodation at the Preparatory for herself. Mr Newman and Mr Graham agreed to look into the matter.

Mrs Kittow also mentioned that Miss Turner had asked whether something could be done about the gravel driveway to the Preparatory School. Mr Newman and Mr Graham agreed to look into this matter as well.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL ON TUESDAY, JUNE 2nd, 1970, at 5.15. PM.

PRESENT: Mr J.M.Borton (In the Chair)
Mr G.Abernethy
Mr D.Jooste
Mr A.F.Lees
Mr J.Newman
Mrs A.Russell.

In attendance: Mrs H.Brownell
Secretary: Mrs E.R.Withers.

Apologies for absence: Mr J.Graham.

ARISING FROM THE MINUTES - 5th May, 1970.

SCHOLARSHIPS. Mrs Brownell reported that she had received six applications - only one had applied from the Preparatory. Mrs Brownell asked the Committee whether it would be in order for one of the applicants - Elizabeth Casburn - to write. She had only been in the country for a few weeks and had gone to Sans Souci where they had placed her into Std VI, but Mrs Brownell felt that she should be in standard V, according to her age. Mrs Brownell had written to the parents suggesting that they send their daughter to Herschel next term when she would be placed into Standard V and would then qualify to write the Scholarship Examination. It was agreed that the child should be allowed to write, and that in place of the Afrikaans paper, she would write Latin.

STAFF: Mrs Brownell reported that Mrs Rauch - Physical Science Mistress - had told her that she would be expecting a baby in December and wondered whether the Committee would have any objection to her teaching to the end of November. Mrs Brownell said she, personally, could see no reason why Mrs Rauch could not teach until then. She felt it very necessary from the point of view of Matrics. After discussion, it was agreed that Mrs Rauch be allowed to teach until the end of November. Mrs Brownell went on to say that Mrs Rauch's sister would come in to help to the end of the term - it would only be a question of ten days.

Mrs Jones had resigned as Housemistress in the Senior Boarding House. The position had been advetised but no appointment had been made. Mrs Brownell said she had interviewed Mrs Hunter who is at Bloemhof Boarding School at Stellenbosch, but had not yet heard from her whether she would be interested in the post. Mrs Brownell thought she might be able to get one of the teaching staff to come into residence and help with Prep duties etc. She would keep the Committee informed.

HEDGE. Mr Newman reported that the hedge at the top of Herschel Road and round into Kenmar Crescent had to be taken out. He had received an estimate of R178-00 from Messrs Fences and Guards to replace the area with plastic green wire. The estimate included the necessary poles etc. He had asked for a separate estimate for material, but this had not been received in time for the meeting. It was agreed that Mr Newman be given authority to attend to this matter.

MR WITHERS. It was agreed to increase Mr Wither's salary by R20-00 per month as from 1st July, 1970.

REVENUE AND EXPENDITURE -
JANUARY - APRIL, 1970.

REVENUE:	JANUARY:	FEBRUARY:	MARCH:	APRIL.
Fees:	R10137-07	R10137-07	10137-07	R10263-40
Special subjects:	651-08	651 -08	651-09	650-00
Registration Fees:	16-80	16 -80	21-00	33-60
	10804-95	10804-95	10809-16	10917-83
EXPENDITURE:				
Salaries:	6408-00	6464-00	6460-00	6240-50
Sp.Subjects:	468-95	468-95	468-95	460-00
Wages:	1173-32	1051-65	1027-84	1026-84
Pensions	224-91	224-91	224-91	209-38
Annuity H.M. &	25-00	25-00	25-00	------
U.I.F.	17-22	14-18	14-12	14-40
Class Materials.	19-98	58-15	420-73	35-80
Provisions	1134-17	1290-12	1045-23	1541-26
Domestic Charges:	324-26	441-74	444-92	744-57
Property	59-89	175-03	48-41	326-94
Sports	------	------	------	------
Administration	439-60	166-99	123-45	249-63
Audit.	33-33	33-33	33-34	33-33
Insurances.	86-53	86-53	86-54	86-53
Interest	326-55	299-04	281-46	294-03
Depreciation	65-48	65-49	65-49	65-48
	10807-19	10866-01	10772-39	11328-69
SURPLUS			36-77	
DEFICIT.	2-24	61-06		410-86
	R10804-95	R10804-95	R10809-16	R10917-83

Profit on Text Books -R522-09.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

Herschel,
CLAREMONT, Cape.

The QUARTERLY Meeting of the COUNCIL will be held at

HERSCHEL at 5.0.P.M. on FRIDAY, SEPTEMBER 11th, 1970.

A G E N D A.

I. Minutes to be confirmed:-

Quarterly Meeting held on
June 12th, 1970.

2. General Purposes Report.

3. Headmistress's Report.

4. Any other business.

SECRETARY.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL, IN THE LIBRARY, ON FRIDAY, JUNE 12th, 1970, AT 5. 0. P. M.

PRESENT: His Grace
Mr G.Abernethy
Mr J.M.Borton
Mrs Cronwright
Dr E.B.Dowdle
Mr D.Jooste
Mr A.F.Lees
Canon J.Hodson
Mr J.Newman
Judge van Winsen
Mr J.D.Wares
Mr H.L.Kennedy

In attendance: Mrs H.Brownell
Secretary: Mrs E.R.Withers

Apologies for absence: Mr J.Graham
Mrs A.Russell

MINUTES:

The Minutes of the Quarterly Meeting of the Council held on Wednesday, March 18th, 1970, 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.

ARISING FROM THIS REPORT.

NEW CLASSROOM BLOCK.

Mr Borton reported that Mr Clifford Harris had agreed to grant the School 12 months credit, free of interest. An amount of R17,200 is outstanding. No further donations have been received.

MEDICAL OFFICER:

It was agreed to appoint Dr Glynn Morris to replace Dr Watson-Smith, who retired at the end of March,1970.

CHINESE PUPILS:

Mr Borton asked whether the Council could see any objection to Chinese pupils being accepted at Herschel. After discussion, it was agreed that Chinese pupils could be accepted, provided the necessary permit is received from the Department of Community Development.

MEMBERS - VACANCIES:

There are two vacancies on the Council and it was proposed that Mrs K.Brailey and Mrs D.H.Philip be invited to serve on the Council.

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SPEECH DAY: Professor R.E.Lighton agreed to approach Professor B.Helm, Lecturer in the Sociology Department, U.C.T. Cape Town, to ask whether she would be willing to be the Guest Speaker on December 7th, 1970.

TRUSTEE-FOUR SCHOOLS TRUST:

Mr Kennedy agreed that he would be willing to continue to represent Herschel on the Trust.

APPOINTMENT -HEADMISTRESS:

Canon Hodson reported that he had not met with any success. It was agreed that Canon Hodson be asked to write to Messrs Gabbitas & Thring, Services Ltd., London ;, asking them whether they would be able to help.

DATE. 11. September 1970 CHAIRMAN. R. Lighton

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL ON TUESDAY, JULY 28th, 1970, AT 5.15.PM.

PRESENT: Mr J.M.Borton (In the Chair)
Mr G.Abernethy
Mr D.Jooste
Mr J.Graham

In attendance: Mrs H.Brownell
Secretary: Mrs E.R.Withers

Apologies for absence: Mr J.Newman
Mr A.F.Lees
Mrs A.Russell

ARISING FROM THE MINUTES:

Scholarships.

Mrs Brownell reported that 8 girls had written the Examinations, and after they had been moderated, she had asked Professor R.E.Lighton to come and see the results.
Professor Lighton said he thought the papers were of a high standard and agreed with the awards that had been made.

The winners of the Scholarships were:-

Josephine Frater -Preparatory School,Herschel.
Tjitske Post - Elgin Preparatory.

Insurance Plan-Fees: Nothing to report.

Staff-Mrs Hampson. Mr Borton read the letter received from Mrs Hampson in connection with the Pension Fund. After discussion, Mr Borton agreed to write to her.

WEEKLY BOARDERS:

Mr Borton reported that Mrs Brownell had received several letters from parents asking whether the Council would consider having weekly boarders. After discussion, it was agreed that a letter be sent to parents stating the conditions on which weekly boarders would be accepted i.e. that once they elect to be weekly boarders they must remain as such, and that there would be no change in the fees payable for boarders. It was also agreed that weekly boarders would be free to leave at 9.0.a.m. on Saturday mornings and could either return by 7-55 p.m. on Sunday evening or 7.55.a..m. on Monday morning.

SCHOLARSHIP CANDIDATE - ALEXANDRA REAY.

Mrs Brownell said she would like to bring to the notice of the Committee that Mrs Reay had been to see her about her daughter, and had indicated that she thought it would be better if she removed her to another school. Mrs Brownell had had a very lengthy discussion with Mrs Reay pointing out the disadvantages and felt after she had left, that the child would not be leaving. When term started, Mrs Brownell was surprised to hear that Alexandra would not be returning to Herschel. Mrs Brownell 'phoned Mrs Reay, who told her that her husband had written to tell her that his daughter would not be coming back, but Mrs Brownell had not received the letter.

HOUSE STAFF.

Mrs Brownell reported that she had had great difficulty in replacing

Mrs Jones, who had been the Senior House Mistress and that she had now appointed Mrs English (who had been Assistant Housemistress for several years) as Senior HouseMistress, and the services of a senior student, Miss. D.Moore, had been obtained for the third term, and it was nice to know that Miss Moore would be doing her three months practical teaching at Herschel for the last term of 1970. She would remain on as assistant resident mistress. The position would have to be reviewed for January, 1971.

PAN ANGLICAN FUND.

Mr Abernethy agreed to send the necessary application form for a loan, to the Secretary for completion.

HEADMISTRESS'S REPORT
SEPTEMBER, 1970.

SENIOR STAFF: After ten years as a full-time member of the Staff, Mrs Hampson has resigned and will be leaving in December. She and Canon Hampson are going to live in England. I have appointed Mrs Tomalin to take her place.

Mrs Rauch will be leaving in mid-November to have a baby, but will be returning to Herschel next year as a part-time Science teacher. Mrs Thurrell, who is an Old Girl is arriving from the United States with her husband who has an appointment at U.C.T. She is very anxious to teach at Herschel and I have agreed that she joins the staff for a month to assist while Mrs Rauch is away. I have also arranged with the Education Department of U.C.T. that Miss Murray, who has been a student teacher at Herschel this year, should be attached to Herschel for the last term.

HOUSE STAFF: Miss Moore who is doing her Secondary Teachers Diploma at U.C.T. has acted as Assistant Resident mistress this term. This has worked very successfully. She will be a student teacher next term as well as being resident.

PREPARATORY STAFF:

Mrs Sparks (Transition) has agreed to stay on next year. She has moved her daughter from Sweet Valley School to Herschel.

Miss Fanshawe wishes to return to England in June, 1971. I think, and Miss Turner agrees, that the Preparatory is over-staffed and I would suggest that we do without Miss Fanshawe next year and divide the work between the rest of the staff.

The Senior Staff could also be cut by one member.

GENERAL: I have already reported to the General Purposes Committee the difficulties regarding staff replacements owing to the low starting salary. Generally, both staffs would be happy to work harder and earn more.

HEALTH This term there have been many absentees owing to 'flu and bad colds.

NUMBERS:	3rd Term 1970.		4th Term 1970.	
SENIOR:				
Boarders:	35		31	
Day Girls:	113	148	112	143
PREPARATORY:				
Boarders:	17		18	
Day Girls:	105	122	105	123
LOWER I:		23	23	23
TRANSITION & KINDERGARTEN:		36		37
		329		326

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CHURCH AND CHAPEL.

The Scripture Union has again been very active. Professor Jarvis has been one of the guest speakers and he has presented a book to the Library.

Canon Hodson and Mr Gregoroski have taken Communion this term.

The Choir has won a place in the First Round of the National Inter-Schools Choir Competition. They will be broadcasting at 8.30 p.m. on the 16th September in the Semi-Finals. They have sung at one Old Girl's Wedding this term.

SOCIOLOGICAL AND DEBATING SOCIETIES:

An Afrikaans Debate was held with St.Cyprian's, Jan Van Riebeek and Groote Schuur.

A mock trial was held which was much enjoyed. A debate has been arranged with Wynberg Boys' High School.

Mr Richard Rosenthal has spoken on some aspects of the Law which affect women.

Sally Abbott spoke on A.F.S.

The film: "This year in Jerusalem", has been shown to the School.

GENERAL: A Social Responsibilities Club has been formed, the aim being to entertain children and old people in institutions and Homes. The Michaelis Home has been visited and some of the older ladies of the Parish have been invited to tea. This has been organised and initiated by the girls themselves.

Some of the girls entered for the Afrikaans Eisteddfod and did very well.

The Boarders have had several films on Saturday evenings.

In response to the Weekly Boarding System has been good. Tne Senior and eight preparatory girls are now weekly boarders. Three new weekly boarders are entered for 1971.

SPORT: The Hockey Tour to Pietermaritzburg during the June holidays was a great success.

The Hockey results this term have been good; the first team has won all matches and the Second and Under 15 teams have done very well.

The Preparatory has entered an Under 12 team for the Junior Inter-Schools Netball Tournament on 9th September.

The Inter-Schools Hockey will take place on Saturday the 19th September, 1970, at Green Point.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL ON TUESDAY, 26th OCTOBER, 1970, AT 5.15.PM.

PRESENT: Mr J.M.Borton (In the Chair)
Mr G.Abernethy
Mr J.Graham
Mr D.Jooste
Mr J.Newman

In attendance: Mrs Brownell
Secretary: Mrs E.R.Withers

Apologies for absence: Mr A.F.Lees
Mrs A.Russell.

ARISING FROM THE MINUTES:

MORNING MARKET: Mrs Brownell reported that Mrs I.Currie, would again undertake the organising of the Market. It was suggested that the Market should take place during the first term of 1971.

APPLICATION FOR BURSARY: MRS WARD-ABLE.

The application form for a bursary had not been received.

STAFFING: Mrs Brownell reported that she had appointed Mrs A.Thompson to replace Miss R.Gross (Latin Mistress), who would be leaving Herschel at the end of the year.

Mrs Cove-Jones (Senior Mathematics Mistress) has indicated that her husband may be returning overseas and that she would be leaving at the end of the first term,1971, but said that if a replacement could be found before the beginning of 1971, she would agree to resign her post at the end of 1970. Mrs Brownell reported that she would be advertising the post.

BOARDING HOUSE STAFF: Mrs Brownell reported that she had appointed Mrs Davis, who is at present at Bishops, as Assistant House Mistress in the Senior School. She would come in January, 1971.

Mrs Powell, the Housekeeper at the Senior School, had resigned and would be leaving on November 20th. Mrs Withers had offered to supervise the housekeeping until the end of the term, after which the post would be advertised.

TENNIS COURTS. Preparatory School.

An estimate for R500-00 was received for repairing the Courts. Mr Newman agreed to get into touch with Mr Herby Taylor and would report the result of his discussion at the next meeting.

STD 7 -MATRICULATION:

Mrs Brownell handed the letter she had received from Mr Mallett, together with her reply. After Mr Borton had read the letters to members, all agreed with Mrs Brownell's reply.

MRS MUDGE:

Mrs Brownell reported that Mrs Mudge had offered the School one safety door for the boarding quarters, which would cost approximately R200-00. It was agreed that Mr Lerner be consulted about the matter to ascertain what would be the most suitable door to instal. It was also suggested that Mr Mudge should 'phone Mr J.Graham - 3-3039.

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LETTER FROM BISHOPS. -CATERING:

Mr Borton read the letter to the Committee and it was agreed to ask them for the results of their enquiries once they had been received.

MATRICULATION CANDIDATES:

Mrs Brownell reported that there would be 32 girls writing the 1970 Matriculation Examination. She felt that there would possibly be a few failures as the candidates concerned have always been very weak, but hoped that they may reach a School Leaving Certificate. She thought the Committee would like to have this information.

SPEECH DAY: Mrs Brownell reported that the Archbishop had agreed to take the Chair.

Mrs Lulu Jonker, a former member of the Senior Teaching Staff, had agreed to present the prizes at the Preparatory Prize Giving.

REFUND INSURANCE SCHEME AND PERSONAL ACCIDENT INSURANCE.

Mr Borton read the letter received from Messrs Holmwoods and Back and Manson. It was agreed that the School would not be willing to make the insurances compulsory. Mr Newman asked the Secretary to find out, in view of the large percentage of parents who do participate in the insurances, whether they could be given the benefit of the new rates.

PORTLAND CEMENT.

Mr Borton said he would like authority from the Committee to write to The Portland Cement Company, to ask whether they would consider giving Herschel a donation towards the new Preparatory Block Classrooms etc. Agreed.

SALARIES: TEACHING STAFF.

It was agreed that no definite decision could be made, but that Mrs Brownell could inform the staff that the whole question of salaries was being investigated.

The Committee realised that an increase to all staff would have to be made. It was felt that at this stage the fees could not be increased.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING
HELD AT HERSCHEL ON TUESDAY, SEPTEMBER 1st, 1970,
AT 5.15. P.M.

PRESENT: Mr J.M.Borton (In the Chair)
Mr G.Abernethy
Mr J.Newman
Mr A.F.Lees
Mr D.Jooste
Mr J.Graham

Apologies for absence: Mrs A.Russell.

ARISING FROM THE MINUTES:

Mrs Hampson -Pension Fund.

Mr Borton read a further letter he had received from Mrs Hampson. After discussion it was agreed that the matter be reported at the next Council Meeting and to say that this Committee do not consider that it is the School's responsibility to reimburse Mrs Hampson.

LONG LEAVE:

Mrs Brownell reported that Mrs Popham-Smith had applied for long leave. It was agreed to grant this leave to her, provided a suitable substitute was found by her to take her place while overseas.

MORNING MARKET:

Mrs Brownell asked whether there would be any objection to the Market being held. The question arose as to whether the Four Schools Trust would raise any objection. The Secretary was asked to 'phone Mr H.L.Kennedy. Mrs Brownell said she felt sure Mrs Currie, who had run the previous morning market, would be willing to do it again.

APPLICATION FOR BURSARY.

Mrs Brownell reported that she had received a letter from Mrs Ward-Able, who has three girls entered to come to Herschel, asking whether there would be any possibility of a bursary being granted to her daughter who is down to come to Herschel next year. It was agreed to send an application form to Mrs Ward-Able.

SALARY SCALES:

Mr Borton said he had asked Mrs Brownell to let him have some report on the position of salaries. It was obvious that the matter would have to be gone into very thoroughly. Mrs Brownell said that she had had great difficulty in replacing staff on the old salary scale. It was generally felt that the starting salary was far too low. Mrs Brownell also pointed out that she felt that the school could do with one member less in the Senior School and in the Preparatory. Miss Fanshawe would be leaving at the end of the year and she did not propose replacing her. It would mean that the present staff would be required to teach a

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few extra periods each. The Latin Mistress would be leaving at the end of the year in the Senior School and as so few girls are now taking Latin, this post could be made into a part-time post. The committee agreed to go into the whole matter of salaries.

ELECTRICITY.

Mr Graham reported that he had been in contact with Messrs Lerner and Birley (Pty) Ltd., (Electrical Engineers) and that they had sent in a report on their investigations. They pointed out that it would be difficult to give a firm estimate but suggest that the school budget for an amount of R1,500 (One Thousand Five Hundred Rand) as a basic figure. This could possibly not cover the total amount required, but may do so. It was agreed that the work be proceeded with immediately.

HEADMISTRESS'S
REPORT
DECEMBER, 1970.

SENIOR STAFF: Mrs Rauch left on the 9th November, but will be returning to Herschel next term. She marked all her examination papers while in the Nursing Home but her classes were taken by Miss Murray the Science student teacher.

The Latin post has become a Senior Latin Part-time post and Mrs Ann Thompson has been appointed to this post. She is very well qualified and has had much experience.

Mrs Cove-Jones is leaving South Africa in March as her husband is going to do a specialist's course in the U.S.A. In view of this, it seemed best, if possible to fill the Mathematics post as from January, 1971. We only had one suitable applicant, Miss de Necker. She is at present at Rhenish and the Headmistress recommended her and said she was sorry not to be able to keep her on her staff. I feel it is important to have a young Mathematics teacher as there is no doubt then of their ability in NEW MATHEMATICS. Miss de Necker will live in the Boarding House in return for light duties.

HOUSE STAFF: Miss Moore, the student-teacher who has acted as Assistant Resident House Mistress, will be leaving in December to take up a teaching post at Worcester. This arrangement in the boarding house has worked well.

Mrs English will continue to run the Boarding House next year assisted by Mrs Davis and Miss Walker.

PREPARATORY STAFF: The Preparatory is fully staffed for next year.

HEALTH: This term there have not been so many absentees among the girls but a good many among the staff.

CHURCH AND CHAPEL. Canon Hodson has taken Communion in the Chapel twice this term.

The Scripture Union has been very active; they have had discussions and speakers and have collected money to be sent to the Scott Mission Hospital in Morija, Lesotho.

THE CHOIR has broadcast in the International Choir Competition and has also recorded a programme for the S.A.B.C., to be broadcast on Christmas morning. This will also be re-broadcast on the Afrikaans programme at 3.0.p.m on Christmas afternoon.

The Choir has been asked to sing at the Mount Nelson Hotel on Tuesday 8th December after a banquet in honour of Professor J.F.Brock.

SOCIOLOGICAL AND DEBATING SOCIETY.

We have had a number of interesting speakers this term: A Quaker speaker on the Transkei, Miss Shona Jackson on Mental Health, and Miss Arderne Tregold on Finland. There have been debates at school and a debate against S.A.C.S.

GENERAL: The girls have been taken to the films: "Hamlet" and "Tora Tora".

129 girls entered for the three grades of the Taalbond examinations.

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The Rotary Anns gave a demonstration of life saving to Senior Preparatory and Senior School girls to which the parents were invited.

During the final week of school, the girls have been taken to Kirstenbosch, to various cultural centres and one group to Gossard's Factory. Speakers have given talks during the afternoons.

The Preparatory School has put on a musical play, an abbreviated version of "CHU CHIN CHOW".

SPORT: This term has been rather a lean one as regards sport. The tennis teams have played against Star of the Sea and St. Cyprian's but the term is too short for the season to have got under way as yet.
A very enjoyable and successful Inter-House Athletics Meeting was held at the end of the term. The Preparatory also had an Athletics Competition.

MATRICULATION EXAMINATIONS:

Thirty-two girls have written and on the whole they seem to have liked the papers. There are three weak candidates and we can only hope they will manage a pass.

NUMBERS:

	4th Term 1970.		Anticipated Numbers 1st term, 1971.	
SENIOR				
Boarders	31		27	
Day:	112	143	112	139
PREPARATORY:				
Boarders	18		13	
Day	105	123	95	108
LOWER I:		23		13
TRANSITION & KINDERGARTEN		37		47
		326		307

Herschel,

CLAREMONT, Cape.

November 10th, 1970.

THE QUARTERLY MEETING of the COUNCIL will be held at Herschel in the Library on WEDNESDAY, December 9th, 1970, at 5.0.P.M.

A G E N D A.

I. Minutes to be confirmed:-

September 11th, 1970.

2. General Purposes Report.

3. Headmistress's Report.

4. Any other business.

SECRETARY.

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL, IN THE LIBRARY, ON FRIDAY, SEPTEMBER 11th, 1970.

PRESENT: His Grace, the Archbishop, (In the Chair) Mr G.Abernethy, Mr J.M.Borton, Mrs Brailey, Dr E.I.Dowdle, Mr.J.Graham, Canon Hodson, Mr D.Jooste, Mr H.L.Kennedy, Mrs Philip, Professor R.B.Lighton, Mr A.F.Lees.

In attendance: Mrs H.Brownell.
Secretary: Mrs E.R.Withers.

Apologies for absence: Mrs Cronwright, Mr J.Newman, MrsA.Russell, Judge van Winsen, Mr Wares.

His Grace welcomed Mrs Brailey and Mrs Philip who are attending their first meeting of the Council. His Grace said the Council were very glad to have them both and felt sure that their interest in the school is already assured.

MINUTES: The Minutes of the Meeting held on March 18th, 1970, 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 Borton.

ARISING FROM THIS REPORT:

Mrs Hampson - Pension Fund.

After discussion, it was agreed to grant Mrs Hampson a bonus of R500-00 when she leaves at the end of the year, in appreciation of the valuable services she has given to Herschel during her long service.

Electricity.

Mr Borton explained that there had not been time to obtain Council's permission for this expenditure as the matter was urgent. The estimate received from Messrs Lerner and Berley for re-wiring the building was R1,500. This could possibly not cover the total amount required and then again may do so. They undertake to carry out the work for the above on a fixed rate for labour and materials, all to be supplied by themselves.

New Classroom Block-Preparatory.

Mr Borton reported that an amount of R17,200 had still to be paid on the above contract. It would be necessary to make a further payment to Mr Clifford Harris before the end of the year. Interest of 9% (current bank rate) would be payable to Mr Harris on the balance that would be owing.

ADMISTRESS'S REPORT.

Mrs Brownell said that it had been very difficult to obtain staff at the salaries offered by the School.

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STAFF SALARIES. Mr Borton reported that the question of salaries had been discussed at the General Purposes Committee Meetings and the time had come when something would have to be done about the salaries offered by Herschel. It was suggested that the General Purposes Committee would be well advised to have some consultation with the Treasurer of St.Cyprian's and ask whether we could be shown their salary scale. The General Purposes agreed to make further investigations and perhaps appoint a small sub-committee to deal with this matter and report to the next Council meeting.

WEEKLY BOARDERS: This has proved very successful.

HEADMISTRESS:

Several applicants had been interviewed but had since indicated that they were no longer interested. Canon Hodson said he felt that the salary was the difficulty. He said he had been pleased that Mrs Silberbauer, who had been on the staff of Herschel for a period of 10 years, had signified that she would be willing to accept the position. It was agreed that the salary for this post should be R6,000-00. The appointment would take effect as from 1st January, 1971. Mrs Silberbauer would not be resident.
The General Purposes Committee were asked to draft the letter of appointment for approval by His Grace, the Archbishop.

His Grace thanked Mrs Brownell for all she had done during the period she has acted as Headmistress.

RESIGNATION: His Grace said he was very sorry to inform the Members of Council that he had received a letter from Mr Kennedy tendering his resignation as a member of this Council. Mr Kennedy had served on the Council for a period of 22 years and he would like him to know how very much the Council appreciated what he had done and the interest he had always shown in the School.

DATE 9 December 1970 CHAIRMAN

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL IN THE LIBRARY ON DECEMBER 9th, 1970, AT 5. 0. P.M.

PRESENT:

His Grace, the Archbishop.
Canon J.Hodson
Mr A.P.Lees
Mr J.Newman
Mrs A.Russell
Professor R.E.Lighton
Mr J.Graham
Mrs G.Cronwright
Mr G.Abernethy
Mrs Brailey
Mrs Philip
Judge van Winsen.

In attendance: Mrs Brownell
Secretary: Mrs Withers.

His Grace said he would like to express the Council's sincere appreciation to Mrs Brownell for the excellent way in which she ran the School, as Acting Headmistress.

MINUTES: The Minutes of the Meeting held on September 11th, 1970, copies of which had been sent to Members, were taken as read and signed by the Chairman as a true record of the proceedings. AGREED.

GENERAL PURPOSES REPORT:

Mr Borton reported that he had received a cheque for R250-00 from the Cape Portland Cement towards the cost of the new classrooms at the Preparatory.

An amount of R8000 had been paid to Messrs Clifford Harris, and it was agreed that a letter of appreciation be sent to Mr Harris for allowing this to stand over for so long.

SALARIES:

It was agreed that the General Purposes look into the matter and report their findings to the next Council meeting. It was also agreed to grant an increase of R10-00 to each member of the teaching staff at the end of January, 1971, and to ask the Headmistress to tell the staff that the whole question of salaries would be given urgent attention.

ELECTRICAL WORK. SENIOR SCHOOL.

Mr Borton reported that the wiring of the whole building had to be done and as the matter was urgent, Messrs Lerner and Birley had been asked to submit an estimate. They estimated that the work would cost approximately R1500-00, and had been instructed to do the work immediately.

HEADMISTRESS'S REPORT:

Mrs Brownell reported that Mrs English, the Housemistress in the Senior Boarding House, had resigned. As yet, no replacement had been found.

CHOIR: His Grace asked the Headmistress if she would convey the Council's congratulations to Miss Sweet on the remarkable achievement of the Herschel Choir.

SCIENCE EQUIPMENT:

Professor Dowdle said that there was a good deal of redundant science equipment that the University no longer required and he wondered whether any of this would be of use to the Science Department at Herschel.
The Council expressed their appreciation for his generous offer.

RESOLUTION.

It was resolved that :-

"Mrs Barbara I.Silberbauer, Headmistress, be authorised to sign cheques on behalf of the School.

DATE...13..March.1971 CHAIRMAN...

Herschel,

CLAREMONT, Cape.

February 18th, 1971.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

The Quarterly Meeting of the Council will be held at Herschel at 5.0.p.m. on FRIDAY, March 12th, 1971.

A G E N D A.

I. Minutes to be confirmed:-

Quarterly Meeting held
on December 9th, 1969.

2. General Purposes Report.

3. Headmistress's Report.

4. Any other business.

SECRETARY.

Herschel,

CLAREMONT, Cape.

February 16th, 1971.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD).

NOTICE is hereby given that the ANNUAL GENERAL MEETING of Members will be held at Herschel, Claremont, Cape, on FRIDAY, March 12th, 1971, at 5.15.p.m. for the following purposes:

1. To receive the Accounts, with Auditor's Report thereon.

2. To fix the remuneration of the Auditors.

3. To elect Members to fill the vacancies on the Council.

SECRETARY.

HEADMISTRESS'S REPORT
MARCH,1971.

SENIOR STAFF: The new members of staff, M ss deNecker (Maths), Mrs Thompson (Latin part-time), and Mrs Tomalin (History), appear to have settled down well.

Miss Engels leaves at the end of this quarter to take up a more lucrative post and Mrs Coombe, who has taught in Rhodesia and latterly at D.S.G. Grahamstown, has accepted the English post. She comes of teaching stock being the daughter of Mr Mullins, a past headmaster of St.Andrew's Preparatory.

Miss deNecker is getting married in the Easter holidays and will be leaving the boarding house where she has been carrying out light duties. She will, of course, continue to teach Maths.

HOUSE STAFF: Mrs English, assisted by Mrs Davis and Miss Walker continues to run the boarding house most efficiently. Miss Chomse, a student-teacher now studying for an M.A.degree in English, has asked to live in the boarding house and in return will carry out light duties. She moved in on the first of March. She was head of the Woman's Residence at the University of Natal for two years and I have asked her to be responsible for interesting boarders in various evening activities for them. At the same time I hope she will add an element of youth and vigour to the administration of the boarding house!

EPARATORY STAFF: The Preparatory is fully staffed at the moment, but both Mrs Kirby and Mrs Brown have intimated that they will have to leave because of the low remuneration they receive. Both regret having to do this. Miss Turner has also intimated that unless her salary is raised, she will be unable to continue in her present post. I have assured them that salary scales are being revised.

Miss Hansen, resident Housemistress at the Preparatory leaves us at the end of March for health reasons and wishes to return to her family in U.K. No replacement has been found and the post is being advertised.

EPARATORY SHERRY PARTY: This function was held on Thursday 20th February, and was well attended by parents.

ALTH: A good general standard of health has been maintained. Unfortunately at the Preparatory there has been a case of infectious hepatitis and it is as yet to early to be certain that others have escaped infection.

URCH AND CHAPEL: Canon Hodson has taken Communion in the Chapel twice this term, and a further Communion will be held just before school closes.

The Founder's Day Service was held on the 12th February at St.Saviour's. Canon C.T.Wood addressed the congregation and the Archbishop officiated.

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THE CHOIR has been invited to enter for the Republic Festival contest. Apparently some three hundred choirs are competing this time, so they will encounter stiff competition. The first round is to be held on April 22nd at Wynberg Girls' High School.

SOCIOLOGICAL AND DEBATING SOCIETY:

So far we have had a number of interesting speakers. Mr Reg Biggs on Madagascar, Mrs Margaret Ballinger on the development of the coloured franschise in South Africa.

There have been debates at the school and an inter-school bilingual debate between Jan Van Riebeek High School, Rustenburg and Herschel, which was a great success and much enjoyed by all.

OLD GIRLS' DAY: A successful Old Girls' Day was held on the 12th February, and after sherry and luncheon, a lively meeting was held in the Library. All Old Girls expressed a desire to raise funds for the school, particularly in view of Herschel's 50th Anniversary next year. Various fund-raising efforts were suggested and discussed.

MORNING MARKET: A Morning Market sponsored by the parents and convened by Mrs I.Currie is to be held on Saturday, March 6th.

GENERAL: The girls have been taken to "A Winter's Tale" at Maynardville and the boarders have been taken to see the films "Airport" , and "Around the World in 80 Days". They will also attend the C.A.P.A.B. Ballet of "Coppelia", and "A Midsummer Night's Dream" on Saturday, March 13th.

Of the 129 girls who entered for the three grades of The Taalbond Examinations:

Afrikaans Hoër Taalbond:	27	entered.
(" Higher)	24	passed -(5 in the Higher Grade 65% to 78%)
	3	failed.
Afrikaans Laer Taalbond:	39	entered
(" Lower)	22	passed - (2 in the Higher Grade)
	17	failed.

VOORBEREIDENDE EKSAMEN:

(Preparatory Examination)	58	entered
	19	passed -(2 in the Higher Grade)
	39	failed.

The failures in the Preparatory Examination Grade were not unexpected since all girls were entered so that they might gain experience in examination technique.

SPORT: There have been numerous tennis matches and swimming galas. Mr Cameron Strange is coaching the Preparatory and Senior swimming teams before breakfast on Mondays, Tuesdays, Thursdays and Fridays and we are grateful to him for his interest.

SCIENCE EQUIPMENT:

Professor Dowdle visited the Science Laboratory on the afternoon of February 12th, and took away a list of apparatus needed. He subsequently explained to Mrs Rauch

that certain items could be made and gave her the address of someone who will make the equipment. He has also offered to make slides for projection in Biology. We are deeply appreciative of his interest and help.

NUMBERS:

	1st Term 1971.		2nd Term 1971.	
SENIOR				
Boarders:	27		34	
Day Girls:	112	139	107	141
PREPARATORY				
Boarders	13		18	
Day Girls	95	108	93	111
LOWER I:		13		13
TRANSITION & KINDERGARTEN		47		44
		307		311

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL ON TUESDAY, FEBRUARY 23rd, 1971, AT 5.15.P.M.

PRESENT: Mr J.M.Borton (In the Chair)
Mr G.Abernethy
Mr J.Graham
Mrs A.Russell

In attendance: Mrs B.I.Silberbauer
Secretary: Mrs E.R.Withers

Apologies for absence: Mr D.Jooste
Mr A.F.Lees.

SWIMMING POOL.

Mrs Silberbauer reported that three mothers, two of them Old Girls, had come to see her and asked whether the Committee would have ny objection to them improving the swimming pool facilities - a new diving board (Olympic type), repaving the surrounds of the pool etc. The Committee asked Mrs Silberbauer to thank the parents very much and that they would be extremely grateful if they would have this done.

OLD GIRLS - 50TH ANNIVERSARY -BIG WALK.

Mrs Silberbauer reported that at the Old Girls' Annual General Meeting held on Saturday, February 20th, great enthusiasm was shown by all present to raise funds for the 50th Anniversary. They wanted to know whether they could organise a Big Walk. It was agreed that there would be no objection to this taking place, provided a suitable venue was arranged. Mrs Silberbauer said she was very anxious to get the Old Girls interested in their school and felt if they were given encouragement to raise funds on their own, it would bring them all together and felt too, that through the Old Girls, we would draw more pupils.

ELECTRICAL WORK:Mr Graham reported that a letter had been received from Messrs Lerner and Birley, drawing the School's attention that the expenses incurred to the 11th December, 1970, had amounted to R2868-74, which included labour and material. Mr Graham said he was not happy about the amount involved and had arranged to meet Mr Lerner and Mr Alexander at the school. After going into the whole matter, Mr Graham said he wanted an amended statement as they had obviously misled the school, as the original estimate was for R1500-00. After discussion, it was agreed that nothing could be decided upon until the amended statement had been received. Mr Graham did point out that he was satisfied with the work that had been done and understood that the lighting in the classrooms was much improved. It was suggested that Mr J.Broadbent should be asked to come and inspect the work that had been done. Mr Borton agreed to ask Mr Broadbent.

STAFF SALARIES:

Mr Borton reported that Mr Newman and he, had had a meeting with Mrs Silberbauer, and it was suggested that an increase should be made to all teachers at the end of March, 1971. The proposed increase would be R40-00 per month, per teacher, that is full-time members, and a further increase of R25-00 in 1972, and another R25-00 in 1973.

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The fees would have to be increased and MrBorton said he had made a very rough calculation and suggested the following increase:

	PRESENT	NEW
Kindergarten	R37-50	R45-00
Lower I:	50-00	60-00
Upper I - Lower III.	80-00	90-00
Upper 3 - Upper V.	92-00	105-00
Boarding	100-00	115-00

After discussion, it was proposed that the increase in fees should take effect as from the second term, 1971, and a letter similar to the one sent out when the last increase was made, should be sent out to the parents.

Mr Borton said he would include this matter in his General Purposes Report to Council.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL ON MONDAY, APRIL 26th, 1971, AT 5.15.p.m.

PRESENT: Mr J.M.Borton (In the Chair)
Mr A.F.Lees
Mr D.Jooste
Mr J.Newman
Mrs A.Russell

attendance: Mrs B.I.Silberbauer
cretary: Mrs E.R.Withers.

Apologies for absence: Mr G.Abernethy
Mr J.Graham.

STAFF SALARIES: This matter was discussed and the scale presented by the Headmistress was scrutinised. It was decided that the Committee would have to look into the scale very carefully presented by Mrs Silberbauer.

GAMES EQUIPMENT: Mrs Silberbauer handed the Chairman a list of equipment given to her by Miss Scorey, the Games Mistress. It was agreed that the immediate requirements should be bought, but it was decided that the trampolene should not be considered. Mr Borton said that it would be necessary to get estimates from several firms before finally deciding on the more expensive items.

SCHOLARSHIP EXAMINATIONS: Mrs Silberbauer asked the Committee whether there would be any objection to children living away from Cape Town, if they could write the examination at their respective schools, under strict supervision. AGREED.

BURSARY: Mrs Silberbauer reported that she had had had a letter from Mrs Parry whose daughter is in Lower IV (Std 7), letting her know that owing to the increase in fees, she would have to withdraw her daughter from Herschel. Mrs Silberbauer said she would be very sorry to lose Frances, and wondered whether the Committee would be willing to offer the child a bursary. After discussion, it was agreed to grant Frances a bursary of R100-00 per annum.

PAINTING ETC AT THE PREPARATORY.

Mrs Silberbauer presented a list of work Miss Turner had handed to her that needed to be done at the Preparatory School. After going through the items, Mr Newman agreed to ask Mr J.C.Bettison to look into the matter.

PARENTS ASSOCIATION:

Mrs Silberbauer reported that parents had asked if they would form a parents' Association. Not Parent/Teachers' Association. The Committee agreed to the formation of this Association. Mrs Dowdle had agreed to get the Association started. Mrs Silberbauer said she would tell parents that they may form a Parents' Association and that she would make it clear that it was not to be a Parent/Teachers' Association.

SICK LEAVE: Mr H.E.Withers was granted two months sick leave from 1st May, 1971.

H E R S C H E L

REPORT OF THE GENERAL PURPOSES COMMITTEE TO BE SUBMITTED TO A MEETING OF THE COUNCIL ON FRI--DAY, 11TH JUNE, 1971.

Meetings of the Committee were held on the 26th April and the 25th May.

FINANCE.

Draft Accounts for the first quarter reveal a deficit of R2 441. The size of the deficit is largely due to the fact that increases in salaries were granted to the staff in January and again in March whereas the increased school fees were only payable from the second quarter.

INCREASE IN SCHOOL FEES.

Parents' reaction to the increased fees was minimal and only two parents did not respond to our request to pay the increased fees without the requisite term's notice.

SCHOOL DORMITORIES.

At the Council Meeting held in March, a Sub-Committee was appointed to report on the school dormitories. The Committe's Report was most unfavourable and following on their recommendations extensive alterations have already been carried out, and further changes are contemplated.

Your Committee would record its appreciation of the very valuable assistance which it received from Mr. Bettison in planning the alterations and supervising the whole operation.

BUILDING MAINTENANCE.

The re-wiring of the School Buildings is now proceeding satisfactorily and is being carried out in sections under strict supervision.

General maintenance work, including painting, has been undertaken by our own maintenance staff.

CROSS COUNTRY WALK.

As will be seen from the Headmistress's Report an amount exceeding R6 000 was collected as a result of the walk.

In accordance with the recommendations of the Old Girls Committee, these funds have been earmarked for improvements to the dormitories.

PROPOSED NEW SALARY SCALE.

Your Committee has received from the Headmistress a draft of a proposed new salary scale to be introduced in the School. This draft is still under consideration and it is hoped that the Committee will be in a position to submit final proposals to the Council at the next Quarterly Meeting.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION.

Herschel,
CLAREMONT, Cape.

June 2nd, 1971.

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD AT HERSCHEL AT 5.0 P.M. ON FRIDAY THE 11th JUNE, 1971.

A G E N D A.

I. Minutes to be confirmed.

Quarterly Meeting held
on March 12th, 1971.

2. General Purposes Report.

3. Headmistress's Report.

4. Any other business.

E.R. Wilkins

SECRETARY.

L9953 4 Herschel
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HEADMISTRESS'S REPORT
JUNE, 1971.

SENIOR STAFF: The Senior Staff have had a good term with little or no absence. Mrs Commbe, five days after the first day of term, suffered a mental breakdown (brought on by domestic difficulties) and was obliged to leave immediately. Fortunately MissLessum was able to take her place at short notice and the change has proved a most profitable one for Herschel. Miss Lessum is qualified to teach both English and French.

The Preparatory is fully staffed and those who intimated that they would leave because of the low remuneration have rescinded these decisions since the increase in salaries.

Both Senior and Preparatory Staff continue to press for some form of salary scale which is being prepared for presentation at this meeting.

HOUSE STAFF: The Senior Boarding House continues to run smoothly and all those girls residing in the new dormitories are delighted with their new sleeping accommodation. It is hoped the conversion of the balcony will be completed during the June vacation.

At the Preparatory Boarding House Mrs Krause has become resident Housemistress. She has already intimated that she feels she is not the right person for the post, although she is well-liked by both staff and girls. There are difficulties in the administration of this small establishment. A certain restlessness is shown by the Standard V girls who are mature and are therefore not amenable to the petty disciplines which are geared to the younger age groups. If the alterations to the Senior Boarding House are completed during the June Holidays, I would very much like to bring these girls into the Senior Boarding House next term.

HEALTH: A good standard of general health has been maintained throughout the school.

NUMBERS:

	2nd Term 1971.		3rd Term 1971.	
SENIOR				
Boarders:	34		33	
Day Girls:	107	141	109	142
PREPARATORY				
Boarders:	18		16	
Day:	93	111	90	106
LOWER I:		15		16
TRANSITION AND KINDERGARTEN:		44		44
		311		308

CHURCH AND CHAPEL:

Canon Hodson has taken Communion in the Chapel once this term and a further communion will be held on his return from leave just before school closes on June 10th, 1971, at 7.0.a.m.

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The Ascension Day Service was held this year at the Senior School, both Preparatory and Senior girls participating.

A Republic Day Service was held on May 28th, and an article from His Grace, the Archbishop, which appeared in "Good Hope" (May 1971) was read to the assembled school, staff and both house and domestic staff.

THE CHOIR. The Choir has been participating in the Festival Choir Concerts and they have sung on three consecutive evenings at the Parow Civic Centre, at Stellenbosch, and finally in the City Hall. Unofficially we have been told that the Herschel Choir was adjudged the best, but, as yet, we have received no official confirmation of this.

The Choir has also been asked to sing at the Stikland Mental Home as the inmates were unable to attend any of the performances during Festival Week.

SOCIALOGICAL AND DEBATING SOCIETY.

So far we have had some interesting speakers - Sue Newman our American Field Scholar gave an illustrated lecture on her home town and its surroundings; Lindsay Unite (an Old Girl) gave an animated and amusing account of her voyage in the Cape to Rio Yacht Race; Suzanne Milton (another Old Girl) gave a very successful talk on her year in America as a Rotary scholar. Mr. P.Villiers editor of "Die Burger" gave an account of the political scene from a "verligte" point of view, which, I think, gave much food for thought to many girls. Afrikaans and English Debates have been held at the School and this year Herschel was the venue for one of the rounds of the Jaycee Bilingual Debates. Herschel debated against Christian Brothers, while the Rondebosch Boys' High School couple debated against Savio College. The Herschel couple was adjudged the best debating team, (Fiona Baigrie and Ling Wesemann) and a member of the Savio College team was chosen as the best bilingual speaker. Fiona Baigrie was considered to be the best speaker of the evening.

SOCIAL RESPONSIBILITY CLUB:

Members of the Social Responsibility Club produced a most successful Variety Concert which was much enjoyed by all who attended. The Concert was given on two successive nights, the total revenue being R204-00.

The Rotary Club subsequently invited the girls to entertain the Senior's Club at their Eleventh birthday celebrations. This the girls did with great enthusiasm and their concert was thoroughly enjoyed by the Seniors present. Work of this sort continues to thrive throughout the school and hospitals and aged homes are visited and entertained each week groups of girls belonging to the Club.

CROSS COUNTRY WALK:

A Cross-Country Walk organised by the Old Girls and held at Steenberg Farm, the home of Mr Nicolas Louw, was an outstanding success. Parents, brothers, sisters, Old Girls and girls etc., took part and the grand total of R6,206-73 was received by sponsorship. Individual prizes were awarded and the House Cup (donated by the Old Girls) was won by Rolt in the Junior School and Jagger in the Senior School.

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SPORT.

There have been numerous hockey matches and the Herschel Hockey team has maintained an all but unbeaten record. Six members of the team was selected after they played in the Preliminary Western Province Hockey trials. Three girls - Tessa Mallett, Jill Golding and Heather Kinlay were finally selected to represent Western Province Girls Hockey.

Tessa Mallett and Jill Golding have also played hockey for the Cape Province in the Inter-provincial matches held during Festival Week.

The Preparatory School held their athletics on May 27th, and was attended by many of the Preparatory School parents.

MATHEMATICS OLYMPIAD.

Jane Philip and Penelope Barnett wrote this external examination last week. The whole Matriculation class took part in the examination held for the International Youth Science Week to be held in Pretoria during the June holidays. No results of either of these examinations are available as yet.

CAPE TOWN EISTEDDFOD.

Susan Dowdle was placed in the Honours Grade in the pianoforte Eisteddfod (13-14 years) and the Choir was placed in the Honours Grade in the Vocal Unison Ensemble (own choice).

RESIGNATION: Mr H.E.Withers has regretfully had to tender his resignation owing to ill-health from the end of June,1971.

The Minutes of the full Council Meeting held on the 11th June, 1971, are missing due to the fact that the Council Secretary, Mrs. Edna Withers, died and no record was kept of the actual proceedings, although a full Council Meeting with the Archbishop in the Chair was held.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION.

Herschel,
CLAREMONT, Cape.

June 2nd, 1971.

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD AT HERSCHEL AT 5.0.P.M. ON FRIDAY THE 11th JUNE, 1971.

A G E N D A.

I. Minutes to be confirmed.

Quarterly Meeting held
on March 12th, 1971.

2. General Purposes Report.

3. Headmistress's Report.

4. Any other business.

E.R. Wilkins

SECRETARY.

GENERAL PURPOSES COMMITTEE MEETING - 20TH JULY 1971.

Present : Mr J. M. Borton (Chairman)
Mr J. C. Bettison
Mr D. Jooste
Mr A. Lees
Mr J. Newman
Mrs Russell.

In attendance : Mrs B. Silberbauer
Mrs E. Withers (Secretary)

Apologies : Mr G. Abernethy and Mr J. Graham.

ARISING FROM THE MINUTES.

Games Equipment: Mr Jooste spoke to Leon Norgarb about the tennis machine who advised against buying an electric machine. Mrs Silberbauer stated that Springfield appeared to have a successful hand model which they found useful. It was decided to leave decision pending further investigation.

HOCKEY FIELD:
Its condition gave cause for concern. It was decided that Mr Newman should look at it, and special information on top dressing to be ascertained. Mr Newman agreed to get a quotation for top dressing from Calderco, and to ask Mr Conradie to give further advice. Mr Bettison agreed to work with Mr Conradie.

PAINTINGS:
We have sold 2 Tinus de Jonghs at R1,900 and R1,400 respectively. Cheques have been received and have been paid into discretionary fund. Insurance on Hugo Naude has been adjusted.

OVERDRAFT FACILITIES:
Mrs Withers reported that the bank overdraft facilities at the request of the Bank Manager at Barclays have been reduced to R5,000.00. Should special facilities be requested, the Manager would be prepared to make it possible for a higher overdraft.

ELECTRICALS:
Quotation for phase 1 still in hands of Mr Graham. Phase 11 is being handled by Mr Bettison.

OLD GIRLS:
Mrs Silberbauer reported that she had R3,260 in hand from Old Girls. Balance (R3,000.00) will be available on the 11th December, 1971.

NURSERY SCHOOL:
Mrs Silberbauer heard via Mr Robb that Monterey wished to disband their Nursery School and Western Province wished to initiate one. It was suggested that the three schools (Monterey, Western Province & Herschel)

have a joint Nursery School, and it was suggested by Mrs Silberbauer that Herschel be the headquarters because of existing accom dation at the Preparatory boarding house. Mr Borton and members of the General Purposes Committee (although agreeing in principle to the establishment of a Nursery School) felt that Herschel should have sole control and should receive any financial benefit accruing from such an establishment, and that Mr Davis and Mr Bauncey should be notified of this decision.
Mrs Russell gave Mrs Silberbauer all the information re Nursery Schools plus information about government grants which are decided on an income basis, and may be as much as R70.00 per child per annum.
It was agreed that Mrs Silberbauer should proceed with starting this Nursery School.

STAFF.

Mr Lees, Mr Newman and Mr Borton have prepared schedules for staff salary scales. Mr Borton suggested increases on the basis of R120 increment per annum and double increments where teachers are well behind on their salary scales.
The cost of these increases be estimated at
R12,000 in 1971.
R17,000 in 1972.
Increased fees should produce R14,000 in 1971 and R13,000 in 1972. Because of lower numbers at school an increase of-+R5,000,00 was expected this year instead of estimated R10,000.
(N.B. These figures are erroneous and the numbers have in fact increased this year giving a higher increase. B. Silberbauer)
Mr Newman said that in spite of this he felt a salary scale must be decided upon and the staff salaries increased in order to preserve staffing and facilitate the employment of new staff.
Mrs Silberbauer agreed to go carefully through salary scales and obtain written proof from staff concerned of years of experience.

STAFF:

An Afrikaans teacher has been engaged at the Preparatory School.
Mrs Brownell has announced her intention to retire at the end of the year. This is confidential.
Mr Lees has applied for leave of absence for three months.

MINUTES OF A MEETING OF THE GENERAL PURPOSES COMMITTEE OF THE COUNCIL HELD AT HERSCHEL ON 31ST AUGUST, 1971, AT 5.15 P.M.

PRESENT: Messrs. J.M. Borton Chairman
J.H. Newman
J. Graham
G. Abernethy
D. Jooste
J.C. Bettison
A.F. Lees
Mrs. Russell

In Attendance: Mrs. B. Silberbauer Head Mistress

MINUTES:

The Minutes of the Committee Meeting held on 20th July, 1971 were approved.

HOCKEY FIELD:

Mr. Newman reported that after consultation with experts it had been decided to fertilize the field, the fertilizer required having been purchased, and thereafter at a suitable interval to apply a sand top dressing.

ELECTRICAL WIRING:

It was noted that a statement totalling R1 632,23 had been received from Messrs. Learner & Berley in respect of work done at the school. Mr. Graham reported that since the last meeting he had been advised that Messrs. Learner & Berley had come under new control and further negotiations will have to be conducted with the new owners of the business. It was decided that Messrs. Graham and Bettison should negotiate with the present owners of the business in respect of the account now received for work done on the understanding that there was considerable dissatisfaction with the quality of the work and certain sections of the work would clearly have to be attended to again. It was further agreed that in respect of the balance of the work required, it would be necessary to enter into a new contract entirely.

NURSERY SCHOOL:

The Head Mistress reported that pleasing progress had been achieved in the enrolment of prospective pupils and she was confident that by the time the nursery school opened at the beginning of 1972, the available accommodation which was for between 50 to 60 pupils, would be full. Certain minor alterations to the premises were necessary and it would also be necessary to acquire additional equipment but the overall cost involved would not be considerable.

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GAMES EQUIPMENT:

Tennis Machine:

Mr. Jooste reported that the tennis coaching machine which had been recommended for coaching was not only expensive but required an electrical connection over a long distance from the school buildings to the court and he considered this to be unsatisfactory and dangerous. The Head Mistress indicated that there seemed to be an alternative machine available but she was awaiting further particulars. No further action was recommended at this stage.

Squash Courts:

The Head Mistress reported that the lighting in the squash courts was poor. Mr. Graham undertook to investigate the matter.

Swimming Pool:

The Head Mistress reported that no further definite responses had been received from the Old Girls who had indicated their willingness to provide the necessary funds for improvements to the pool. After discussion it was decided to obtain a detailed quotation from Mr. Livingstone of Swan Pools which would cover the work necessary to restore the pool to efficient levels. Mr. Newman agreed to meet Mr. Livingstone on the site and to decide what work should be covered by the quotation. Thereafter direct approaches would be made to the Old Girls involved.

Tennis Courts:

Mr. Jooste reported on discussions concerning the renovation of the two old gravel courts and it was apparent that the resurfacing of these two courts either with a "green" top or by the use of concrete would be expensive and the cost would be in excess of the funds available. It was agreed that Messrs. Borton, Newman, Lees and Jooste would inspect the courts and report their findings to the Committee.

FINANCE:

A financial statement covering the operation of the school for the period 1st January to 30th June 1971 was tabled. Mr. Bettison felt that the time had arrived when the school's finances in general should be the subject of a detailed review with a view to introducing a system of budgeting both for short term periods and projections for several years ahead. He reported that on a cursory comparison of the Herschel figures with those of another private school certain disquieting differences were thrown up and he felt it necessary that these too should be investigated. Mr. Lees in supporting Mr. Bettison agreed to make an initial investigation with a view to setting before the Council a precise statement of the school's financial affairs and some attempt at forward budgeting.

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SIGNING POWERS:

The Committee reaffirmed that any one member of the Council together with the Head Mistress as a counter signature should have power to operate the school's banking account.

STAFF SALARIES:

Considerable discussion took place on the means to be adopted in an endeavour to bring staff salaries more in line with Government scales. It was recognised that any move in this direction would involve the school in considerable additional expenditure. It was decided therefore that final decisions on this matter should be left until the overall financial situation and the projections for the mid-term future were available to the Committee.

EDNA WITHERS MEMORIAL:

Mr. Lees reported that he had been approached by certain Old Girls with the suggestion that a fitting memorial to the late Mrs. Withers would be the complete renovation of the kitchen area and the adoption of revised feeding patterns for the girls. The view generally expressed was that as Mrs. Withers was so closely connected with the domestic side of the school and moreover she was known and loved by a considerable number of girls who had passed through the school during her connection with the school that a memorial along these lines would have a wide appeal and at the same time would serve a very definite need. The Committee welcomed the suggestion and Mr. Lees undertook to consult further with the Old Girls concerned with a view of formulating more definite plans.

Confirmed

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CHAIRMAN

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THE ENGLISH CHURCH SCHOOLS ASSOCIATION.

Herschel,
CLAREMONT, Cape.

September 10th 1971.

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD AT HERSCHEL AT 5.0.P.M. ON FRIDAY THE 10th SEPTEMBER, 1971

A G E N D A.

1. Minutes to be confirmed.

   Quarterly Meeting held
   on June 11th, 1971.

2. General Purposes Report.

3. Headmistress's Report.

4. Any other business.

HEADMISTRESS'S REPORT
SEPTEMBER 1971.

SENIOR STAFF: Mrs Brownell has handed in her resignation as from the end of the year and a substitute is being sought.

PREPARATORY STAFF: Mrs Carter (games & Std 3) and Miss du Plessis (Afrikaans) are both leaving at the end of the year. The former for domestic reasons and the latter because of our salaries. Substitutes have, however, been found for both these posts.
Miss Turner has handed in her resignation to take effect from the end of 1971.

HOUSE STAFF: SENIOR Mrs English (assisted by Mrs Davis and Miss Walker) continues to run the boarding house most efficiently.
Miss Chomse has left to take part in a course at Stratford - on - Avon.

PREPARATORY: Mrs Krause has been unable to continue as house-mistress because of her mother's illness, so the fourteen odd boarders there are being cared for by Mrs Johnson. Miss Turner has relieved her on her day off and on Sundays.
Substitutes to replace Mr and Mrs Withers have been found. Mr Gie replaces Mr Withers and is already in office. Mrs A. Moll has accepted the post of secretary and starts at the beginning of October.

HEALTH: A good general standard of health has been maintained except for two cases of measles which, fortunately, manifested themselves when the two girls in question were at home for the weekend.

CHURCH & CHAPEL: On Friday 13th August, the 25th anniversary of the Chapel was celebrated by holding a communion service in the Chapel which was very well attended by girls, parents and Old girls and staff. At the assembly on the same day Canon Hodson conducted a special service for the rest of the school and a collection for chapel funds was made.

THE CHOIR: The choir made a recording for the S.A.B.C. on Wednesday, 18th August, and have also been invited to sing at the Teacher's Convention being held on Saturday 18th September at 10.30 a.m. They have also sung at weddings during the term and of course played a prominent part in the memorial service to the late Mrs E. Withers, held at St Saviours on Friday 13th August. Seven candidates will be confirmed at St Saviours on September 15th at 8 p.m.

SOCIOLOGICAL AND DEBATING SOCIETY: Mr Muir and Mr Penfold (of Jaycee) have been running a four lesson crash course to 25 interested girls

in the art of public speaking. The remaining members of the Sociological and debating Societies held bilingual debates and forum discussions on these days.

At the end of the term a new innovation, an Interhouse Public Speaking Competition will be held.

Although unplaced in the SACEE interschools Forum Discussions, Fiona Baigrie was adjudged the most outstanding speaker and chairman. She was thus invited to propose the vote of thanks at the final round of the Forum Discussions held at Rondebosch Boy's High School. (This pupil has also had poetry accepted for Dialogue, a new literary magazine, and has been awarded a Rotary Scholarship to go to New Mexico next year).

Four girls who attended the Family Life Symposium earlier in the year also reported back to the school at one meeting of the Sociological Club. Other interesting talks to be held this term include a talk on Bushman Art, and the State of the African States, by Mrs Tomalin, a member of our staff (history).

PARENTS EVENING: A parents evening to meet the staff was held on August 10th at 6 p.m. and was well attended.

SPORT: There have been numerous hockey matches this term and the Herschel teams have done very well indeed. Hockey matches against other schools finally culminated in the U 15 Interschools on Saturday 18th September at 8.30 a.m. at Rustenburg, and the Open Interschools Hockey at Green Point at the same time on Saturday 25th September.

Mrs Eksteen (Jill Philip) agreed to coach tennis (and tennisette) at the Preparatory and Senior Schools next term.

GENERAL: The school has been to a performance of the Drakensberg Boy's Choir and the boarders have been to the St Saviours play "I have Five Daughters" and have been taken to a matinee to see "Oliver Cromwell".

SCIENCE EQUIPMENT: Due to the efforts of Professor Dowdle a Science Equipment Fund has been iniated at Herschel. We have already received donations of equipment from two scientic firms which have included a pH meter, and a cathode ray tube.

The science staff have also been instructed to visit Mr Visser of Protea Holdings who promised certain items of equipment. Professor Dowdle, himself, has made a generous donation to the fund of R105.00.

Another firm has donated R15.00.

NURSERY SCHOOL: So far we have received 42 registrations for the new Nursery School and there have been a number of requests for registration forms.

Application has been made through the kind help of Mrs Russell to the Dept of Education to register as a Nursery School and so receive a government subsidy - Mr Algar of the Department appeared quite confident that this would be granted subject to the Nursery

School being run by a separate committee (to be appointed) and not under the jurisdiction of a Supervisor.
Two Nursery School Staff have appointed. Mrs B. Sholto and Miss P. Brailey. Basic equipment (chairs, tables etc) has still to be purchased, but most of the apparatus can be assembled and made during the Christmas holidays

SCHOLARSHIP EXAMINATION: The results of the examination written in June 1971 are now available.
Four Candidates,

Margaret Higgins (Wynberg)
Tanya Bosma (Francis Galton Primary School, Tsumeb
Judy Banghart (
Karina Floyd (Springfield Convent)

gained equal average percentages in the final result which has made the awarding of only two scholarships difficult. The papers were remarked and reassessed, and it was finally decided that Tanya Bosma and Karina Floyd showed most promise, particularly in their style of writing and presentation of their work. However Margaret Higgins and Judy Banghart were so close on their heels that it has been difficult to come to this final decision. Would it be possible to grant Margaret Higgins and Judy Banghart a bursary since there was really no clear-cut difference between these candidates.

URTHER IMPROVEMENTS TO CONSIDER URGENTLY: NURSERY SCHOOL Three steel framed doors need to be inserted at the Preparatory Boarding House so that pupils at the Nursery School may have access to the playground, and can at the same time be under supervision.

DORMITORIES The dormitories are fully occupied and bookings for next year indicate that we will have to continue with the proposal to convert the far balcony and the two rooms over the kitchen into sleeping accomodation as soon as possible.

HOT WATER SYSTEM With the increase in numbers of boarders, our present boiler system is inadequate and the toilets upstairs are insufficient in number (only three for 47 boarders).

NUMBERS:	3rd Term 1971		4th Term 1971.	
SENIOR				
Boarders	38		38	
Day	104	142	106	144
PREPARATORY				
Boarders	18		18	
Day	90	108	90	108
LOWER 1	17		17	
TRANSITION AND KINDERGARTEN	43	60	43	60
		310		312

ANTICIPATED NUMBERS FOR 1st TERM 1972.

SENIOR		
Boarders	50	
Day	119	169
PREPARATORY		
Boarders	7	
Day	97	104
LOWER L	26	26
TRANSITION AND KINDERGARTEN	37	37
		336

H E R S C H E L

REPORT OF THE GENERAL PURPOSES COMMITTEE TO BE SUBMITTED TO A MEETING OF THE COUNCIL ON FRIDAY, THE 10TH SEPTEMBER, 1971

Meetings of the Committee were held on the 20th July and the 31st August.

FINANCE:

Draft Accounts for the half-year to the 30th June reflect a net deficit of between R5 000 and R5 500.

It had been hoped that the additional revenue provided by the increase in fees would have been sufficient to cover the cost of the higher salaries granted to the staff, but, unfortunately, the number of pupils during the first two terms were some 20 less than for the corresponding period in 1970, which has meant a drop in the budgeted revenue.

SCHOOL DORMITORIES:

The alterations and improvements to the school dormitories have now been virtually completed and have had universal approval by the girls, as well as parents who have visited the school.

BUILDING MAINTENANCE:

Further difficulties in regard to the re-wiring of the school buildings have now arisen, firstly in that certain of the work has proved to be unsatisfactory and, in addition, the contracting Company's business has now been taken over by another firm and it has, thus far, not been possible to conclude satisfactory arrangements with the new owners.

TENNIS COURTS:

The two gravel courts used by the Juniors are in a bad state of repair and need to be re-wired as well as re-surfaced.

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Quotations have been obtained for the complete renovation of the courts, including either a new concrete surface or an all-weather surface. The lowest quotation, however, is in excess of R5 000 and, as there are no funds available to finance this expenditure at present, further investigations are being made into the cost of re-gravelling the courts. A final decision on the subject will be made after these quotations have been received.

SWIMMING POOL:

It will also be necessary to incur expenditure in effecting repairs and improvements to the swimming pool and quotations are presently being sought for this work.

NURSERY SCHOOL:

Considerable progress has been made in connection with the establishment of the Herschel Nursery School and this will open on the 20th January, 1972.

The Headmistress is confident that, by the time the School opens, there will be a waiting list of pupils seeking admission.

SALARY SCALES:

Further investigations in regard to the proposed new salary scales have been carried out, but, in view of the present financial position, the Committee has decided to defer making the final recommendations to the Council until the overall budget for the current year and for 1972 can be prepared and considered.

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ENGLISH CHURCH SCHOOLS ASSOCIATION

MINUTES OF A MEETING OF THE COUNCIL HELD AT HERSCHEL ON FRIDAY, 10TH SEPTEMBER, 1971, AT 5 P.M.

PRESENT: Messrs. J.M. Borton
J.C. Bettison
J.H. Newman
J. Graham
G. Abernethy
D. Jooste
A.F. Lees
Mr. Justice van Winsen
Canon J. Hodson
Mrs. J. Philip
Professor Lighton

APOLOGIES:

Mr. Borton announced that the Archbishop had tendered his apologies for his inability to attend the meeting and upon the invitation of the members present, Mr. Borton took the Chair.

An apology for absence had been received from Mrs. Brailey.

The meeting stood briefly in rememberance of Mr. Hal Withers and Mrs. Edna Withers both of whom had died since the date of the last Council meeting.

Before opening the proceedings, the Chairman announced that it was his pleasure to inform the members that the Head Mistress had very recently been awarded her Doctorate in Philosophy. The members of the Council offered Dr. Silberbauer their very sincere congratulations.

The Chairman apologised for the absence of minutes of the previous Council meeting which had not been prepared on account of the death of Mrs. Withers.

GENERAL PURPOSES COMMITTEE REPORT:

The report of the Committee covering the activities of the Committee since the last Council meeting was tabled.

Finances:

The Chairman indicated that it was apparent that the school should budget for a deficit on current account of approximately R10 000 for the year to 31st December 1971. The indications were however that as a result of an increased enrolment in 1972, the school accounts for that year would balance on the assumption that salary scales remained as they were at present. It was obvious however that salaries must be further increased in 1972 and any increase under this heading would in turn throw up an equivalent deficit for that year.

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Nursery School:

The Chairman reported on the satisfactory conclusion of negotiations with the Department of Education for the founding of this school and it was anticipated that the school would be formally registered shortly. Satisfactory subsidy arrangements had also been made. It was unanimously resolved that the following should constitute the Committee of the Nursery School:

Mr. J.H. Newman
Canon J. Hodson
Mesdames Brailey, Russell and Philip.

It was also agreed that the Head Mistress should join the Committee on an ex-officio basis. The Head Mistress indicated that it was the intention to invite two parents of children attending this school to join the Committee.

Salary Scales:

It was decided that the General Purposes Committee should be asked to establish a suitable salary scale and to apply this scale to the existing staff. The Committee was authorised to set aside an amount not exceeding R10 000 in respect of increases to existing staff salaries to be effective from 1st January 1972.

Government Subsidy:

In reply to a question from a member of the Council, Professor Lighton explained the present position on the question of Government subsidies to private schools in the Cape Provincial area. The matter had been tentatively discussed at a recent meeting of the National Educational Council but Professor Lighton felt that in the present atmosphere it might be unwise to press the matter further. The Council accepted the situation and noted that it was extremely unlikely that the school could look to the Provincial authorities for financial assistance.

HEAD MISTRESS' REPORT:

The report of the Head Mistress for the period since the last Council meeting was laid on the table.

Staff:

It was noted that Mrs. Brownell had handed in her resignation effective from the end of 1971. A replacement for Mrs. Brownell was being sought. It was also noted that Miss Turner and Mrs. Kirby on the staff of the preparatory school had resigned. The General Purposes Committee was requested to consider the matter of a replacement for Miss Turner.

Scholarships:

Upon the recommendation of the Head Mistress it was decided that scholarships to Tanya Bosmay and Karina Floyd be awarded and that a bursary should be offered to Margaret Higgins.

3/...

Dormatories:

As additional accommodation for boarders would be required from the first term of 1972, authority was given to proceed with the conversion of the remaining balcony and two available rooms into suitable dormatory accommodation.

Hot Water System:

Recognising the inadequacy of the present system the Council authorised its replacement as soon as possible.

Prize Giving:

The Head Mistress was asked to invite Professor Broekhuizen of the University of Cape Town as the main speaker at the prize giving ceremony in December 1971 and similarly to invite Mr. John Goodwin to address the Junior School.

EDNA WITHERS MEMORIAL:

On the recommendation of the General Purposes Committee the suggestion to the effect that this memorial should take the form of reconditioning and modernisation of the existing kitchen facilities was approved. It was reported to the Council that the Old Girls had undertaken to endeavour to raise the necessary funds. In this connection it was noted that the School's 50th anniversary would be celebrated in 1972 but it was agreed that at this stage it was not the intention to couple this event with any form of general fund raising.

Confirmed

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CHAIRMAN

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MINUTES OF A MEETING OF THE GENERAL PURPOSES COMMITTEE HELD AT HERSCHEL ON TUESDAY, 5TH OCTOBER, 1971, AT 5.15 P.M.

PRESENT: Messrs. J.M. Borton Chairman
J.H. Newman
J. Bettison
G. Abernethy
A.F. Lees
Mrs. Russell

In Attendance: Mrs. B. Silberbauer Head Mistress

Apologies for absence were noted from Messrs. J. Graham and D. Jooste.

The Minutes of the meeting held on 31st August, 1971 were confirmed.

HOCKEY FIELD:

Mr. Newman reported that the field had been fertilized but that the growth of the grass was slow due to weather conditions. It was agreed that an amount of R80 be spent for suitable top dressing to be applied at a later date.

NURSERY SCHOOL:

The Head Mistress reported that the installation of french doors to provide access to the playing area was in progress.

A total of 68 pupils had been accepted for admission to the school from the beginning of 1972. It was agreed that for the time being a maximum of 72 pupils would be set. It was re-affirmed that it was not the intention to give any preference to pupils who would in due course go on to other schools but every endeavour would be made to accommodate all applicants.

It was decided that in order to conform with the requirements of the Education Department, the Nursery School would be known as "The Hill Nursery School".

The Head Mistress announced that the following staff appointments had been made:

Mrs. Scholto (Supervisor) R2 400 per annum
Mrs. P. Louw (Assistant) R2 000 per annum

The post of second assistant at a salary of R1 800 per annum had been offered to Mrs. Jocelyn.

It was confirmed that the fees to be charged would be R30 per quarter and it was anticipated that an average subsidy of R70 per annum per pupil would be available from the Provincial Administration.

Mr. Bettison undertook to attend to fencing the playing area.

DORMATORIES:

Mr. Bettison reported that the necessary joinery work was in hand and the whole job would be completed by the end of the year.

2/...

ELECTRICAL WIRING:

Mr. Bettison reported that the new work as planned was going ahead and that the contract was now on a formal basis. It was agreed that no attempt would be made to settle the account rendered in respect of the original work until an approach was made by the contractor.

SQUASH COURTS:

Mr. Newman reported that stronger globes had been installed and this appeared to meet the case.

TENNIS COURT:

It was noted that the quotation for the new fencing had been accepted and the work was due to commence immediately. It was further noted that Mr. Jooste had undertaken the supervision of the re-siting and the gravelling of the courts.

SWIMMING POOL:

A detailed quotation for the work necessary at the pool had been received from Messrs. Swan Pools. It was agreed however that this quotation was far in excess of the estimated figure and that for the time being a maintenance firm should be called in to clean the pool and render it fit for use and that Mr. Gie be asked to attend as far as possible to cleaning up the surrounds and the general appearance of the pool itself. The Head Mistress undertook to submit the quotation received to the Old Girls who had indicated their desire to improve the condition of the pool and to test their reactions.

PREPARATORY SCHOOL SENIOR MISTRESS:

It was decided that no immediate appointment would be made but that the Head Mistress would watch the situation and report to the Committee should a suitable application be received.

FINANCE AND SALARY SCALES:

Mr. Lees reported briefly on the financial situation and projections for the 1972 and 1973 years based on the confirmed enrolment for 1972 and the likely increase in 1973. He indicated that it was still necessary to conduct further detailed enquiries into the whole financial situation but it was evident that it would now be possible to make comprehensive adjustments to individual salary scales for all teaching staff, which would improve the situation of each teacher in relation to the scale of salaries which the Head Mistress had submitted for consideration.

It was agreed that salary adjustments in terms of the attached schedules should be made for 1972 but the Head Mistress undertook to study each individual case and where possible to reduce some of the proposed increases in 1972, on the understanding that it might be necessary to award more than the scale increase in 1973 and thereafter.

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It was noted that the total proposed adjustment in 1972 would amount to R13 404 which included one new appointment at R2 820, leaving a net increase of R10 584. This would exceed the authorised limit set by the Council by R854 but the Head Mistress was confident that adjustments could be made to reduce the figure to conform with the authority conveyed by Council.

For purposes of record, the salary scales to be applicable until further notice are attached to these minutes.

FEES INSURANCE:

The Chairman proposed that the loss of fees insurance cover should be increased from R132 000 to R160 000 at an additional premium of approximately R30 per month. This was agreed to.

EDNA WITHERS MEMORIAL:

It was agreed that members of the General Purposes Committee would meet with representatives of the Old Girls Association on Wednesday, 13th October, 1971, to take this matter further.

Confirmed

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CHAIRMAN

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THE SALARY SCALES AT HERSCHEL HAVE BEEN DIVIDED INTO 3 CATEGORIES AS FOLLOWS:

CATEGORY "A".

Senior Certificate plus the successful completion of less than 2 years post Matric (all Kindergarten staff).
SALARY SCALE: R 2040 x 120 - R 3120 - over a period of 10 years.

CATEGORY "B".

Senior Certificate plus recognised qualifications denoting sucessful completion of courses extending at least 3 years post Matric.

Primary Teacher's certificate or approved equivalent. A recognised University degree.

SALARY SCALE: R 2460 x 120 - R 3720 over a period of 12 years.

CATEGORY "C".

Senior Certificate plus recognised qualifications denoting the successful completion of courses extending at least 4 years post Matric.

Secondary teacher's certificate or approved equivalent. - A recognised University degree - A recognised University Honours degree - A recognised University Master's degree.

SALARY SCALE: R2640 x 180 - R 4320 over a period of 13 years.

1. Present academic staff will be placed next year on the salary rate as near as possible to their categories.

2. For definitions of individual salary scales, please apply to Headmistress.

3. Salaries of part-time teachers will be a matter of agreement between Teacher and Headmistress.

4. Responsibility allowance will be given to the vice-principal of the Senior School and Senior Assistant Mistresses of the Preparatory School.

5. These Salary Scales are subject to annual review and will be improved as the financial position at the school becomes stabilised, i.e. When we have a capacity number of girls.

HERSCHEL SCHOOL

YEARS OF EXPERIENCE	CATEGORY A	1972	CATEGORY B	1972	CATEGORY C	1972
1.	2040 x 120		2400 x 120		2640 x 180	
2.	2160 x 120		2520 x 120		2820 x 180	
3.	2280 x 120		2640 x 120		3000 x 180	
4.	2400 x 120		2760 x 120		3180 x 180	
5.	2520 x 120		2880 x 120		3360 x 180	
6.	2640 x 120		3000 x 120		3540 x 180	
7.	2760 x 120		3120 x 120		3720 x 180	
8.	2880 x 120		3240 x 120		3900 x 180	
9.	3000 x 120		3360 x 120		4080 x 180	
10.	3120 ceiling		3480 x 120		4260 x 180	
11.			3600 x 120		4440 x 180	
12.			3720 ceiling		4620 x 180	
13.					4800 ceiling	
14.						
15.						

Herschel School.
Salaries.

	1971.	1972	Increase	1973 Increase	
Junior and Prep.	£	£	£	£.	
Hennessy	2200	2400	200	120.	
Sparks.	2040	2300	260	120	
Brown.	2304.	3000	696	240	
Jensen.	{2280}	3000	720	120	
Cowling.	2700	3720	1020	240	
De Lucci	(2880)	3000	120	120	Replaces du Plessis - new post from 1.7.71. 1972 Increase £1620
Faure	2700	2760	60	120	
Timoney	2700	3360	660	120	
Van Heerden	2160	3000	840	120.	
Hall	(3480)	1920	-1560	120.	
	£ 25444	28460	3016	£ 1440.	
Held for Du Plessis.			1500.		
			£ 4516.		

		1971	1972	Increase	1973 Increase
ior School.					
Department.		3564	3600	36	180
Boyce		3084	3720	636	180
McCormick		3084	3720	636	180
Mullet		3084	3870	786	180
Currie		-	2820	2620	180
Lessem		2700	3180	480	180
Norman Smith		3084	3260	176	180
Duckett.		(3084)	2820	-264	180
Storey		2760	3360	600	180
Tomlin		2700	3180	480	180
Hyett		3084	3720	636	180
Stacey		3084	3360	276	180
Landschemer		2640	3180	540	180
Whitehead		2760	3180	420	180
T Time					
Rauch		2700	2970	270	120
Goldfinch		2100	2280	180	120
Thompson		2100	2280	180	120
		45612	51800	5116	2880
	R	45612	54500	8888	2880

MINUTES OF A MEETING OF THE GENERAL PURPOSES COMMITTEE HELD AT HERSCHEL ON TUESDAY, 16TH NOVEMBER, 1971, AT 5.15 p.m.

PRESENT: Messrs. J.M. Borton, Chairman
J.H. Newman
J. Bettison
G.D. Abernethy
A.F. Lees
Mrs. A. Russell

In Attendance: Mrs. B. Silberbauer, Head Mistress

Apologies for absence were note from Mr. J. Graham

The Minutes of the previous meeting held on 5th October, 1971, were confirmed.

ELECTRICAL REPAIRS:

The Chairman reported on a meeting which he and the Head-Mistress had attended with Mr. Ross, the City Council Chief Electrical Inspector and one of his assistants. At this meeting it was pointed out that the School was charged one rate for the supply of electricity for cooking and heating and another rate for lighting and that at present it had three separate meters. It was suggested that it might be cheaper for the School to have one meter and pay a special rate which covered all these services.

Flowing from this discussion, it appeared that the supply of electricity to the Laboratory and certain other parts of the School, was being charged at the wrong rate, to the prejudice of the Council. However, it was agreed that in the absence of Mr. Graham and Mr. Bettison, who had been dealing with the question of electrical repairs, and who were both overseas, the matter should be allowed to stand over until their return. Subsequently, Mr. Ross had furnished the Headmistress with an analysis of the School's consumption of electricity, from which it appeared that it would not be in the School's interest to go on to the combined rate.

It was agreed that a further decision in this matter should be held over pending Mr. Graham's return when, at the same time, active steps would be taken to reach some settlement with Lerner & Berley in regard to the old account.

It was also agreed that in view of the unsatisfactory service which had been received from Lerner & Berley, a new electrical contractor should be appointed, and the Headmistress was authorised to approach L.J. Taylor in regard to future electrical work.

SPORTING FACILITIES/....

SPORTING FACILITIES.

(a) Hockey Field.

Mr. Newman reported that the holes in the field had been filled. After the application of a fertiliser, the appearance of the field had much improved. It was decided, however, it would be necessary for a proper top dressing to be carried out as soon as possible and Mr. Newman undertook to arrange this. He also reported that the large lawnmower had been completely overhauled by Mr. van Niekerk, of the Cape Town University, and requested that a letter of thanks be addressed to him.

(b) Tennis Courts.

Mr. Jooste reported that the rewiring of the two gravel courts had now been completed and that the regravelling of the courts was proceeding, albeit very slowly. It was agreed that the account for the rewiring should be paid at the end of November.

(c) Swimming Pool.

The Headmistress reported that the three parents who initially offered to raise funds to cover the cost of a complete overhaul of the swimming pool had decided not to proceed. They had undertaken, however, that they would take an active part in the Jubilee Appeal, provided it included a request for funds for the swimming pool. Pending this decision, arrangements have been made to tidy up the pool and at the same time, purchase the equipment with which to keep the pool clean, at a cost of R142.

(d) Squash Court.

Mr. Newman reported that new and stronger lights had been installed in the Court and these were working satisfactorily.

JUBILEE APPEAL.

The Chairman reported on an informal meeting which a few members of the G.P. Committee and the Headmistress had held with some Herschel Old Girls who were anxious to mount an appeal for funds in memory of Edna Withers.

At this /.....

At this meeting, Mr. Borton had pointed out that as far as the Four Schools Trust was concerned, there was no objection to an Appeal being launched, but he warned that unless the Appeal was properly handled and actively canvassed by a large number of people, it was likely to be unsuccessful. The question of whether the Appeal should be a "JUBILEE", or an "EDNA WITHERS" one was also discussed. As the "Old Girls" felt that they would not be able to handle a fully fledged campaign on their own, they agreed to defer a decision in the matter until early in the new year.

The Headmistress reported that there was still considerable enthusiasm among a number of "Old Girls" for the campaign and she recommended that it should be allowed to proceed, and also that under whatever name it was conducted, it should include funds for the renovation of the swimming pool. This was agreed and it was decided that a decision on the form of a letter to be issued should be deferred until the New Year.

SENIOR MISTRESS AT THE PREPARATORY SCHOOL.

The Headmistress reported that she had not yet found a replacement for Miss Turner and in the meantime, had arranged for Mrs. Brown to act as Head of the Preparatory School for the first term. She expressed the view that she could probably carry on without a replacement, but it was agreed that despite this, it would be advisable to appoint a Senior Mistress when a suitable appointee could be found.

NURSERY SCHOOL.

Mr. Bettison reported that the alterations required to enable the School to comply with the Department's requirements were proceedingm but a decision would have to be made as to whether ramps or steps would lead from the classrooms to the recreation area. He felt that if the necessary fill could be obtained, it would be far more economical to construct ramps and suggested that efforts be made to obtain fill from contractors operating in the area.

A letter from the Western Province Preparatory School enclosing a cheque for R500, which was offered as an interest free loan for 6 months was tabled. It was agreed to accept this offer and an appropriate letter of

thanks be sent to the School.

Mr. Newman reported that Irvin and Johnson had donated a lifeboat to the Nursery School. It was agreed to accept this donation and to instal the lifeboat in the school grounds for the entertainment of the children.

SCHOOL DORMITORIES.

Mrs. Silberbauer reported that the second phase of the alterations and renovations of the dormitories was proceeding satisfactorily and they would be ready for occupation at the beginning of the school year.

PRIZE GIVING.

The Headmistress reported that this would take place on the 6th December and that MRS. ROWAN had accepted an invitation to present the prizes at the Senior School and MR. GOODWIN at the Junior School.

APPLICATION FOR BURSARY.

The Headmistress reported that an application for a Bursary had been received from Helene Needham and it was agreed that as one was available, the application should be granted.

FOUR SCHOOLS TRUST.

A letter from the Four Schools Trust requesting details of the manner in which funds received from the Trust had been expended and indicating that there was approximately R3,000 available for loan to the School was tabled, and it was agreed that the Chairman should reply to the letter, furnishing the necessary details and requesting payment of the loan.

HOT WATER.

The Headmistress reported that the hot water system had broken down again and that she had obtained a quote from McDonald & Sons, for the installation of an oil burning system.

After discussion, it was agreed that the Chairman should approach the Managing Director of Caltex with a view to obtaining assistance in regard to the establishment of a hot water system.

GENERAL.

The Headmistress tabled a letter from the Secretary of the Claremont Tennis Club requesting permission to use two of the School's courts on Saturday afternoons. After discussion, it was agreed that it would not be practicable to allow the public access to the School grounds during the weekend, and that in the circumstances, the request be refused. The Chairman suggested, however, that parents and Old Girls should be encouraged to make more use of the courts during the weekends and that it might be possible to arrange matches between the School, the Old Girls and the parents.

There being no further business, the meeting closed at 7 p.m.

Confirmed

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CHAIRMAN

DATE:.....

MINUTES OF A MEETING OF THE HERSCHEL COUNCIL HELD AT HERSCHEL ON FRIDAY, 10TH DECEMBER, 1971 AT 5 P.M.

PRESENT: His Grace, the Archbishop of Cape Town - Chairman
Messrs. J.M. Borton
J.H. Newman
G. Abernethy
G. Graham
D. Jooste
G. Bettison
A.F. Lees
Prof. Lighton
" Dowdle
Mesdames Phillip
Brailey
Russell
Cronwright
Canon Hodgson

In Attendance: Dr. B. Silberbauer - Headmistress

MINUTES:

The Minutes of the previous Council Meeting were confirmed and signed by the Chairman.

GENERAL PURPOSES COMMITTEE REPORT:

The Report of the Committee was presented to Council and accepted. It was agreed that Canon Hodgson be asked to convene a meeting of the newly appointed Committee of the Hill Nursery School. The Committee was charged with setting up an administrative function quite distinct from that of Herschel and to recommend to the General Purposes Committee a suitable rental to be charged to the Nursery School for the use of the School's premises.

REPORT OF THE HEADMISTRESS:

The Report was noted and arising out of the Report the following decisions were taken:

Preparatory School:

The Headmistress reported that she had received three applications for the position of Senior Mistress. It was agreed that a selection committee consisting of Mr. J.M. Borton, Mrs. Phillip and the Headmistress be appointed and asked to interview applicants including the present acting encumbent with a view to making an appointment of Senior Mistress of the Preparatory School.

Dormitories:

Mr. Borton asked that the congratulations of the Council be conveyed to Mr. Bettison and to the Headmistress for the magnificent job which had been done on the School Dormitories and the improved facilities which were available as a result thereof.

Hot Water Systems:

Mr. Bettison reported that a generous offer had been received from a leading oil company for the installation of a hot water heating system for the School. This involved an interest free loan of R1 400 repayable over five years and a supply of fuel oil at

competitive rates. The General Purposes Committee was authorised to conclude a suitable contract with the oil company and was authorised to designate one of its members to sign the contract with the oil company in question.

Private Schools:

The Chairman reported that he had received an approach from Mr. Justice Fannin, Chairman of the Board of Governors of Hilton College, Natal, containing the suggestion that an Association of Governing Bodies of Private Schools in the Republic should be formed. The Chairman pointed out that some doubt existed as to the correctness of the procedure now suggested for the establishment of this Association, but he understood that other Private Schools in the Cape were to be represented at an inaugural meeting in Johannesburg in February 1972, and he enquired from the Council whether Herschel should be so represented. After a full discussion it was agreed that Mr. J.M. Borton in the absence of the Chairman should represent Herschel at the proposed conference.

There being no further business, the meeting terminated at 6.30 p.m.

Approved

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CHAIRMAN

10. March. 1972.

MINUTES OF A MEETING OF THE HERSCHEL COUNCIL HELD AT HERSCHEL ON FRIDAY, 10TH DECEMBER, 1971 AT 5 P.M.

PRESENT: His Grace, the Archbishop of Cape Town - Chairman
Messrs. J.M. Borton
J.H. Newman
G. Abernethy
G. Graham
D. Jooste
G. Bettison
A.F. Lees
Prof. Lighton
" Dowdle
Mesdames Phillip
Brailey
Russell
Cronwright
Canon Hodgson

In Attendance: Dr. B. Silberbauer - Headmistress

MINUTES:

The Minutes of the previous Council Meeting were confirmed and signed by the Chairman.

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There being no further business, the meeting terminated at 6.30 p.m.

Approved

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CHAIRMAN

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HERSCHEL SCHOOL

MINUTES OF A MEETING OF THE GENERAL PURPOSES COMMITTEE HELD AT THE SCHOOL ON TUESDAY, 8TH FEBRUARY, 1972

PRESENT: Messrs. J. M. Borton Chairman
G. Abernethy
J. Bettison
A. F. Lees
Mrs. A. Russell

IN ATTENDANCE: Dr. B. Silberbauer Headmistress

APOLOGIES:

Messrs. Newman, Graham and Jooste.

SPORTING FACILITIES:

The Headmistress reported that the Hockey field was now in good condition. The new tennis courts are now complete and were in use. The surface was inclined to be soft but it was suggested that application of salt would improve this condition. The Headmistress also reported that there was a fairly serious leak from the swimming pool. Mr. Bettison undertook to discuss the question with Mr. Newman and decide upon the correct course of action.

SENIOR MISTRESS - PREPARATORY SCHOOL

Mr. Borton reported that several applications had been received for the post although it had not been advertised. One applicant had been interviewed by the Selection Committee but he personally was not entirely satisfied that this applicant would be suitable. He reported further that Mrs. Brown, the present acting Senior Mistress had also applied for the post and it was felt by those present that, in the circumstances, Mrs. Brown should be confirmed in the position, and it was decided to refer the matter back to Council with the recommendation of the General Purposes Committee.

BATHROOMS AND HOT WATER SYSTEM

The Headmistress reported that all the bathrooms had now been completely renovated and were in good condition. She reported further that the Caltex Oil Company had now submitted plans to the City Council covering the installation of the new hot water system. Approval of the plans was still awaited and no work could be undertaken for the meantime.

It was resolved formally to accept the tender of R1.372 by Caltex Oil for the work. The Headmistress was authorised to sign the appropriate contract. Mrs. Russell undertook to make

/enquiries

enquiries with the Plans Department in an endeavour to speed up their passage. The Headmistress further reported that all the work on the dormitories had been satisfactorily completed and that the Boarding House was full.

NURSERY SCHOOL

It was reported that total expenditure to date on Nursery School alterations and facilities amounted to approximately R2.000. It was agreed that the treatment of this loan to the Nursery School and the rental to be paid by the School should be studied at a later date.

KITCHENS

The Chairman reported that a complete canteen unit had been bought from Jaggers for ± R1.500. Mr. Bettison submitted sketch plans suggesting how the kitchen could be modified in order to accommodate this unit and generally to improve the overall facilities. It was agreed that an Architect should be appointed to draw detail of plans for the proposed changes which would be in readiness for submission to the City Council when the necessary finance had been arranged.

JUBILEE APPEAL

The Headmistress reported that the Old Girls' Committee had made further progress and that the approved letter initiating the campaign would be distributed shortly.

ELECTRICAL REPAIRS

Mr. Bettison reported that no further progress had been made in settling the account for the original wiring contract. It was agreed that this matter be left over. The Headmistress reported that the newly appointed contractor was doing very satisfactory work.

TRAFFIC CONGESTION AT PREPARATORY SCHOOL

After a full discussion of the matter, it was agreed that members of the General Purposes Committee should meet on site at 8 a.m. on Tuesday, 15th February with a view to making alternative arrangements.

ROOF - SENIOR SCHOOL

The Headmistress reported that certain repairs had been effected but Messrs. Stephen Jones had been asked to inspect one or two unsatisfactory points.

CONFIRMED

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CHAIRMAN

MINUTES OF THE QUARTERLY MEETING OF THE HERSCHEL COUNCIL HELD IN THE SCHOOL LIBRARY ON FRIDAY, 12TH MARCH, AT 5.00 P.M. 1971

PRESENT: HIS GRACE, THE ARCHBISHOP (In the Chair)

Mesdames K. Brailey, G. Cronwright, D.H. Philip, A. Russell

Professor R.E. Lighton, Judge L. de V. van Winsen, Canon J. Hodson

Messrs G.D. Abernethy, J.C. Bettison, J.M. Borton, J. Graham, D.D. Jooste, A.F. Lees, J.H. Newman

In Attendance: Mrs. B.I. Silberbauer (Headmistress)

Secretary: Mrs. E.R. Withers

Apologies for Absence: Professor E.B. Dowdle

His Grace welcomed Mrs. Silberbauer to her first Meeting and on behalf of the Council, assured her that she could rely on the full support of the Council in her conduct of the School's affairs. His Grace also welcomed Mr. Bettison as a new member of the Council.

MINUTES.

The Minutes of the Quarterly Meeting of the Council held on the 9th December, 1970, copies of which had been circulated to members, were duly confirmed and signed by the Chairman as a true record of the proceedings.

GENERAL PURPOSES COMMITTEE

The General Purposes Committee report was presented by Mr. Borton, who also tabled the Annual Accounts for the year 1970, which he said had only been received from the Auditors that day, and his Committee had, therefore, not yet had an opportunity of studying them. A cursory inspection, however, revealed that apart from the Salaries Bill which, as expected, had increased by some R7,000, the expenses had been well contained. Despite this, there was again a disappointing deficit of approximately R3,500.

Mr. Borton referred to the contract for the rewiring of the School which had been discussed at the previous Council Meeting. At that time, the Contractor, without committing himself, had indicated that the work might cost between R1,500 and R2,000, but it now appeared that this was a gross under-estimate and the amount involved would be very much higher. Moreover, although the work had been put in hand some six months ago, it had not been completed and the Contractor had submitted an interim account for the work done for R2,800. After further discussion, it was agreed to leave the matter in the hands of the General Purposes Committee with power to have the work completed on the best possible basis.

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On a happier note, Mr. Borton reported the receipt of a cheque for R5,500 from the Four Schools' Trust, of which R1,500 was in respect of the School's share of the income accrued and R4,000 an additional interest-free loan. Of these funds, R4,200 had been paid to Clifford Harris (Pty) Ltd. on account of the amount owing in respect of the new classroom block in the Junior School, leaving a balance outstanding of R5,000.

MORNING MARKET

Mr. Borton reported that the morning market which had been organised by the parents under the leadership of Mrs. I.M. Currie, had been highly successful and had realised an amount of approximately R2,000. His Grace asked Mrs. Silberbauer to convey to the organisers of the market the Council's appreciation of this magnificent effort.

Various proposals were submitted as to how these funds should be spent, but it was pointed out that, as the specific purpose of the operation was to raise funds to improve the sporting facilities of the School, they could not be justifiably used for any other purpose.

It was agreed to leave the question of as to how the funds should be spent in the hands of the General Purposes Committee in consultation with the Headmistress.

SCHOOL DORMITORIES

Mrs. Silberbauer reported that the general condition of the School Dormitories was unsatisfactory and asked that steps should be taken to improve them.

It was agreed to appoint a sub-committee comprising Mesdames Cronwright, Russell, Philip and Brailey to carry out an inspection and submit recommendations to the General Purposes Committee.

STAFF SALARIES

His Grace referred to the Memorandum on the subject of Staff salaries which had been attached to the report of the General Purposes Committee and invited questions thereon. After a full discussion, it was agreed to accept the recommendations of the General Purposes Committee and to grant the salary increases detailed therein with effect from 1st March, 1971. It was also decided that, in order to meet the cost of these increases which in 1971 will amount to R10,000; in 1972 to R19,000 and in 1973 to R25,000, there was no alternative but to increase the school fees, and after discussion, the Council approved the increases recommended by the Committee viz.

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	Present	New
Kindergarten and Transition	R37.50	R45.00
Lower 1	50.00	60.00
Preparatory Upper 1 to Lower III	80.00	90.00
Preparatory Boarders including tuition	180.00	200.00
Upper III to Upper V	92.00	105.00
Senior Boarders including tuition	192.00	215.00

It was decided that as the School could ill-afford to meet the cost of the salary increases which were coming into effect immediately, parents should be asked to agree to pay the new school fees without the customary terms notice. Mr. Borton undertook to draft a letter to the parents informing them of the increases to be sent out under the signature of the Chairman.

ADVERTISING

Mr. Borton reported that he had been approached by Mr. David Graham, the Managing Director of an Advertising Agency, who enquired whether Herschel had considered the possibility of an advertising campaign for the purpose of obtaining more pupils.

Mr. Graham pointed out that a campaign of this nature had previously been undertaken by two other Private Schools and as far as he was aware, successfully. The estimated cost of such a scheme was in the vicinity of R3,000 to R3,500. After discussion, it was agreed that apart from the high cost of the scheme, it would be advisable to discuss the matter with the representatives of other Private Schools before any decision was taken.

It was accordingly agreed that the General Purposes Committee should make further investigations, including an attempt to ascertain the results of the previous campaigns, and report back to the next Meeting of the Council.

CONFIRMED:

Robert Capn Borton

CHAIRMAN:

11 June 1971

DATE: