HERSCHEL ASSOCIATION

N O T I C E

A Special Meeting of the School Council is to be held at 7.45 pm in the School Library on Wednesday 13 October. We did not finish discussing two important items on the Agenda at the last Council Meeting -

a) JMB as opposed to the Cape Senior Certificate; and

b) Bursaries and Scholarships. Mr Gawith has agreed to collate information for us concerning Bursaries and Scholarships from Council members, so would they please pass on their ideas to Mr Gawith, 53-6401 business, and 65-3685 home, well before this meeting.

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Herschel
13 September 1976

MINUTES OF THE QUARTERLY MEETING OF THE HERSCHEL SCHOOL COUNCIL HELD AT HERSCHEL ON FRIDAY 10 SEPTEMBER 1976 AT 5 PM

PRESENT: Messrs C J Bettison (Chairman)
J Borton
R Gawith
P Kohler
M Longmore
W Marshall Smith
J Mudge
Prof E Dowdle

Mesdames M Loggie
J Te Water Naudé
M Philip

In Attendance: Dr B I Silberbauer (Headmistress)

APOLOGIES: His Grace the Archbishop,
Rev Ian Eve
Mr N Chapman
Mr J Graham
Mr R K B Wilson

Mr Bettison conveyed apologies from His Grace, who was participating in the election of the Bishop-Suffragen, and took the Chair in his absence. Other apologies were noted.
Mr Bettison warmly welcomed Mrs Jean Te Water Naudé, and Mr Patrick Kohler to their first meeting of Council.

Minutes of the quarterly meeting of Council of 1 June had been circulated to members and were duly signed as a true record.

Arising out of these minutes:- The General Purposes committee had agreed to purchase a second-hand piano recommended by Mr Babin but found that the piano had already been sold.

Land Exchange: Mr Bettison and Mr Marshall Smith had seen two of the five land-owners concerned, who had agreed in principle to the exchange of land. The other three would be seen soon and it was felt that they were unlikely to object.

General Purposes Report: The report of the G P Meeting of 4 August had already been circulated to members, and Mr Bettison commented on particular aspects of it.

New Buildings: The architects have given their assurance that the buildings will be ready for the first term of next year.

Equipment for the new building: Dr Silberbauer has the lists of requirements reorganised as requested. Most of the Art equipment the school already has. Potters' wheels will be necessary and may be obtained for approximately R190 each.

The most expensive items will be pianos, and there was renewed discussion as to how many and what quality of pianos are necessary. It was agreed that the G P should be able to decide to buy suitable pianos when they become available.

Platforms will have to be made, and although these have not been specifically included in the quotation, Mr Bettison thought it likely that they would be covered by the contingency allowance for the building.

Mr Bettison and Mr Longmore estimated that it would be at least a year before the new classroom block could be ready, and Dr Silberbauer was asked whether any of the rooms in the new Arts Block could be used to alleviate the pressure on classroom space for next year. She said that almost all the rooms would be in continuous use, but that a classroom next to the Drama room was a possibility if absolutely necessary.

Professor Dowdle suggested that the Arts Block should be opened with a Herschel Arts Festival, as a celebration and a follow-on to the Appeal. This was enthusiastically agreed to, and Dr Silberbauer thought it might be tied in with Founder's Day. Various suggestions were put forward for functions featuring drama, art and music - with visiting artists and performances by the school. Mr Kohler and Mrs te Water Naudé agreed that the Appeal's Functions Committee could take on the organisation of a Festival. In the first instance they would work out some suggestions in consultation with Dr Silberbauer, after establishing what facilities would be available in the new building. They would report back to Council later.

Transport for the School: Mr Marshall Smith had instigated a thorough investigation into performance, price and running costs of various makes of vehicle. Comparing a 21-seater, a 12 to 15-seater, and a 10-seater, the direct running costs were estimated to be approximately 10 cents per kilometre, 6,7 cents and 5,7 cents respectively. It seemed that the 15-seater Toyota Minibus was the most suitable. This would cost R4713 (with a possible rebate of R300), and at an estimated 15000 kilometres usage per annum, the annual commitment, excluding depreciation, would be in the region of R1000.
Mr Gawith asked whether it was not possibly cheaper to hire a bus on an ad hoc basis, but apparently this would be more expensive in the long run and considerably less convenient.
Council accepted the G P's recommendation to buy the vehicle.

Bursaries and Scholarships: There was considerable discussion of a report presented by Mr Gawith, and the members of Council agreed that they would like more time to consider and discuss the whole matter - including the question raised of whether there should be any bursaries at all. The subject was therefore deferred for discussion at a special meeting. In the meantime Mr Gawith will canvas different views of members.

Financial Review: Mr Longmore's financial report had been circulated to members, and Council discussed the question of how large the increase in fees needed to be. Mr Longmore stressed the fact that the school could only generate cash for the unforeseen needs that crop up if it had a surplus, and that in fact a surplus of R10,000 (yielded by an increase of 10%) for the year amounted to a surplus of only R20 per pupil.

Council agreed to an increase in fees of 10%. Council agreed, too, that in view of the current economic situation, it should be extremely cautious before proceeding with the next step in the building programme. The money pledged for the Appeal is coming in more slowly than expected. The NFRC anticipated a fall-off of 5% in normal times but these are not normal times.

Mr Mudge reported another R3000 collected from the country areas for the Appeal and said he hoped certain fruit farmers might be prepared to give generously next year. His Committee is carrying on with their planning.

Headmistress's Report: The Report had been circulated. Dr Silberbauer said she might have to postpone the school play if the riot situation continued, and Council agreed to leave the decision entirely to her discretion. Mr Bettison told Council that the school was being guarded nightly by a vigilante committee and that 50 names were being called for to help continue the patrolling for a week.

Other business:

a) JMB or Senior Certificate: It was agreed that Council needed more time than was presently available to discuss this matter, and that the discussion would be deferred to the special meeting. In the meantime Dr Silberbauer would hear from UCT how the authorities planned, in view of the new JMB system, to assess the matriculants for entrance to selective faculties.

b) Teaching of Xhosa: Dr Silberbauer said she had found a suitable teacher and wished to introduce Xhosa as a possible subject for Matric. Council agreed.

Dr Silberbauer said she was looking forward to the arrival of the Rev E Kelly to the staff next year, as she felt the school had a real need of the services of a full-time chaplain. He was trained in career guidance and would be of help in that connection, and would also teach some English.

Mr Gawith had elicited from ST Andrew's, Johannesburg, that their staff/pupil ratio is similar to Herschel's. Their business manager had said, in his reply to Mr Gawith, that he would welcome an exchange of information between private schools, and raised the question of bulk-buying. Herschel does buy vegetables in bulk through the UCT and the school is hoping to extend this practice. The local committee of bursars is shortly to meet to discuss how schools might co-operate on a regional basis to reduce costs.

The date for the special meeting was fixed for Wednesday, 13th October, at 7.45 pm.

There being no further business the meeting closed.

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CHAIRMAN

26th Nov. 1976.

. . . . . .

Date

HERSCHEL ASSOCIATION

HEADMISTRESS'S REPORT

To be presented to the meeting of the Council on Friday 10 September, 1976.

STAFF NEWS

At the Senior School, Mrs Kemlo (Housecraft), Miss Cleghorn (Geography), and Mr Thomas (Maths and Science), have settled down well. The Rev E Kelly will be coming next January to be our first full-time teacher of Biblical Studies. He will take over all the Chapel duties and the Scripture Union as well, and will teach some English. He is also qualified to teach both Geography and History to matriculation level.

At the preparatory all is progressing well. Mrs Spiro, Sub B, has replaced Mrs Averst who resigned because of ill-health. In both the preparatory and the senior boarding houses, comparative peace and quiet reigns! At last the house staff appear to get along with one another!
Mr Rigby has been re-employed as Estate Manager as from 1 September.

The new syllabus for Drama has arrived and is being studied by Mrs Saffery. Drama will become a matriculation subject in Standard 8 next year and the first matric examination is being held in 1979.

Our School Play, "Cry Havoc" is being produced on the 16th, 17th and 18th September. It promises to be good and the play itself is an interesting departure from those which have previously been produced at Herschel. Bookings may be made at the School in the mornings.

Sport We have played off our interhouse hockey, netball and squash matches; Merriman and Bolt emerging as the overall winners. We have yet to play off the interschools hockey and netball matches which promise to be most exciting contests.

Clubs and Societies There has been much activity in all societies and in addition some of the Standard 9s have been attending a Poetry Symposium at UCT on Thursday evenings. The Festival Plays organised by Clarecon were successful and our play was highly commended, Morna Lawson was singled out for a special commendation award.

Staff Conferences Reports have been received from Mrs Stockwell (History), and from Mrs Marr (Biology), and Miss de Kock (Maths), on the conferences they recently attended. All wish to thank the Council for making it possible for them to be present at these gatherings.

Matriculation examinations This year will be the first of the new syllabuses on the Higher and Standard grades and it is unfortunate that this year we happen to be entering our weakest matriculation class for several years. We anticipate at least five failures. Results will merely indicate matriculation pass with university entrance, or just matriculation pass (the first class pass has been abolished). Presumably distinctions will be noted in the usual way but it is uncertain how a distinction on the higher grade will be related to a distinction on the standard grade in the final result and at university level!

During the September vacation, 77 school-girl squash players will stay in our boarding house. They will be spending four days in Cape Town and will have a very busy programme organised by Jill Fckstein and her committee. Incidentally Jill has recently been elected Chairwoman of the World Committee of Squash players.

During the September vacation, Mrs P Brown and I will attend the Head's Conference at Hilton and Michaelhouse in Natal.

NUMBERS:

Numerous pupils from Rhodesia have been registered for January 1977, and with the closing of Monterey we have had quite a number of unexpected applications, so next year promises to be a record year for enrolment. We have, however not yet felt the repurcussions ensuing once a fees increase is made known, and several parents have indicated that they plan to leave the country, so the following numbers for next are are an estimation only.

Actual Numbers for 3rd Term 1976

1976 Day		3rd Term Boarders		
39		10	Std 10	
33		12	9	
32		19	8	
37		12	7	
32	173	9	6	62
33		8	5	
29		12	4	
17		3	3	
31		8	2	
36		-	1	
30		1	Sub B	
39		2	A	
22	237	-	Preprep	34
	410			96
	506			

Nursery School = 66

Estimated Numbers for 4th Term 1976

1976 Day		4th Term Boarders		
39		10		
31		12		
32		20		
37		12		
31	170	9		63
34		8		
29		12		
19		3		
31		8		
37		-		
30		1		
39		1		
22	241	-		33
	411			96
	507			

Nursery School = 66

1st Term 1977

1977 Day		4 Term Boarder	
33		12	
33		17	
36		16	
33		10	
40	175	9	64
28		14	
19		3	
32		9	
38		1	
32		1	
39		3	
33		1	
42	263	-	32
	438		96
	534		

N.S. = 66

B I SILBERBAUER
HEADMISTRESS

September 1976

HERSCHEL ASSOCIATION

Financial Report

To be presented to the meeting of the Council on Friday 10 September, 1976

The figures for the second term show a surplus of Revenue over Expenditure of R10,164 which together with the surplus of R6,221 for the 1st Term gives a total for the half year of R16,385. At the same stage last year the surplus was R14,306. The following figures show how the surplus is made up.

INCOME	Budget	Actual	Favourable Variance
Tuition and Boarding Fees	169250	177647	
Extra Subjects	7000	11486	
Registration Fees	500	848	
Rent Received Nursery School	1500	1250	
Lunches	2250	3570	
Sundry Revenue	1250	2154	
Interest Received	-	969	
	181750	197924	
Less Allowances etc	3500	3744	
	178250	194180	15930

EXPENDITURE	Budget	Actual	Unfavourable Variance
Salaries and Wages	120000	127570	
Provisions	15000	13983	
Domestic charges	8500	8731	
Sports Requisites	750	185	
Administration	7500	4337	
Class Materials	3000	3495	
Pensions and U I F	3500	4951	
Insurances	1250	1100	
Interest	8000	7692	
Property Expenses	5000	4618	
Bad Debts	1000	311	
Depreciation	750	822	
	174250	177795	3545
Surplus	4000	16385	12385

Bad Debts

We have had to write off R311 of amounts due by Mr Rebane. The child is still at school and current fees are being paid by the mother. We are continuing to try to obtain payment of the R311 from the father.

Herschel Appeal

At the date of writing the report total pledges received in the form of signed cards amounted to R343,661-74 with the liklihood of a further R6,500 to come making a total of R350,161-74. Actual cash received has been R116,419 out of which we have had to pay the National Fund Raising Council their fee of R31,480 and the expenses of running the campaign of R7,277 making a total of R38,757. This leaves us with net cash received available for payment towards the new art centre of R77,662.

The budget for the expenses of running the campaign was R11,350 so that we were able to effect savings on that of R4,073. These figures are subject to final adjustments for late invoices but I do not expect the figures to differ by any significant amount from those which I have shown.

Budget for 1977

Other schools have already intimated to parents that fees for 1977 are going to go up. In some cases by more than 10% and one school has already raised the fees for 1976 without a term's notice and say that it is likely that 1977 fees will be higher still.

I have prepared a budget on the basis that we will have 524 pupils next year compared with 507 as at the 3rd term of 1976.

The government, in spite of its anti-inflation policy has raised teachers' salaries this year already and may well raise them again in 1977. In as much as we are trying to get our teachers onto government scales we are obliged to keep in step with government rates of increase and in fact try to increase our rate of increase so as to catch up with the government rates of pay where our level is below that of the government.

In my proposed budget for 1977 you will observe that I show the position as it might be if we increased fees by 10%, 5% and 7½%. It is clear that 5% is not enough and 7½% is also not really enough since it does not generate the costs required for fairly normal items of Capital Expenditure. I therefore recommend a 10% increase in fees.

Salaries show a substantial jump from a budgeted 1976 figure of R240000 to R285000 for 1977. However the actual figure for 1976 is already exceeding the budget and is running at R255000 a year so that increases for 1977 amount to R30,000.

In arriving at this figure we have now placed almost the entire staff on present government scales and I think this is an important achievment.

Budget	Present 1976	1977 Budget 10% increase in Fees	1977 Budget 5% increase in Fees	7½% increase
Tuition & Boarding Fees	338500	394300	376700	385272
Extra Subjects	14000	14000	)	
Registration Fees	1000	1000	)	
Sundry Revenue	2500	2500	) 26100	26100
Lunches	4500	5000	)	
Rent	3000	3600	)	
	363500	420400	402800	411372
Less Allowances, Bursaries and Scholarships	7000	8000	8000	8000
	356500	412400	394800	403372
Salaries and Wages	240000	285000		
Provisions	30000	32000		
Domestic Charges	17000	18000		
Sports Requisites	1500	1500		
Administration	15000	15000		
Class Materials	6000	8000		
Pensions and UIF	7000	10000		
Insurances	2500	2500		
Interest	16000	17000		
Property Expenses	10000	10000		
Depreciation	1500	1500		
Bad Debts	2000	1000		
	348500	401500	401500	401500
Budgeted Surplus	8000	10900	(6700) shortfall	1872
Number of Pupils	507	524	524	524

The fees for 1977 based on the different budgets would therefore be as follows:-

	1976 Fees per Term	1977 Fees per Term 10% Increase	5% Increase	7½% Increase
Day Girls				
Pre-prep	R53	R58	R56	R57
Sub A and B	72	80	76	77
Std 1	97	106	102	104
Std 11-V	143	157	150	154
Std V1-X	170	187	179	183
Boarders				
Sub A and B	265	290	278	285
Std 1	290	320	305	312
Std 11-V	336	370	353	361
Std V1-X	363	400	381	390

Boarding Fees as can be seen from the above are:

Sub A and B	193	210	202	208
Std 1	193	214	203	208
Std 11-V	193	213	203	207
Std V1-X	193	213	203	207

There are slight anomalies which when we set the fees can be adjusted. If we agree on a 10% increase in fees then Boarding Fees should be R213 per term for all boarders unless it is felt Sub A and B justify a lower boarding fee.

M J LONGMORE
September 1976

HERSCHEL ASSOCIATION

HERSCHEL

CLAREMONT 7700

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD AT HERSCHEL IN THE LIBRARY AT 5pm ON FRIDAY 10 SEPTEMBER 1976

A G E N D A

1. Minutes to be confirmed of the Quarterly Meeting held on Tuesday 1 June 1976.
2. General Purposes Report
3. **Matters Arising**
4. **Bursaries**
5. Financial Review
6. Headmistress's Report
7. Appeal Information
8. Other Business
   a) JMB or Senior Certificate
   b) Teaching of Xhosa
   c) Speakers for Prize giving
9. Any other business.

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MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING

HELD AT HERSCHEL ON WEDNESDAY 4 AUGUST 1976 AT 5.15pm

PRESENT: Messrs J Bettison (Chairman)
J Graham
B Wilson
M Longmore
W Marshall Smith
Mesdames M Loggie and Dr B I Silberbauer

Confirmation of Minutes: The Minutes of the G P Meeting held on 25 May were taken as read and duly signed.

Matters Arising:

Land Exchange: The meeting agreed that although Council had recommended we write to the residents in Kenmar Crescent who would be involved should we build on the Park Boundary, it seemed a better proposition to visit them all personally and explain the situation. Mr Graham and Mr Marshall Smith undertook to do this.
Further, that a report be made to Mr G Heugh who can then organise any other meetings with the Town Engineer, etc. that might be necessary.

New Buildings at Senior School: The G P Committee agreed that the architects be asked for some assurance that we utilise the building in January. Also that the building sub-committee meet with them re the swimming pool wall and access to the Arts Block.

Equipment for Arts Block: This involves the departments of Music, Art and Drama. Lists of requirements were put before the meeting. These are to be returned to the departments concerned, to be broken down as follows: a) Essential equipment, b) Important equipment, and c) desirable equipment.

Transport for the School: Letters were received from 2 staff members who feel most keenly that the School urgently needs its own vehicle. This was unanimously agreed and Mr Marshall Smith agreed to make all the necessary enquiries re purchase, drivers' requirements, etc etc., and report back. In the meantime the staff were to be told that something would be done.

Hockey Pitch: With the drier weather it is now possible for a lorry to get in and clear the far end of the hockey pitch.

Tennis Court: The tennis Court versus Pine Tree battle has been waged for some time. However we are not yet sure where the new Claremont by-pass will cut through our ground so it has been decided to leave the tree for the time being.

Pension Scheme: Following upon a report presented by Willis, Faber, Dumas and Rowand in which the existing Herschel Pension Fund and the Private Schools Pension Fund were compared, and following upon their opinion that the Herschel Pension Fund offered better benefits, it was agreed not to make any change in the Fund at this stage. It was noted that Non-Europeans had now been admitted to the Fund.

Squash: During the September holidays 77 girls will be staying at Herschel for an interprovincial tournament. Payment will be R6 per head per day. Our catering staff are agreeable.

Balconies at Prep: Mrs Brown would like the balconies glassed in so that more practical use can be made of the floor space. This was not regarded by the meeting as top priority.

H M Conference: This will be held in October at Hilton College and Michael House. Dr Silberbauer and Mrs Brown will attend.

Bursaries: A memorandum prepared by Mr Gawith was read out. In this memorandum, he recommended increases in Scholarships, and Bursaries and a budget for allowances, the effect of which would be to increase the present cost of approximately R6000 to R11000 per annum. After discussion, it was agreed to bring the matter up more fully at the next Council Meeting, but to try to limit allowances to not more than R3000 a year and to try to give more generous Bursaries to fewer pupils.

Application for a non-white pupil wishing to board has been received. Mr Marshall Smith will find out exact procedure they must follow re Government requirements.

Librarian: Mrs Loggie brought up the question of a letter/written supposedly by one of the parents to a newspaper in which it appeared that the school librarian was being criticised. After discussion, it was agreed that Mr Bettison would speak to the librarian and assure her that she had the full confidence of the School Council.

Raffle: Mr Longmore enquired how the sale of tickets was going and when it was being brought to an end. As a number of parents were against the scheme and had expressed this fairly clearly, it was agreed to bring the sale of tickets to an end immediately.

Leave for Headmistress: Dr Silberbauer requested permission to take leave at a time convenient to the school towards the end of 1977. This was agreed to in principle, subject to further discussion of exact dates nearer the time.

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C H A I R M A N

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Date



Herschel
Claremont
Cape

G.P. Meeting held in Dr. Silberbauer's lounge at Herschel on Wednesday, 4 August 1976.

A G E N D A

1. Confirmation of Minutes
2. Matters arising
3. New buildings at senior school
4. Equipment for new Arts Block
5. Transport
6. Hockey pitch - clearing and grass planting
7. Tennis court and Tree
8. Pension Scheme
9. Squash - interprovincial staying at Herschel
10. Balconies at Prep
11. H.M. Conference in October
12. Bursaries - report from Mr. Gawith
13. Sampson entry
14. Any other business

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MINUTES OF THE ANNUAL GENERAL MEETING OF HERSCHEL ASSOCIATION (INCORPORATED ASSOCIATION NOT FOR GAIN) HELD AT HERSCHEL SCHOOL ON 11TH JUNE, 1976

PRESENT: Messrs C J Bettison
Professor E Dowdle
M J Longmore
W Marshall Smith
J Mudge
R K B Wilson
Mesdames M Loggie
M Philip
In Attendance: Dr B I Silberbauer (Headmistress)

Apologies: His Grace the Archbishop of Cape Town,
Mr J Borton
Mr N Chapman
Rev I Eve
Mr R Gawith
Mr J Graham

CHAIRMAN: In the absence of His Grace, Mr Bettison took the Chair. He stated that in terms of Clause 22 of the Articles of Association a quorum for the Annual General Meeting was 5 persons present and the meeting was thus properly constituted.

MINUTES: The Minutes of the Annual General Meeting held on 12 June 1975 which had been circulated to members were signed as correct.

ACCOUNTS: Audited accounts for the year ended 31 December 1975 were tabled, together with a letter from the auditor, Arthur Young and Company. Arising from the audit report it was agreed to write off the sum of R421-52 from Sundry Debtors which was credited to fees income. The accounts were approved by the meeting and Mr Bettison thanked Mr Longmore for his year's work and for his handling of the school's accounts.

AUDITOR: Arthur Young and Company were re-elected Auditors for the ensuing year and their fee of R1150 was approved.

ELECTION OF DIRECTORS: The retiring Directors, Messrs J Borton and J Graham, and Mrs M Philip who were eligible for re-election were unanimously re-elected Directors of the Association.

There was no further business and the meeting closed.

Signed as Correct: ..... C J Bettison .....

7th June 1977.
..... Date

HERSCHEL CLAREMONT 7700

HERSCHEL ASSOCIATION

(Incorporated Association not for gain)

Notice is hereby given that the Annual General Meeting of Members will be held at Herschel at 5pm on Friday 11 June 1976 and the following will be the Agenda:-

1. To Receive the Accounts, with the Auditor's Report thereon.
2. To fix the remuneration of the Auditors and to appoint them for the ensuing year.
3. To re-elect Council members.

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MINUTES OF THE QUARTERLY MEETING OF THE HERSCHEL SCHOOL COUNCIL HELD AT HERSCHEL ON TUESDAY 1 JUNE 1976 AT 5pm

PRESENT: His Grace the Archbishop of Cape Town (Chairman)
Messrs C J Bettison
J Graham
J Mudge
R Gawith
R K B Wilson
N Chapman
I Eve
M Longmore
W Marshall Smith
J Newman
Professor E B Dowdle
Mesdames M Loggie
M Philip
Dr B I Silberbauer

APOLOGIES: Mr J Borton

The Minutes of the meeting of 10 February 1976 had been circulated to members, and were approved.

GENERAL PURPOSES REPORT The minutes of the last three G P Meetings were tabled and Mr Bettison commented on them, with particular attention to matters arising from the minutes of the meeting of Tuesday, 25 May.

1. The hockey pitch. This can now be satisfactorily watered, thanks to the advice of Mr Mudge.

2. New Buildings.
a) The school always seems to run into difficulties when anything has to be done to the electrical system. The Cape Town City Council has changed its basis of metering accounts and it will be to the School's advantage to have one meter and this requires a new inside meter room. The additional expense is R900. It appears that the cables will be inadequate for the supply to the proposed class-room block, which will have to be supplied from an additional supply point at a cost of about R2500 (at that time). Mr Bettison is investigating.

b) The furnishing of the new buildings: Dr Silberbauer has asked her heads of departments to list what they will require, so that by September it will be possible to assess what we have and what will have to be acquired.

AT present there are 18 pianos of which 14 are reported by Miss Sweet to be passable. Mrs Loggie urged the purchase of a good teaching piano as soon as possible, and Mr Longmore confirmed that there is still approximately R4000 in the Molteno Trust which could be available for that purpose. Mr Wilson undertook to approach certain business houses for gifts of pianos. The purchase of a particular second-hand Bechstein upright, recommended by Mr Babin, was referred back to the General Purposes Committee.

3. Land Exchange Mr Wilson reported that Syfret, Godlonton and Low have established that, if the City Council is willing to exchange land from the Arderne Gardens with the school, there is nothing legally to prevent them from doing so.
Council decided that the five landowners who could object should be approached for approval in principle, and the case in favour of the school should then be very clearly set out and presented in a letter to Mr Heugh before Mr Bettison and Mr Wilson were to see him.
The question of the land exchange posed problems of timing for the rest of the building programme, because even if the City Council approves the exchange, transfer could still take as long as six months. It was agreed, however, that it would be unwise to let the architects proceed with drawings for the classroom block until there is some clue to the Council's reaction.

4. The schedule of wages currently paid to domestic staff was tabled. Dr Silberbauer said that the staff receive free medical attention and uniforms, and that a pension scheme had been started this year. It was agreed that the schedule should be referred back to the G P Council and that wages should be reviewed every six months, with due attention paid to Government CoL rises.
The School's brokers are presently examining the Private Schools' Pension Fund, and the question of academic staff pensions will be discussed at another time.

5. Council agreed in principle that a full-time chaplain would be desirable, but were anxious about appointing Mr Kelly without interviewing him. However, His Grace indicated that September, when Mr Graham would be able to interview Mr Kelly in England, would be likely to be too late and that Mr Kelly would probably accept an appointment elsewhere. His Grace offered to arrange to have Mr Kelly interviewed in England by contacts known to him and Council agreed that this was satisfactory.

HEADMISTRESS's REPORT This had been circulated to members. There was discussion as to how much money should be allocated to scholarships and bursaries - the present budget is R6000 p a - and whether there should be some of substantial value which could almost cover fees. Mr Gawith undertook to review and work out a policy.

STAFF CONFERENCES Council agreed that they were in favour of encouraging academic staff to attend such conferences.

FINANCIAL REPORT This had been circulated and Mr Longmore asked for questions. In connection with the steeply rising expenditure on classroom materials, Prof Dowdle suggested that increased numbers of pupils together with increased costs would largely explain it, and Dr Silberbauer added further that the overhead projectors used a great deal of extra stationery.

TEACHING STAFF To obtain comparative figures of staff/pupil ratios at other private schools, Mr Longmore undertook to ask Bishops and St Cyprian's, and Mr Gawith to ask St Andrews, Johannesburg.

GENERAL

His Grace reported to Council that he had heard from Mr John Newman that after 10 years on the Council he felt that he should now resign. His Grace expressed Council's regret at having to say goodbye to Mr Newman, and thanked him for his considerable contribution to the school.

Mr Longmore had given notice of a special meeting of shareholders of Herschel Association to be held to pass a Special Resolution altering the Memorandum of Association of Herschel Association, to comply with the requirements of the Receiver of Revenue if Herschel Association is to qualify for exemption from donations tax.

Mr Longmore read the amended Clause 8 as proposed, and the shareholders duly approved the change.

Mr Bettison reported that the Appeal had almost reached it's projected total, and that response from the whole school family had been outstanding.

With the resignation of Mr Newman, the Council was now short of three members, and names were put forward for new members.

The Annual General Meeting was due, and Council agreed to waive full notice of the meeting so that it could be held on Friday, 11 June, at 5pm.

There was no further business and the meeting closed.

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CHAIRMAN

10th Sept. 1976.

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DAte

REPORT FROM THE HEADMISTRESS

Presented at the Herschel Council Meeting held on 1 June 1976

Staff

At the end of this term, Mr Friedlander, (part-time Geography), leaves and will be replaced by Miss A Cleghorn, who is already living in the senior boarding house where she is helping with prep duties. Once she takes up her duties as Senior Geography teacher she will be a full-time member of the academic staff.

Mrs Greene (part-time Maths) and Mrs Herron, (part-time Science and Biology), will be replaced next term by Mr A Thomas, an experienced mathematics and science teacher. He will teach mathematics to matriculation level and middle school science.

Mrs J Hearn (part-time housecraft) has also resigned, and we have been fortunate in procuring the services of Mrs J Kemlo, a qualified housecraft teacher with three years teaching experience.

Our only need now, is a suitable person to teach Divinity and Biblical Studies, now a matriculation subject, which can now be offered as an alternative subject choice to typing and housecraft. His Grace has nominated the Reverend Eric Kelly, as a chaplain/ teacher. Father Kelly is at the moment in the U K but is actually a South African by birth. I have written to him and he appears most interested in this chaplaincy post. He holds a M.A. degree in English and History and has many years of teaching to his credit. If he joined our staff it would mean that we would have to dispense with the services of Mrs Mallet. I would be grateful to have Council's views about such an appointment.

At the preparatory school boarding house, Mrs R Davis has resigned as assistant house mistress and Miss Foat has taken her place.

Sport

Numerous hockey, squash and netball matches have been played this term. The hockey pitch with its new watering system and surface is a great improvement.

New Buildings

The new Arts Centre is well out of the ground, and next week the builders will be breaking into the existing music and art rooms.

Drama

Mrs Saffery is producing a school play 'Cry Havoc' next term, a female version of Journey's End. It promises to be an interesting production and the auditions have been well attended.

Matriculation Dance

A happy and successful matriculation dance was held on the first Friday night of this term.

Clubs and Societies.

There has been much activity in the Social Responsibility and Historical Societies, and in the Sociological Club, a series of 13 films on "America" by Alistair Cooke are being shown on Wednesday afternoons. Both pupils and staff are finding these informative and enjoyable.

A 'centres of interest' programme is being rehearsed for an interschools competition next term.

Nursery School

On Saturday afternoon a sponsored 'Duck-Waddle' organised by the parents' association raised R175 for nursery school funds.

Staff Salaries at the Nursery School

A letter has been written by Father Eve to the Education Department stating that we could not avail ourselves of their offer to pay staff salaries this year, but we would like to reconsider the position for 1977.

Scholarship Examinations

29 candidates took part in these examinations which were held on Saturday 15 May. The five successful are:- Colleen Crommelin (Holy Cross Convent); Jane Yeats (Herschel); Jill Breen (Herschel), Jenny Post (Grabouw), Karen Kearney (Herschel). All seem equally good thus making an award difficult.

Staff Conferences

Four members of the Senior School staff have requested that they be allowed to attend conferences and refresher courses during the June vacation. Mrs Stockwell (history) and Mrs Thompson (Latin) wish to attend courses on their subjects at Hilton College, Natal, with special reference to audiovisual presentation. Miss de ock (senior mathematics) would like to attend a conference for the improvement of mathematics teaching which is being held at Port Elizabeth. Mrs Jean Marr would like to attend a Biology conference in Johannesburg where the new Biology syllabus will be discussed with special reference to the type of questions which will be asked in the forthcoming matriculation examinations.

Fund Raising

We are entering the final phase of the fund-raising. All those who have taken part in this campaign will be invited to a cocktail part to be held at 6.30pm on Friday 11 June.

Examinations are now in progress and this busy term ends on Friday 18 June.

B I SILBERBAUER
Headmistress

June 1976

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Actual Numbers for 2nd Term 1976

1976 Day		2nd Term Boarders		
37		13	Std 10	
33		13	9	
32		20	8	
37		12	7	
33	172	8	6	66
31		8	5	
30		11	4	
18		2	3	
31		7	2	
38		-	1	
31		1	Sub B	
41		2	A	
23	243	-	Preprep	31
	415			97
	512			

Estimated Numbers for 3rd Term 1976

1976 Day		3rd Term Boarders		
39		10		
35		11		
33		18		
37		11		
33	177	8		58
31		8		
30		12		
17		2		
30		8		
37		1		
31		2		
39		2		
23	238	-		35
	~~415~~ 415			93
	508			

HERSCHEL SCHOOL

FINANCIAL REPORT FOR THE 1ST TERM 1976

To be presented to a Meeting of the Council on 1 June 1976.

The figures for the 1st Term show a surplus of Revenue over Expenditure of R6221. In the 1st Term of 1975 the surplus was R7924.

The surplus is made up as follows:-

	Budget	Actual
Income	89125	94214
Expenditure	87125	87993
Surplus	R 2000	R 6221

The Revenue exceeds budget by R5089 and details appear below. The Expenditure unfortunately also exceeds budget but by a relatively small amount of R868.

The following figures show in detail how the differences arose:

Income	Budget	Actual
Tuition and Boarding Fees	84625	87395
Extra Subjects	3500	5400
Registration Fees	250	360
Sundry Revenue	625	957
Lunches	1125	1400
Rent	750	500
	90875	96012
Less allowances and scholarships	1750	1798
	R 89125	R 94214

Expenditure

	Budget	Actual
Salaries and Wages	60000	62755
Provisions	7500	7419
Domestic Charges	4250	3636
Sports Requisites	375	86
Administration	3750	3067
Class Materials	1500	2364
Pensions and U I F	1750	2409
Insurances	625	550
Interest	4000	3711
Property Expenses	2500	1274
Bad Debts	500	311
Depreciation	375	411
	R 87125	R 87993

I am disappointed that the Salaries have exceeded theBudget. At the beginning of the year we sat down and prepared a comprehensive list of all Staff and their Salary levels and gave the staff substantial increases, the idea being that with the much more attractive salaries which we were now paying, the School could expect greater productivity. To a certain extent the extra salaries are compensated by the increased income from extra subjects since there is a correlation between the two figures. This accounts for R1900 of the R2755. However, this still leaves R655 in excess salaries. I am conscious that there have been quite a few changes in the staff and that it is not always possible to replace those people at the same salary as was paid to those leaving. However it is clear that there is no room for any further increases in numbers or salary levels this financial year.

TEACHING STAFF:

An analysis of total staff employed by the School as at April last year compared with April this year is set out below:-

	1976	1975
Senior School (Including Headmistress)		
Full Time	15	17
Part Time	8	6
Preparatory School		
Full Time	17	16
Part Time	1	1
Administration		
Full time	3	2
Part time	-	1
Non-Teaching Resident Senior	4	4
Non-Teaching Resident Prep	3	3
Non-Teaching Non-Resident	2	2
Coloured and Bantu		
Monthly - Full time	7	7
Part time	3	3
Weekly	6	6
	69	68

There are known to be 238 girls in the Senior School and 277 in the Preparatory School although the numbers fluctuate from term to term so that we can arrive at a ratio of pupils to teachers as follows:-

Senior School -	Full Time	15.9 girls per teacher
	Full and Part Time	10.3 girls per teacher
Prep School -	Full Time	16.3 girls per teacher
	Full and part time	15.3 girls per teacher

Overall: 515 pupils. Full time 32 teachers 16.09 girls per teacher
Full and part time 41 teachers 12.56 girls per teacher.

These figures in isolation do not tell us very much and it would be of interest if we knew what the same position was in different schools so as to gauge the productivity per teacher or alternatively the extent to which each girl gets more individual attention.

CLASS MATERIALS

These continue to be very high. I am assured by the Bursar that purchases are always more during the 1st Term as certain items are purchased in bulk. This is the explanation I received and on which I made the same comment this time last year.
The result last year was as follows:

Class Materials	Budget Cumulative	Actual Cumulative	Excess Expenditure
1st Term	750	3406	2656
2nd Term	1500	4575	3075
3rd Term	2250	5462	3212
4th Term	3000	5353	2353

The position was similar in the 1974 financial year and I cannot fail to get the impression that class materials are literally getting out of hand.

In 1973 class materials were R2193
1974 R4150
1975 R5353
1976 Budget R6000

PENSIONS AND UIF

The UIF portion of the pension and UIF figure is so small as to be relatively unimportant. The cost of pension contributions is rising by leaps and bounds.
The following figures show the trend:

1972 - R4424
1973 - R4358
1974 - R4365
1975 - R7038
1976 - R7000 (Budget) Actual looks like being R9600.

There is not much we can do about this overhead as increases in salaries and new members joining the fund have caused the increase.

APPEAL FUND

As at the date of writing this report R90598-52 has been received in Cash and of this R87000 has been paid over to the School. Initially a portion of this was used to pay off the overdraft and R53500 has been placed at Barclays Bank at 31 Days notice at 8% pa.

In so far as expenses are concerned, apart from the fee to National Fund Raising Council of R23610, a total of R4200-54 has been incurred out of a total budget of R11350.

A further instalment of R7870 is due to be paid to NFRC and will probably have been paid by the time the Council Meeting is held.

It follows from the above that out of the R90598-52 collected in cash, R34680 will have have been paid out in expenses.

We have not so far had to make any payments to the builder on the new arts block but payments will be starting shortly.

M J LONGMORE
18 May 1976

HERSCHEL

CLAREMONT 7700

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD AT HERSCHEL IN THE LIBRARY AT 5pm ON TUESDAY 1 JUNE 1976

A G E N D A

1. Minutes to be confirmed
   Quarterly Meeting held on
   10 February 1976

2. General Purposes Report

3. Headmistress' Report

4. Financial Report

5. Any other business

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MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD

AT HERSCHEL ON TUESDAY 25th MAY 1976 at 5.15pm

Present: Mr J Bettison, Chairman
Messrs J Graham, M Longmore, R Wilson,
Mesdames Dr B Silberbauer, M Loggie.

Apologies: Mr W Marshall Smith.

Minutes of the meeting held on 13 April were read.

1. Matters arising:

a) Hockey Pitch - We have one complete set of pipes to make up one sprinkler set. We have other oddments and by purchasing one further length of piping we can have two complete sprinkler sets. The meeting recommended this be done.

b) Paving at Prep - It seems that Mr Dau did not put down enough sand between the bricks and the paving must be reviewed after the winter rains. Mr Bettison has taken Mr Dau to task over this.

c) Parking - White lines are being painted to demarcate parking bays, thus leaving a clear area round the oak tree so that children can be dropped at the nearest point in wet weather.

d) Private Schools' Pensions Fund - Our brokers are currently investigating this scheme but will not have reported in time for Council next week.

e) Clearing of bank at far end of the hockey pitch: Mr Bettison will inspect the site to clarify the extent of the soil removal problem, and perhaps contact a present parent, Mr Kelly, of Table Mountain Plant Hire for assistance.

2. New Buildings

As a result of a letter from our architects, Mr Bettison will discuss the proposed new meter room and the electrical supply to the Arts Block with Kantey, Templer, Loteryman and de Kroon. Some temporary arrangements must be made to facilitate the entry of Prep school children to the new complex. At the moment they cannot pass between the wall of the pool and the outer wall of the buildings.

3. Land Exchange.

We have received a letter from our lawyers, Syfret, Godlonton and Louw, in which they set out the legal position. The General Purposes Committee recommended that we return to Mr Heugh with this advice. Mr Bettison and Mr Wilson undertook to make the appointment.

4. Social Responsibility Circular

A schedule of domestic staff wages was carefully drawn up and presented to the meeting. The G P committee felt that we are indeed paying recommended wages as set out by the above Board. Council members are to be circularised before the meeting on 1st June.

5. School Chaplain

It has been brought to our notice that the school, with its present numbers, could well do with a full-time School Chaplain who is also qualified as a general teacher. It appears that His Grace, the Archbishop, has just such a young man in mind who is currently gaining parish experience in England. The G P Committee recommended that it would be in our interests for Mr Graham to interview the chaplain while on an overseas visit in September this year.

6. Swimming Bath

The builders have broken a connection pipe. Rather than leave the pool in a slimy state through the winter, or empty it completely, the G P Committee suggest they replace it with a steel pipe in a sleeve. Dr Silberbauer is to speak to Mr Hockly.

7. Piano for Miss Sweet

Miss Sweet requires a piano and is interested in a second hand Bechstein upright at R350. The G P Committee feel it is time that we draw up a schedule of requirements for the Arts Block. More than one piano is needed. In the meantime they recommend we approach business houses starting with Bothners.

8. Radiogram for boarders' sitting room. Our feeling is to stall on this and perhaps allow the children to use their own tape recorders. At the moment this practice is banned.

9. a) Desks for the Senior School. 36 are to be ordered plus chairs.
b) Small tables and chairs for the Nursery School and Kindergarten. 6 to 10 are to be ordered.
c) Adding machine for the office. Mr Longmore will investigate the best buy.

10. Nursery School Rent Dr Silberbauer suggested the rent be increased from R250 to R300. Mr Longmore is to look into this.

11. Tennis Court at the Prep. The games mistress finds two courts inadequate for the great number of children. The meeting felt this must wait its turn.

12. Trailer. Mr Bezuidenhout has requested a trailer he can attach to his car to clear all manner of rubbish, rubble and refuse. Mr Wilson is to phone Mr Knudsen at 'Wasteaway' and investigate.

13. Staff attendance at Conferences. Four staff wish to attend conferences this holiday. Being the first year of the Differentiated Matric, the G P Council support this. Conference fees are R50 per head plus air fares.

14. Leave : Mr Bezuidenhout. The meeting stated that Mr Bezuidenhout is entitled to three weeks leave at Dr Silberbauer's convenience. He was appointed on 1 March 1976.

There being no further business the meeting adjourned at 7pm.

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CHAIRMAN DATE

HERSCHEL ASSOCIATION

(Incorporated Association not for gain)

N O T I C E

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Notice is hereby given that a meeting of Shareholders will be held on Tuesday June 1st 1976 for the purposes of passing the following resolution as a Special Resolution.

"That the Memorandum of Association of Herschel Association (Incorporated Association not for gain)be and is hereby altered as follows:-

Clause 8 of the Memorandum will read:-

If upon dissolution of the Association there remain any assets whatsoever after the satisfaction of all its debts and liabilities, such assets shall not be paid to or distributed among its members, but shall be given or distributed to such other charitable, educational or ecclesiastical institutions of a public character within the Republic of South Africa or the territory of South Africa which are themselves exempt from tax, as may be decided either by the members at the General Meeting at which it was decided to dissolve the Association, or in default of such decision, as may be decided by the National Welfare Board."

The change in the Memorandum is a small one but is being made to comply with the Requirements of the Receiver of Revenue.

The Receiver of Revenue wrote on 26th March, 1976 to the effect that Herschel Association will qualify for exemption from donations tax if Clause 8 of the Memorandum is amplified as set out above.

M.J. LONGMORE
Member of Council

April 22nd
1976

HERSCHEL

General Purposes Council Meeting held on

Tuesday 25 May 1976

A G E N D A

1. Hockey Pitch - Extra piping, cleaning at far end.
2. New Buildings
3. Land adjacent to Park
4. Pension Scheme
5. Social Responsibility Circular
6. Swimming bath
7. Piano for Miss Sweet
8. Radiogram for Boarders' sitting room
9. Equipment - a) desks for senior school
   b) Small tables and chairs for Nursery School and kindergarten
   c) Adding machine for office
10. Nursery School rent
11. Tennis Court at Preparatory
12. Reference books for Library
13. Trailer
14. School Chaplain
15. Staff attendance at Conferences
16. Leave - Bezuidenhout.

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MINUTES OF THE GENERAL PURPOSES EXECUTIVE COMMITTEE MEETING HELD AT HERSCHEL ON 13 APRIL 1976 at 5.15 pm

PRESENT: Mr J Bettison (in the Chair)
Messrs J Graham, M Longmore.
Dr B Silberbauer and Mrs M Loggie

APOLOGIES: Mr W Marshall Smith and Mrs P K B Wilson.

1. Matters Arising from the meeting held on 2 March 1976:

a) Nursery School: Reverend Eve has written to the Province as instructed.

b) Hockey Pitch: Mowing - a new machine has been purchased for R475. The arrangement of sharing with W P P S has not proved altogether satisfactory.
Water - The new pipes have been bought and donated by Mr J Mudge. Dr Silberbauer was asked to write and express our sincere appreciation. The water should soon be laid on and our irrigation troubles be over.

c) Paving at Prep School: This has been completed and paid for. Part of the new wall in the parking area had been knocked down by the Dairy when delivering milk. They are to be charged for the repair.

d) It has cost about R450 to install Stewart very happily into new accommodation at the Prep; his house having been bulldozed for the new Arts Block.

2. New Buildings. There are no problems anticipated with the financing of the new arts block. Serious consideration must be given to commencing further building and this hinges on the land swop. To this end we understand Mr Hal Kent and the School lawyers are presently consulting. The matter is of the utmost urgency and importance.

3. N F R C: This Council leaves us at the beginning of June, and we are then on our own. They have set up a most excellent and thorough system which we must continue to use over the next five years. The time has perhaps come for a committee, from our School family, to be appointed to take over the system.
News Sheet - There have been two excellent publications of the Newsshoet which have enjoyed wide acclaim. However some people have felt that the document is an unnecessary expense and the G P recommend that in the next issue be printed - "All Newssheets have been kindly donated to the School."

4. Private Schools' Pension Fund: We have been circularised re this fund. There is no doubt from the Staff point of view that it is better to join a scheme which is inter-changeable. The meeting recommends that our brokers be asked to investigate.

5. Exemption from Donations Tax: Mr Longmore offered to draft the necessary letter to comply with requirements of the Receiver of Revenue thus ensuring that we benefit from donations exempt from donations tax.

6. Board of Social Responsibility. We have received a letter from the above board questioning us as a Christian Institution on our non-European salaries and general social responsibilities. Are we toeing the line or indeed leading the community in this field?
The General Purposes Committee recommended that a staff schedule be prepared and presented to the Council at the next meeting.

There being no further business, the meeting closed at 6.15pm.

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CHAIRMAN

Date: 25th May 1976.

MINUTES OF THE GENERAL PURPOSES EXECUTIVE COMMITTEE MEETING HELD AT HERSCHEL ON TUESDAY 2 MARCH 1976

at 5.15 pm

Present: Mr J Bettison, Chairman
Messrs J Graham, M Longmore, W Marshall Smith, B Wilson.
Mesdames M Loggie and Dr B Silberbauer

In Attendance: Mr Paul Eckstein (The Hill Management Committee)

1. The Hill Nursery School

The Chairman invited Mr Eckstein to speak to the meeting about the ordinance which the Provincial Council of the Cape has lately passed making it possible for nursery school teachers to be paid by the Province. The circular was received by the Hill Management Committee on 15 February and an answer was requested by 15 March. The meeting felt that our reply should make it clear that we have not had time enough to muster a full Council Meeting to discuss the subject, but that this does not indicate our reluctance to accept the scheme or mean that we are not interested in it. Mr Eckstein was to ask Rev Eve to write the necessary letter stalling for time.
Points for consideration:-

1. By accepting the scheme we will improve our cash flow by about R3000 per annum. The salaries will be paid but will lose our subsidy. Our teachers salaries are about R17 less than Government scales .

2. We will become a government school and must expect to have 1 or 2 delegates from the education department on our board.

3. We may lose control of staff appointments.

4. We may lose control of admissions and be subjected to zoning.

5. If Government salaries are paid to the Nursery School staff what would the effect be on staff through the rest of the school.

6. Can we opt out of the scheme and finally perhaps opt in when we feel like it, will they not pressurize us and perhaps reduce our subsidy?

To sum up: There are many aspects to consider and we do enjoy being masters of our own destiny. We are most reluctant to give up this autonomy. R3000 is a low price to pay for the liberties we enjoy. Let a few other schools have a shake down on the new scheme and let us keep our options open for a while longer not forgetting that an alternative to being closer the Government is for the Hill to become closer to Herschel. At the moment although situated on Herschel premises, its constitution has no legal or statutory links with Herschel. It is an autonomous body.

2. Grounds

Work on the watering system of the hockey pitch has come to a standstill since Mr Mudge's illness. He brough a team of boys who dug a trench for the new pipes. Mr Wilson will contact him.
Ordinary watering continues. The field and the cabbage patch at the Senior School was cut by the WPPS tractor-mower in 3 hours at a suggested price of R2.50 per hour. Finances may require further negotiations.
Mr Dau has been paid for his work in levelling and fertilising the pitch. The bank at the end needs tidying up. Any dangerous trees must be dealt with before winter.
The quad at the Prep has been paved and the area under the two big plane trees.

3. Estate Manager

Mr Jackson has left us and has been replaced by a younger man Mr Dezuidenhout, at R400 per month. He speaks Afrikaans and has worked as an electrician and has his own car. Suggested car allowance of R40 per month. We must investigate proper insurance if he is to lift girls to dentist, airport, etc.

4. Buildings

Tenders for the Arts Complex closed on 1 March. They ranged from R104,000 to R129,000. The meeting agreed to accept the tender of Cabion and Son, not simply on the strength of its in fact being the lowest. Suggestion - that we upgrade certain finishes in the passageways and cloakrooms.
The quote excludes architects fees and any escalation in the price of raw materials.
Time set for completion of work - end of year builders holiday.
First step will be bulldozing of Stewart's quarters. He can be accommodated up at the Prep. The meeting authorised L J Taylor's services in making the necessary electrical adjustments to this end.

5. Ground Exchange

Mr Wilson to make an appointment to see Mr Hough with Messrs Bettison and Kent.

6. Appeal Finance

The appeal borrowed R15000 from the school to get under way. It can now repay R8000.

7. School Finances

Mr Longmore tabled a most lucid financial report. The negotiations he had with the Old Mutual have the approval of the Meeting.
Mr Longmore was asked to send a formal letter from the Council to bring the account of Mr Harvey Kelly up to date.

8. Recommendation to Appeal Campaign

When sending a follow up letter of thanks for a donation, somehow it should be indicated in the nicest possible way that the best means of insuring that the good work continues and all generosity is perpetuated is for the donor to remember Herschel in his or her will. Our school completely lacks endowment.

There being no further business the meeting closed at 7 pm

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CHAIRMAN DAte

Herschel
Claremont
Cape

GENERAL PURPOSES MEETING

Tuesday 2 March 1976

at 5.15pm

AGENDA

1. The Hill Nursery School
   Granting of Aid
2. Hockey Pitch
3. Domestic accommodation at the Prep
4. Estate Manager
5. Any other business

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MINUTES OF THE QUARTERLY MEETING OF THE HERSCHEL SCHOOL COUNCIL HELD AT HERSCHEL ON TUESDAY 10 FEBRUARY 1976 AT 5PM

PRESENT: His Grace the Archbishop of Cape Town (Chairman)
Messrs C J Bettison
W Marshall Smith
J Dorton
R K B Wilson
J Mudge
N Chapman
Rev Ian Eve
Mesdames M Loggie
M Philip
Dr B I Silberbauer

APOLOGIES: Professor E Dowdle, Messrs R Gawith, J Graham, M J Longmore, J Newman.

The Minutes of the meeting of Council held on 26 November 1975 were approved.
Minutes of the General Purposes Committee meeting of 4 February were tabled and Mr Bettison commented on them:

Hockey Pitch: The surface of the field which deteriorated under heavy use had now been restored by top dressing, fertilising and replanting. The groundsman was not satisfactory but there were also other difficulties, notably an inadequate mower and watering system. There was a possibility that Herschel might share a heavy mower with Western Province Preparatory School. Western Province were considering buying a second-hand machine for approximately R1800, they would maintain it and Herschel would hire it by the hour, at rates to be confirmed.

The City Council had not yet put in their water main because the plumbing had not been properly finished, but this had now been seen to and 2" main could be put in. Mr Wilson had just received a quotation of approximately R600 for installing three manholes and asbestos piping which would enable us to use Rainbird Sprinklers, but another system might be more satisfactory.
It was agreed that the G P would be empowered to spend up to R1,000 on a satisfactory watering scheme, and Mr Mudge offered to inspect the hockey field and give his advice.

Arts Block: The Architects had invited tenders from 12 firms, and the tenders were due by 1 March, in order that the Architect might report to the G P before its meeting on 2 March. Council agreed that the G P should be empowered to go ahead and accept the lowest tender submitted if it wished to do so.

With regard to the exchange of land with the City Council and annexure of land from Arderne Gardens, Mr Bettison and Mr Wilson had had an informal meeting with the Town Clerk, Mr Heugh, who was sympathetic. When the Gardens were bought from Mr J Wilks, then owner of The Hill, he had stipulated that there should be no building on the land; now that Herschel own the Hill, there is hope that this condition might be waived, particularly as the School regularly has trouble with vagrants in that part of the park.

Association of Private Schools

Dr Silberbauer reported on the meeting of the principals of the Cape private schools to discuss a Government subsidy. Each principal had been given a form to fill in and as not all had yet completed these, the information had not yet been correlated. In due course there would probably be a commission from the schools to make the request to the Province but as yet there was not a strong unity of purpose.

Headmistress's Report

The report was tabled. Dr Silberbauer reported that 900 people had accepted the invitation to lunch at the School on Founder's Day. Reverend Eve asked whether the Headmistress was finding it possible to cope with all the extra work that inevitably devolved upon her during the fund-raising comapaign, particularly without the help of a Vice-Principal. Dr Silberbauer assured Council that she would call for help if she felt the need.

Fund Raising Campaign

Mr Pettison reported that the Appeal Planning Committee had had 4 meetings, which had been attended by over 30 people. This was a large committee, but it had had the merit of keeping many people interested and in touch with what was happening.
The first phase was now over and the Appeal was moving into its intensive phase. He wished particularly to thank Mr Marshall Smith for his help with publicity, and Mr Chapman who had undertaken the Chairmanship of the Advance Gifts Panel. He felt that the campaign had got off to a flying start with its Advance Gifts and that the Council could itself feel pleased at the lead it had given.
Mr Chapman reported that although there was still a great deal of information to come back, it looked as though the Advance Gifts would comfortably reach the R160,000 which was hoped for. Certainly there was R100,000 promised already and these results were very encouraging.
Mr Mudge, who has a sub-committee of the Panel to cover the country districts, said that his committee was finding some resistance because of the campaigns for other schools that had already been launched; however it necessarily took longer to achieve results in areas where people were more widely spread out than in the central city, and he was sure the initially slow response would soon be improved.

There had been about 100 firm replies to the invitations to the campaign dinner which was arranged for 24 February. After the dinner, the Campaign Chairman would take over, with his committee.

There being no further business the meeting closed.

. . T. Bill . Cape Town . . Date . 1 . . VI . . 1976 . .

CHAIRMAN

HERSCHEL SCHOOL

FINANCIAL REPORT FOR THE YEAR ENDED 31ST DECEMBER 1975

The results for the four terms ended on 31st December 1975 are set out below. The figures have not yet been audited but it is not anticipated that the final accounts will differ in any material way from the figures which are being presented now.

The surplus for the year is R30 232 and the details as follows:-

Income

	Budget	Actual
Tuition & Budget Fees	289 000	302 778
Extra Subjects	14 000	14 318
Registration fees	1 000	1 716
Sundry Revenue	4 000	3 997
Rent	-	3 000
Lunches	4 000	5 303
Interest Received	-	1 446
	312 000	332 558

Expenditure

Salaries	196 000	196 030
Laboratory Allowances	-	2 400
Wages	14 000	15 047
Provisions	30 000	26 400
Domestic charges	13 000	16 623
Sports Requisites	1 500	182
Property Expenses	10 000	5 218
Administration	(11 750	9 384
Class Materials	(	5 353
Pensions - U I F	5 000	7 038
Insurances	2 000	2 022
Interest	16 000	14 308
Depreciation	1 500	1 500
Bad Debts	-	821
	300 750	302 326
Surplus	11 250	30 232

2/.....

As can be clearly seen, the actual surplus exceeds the budgeted surplus by R18 982 and this is virtually entirely due to a higher fee income than budgeted due to the higher number of pupils at the school. Actual expenditure was some R1 576 higher than budgeted and this excess arose mainly in Domestic Charges and Administrative Costs on which I have commented before.

Whilst the results for the year can be considered satisfactory, it is well to sound a note of caution. The amount of spending which is taking place on Capital account is substantial and I feel that before we spend we must consider whether it is essential or not and certainly no major capital expenditure must be made without reference to council.

During the past year we had a surplus of R30 232 so that we should have reduced our overdraft by that amount plus Depreciation which is not a cash item - making a total improvement in our cash position of R31 732. In fact, our cash position grew worse by R5 185, so that we have spent a total of R36 917. Some of this will be recovered, but let us look at where it has gone.

1.	Herschel Senior School - Domestic Science Room Balance of last year's expenditure		270
2.	Herschel Preparatory School - Balance of Building costs		2 332
3.	Herschel Preparatory School - Expenditure on grounds		14 391
4.	Furniture and Equipment purchased		12 211
5.	Linen and Curtains (not paid for out of special funds)		170
6.	Herschel Appeal - Deferred Expenditure - Recoverable		8 226
7.	Repayment of portion of Caltex Loan		257
8.	Repayment of portion Pan Anglican Education Fund		500
9.	Expenditure on New block - Art Block		2 537
			40 894
	Less		
(i)	Cash Received Four Schools Trust	7133	
	Less used for Bursaries	1937	5196
(ii)	Cash Received from Old mutual	5921	11 117
			29 777
	Revenue accrued not yet Received in Cash		7 140
			36 917

3/.....

We must also take into account that in the year 1976 we are budgeting for a surplus of R8 000. We have already spent cash as follows:-

Brick paving	1 513
Pipes for Hockey Field	177
Hockey Field Grass	959
Furniture	4 060
	6 709

Where I think we have to be careful is this. Let us assume the Herschel Appeal raises R400,000. What we must not do is spend R400,000 on new buildings. The reason for saying this is that these buildings still have to be carpeted, curtained and furnished and we are not generating enough money in Revenue Account to meet that expenditure. As many people will have given generously to the Appeal, we will not be able to rely on casual donations of a few thousand here and there to see us over our cash shortages.

The School's finances are sound at present and all we have to do to keep them that way is to exercise care and prudence. To give you an indication of the rate at which Herschel is growing (and inflation too) I set out below a summary of 5 year's figures -

	Income	Expenditure	Surplus (Deficit)
1972	174 871	183 446	(8 575)
1973	222 032	231 715	(9 683)
1974	298 936	253 409	45 527
1975	332 558	302 326	30 232
1976	356 500	348 500	8 000

M J LONGMORE

COUNCIL MEETING : TUESDAY 10 FEBRUARY 1976

HEADMISTRESS' REPORT

STAFF

At the end of last term, Mrs Visagie (Afrikaans) resigned because of ill health, and the newly appointed Housecraft teacher telegraphed after Christmas to say that she was returning to the U K and was therefore unable to come to Herschel. At this late stage is was difficult to find suitable teachers to fill these vacancies. Mrs J Hearn has taken over the Housecraft, and Mrs Morris the Afrikaans. The latter is only appointed for this term and will be replaced by Mrs Bernice Louw next term. Mrs Louw is experienced and is considered one of the best Afrikaans teachers in the Peninsula, so it was felt that she was worth waiting for.
Other new members of staff at the senior school are - Mrs Meinert, English; Miss de Kock, Mathematics; Mrs Gilbertson, Shorthand and Typing; Mrs Herron, part-time Biology; Mr Friedlander, part-time Geography; Mrs Hudson, part-time Sport.
All have settled down well but the shorthand and typing room is very crowded with 14 girls typing simultaneously. Mrs Gilbertson is however willing to battle it out until June when hopefully more space will be available for her when the Fund Raising Officer moves out of his room.

New staff at the Prep are - Mrs Crossan, Standard 1; Mrs Bester, Afrikaans; and Miss Krohn, Drama.

The staff have all expressed their delight at the increase in their salaries this year.

SPORT

Last Friday at a friendly swimming gala, Herschel was placed second to Rustenburg in the Senior Section, but won both the U15 and U14 sections. At the Gordon's Gala on Friday night, the U14 team swam well and the open relay team won their section. The Interschool Swimming Gala will be held on Saturday 20 March at the Newlands Pool.

Our Tennis teams are playing well, and each Saturday we play 8 teams, thus giving all a chance to play in a team. The Interschools Tennis Tournament will be held on Saturday 13 March at the Rondebosch Association Courts.

Herschel Family and Founder's Day on Friday 13 February.

We are busy organising and preparing for this day and so far the response has been a most enthusiastic one. We hope to give parents and old Herschelians an example of a working day at the School, as well as entertainment in the hall, when plays in English, French, Afrikaans, and Latin, will be enacted and the Choir will sing.
In the foyer there will be an interesting historical exhibition together with plans showing the proposed future development of the School.

Campaign Launching Dinner at 7.30pm on Tuesday 24 February at the Mount Nelson.

The Functions Committee has worked hard, and this event promises to be a great success. Hopefully we should have at least 300 guests at the dinner and replies are coming in slowly.

This promises to be a busy term with much activity both academic and sporting.

B I SILBERBAUER
HEADMISTRESS

February 1976

* * * * * * * * * *

Actual Numbers for 4th Term 1975

1975 Day		4th Term Boarders		
29		12	Std 10	
37		12	9	
40		14	8	
29		17	7	
35	170	8	6	63
23		4	5	
28		9	4	
24		9	3	
20		2	2	
29		7	1	
32		-	Sub B	
29		1	A	
23	208	-	Pre-Prep	32
	378			95
		473		

Actual Numbers for 1st Term 1976

1976 Day		1st Term Boarders	
39		12	
38		11	
30		21	
33		12	
33	173	8	64
31		7	
31		10	
17		2	
34		7	
39		-	
31		1	
43		2	
22	248	-	29
	421		93
		514	

Estimated Numbers for 2nd Term 1976

Day		Boarders	
39		11	
36		12	
32		20	
34		13	
33	174	8	64
31		7	
31		10	
17		2	
33		7	
39		-	
32		1	
42		2	
22	247	-	29
	421		93
		514	

Nursery School = 66.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION

HERSCHEL

CLAREMONT 7700

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD AT HERSCHEL IN THE LIBRARY AT 5PM ON TUESDAY 10 FEBRUARY 1976

A G E N D A

1. Minutes to be confirmed
   Quarterly Meeting held on
   26 November 1975
2. General Purposes Report
3. Headmistress' Report
4. Information on Fund Raising
5. Any other business.

* * * * * *

MINUTES OF THE GENERAL PURPOSES EXECUTIVE COMMITTEE MEETING

HELD AT HERSCHEL ON 4TH FEBRUARY 1976

at 5.15pm

PRESENT:

Mr B Wilson (in the chair)
Dr Silberbauer, Mr W Marshall Smith, Mr M Longmore, Mrs M Loggie.

APOLOGIES:

Mr Bettison phoned his apologies from Johannesburg where he had been unavoidably delayed. Mr Graham was still overseas.

1. Hockey Pitch. The watermain has still not been put in by the City Council despite being paid for in advance. The City Council and the plumber have been spoken to again and promise action straightaway.
Mr Dau's work was not altogether satisfactory and Miss Kable was far from satisfied with the surface which is patchy and nowhere near smooth. Our mowing facilities are not too good and Mr Dau brought his large machine mower as a palliative after discussion with Dr Silberbauer and Miss Kable. Regular mowing should undoubtedly improve the surface.

2. Fund Raising. Mr Bettison sent for Mr Gaskin of the National Fund Raising Counsel to explain and apologise for two major bleaks which occured in the first two mailings:-
a) All old Herschelians were addressed as Miss followed by their married names;
b) the invitation to the Appeal Dinner was addressed to one party only. People were uncertain whether husband/wife was included and some were outright offended.
Mr Gaskin was deeply concerned and distressed and excused the NFRC in the first instance as having been rushed for time in the preparatory phase; in the second instance the complaint was laid at the door of the Functions Committee who had altered the wording used by other schools in which it had been accurate to address the envelope to one party only. The meeting was not impressed and Mr Wilson made it quite clear that we expected more from them particularly in view of the exorbitant fees charged(R145) by the Agency for typing envelopes. In future all correspondence was to pass through the Headmistress' office before mailing.
Mr Wilson pointed out that this was in fact one of the very first conditions Herschel had laid down with the NFRC.

3. ARts Block. The working drawings have gone to tender and we can expect building in March.
Negotiations are still under way with Mr Heugh and others for a final judgement on the annexure of Claremont Park land for our new buildings.

4. Typing. This is now a matric subject and the meeting felt that extra charges for tuition can no longer be levied. However to help cover the high cost of paper the meeting decided a nominal charge for materials was in order - this to be worked out by Dr Silberbauer and Mr Longmore. Should typing be taken as an extra subject fees should be charged accordingly.

5. Association of Private Schools.

Bishops, Herschel, St Cyprians, St George's, Western Province Preparatory, Somerset House and Monterey met yesterday with regard to accepting a Government subsidy. Each principal will report back to their own Council in due course. Unfortunately at the moment schools are not united in their desires for financial aid and Dr Silberbauer feels that unless they are, the whole case is weakened considerably (at what price Independence!).

There being no further business the meeting adjourned at 7pm just as Mr Bettison arrived from the airport.

. . . .

CHAIRMAN   Date.



Herschel
Claremont
Cape

MEETING OF THE GENERAL PURPOSES EXECUTIVE COMMITTEE HELD AT HERSCHEL ON WEDNESDAY 4 FEBRUARY 1976

A G E N D A

1. Hockey Pitch

2. Fund Raising

3. Any other business

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MINUTES OF THE APPEAL PLANNING COMMITTEE MEETING HELD AT HERSCHEL ON MONDAY 26 JANUARY 1976

PRESENT:

Mr J Bettison, Chairman
Mesdames M Robertson, J te Water Naude, H Newton Thompson, L Kable, P Brown, E Brailey, A Snyders, F Scott, Dr Silberbauer, M Hartman.
Messrs B Wilson, N Chapman, J Newman, J Mudge, P Eckstein, R Marais, F Meynell, J Robins, F Gottgens, R Douglas, G Murdock, Dr H du Preez, and Mr Liebert and Mr Wallace of the National Fund Raising Counsel.

APOLOGIES:

Apologies were put forward on behalf of all members not present and Mr Bettison said that Mr Marshall Smith and Mr Patrick Kohler, both Convenors of Panels, were particularly sorry to have to miss the meeting.

Mr Bettison welcomed all present saying that this was the second last official meeting of the Appeal planning Committee, the last one being at the end of the Campaign, in June, when the total raised would be announced.
Mr Bettison welcomed Mr K D Wallace and assured Mr Wallace of the co-operation and assistance of all members of the Appeal Planning Committee.

The Minutes of the last meeting had been circulated to all members and Mr Bettison signed these as being in order.

Mr Bettison then asked for reports from Panel Convenors.

PUBLIC RELATIONS PANEL

Mr Bettison said he would like to congratulate and thank this Panel for the excellent Newsletter No 1. Mr Marshall Smith and Mr Keith Bewick were praised for all their effort and practical assistance they had given. Mrs M Robertson was particularly thanked for all her hard work, but she pointed out that thanks for this Newsletter should go to all members of the Panel. The Minute Secretary was asked to write to Caltex to thank them for their generous help in this matter.

Mrs Robertson asked for permission to hire a professional photographer to cover Open Day and the Dinner. She suggested Mr S Olivier be approached. Permission for this was agreed upon and Dr du Preez cautioned that we make sure that Mr Olivier's charge for this service was competitive. Mrs Robertson assured the meeting that she would look into this with the help and advice from Caltex.

The second Newsletter was due to go out shortly after the Launching Dinner and will report on this function, The Open Day, and on the up to the minute progress of the Appeal.

The Publicity of the Open Day was queried and those present were assured that the Press were being invited, in particular Miss Fiona Chisholm of the Cape Times, a friend of the School; Mrs G Bowes-Taylor of the Women's Argus, an Old Herschelian; and Mr David Botha of Die Burger was also being invited to attend.

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ADVANCE GIFTS PANEL

Mr Bettison was pleased to announce Mr Neil Chapman as Convenor of this Panel. Mr Chapman thanked Mr Bettison and Mr Wilson for all their help to his Panel so far, and said that he had eleven members on his committee and that they had accepted responsibility for approaching an initial 45 people for gifts in the Advance Range, further approaches to be reviewed at their next meeting.

The Advance Gifts Panel were to collect just over one third of the total Appeal and Mr Chapman was happy to announce that he was already well on the way to their half-way mark after the first week. All present heartily congratulated Mr Chapman and his Panel on this achievement.

Mr Chapman stated that to proceed he needed more copies of the Case Statement. Mr Mudge, who is going to look after the Appeal in the country areas, which area covers most of the rest of South Africa, would also need extra copies of the Case Statement, and Mr Liebert assured the Meeting that these would be produced in a simpler form very soon.

Mr Bettison, in thanking all concerned for the progress to date, stressed that the joint efforts over the past few months were beginning to take effect, and felt sure that we would also have a strong team in the country and thanked Mr Mudge for all he had done in this connection already, acknowledging the amount of work obviously involved in such a large area.
The question of fund raising in London was raised, and the Advanced Gifts Panel were to get a member of their Panel, when overseas soon, to contact the Old Herschelian Society in London in this connection.
Susan MacGregor and Pauline Vogelpoel were mentioned as prominent Old Girls overseas.
Mrs Robertson suggested that the Advance Gifts Panel contact an old Herschelian, Mrs Barbara Reed (nee Menzies) living in Johannesburg, to help in the Transvaal in this connection.

In answer to a query by Mr Chapman and Mr Wilson, Mr Wallace explained that all gifts were acknowledged and that the Advance Gifts Panel would be issued straight away with "Letters of Intent" to record the gifts, and individual acknowledgement letters would be prepared shortly for all those who had indicated their gifts so far.

Mr Wallace congratulated Mrs Loggie and Mrs Fouche on their excellent work in compiling the cards of the School Family and that these would all be checked and sorted into geographical areas and then mapped, so as to provide easy reference in the Appeal Office. Mr Liebert apologised for errors in some of the envelopes sent to old girls containing the first newsletter. These errors would be corrected.

Mr Wallace said an appeal brochure would be produced to be available three weeks after the Dinner, which would assist the Special and General Gifts Committees in their dealings with potential donors in South Africa and the old girls overseas.

Mr Wallace congratulated those responsible for the very excellent Case Statement.

FUNCTIONS PANEL

Mr Douglas, in Mr Kohler's absence, reported that all plans had been finalised with regard to the Dinner at the Mount Nelson on 24 February. R7.50 was felt to be the maximum amount to be charged per person for the dinner, and should the Panel find that this did not quite cover costs, permission was given for the balance to be subsidised. Mr Douglas explained that the dinner was arranged for 7.30pm for 8pm, pre-drinks not being included in the price of the ticket.

3/...

Mr Douglas congratulated the ladies on his Panel on their excellent choice of menu which would be preceeded by Grace being said by The Most Reverend the Archbishop of Cape Town, and after everyone was seated, our Patron, Mr Frank Robb, would give the welcome address; after the hors d'oeuvre the Master of Ceremonies would ask the Headmistress to give her speech. Inbetween the rest of the courses, the Master of Ceremonies would call on the Campaign Chairman to address the gathering on our Fund Raising; and later the Main Speaker, Mr Justice Diemont, would be asked to address the gathering. His Grace the Archbishop, was to be asked to thank the guest speaker. It was hoped that the evening would end by 10.30 or 10.45pm.

Mr Newman suggested that the Campaign Chairman be the last speaker. This was agreed to by all present and that final details of procedure of speakers and length of speeches be finalised by the Functions Panel and the Campaign Chairman with assistance from our professional advisors.

Mr Wallace told those present that the invitations for the Dinner would be posted by Wednesday afternoon, four weeks before the Function and replies were to be back by 10 February.
Queries were raised about numbers expected at the dinner and whether there were to be any invited guests besides the Guest Speaker.
Mr Newman felt that as this was primarily a fund raising ocasion and not a social function there should be no invited guests.
The Functions Panel were reminded of the necessity of liaising with the Archbishop's secretary in connection with what they were organising for His Grace.
It was decided that Dr Silberbauer and her husband, and Mr Bettison and his wife would act as official hosts and hostesses at the Dinner.

The involvement of the Functions Panel in Open Day was raised. The ladies had agreed to help with the luncheon. Dr Silberbauer outlined the programme for the day, starting with the Founders Day Service at ST Saviour's Church, followed by tea at the School; displays of gym and swimming by the pupils organised by Miss Kable, tours of the School; pre-luncheon drinks. luncheon, more tours of the School and exhibitions of work, especially Art and the historical background of Herschel including plans and pictures of the buildings, from the original ones right through to the future additions; and speed reading tests for parents will be held, illustrating examples of modern teaching methods. The pupils would be allowed to go home at 3pm and the Old Herscholians would have their meeting in the Library followed by tea at 4pm.

Mrs Robertson said that a Public Address system was essential and that unless Caltex could lend them one, they would need to hire one. This was agreed to.

Mr Bettison congratulated and thanked the Functions Panel on all they had achieved.

Mr Bettison said that as Newsletter No 2 was going out in mid March it could contain a write up from the Architects, and as tenders for the construction of the Arts Block were to go out on 6 February and be back by the end of February, the second Newsletter would also be able to give a report on this.

Mr Bettison thanked Dr Silberbauer for organising a room at the School to be used as the Campaign Head Quarters, and said that Mr Wallace could be contacted there during weekdays and at the Palace Hotel, Kenilworth at other times. Mr Mudge offered his help in obtaining a telephone for the use of the Campaign Headquarters, if Mr Wallace was unsuccessful in his application.

4/...

CAMPAIGN PLAN

Mr Wallace thanked Mr Bettison for his welcome and said that all the results would be the effect of a team effort. He said it was very encouraging for the Advance Gifts Panel to have got so far. He asked the Functions Panel to advise him of their next meeting so that he could be present to help and advise them.

Mr Wallace then presented the Campaign Plan and spoke for some time on the necessities of leadership required in the campaign, which could come from each one of us. He presented a booklet to the Meeting summarising the broad scope of the Campaign plan which would be available to members at the Headquarters.

Mr Wallace said the next 20 weeks were to be full of intense activity for the Appeal but that no individual would be asked to give too much of his time, but that with team effort we could happily reach our goal.

Mr Newman made several helpful suggestions which were accepted, namely that the term Cabinet in the Campaign Plan be replaced by Executive, and that there be no difference between old girls and parents in the General Gifts Division, that they work together rather than in competition with each other, and that the General Gifts Chairman have a who should be an old girl if the Chairman was a parent, or vice versa, so that both groups are represented, and that the Chairman of Regional Activities be responsible to the Campaign Chairman rather than the General Gifts Chairman, and also have a Deputy (who lives in town - not in the country), and that also under the Campaign Chairman be the Liaison Officer - preferably the Headmistress, plus a member of Council (Chairman of the Appeal Planning Committee), and the Treasurer.

Mr Bettison asked the Advance Gifts Panel to put forward suggestions for Campaign Chairman and Deputy and those present agreed that this would be better and less embarrassing than names being put forward at this meeting. The Campaign Chairman was to be appointed by the Advance Gifts Panel in consultation with the Executives of the Herschel Council.
After the appointment of the Campaign Chairman the Advance Gifts Panel would liaise with him on the appointment of a Soecial Gifts Chairman and Deputy, and Chairman of Regional Activities and Deputy.

Members of the APC were reminded that although they were only responsible to the Herschel Appeal until the Campaign Chairman was elected it was the duty of all members to stay in contact with the campaign for the next 20 weeks. The next meeting of the APC would be in the beginning of June when they would be informed of the total progress of the campaign.

The Secretary was asked by Mr Bettison to advise all APC members on the election of the Campaign Chairman and also of the election of others on the various sub-committees, and on the progress of the Campaign.

Mr Bettison called for a formal vote adopting the Campaign Plan with the amendments of Appendix 'C' as proposed by Mr Newman, and with the proviso that the "target scale of donations" be amended as the Advance Gifts Panel saw fit, and further that the appointment of the various campaign officials need not be too inflexibly specified but generally follow the Pattern suggested. Mr Mudge proposed that this be adopted and Mr Wilson seconded the motion.

Mr Bettison thanked all Panels and sub-committees for their progress in their various stages and felt sure that the next meeting of the APC in 20 weeks time would be cause for a celebration. Mr Bettison thanked Mr Liebert for all his help in the Campaign so far.

There being no futher business the meeting adjourned at 10pm.

CHAIRMAN . . . . . Date . . . . . .

HERSCHEL

CLAREMONT

APPEAL PLANNING COMMITTEE MEETING NO. 3

MONDAY, 26TH JANUARY, 1976

A G E N D A

1. Welcome, apologies and introduction of the Counsellor, Mr. K.D. Wallace

2. Minutes of the last meeting held on 10th November, 1975

3. Matters arising from the Minutes (not covered by Items 4 and 5)

4. Reports by Panel Conveners:
   a) Public Relations Panel - W. Marshall-Smith, Esq.
   b) Advance Gifts Panel - Neal Chapman
   c) Functions Panel - P. Kohler, Esq.

5. Campaign Headquarters and telephone

6. Presentation of Campaign Plan
   Adoption of Campaign Plan

7. Election of leadership nomination and appointment sub-committee

8. Other Business

9. Date of Progress Report Meeting

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MINUTES OF A MEETING OF THE APPEAL PLANNING COMMITTEE

HELD AT HERSCHEL ON WEDNESDAY 10 DECEMBER 1975 AT 8pm

PRESENT:

Mr J Bettison, Chairman
Professor E Dowdle, Messrs R Gawith, J Graham, M Longmore
W Marshall Smith, J Mudge, B Wilson, L Fine, G Murdock,
P Kohler, and Mr Liebert of the National Fund Raising Counsel;
Mesdames M Loggie, A Fouche, F Scott, J te Water Naude,
E Brailey, F Douglas, A Snyders, P Brown, L Kable, Dr Silberbauer.

APOLOGIES:

Mr Bettison offered apologies on behalf of all those members who had not been at the meeting.

FUNCTIONS PANEL: The matter of the Function being held on 3 March was raised as it was pointed out that this would be Ash Wednesday, and it was indicated that His Grace the Archbishop would be unable to attend. It was felt that certain members of the School Family may also not wish to attend the Function at this period. Mr Kohler immediately contacted the Mount Nelson Hotel to enquire what evenings were available either late in February or mid-March. It was ascertained that the 17th, 19th, 23rd, and 24th February were the dates available, and it was decided that Tuesday 24 February would be the date for the Function. Mr Kohler was to approach the Guest Speaker, the Hon Mr Justice M A Diemont, to confirm that he could fit in with this new arrangement.

ADVANCE GIFTS PANEL: As no convenor of this Panel had been nominated, it was decided that certain members of the Appeal Planning Committee would approach five or six prominent members of the community to make approaches in the Advanced Gifts area. Once several potential donors have committed themselves, one will be approached to convene the Advanced Gifts Panel.

PUBLIC RELATIONS PANEL: Mr Marshall Smith reported that the copy for the Newsheet had been received and that provided the proofs were ready by Friday 12 December and returned to him by Monday 15 December, the Newsheet would be completed by Wednesday 17 December.
1600 envelopes will be forwarded to the Cape Secretarial Services on Friday 12 December, and the balance of approximately 3000 envelopes were to be delivered to the School. Provided this schedule is maintained the Newsletter could be mailed by 19 December.

Dr Silberbauer touched briefly on the Fouder's Day operation for the benefit of those members of the Committee who had not attended the meeting on 1 December.

There being no further business the meeting adjourned at 10pm.

..... CHAIRMAN

26th Jan '76 ..... Date

APPEAL PLANNING COMMITTEE

R E M I N D E R

There will be a 'Report Back' Meeting at Herschel, in Dr Silberbauer's lounge, on Wednesday 10 December, 1975 at 8pm.

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MINUTES OF A MEETING OF THE APPEAL PLANNING COMMITTEE HELD AT HERSCHEL ON MONDAY 1 DECEMBER 1975 AT 8pm

PRESENT:

Mr R K B Wilson, Chairman.
Mesdames F Scott, J te Water Naude, M Robertson, A Snyders, E Brailey, M Loggie, A Fouche, F Douglas, P Brown, L Kable, Dr Silberbauer, M Hartman.
Messrs P Kohler, J Mudge, N Chapman, W Marshall Smith, R Marais Keith Bewick, J Robins, D Cunningham, J Borton, N McCarthy, G Murdock, Dr H du Preez, and Mr Liebert from the National Fund Raising Counsel.

APOLOGIES:

Mr Wilson said that as Mr Bettison was not able to be at the meeting he had asked Mr Wilson to act as Chairman.
Mr Wilson offered apologies on behalf of all those members who had not been at the meeting.

Mr Wilson welcomed all members present and pointed out that this Meeting was not an official meeting of the Appeal Planning Committee but merely a Report Back from Panel Convenors.

Mr Wilson welcomed Mr Liebert and told all those present that Mr Liebert was staying at the Palace Hotel in Kenilworth for ten days and any member was welcome to contact Mr Liebert should they have any query or need any information regarding the Herschel Appeal.

CASE STATEMENT: Members returned their copies of the Statement and it was agreed that this was a most satisfactory publication.

DONOR LISTINGS PANEL: Mrs Loggie and Mrs Fouche had now completed this task and had made out some 1,440 cards. Mr Wilson congratulated them on behalf of the committee.

PUBLIC RELATIONS PANEL: Mr Marshall Smith reported that the first Newsletter was ready to be published in the middle of December except for a few photographs. He said that most of the hard work in compiling the first Newsletter had been done by Mrs Robertson.
Mr Marshall Smith introduced Mr Keith Bewick who, in Mr Marshall Smith's absence overseas, would help with the production of the newsletters.
Mrs Robertson went on to explain that their sub-committee would like to put to the Meeting their preference of providing illustrated and informative tours of the School by Parents and friends of the School, on Founder's Day, Friday 13 February 1976, rather than provide an audio-visual programme, because of time and cost involved and also because in this way parents and friends could become more actively involved in the actual working of the School, being able to sample everything that was offered at Herschel. She outlined their ideas of this "open day" when small groups would tour the School and actually take part in classes and demonstrations in all departments of the School and see Herschel in action.

All agreed that this would provide a most exciting day for the School family and that no audio-visual programme be produced, and was enthusiastically accepted by all present.
Mr Kohler agreed to help Mrs Robertson in producing a tape to be sent to the Old Girls in London, giving them extracts of speeches of the opening function, together with photographs. This would be sent to London with the second Newsletter plus well illustrated photographs of the proceedings so far, and a plan of the School showing the original buildings and the dates of additions to the School and the extensions that were still urgently required.

FUNCTIONS PANEL: Mr Kohler told the meeting how his Panel had finally come to the decision to hold the Opening Function at the Mount Nelson on Wednesday 3 March 1976. He thanked his Panel for all their efforts in exploring alternative arrangements.

Still no decision had been reached on a Guest Speaker but they hoped to finalise this matter within the next ten days.
His Grace the Archbishop was to be asked to write to Mr Harry Oppenheimer to invite him to be our Guest Speaker.

The Old Girls under the leadership of Mrs Brenda-Lynne Hoffman were to decorate the Ball Room at the Mount Nelson in a Cape theme.

Mr F Robb had agreed to officiate at this function.

Mr Wilson thanked Mr Kohler and his sub-committee for all their hard work in arranging this function.

No progress was reported regarding the installation of a telephone for the Appeal and Mr Wilson was to find out how far Mr Bettison had gone in this matter.

ADVANCE GIFTS PANEL: No Convenor of this Panel had been elected as yet. Although the members present realised the difficulties involved here, they did stress the urgency in coming to a decision as soon as possible. Mr Wilson agreed to discuss this matter with Mr Bettison the next day.

As time was so short and still no decisions on the Guest Speaker and convenor of the Advanced Gifts Panel having been made, it was decided to hold a further meeting at the School, in Dr Silberbauer's lounge, on Wednesday 10 December, to report on the progress necessary in these matters.

There being no further business the meeting adjourned at 9.45pm

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CHAIRMAN

10th Dec. 1975

Date

MINUTES OF A MEETING OF THE APPEAL PLANNING COMMITTEE
HELD AT HERSCHEL ON MONDAY 1 DECEMBER 1975 AT 8pm

PRESENT:

Mr R K B Wilson, Chairman.
Mesdames F Scott, J te Water Naude, M Robertson, A Snyders, E Brailey, M Loggie, A Fouche, F Douglas, P Brown, L Kable, Dr Silberbauer, M Hartman.
Messrs P Kohler, J Mudge, N Chapman, W Marshall Smith, R Marais Keith Bewick, J Robins, D Cunningham, J Borton, N McCarthy, G Murdock, Dr H du Preez, and Mr Liebert from the National Fund Raising Counsel.

APOLOGIES:

Mr Wilson said that as Mr Bettison was not able to be at the meeting he had asked Mr Wilson to act as Chairman.
Mr Wilson offered apologies on behalf of all those members who had not been at the meeting.

Mr Wilson welcomed all members present and pointed out that this Meeting was not an official meeting of the Appeal Planning Committee but merely a Report Back from Panel Convenors.

Mr Wilson welcomed Mr Liebert and told all those present that Mr Liebert was staying at the Palace Hotel in Kenilworth for ten days and any member was welcome to contact Mr Liebert should they have any query or need any information regarding the Herschel Appeal.

CASE STATEMENT: Members returned their copies of the Statement and it was agreed that this was a most satisfactory publication.

DONOR LISTINGS PANEL: Mrs Loggie and Mrs Fouche had now completed this task and had made out some 1,440 cards. Mr Wilson congratulated them on behalf of the committee.

PUBLIC RELATIONS PANEL: Mr Marshall Smith reported that the first Newsletter was ready to be published in the middle of December except for a few photographs. He said that most of the hard work in compiling the first Newsletter had been done by Mrs Robertson.
Mr Marshall Smith introduced Mr Keith Bewick who, in Mr Marshall Smith's absence overseas, would help with the production of the newsletters.
Mrs Robertson went on to explain that their sub-committee would like to put to the Meeting their preference of providing illustrated and informative tours of the School by Parents and friends of the School, on Founder's Day, Friday 13 February 1976, rather than provide an audio-visual programme, because of time and cost involved and also because in this way parents and friends could become more actively involved in the actual working of the School, being able to sample everything that was offered at Herschel. She outlined their ideas of this "open day" when small groups would tour the School and actually take part in classes and demonstrations in all departments of the School and see Herschel in action.

All agreed that this would provide a most exciting day for the School family and that no audio-visual programme be produced, and was enthusiastically accepted by all present.
Mr Kohler agreed to help Mrs Robertson in producing a tape to be sent to the Old Girls in London, giving them extracts of speeches of the opening function, together with photographs. This would be sent to London with the second Newsletter plus well illustrated photographs of the proceedings so far, and a plan of the School showing the original buildings and the dates of additions to the School and the extensions that were still urgently required.

FUNCTIONS PANEL: Mr Kohler told the meeting how his Panel had finally come to the decision to hold the Opening Function at the Mount Nelson on Wednesday 3 March 1976. He thanked his Panel for all their efforts in exploring alternative arrangements.

Still no decision had been reached on a Guest Speaker but they hoped to finalise this matter within the next ten days.
His Grace the Archbishop was to be asked to write to Mr Harry Oppenheimer to invite him to be our Guest Speaker.

The Old Girls under the leadership of Mrs Brenda-Lynne Hoffman were to decorate the Ball Room at the Mount Nelson in a Cape theme.

Mr F Robb had agreed to officiate at this function.

Mr Wilson thanked Mr Kohler and his sub-committee for all their hard work in arranging this function.

No progress was reported regarding the installation of a telephone for the Appeal and Mr Wilson was to find out how far Mr Bettison had gone in this matter.

ADVANCE GIFTS PANEL: No Convenor of this Panel had been elected as yet. Although the members present realised the difficulties involved here, they did stress the urgency in coming to a decision as soon as possible. Mr Wilson agreed to discuss this matter with Mr Bettison the next day.

As time was so short and still no decisions on the Guest Speaker and convenor of the Advanced Gifts Panel having been made, it was decided to hold a further meeting at the School, in Dr Silberbauer's lounge, on Wednesday 10 December, to report on the progress necessary in these matters.

There being no further business the meeting adjourned at 9.45pm

+ Bill Carter.
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CHAIRMAN

10. 11. 1976.
. . . . . .
Date

HERSCHEL CLAREMONT

R E M I N D E R

The Appeal Planning Committee Meeting No.3 will be held at Herschel School on Monday 1 December 1975 at 8pm in Dr Silberbauer's Lounge.

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HERSCHEL CLAREMONT

R E M I N D E R

The Appeal Planning Committee Meeting No.3 will be held at Herschel School on Monday 1 December 1975 at 8pm in Dr Silberbauer's Lounge.

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MINUTES OF THE COUNCIL MEETING HELD AT HERSCHEL ON WEDNESDAY 26 NOVEMBER 1975 at 5 pm

PRESENT:

His Grace the Archbishop of Cape Town.
Messrs J Borton, J Bettison, N Chapman, Prof E Dowdle, Rev Ian Eve, D Gawith, J Graham, M Longmore, W Marshall Smith, J Mudge, J Newman, B Wilson.
Mesdames M Loggie, M Philip, Dr Silberbauer.

The Chairman extended a warm welcome to Messrs N Chapman and D Gawith and looked forward to the sharing of a common task. With deep regret the Chairman accepted the resignation from Council of Mrs Dulcie Cronwright. The Headmistress was asked to write a letter of appreciation and to send Mrs Cronwright flowers.

The Minutes of the Meeting held on 16 September were duly confirmed.

BANK ACCOUNT: It was resolved that an account be opened at the Claremont Branch of Barclays National Bank Limited and that the account be named "Herschel Appeal". It was resolved that any two members of the general purposes committee be authorised to sign documents in connection with the operation of the account.

GENERAL PURPOSES REPORT:
Hockey Field - Tenders had been called for and that of Mr Dau had been accepted. We note with concern that work has not yet started.

Buildings - The architect has re-visited the new block at the Prep and Mr Bettison has assured us that all is now well.

Arts Centre - plans are presently with the Municipality for approval and hopefully will come through at the time of launching the appeal. The meeting felt that it was a good time for us to call for tenders and Mr Wilson was anxious that either the new classroom block or the new hall be incorporated with the Arts Centre to form Stage 1 of the building scheme. The longer the building takes the greater the cost.
Methods of financing this advance stage were discussed by Mr Chapman and resulted in a proposal by Mr Borton, seconded by Mr Mudge, that the G P Committee be authorised to borrow R100,000 to finance the initial buildings, and the appeal funds be utilised as they come in to pay off the existing mortgage bond of R111,000 on the present property, leaving the school free from debt other than building finances.

ASSOCIATION OF PRIVATE SCHOOLS: The meeting granted permission for Herschel to go ahead and join a negotiating team to explore the possibilities of a Provincial subsidy. Rev Ian Eve reported that there was no further information on the issue involving subsidised teaching salaries at the Nursery School.

FINANCIAL REVIEW: The meeting expressed great satisfaction in our healthy budget and congratulated all concerned and Mr Longmore in particular for the clarity in presentation.

HEADMISTRESS'S REPORT: This Report had been circulated in advance and Dr Silberbauer wished to draw the attention of Council to the plans for Founder's Day, 13 February 1976, which should help build interest in the School before the appeal gets under way.
Dr Silberbauer commented on the great trend towards boarding. Would that we could take another 15 boarders.

APPEAL PLANNING COMMITTEE: This committee has had two formal meetings and a third scheduled for 1 December at 8pm. Sub-committees have been very active.

CASE STATEMENT PANEL: The case statement has been most excellently handled by Mrs M Philip and is now printed.

DONOR LISTING PANEL: This is complete in research and is now being transferred to the National Fund Raising Counsel's card filing system.

PUBLICITY: The Panel is about to get going with news-sheets.

FUNCTIONS: Plans are well advanced with a tentative date fixed on 5 March 1976 for the launching dinner. The Panel is awaiting a reply from the guest speaker.

ADVANCED GIFTS: It is hoped that the name of the Chairman of this panel can be made known on 1 December.

FINANCE: Mr Longmore asked that the General Purposes Committee be authorised as signatories for the Appeal.

ANY OTHER BUSINESS:

There are two vacancies on the Council and the Chairman invited members to submit nominations to him or to Mr Bettison.

Differentiated Matric - Professor Doidge asked whether this new syllabus would involve the school in extra expense in text books, library facilities, and possible extra staff. Should he not budget for this? As the meeting was generally in ignorance of the scheme, Mr Bettison asked the Headmistress to please explain all the new developments in education at the next Council meeting.
Members debated the hardy annual of Senior Certificate versus Joint Matriculation Board. It seems this should be kept under constant review.

There being no further business the meeting adjourned at 6pm.

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C H A I R M A N

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Date

HERSCHEL ASSOCIATION

FINANCE REPORT FOR FIRST THREE TERMS OF 1975

To be presented to the Council at a meeting to be held on Wednesday 26 November 1975

The results for the first three terms of 1975 continue to be satisfactory.

The surplus for the year to date is R25114 compared with a budgeted surplus of R8438.
Most of the increase in the surplus, as can be seen from the figures below arise from a higher income than was originally expected, namely R249320 compared with expected income of R234000.
Overheads are very close to budget. The actual expenditure being R224,206 compared with expected expenditure of R225,562. There are of course variations between budget and actual both favourable and unfavourable within those figures.

Details are as follows:-

Revenue	Budget	Actual
Tuition and Boarding	R221625	R231385
Extra Subjects	10500	11496
Registration Fees	750	1316
Sundry Revenue	3000	3566
Lunches	3000	4307
Rent	-	2000
Interest Received	-	714
	238875	254784
Less Allowances and Bursaries	4875	5464
	234000	249320
Expenditure	225562	224206
	R 8438	R 25114

Expenditure	Budget	Actual
Salaries	147000	147691
Wages	10500	11125
Provisions	22500	19754
Domestic Charges	9750	12819
Sports Requisites	1125	148
Property Charges	7500	3716
Administration	8812	12350
Pension and UI Fund	3750	5290
Insurances	1500	1500
Interest	12000	7962
Depreciation	1125	750
Bad Debts	-	1101
	R225562	R224206

2/...

The usual problem areas are Domestic Charges and Administration Costs and a comparison between this year and last year's expenditure at the same time is of interest.

Domestic Charges	1974	1975
Electricity	R3705	R4473
General Maintenance	1832	3506
Coal, Gas, and Oil	931	948
Laundry	1439	1436
Miscellaneous	1238	1746
Water (1st and 2nd terms only)	760	710
	R9905	R12819

General Maintenance covers repairs to Domestic Appliances and replacement of crockery, cutlery, etc. The Laundry costs have not risen due mainly to the purchase of a washing machine in the Senior Boarding House, and the Matron at the Prep washes most of the boarders' clothes.

Administration	1974	1975
Advertising for Staff	R701	R648
Audit Fee	550	712
Bank Charges	211	323
Miscellaneous	1365	2398
Postages	173	216
Printing and Stationery	1405	1478
Telephones	1049	1113
Class Materials	4150	5462
	R9604	R12350

Included in Miscellaneous are expenses involved in sending teachers to conferences in Johannesburg and Durban.

The surplus of R25114 for the first three terms is made up as follows:-

First Term	R7924
Second Term	6382
Third Term	10808
	R25114

The figures can be considered very satisfactory and although the surplus is larger than expected this is largely because when the budget is prepared we do not know exactly how many pupils will attend the school and the income is accordingly estimated on the conservative side.

M J LONGMORE
November 1975

COUNCIL MEETING : WEDNESDAY 26 NOVEMBER 1975

HEADMISTRESS' REPORT

STAFF

Staff appointments have been made for next year at both the preparatory and senior schools. Next year Mrs Gilbertson will be in charge of typing at the senior school. She may also extend her teaching to shorthand if needs be and so provide a useful and practical course for non-academics.

SPORT

Herschel Under 15 hockey team won the interschools hockey tournament and the 1st hockey team were narrowly beaten by Rustenburg in the finals of the interschools.
Tennis matches are being played each week and there has been considereble improvement in our standard of play.
The Herschel squash team won the Interschools Squash Tournament.
Miss Kable held a highly successful gymnastic display last term which was well attended.

At the preparatory three girls attended the Interprovincial Swimming Contest at Bloemfontein, and Susan Aronson became the South African back stroke and crawl Champion in the Under 8 group.
Lindsay Jones was invited to play in the Western Interschools' Tennis Tournament.

Other News:

Suzanne Allen and Rosemarie Webber have been awarded American Field Scholarships for next year.

A very successful Art Exhibition was held at the end of the third term.
Plans are being made for an Open Day which will coincide with Founder's Day on Friday 13 February next year (you can't forget this date!). The entire School will be on display and it is hoped that many parents and friends of the School will attend the function. Boarders and day girls will be able to go home at the end of the morning as the weekend will be an exeat one. This will enable the Old Girls to have their annual luncheon and meeting in the afternoon and visit the displays as well.

The Matriculation and School examinations are being written at the moment so the School is quiet! We have some promising matriculants this year but also some possible failures.

The last weekend of the term promises to be a hectic one with the Boarders' Christmas Dinner on Saturday 6 December, Carols by Candlelight in our own Chapel on Sunday the 7th, followed by Prize Giving at the Prep on the Morning of Monday the 8th and the Senior Prize Giving in the afternoon of the same day. The Carol Service will follow at 8pm at St Saviour's.

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May I once more take this opportunity of thanking all members of the Council for their support, advice, and warm interest in all matters concerning the School. My first five years at Herschel have indeed been interesting and rewarding. Hopefully our Fund Raising next year will place the School on the sound financial footing it merits.

A Happy Christmas and a Joyful New Year to all.

B I SILBERBAUER
HEADMISTRESS

November 1975

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Actual Numbers for
4th Term 1975

1975		4th Term		
Day		Boarders		
29		12	Std 10	
37		12	9	
40		14	8	
29		17	7	
35	170	8	6	63
23		4	5	
28		9	4	
24		9	3	
20		2	2	
29		7	1	
32		-	Sub B	
29		1	Sub A	
23	208	-	Pre-Prep	32
	378			95
		473		

Nursery School = 66

Estimated Numbers for
1st Term 1976

1976		1st Term	
Day		Boarders	
37		12	
38		12	
30		20	
36		10	
31	172	9	63
32		8	
27		11	
21		2	
31		9	
33		1	
32		2	
46		2	
22	244	-	35
	416		98
		514	

Nursery School = 66

HERSCHEL CLAREMONT

R E M I N D E R

There will be a Council Meeting at Herschel School on Wednesday 26 November 1975 at 5pm, in the Library, followed by the Cocktail Party.

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THE ENGLISH CHURCH SCHOOLS ASSOCIATION

HERSCHEL

CLAREMONT 7700

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD AT HERSCHEL IN THE LIBRARY AT 5pm ON WEDNESDAY 26 NOVEMBER 1975

A G E N D A

1. Minutes to be confirmed
   Quarterly Meeting held on
   Tuesday 16 September 1975.
2. General Purposes Report
3. Financial Review
4. Headmistress's Report
5. Appeal Planning Committee
6. Property and Architect
7. Any other business

* * * * *

Herschel
Claremont
Cape

CHANGE OF DATE

This is to inform you that the Council Meeting to have been held on 2 December has been cancelled and will now be held at 5pm on WEDNESDAY 26 NOVEMBER 1975 in the School Library.

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H E R S C H E L

MINUTES OF THE APPEAL PLANNING COMMITTEE MEETING NO. 2

HELD ON MONDAY 10 NOVEMBER 1975 IN THE SCHOOL LIBRARY

PRESENT:

Mr C J Bettison, (Chairman) Dr B I Silberbauer (Headmistress), Mesdames M Philip, A Fouche, M Robertson, B Brailey, F Scott, J Te Water Naude, H Newton Thompson, F Douglas, A Snyders, P Brown, M Hartman, L Kable.
Messrs J Graham, M J Longmore, J Newman, W Marshall Smith, R K B Wilson, J Robins, Dr H M du Preez, G Murdock, P Kohler, P Eckstein, R Douglas, Lt Cdr F Meynell, and Mr G Slade of the National Fund Raising Counsel.

APOLOGIES:

The Archbishop of Cape Town,
Mesdames D Cronwright and M Loggie,
Messrs J Borton, T N Chapman, Professor E Dowdle, R Gawith, J E Mudge, M A Pelt, R Ackerman, F Gottgens, A M R Howes, G Knudsen, R Marais, Dick Cunningham, P Honig, N McCarthy, Canon J Hodson, Canon J Aubrey, Rev Ian Eve.

Mr Bettison welcomed all those present and explained that most of those who were unable to be present were away from Cape Town.

The Minutes of the previous meeting of the Appeal Planning Committee held on Tuesday 7 October 1975 were duly confirmed and signed by the Chairman.

Mr Bettison then called for Reports by Panel Convenors.

CASE STATEMENT

The Case Statement was presented by Mrs Philip. She said she would like to thank the National Fund Raising Counsel for their help in producing this statement and also Mrs Marian Robertson and Mr Longmore for their assistance. Copies were handed out to those present at the meeting. Mr Bettison congratulated Mrs Philip and Mrs Robertson for their excellent effort in producing this Case Statement in so short a time. All the facts about the School relevant to the Appeal were in this statement and were now available for use by other Panel Convenors.

POTENTIAL DONOR LISTINGS PANEL

Mrs A Fouche told the meeting that she and Mrs Loggie had almost completed this task which included the listing of the whole School Family onto separate cards. Mr Bettison thanked Mrs Fouche and Mrs Loggie on behalf of the Committee for all their hard work.

2/...

FUNCTIONS PANEL

Mr Kohler told the Meeting that although they had not yet come to a final decision about the launching function they had made many enquiries and should be able to come to a final decision within the next ten days.
Mr Kohler thanked Mr Slade for being present at one of the meetings of his Panel and for his advice on costs, etc.
Mr Kohler expressed his appreciation to Dr Silberbauer for being present at each of his meetings and for her enthusiastic support.
Mr Kohler said that the Functions Panel felt that the guest speaker should be Mr Harry Oppneheimer while Mr Anton Rupert had also been suggested.

Mr Bettison told the meeting that after discussion with the Archbishop, Mr F C Robb had agreed to be the Patron of the Herschel Appeal and it was decided by all present that Mr Robb be asked by Mr Bettison to invite Mr and Mrs Harry Oppenheimer to be the guests of honour at the launching dinner.

Mr Kohler thanked his Panel for all their assistance and especially Mrs Snyders as secretary.

PUBLIC RELATIONS PANEL

Mr Marshall Smith agreed to be the Convenor of this Panel and was prepared to undertake the printing and producing of the Newsletters with help from outside the Panel.
Mr Bettison thanked Mr Marshall Smith for this assistance.

Lt Cdr Meynell, Mrs Robertson and Mrs Saffery agreed to assist Mr Marshall Smith in supplying information and photographs for the Newsheets and they were asked to co-opt Mrs Judy Olivier and Mrs Gorry Bowes-Taylor to assist with news of past pupils.
Mrs P Brown was asked to collect all Preparatory School news and Miss L Kable to supply news of sporting activites at the School.

Mr Marshall Smith stressed the importance of liasing amongst the panels to ensure coverage of information in these newsheets.

Mr Slade explained that three newsheets were necessary, the first to bring past pupils and others who had been closely connected with the School, back into contact with the School and up to date with the activities and needs of the School. The second newsheet would give details of the launching function and extracts of the speeches made at the function together with up-to-date news about the progress made by the Appeal. The third newsheet would give the results of the Appeal.

Mrs Robertson suggested that the school magazine and the newsheet should be incorporated being published simultaneously in December. Dr Silberbauer pointed out that the school magazine only went to a limited number of persons whereas the newsheet will be sent to every member of the School Family throughout South Africa and abroad and therefore it would not be advisable to combine both publications because of heavy costs.

Mrs Robertson asked Mr Kohler if the Functions Panel intended using audio visual for the launching dinner and what form of presentation he anticipated. Mr Kohler replied that his committee had discussed this and were investigating the possibility of using audio visual either at the launching dinner or at other possible gatherings.

Because of the amount of work involved in processing a film and the time factor and the costs involved, it was felt that an audio visual programme would be preferable to a film.

Mrs Robertson said that she and Mrs Saffery were already working on an idea incorporating some of the present matric girls who were just about to become Old Girls.

Mr Kohler said it was important to bring the whole School to the notice of the entire School Family especially parents of Nursery School and Preparatory pupils and this could be done by audio visual, whereas it was not always possible to get everyone to the School.

Mr Newman told the Meeting how effective Bishops' film had been. It had had tremendous appeal and had been shown at their launching of their fund raising campaign. He felt the same effect could be gained with slides and a good commentary.

Mr Marshall Smith agreed with Mr Bettison that the slides could be a most effective medium of advertising the appeal especially when shown in areas away from the School.

ADVANCE GIFTS PANEL

No convenor had as yet been nominated for this Panel. Several suggestions had been made and discussions between Mr Bettison, Dr Silberbauer and Mr Newman had been taking place.

APPEAL HEADQUARTERS

Mr Bettison reported that Dr Silberbauer had been able to supply a suitable room at the School for the Appeal Headquarters. A telephone had not yet been obtained and Mr Bettison agreed to look into this matter.

APPEAL THEME NAME

Several suggestions were put forward and all present agreed that the simplest and most direct name was 'Herschel Appeal' suggested by Mrs Philip.

Mr Bettison said that he had had several phone calls from members expressing their willingness to help in whatever way possible. At this stage he was sorry that it was not possible for everyone to become actively involved but it was greatly appreciated that members attended these Appeal Planning Committee meetings as their ideas were of great value to the various panels in the preparatory phase.

The exchange of land with the City Council was brought up and Mr Bettison explained that this was proving difficult to resolve and he and Mr Wilson were to see the City Engineer this week in this connection.

Those members who were taking away copies of the Case Statement were asked to return them at the next meeting and to kindly protect them by keeping them in a large envelope.

NEXT MEETING

The next meeting would be held at 8pm on Monday 1 December 1975 in Dr Silberbauer's lounge at the Senior School, because of the Matriculation examinations which are being held in the Library on that date.

There being no further business the meeting closed at 9.40pm.

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CHAIRMAN

1st Nov. 1975

Date

HERSCHEL

APPEAL PLANNING COMMITTEE MEETING NO. 2

MONDAY, 10TH NOVEMBER, 1975.

A G E N D A

1. Welcome and Apologies - Chairman
2. Minutes of Meeting held 7th October, 1975
3. Matters arising from the Minutes (not covered by Item 4)
4. Reports by Panel Conveners:-
   a) Case Statement - Mrs. M. Philip
   b) Public Relations Panel - Mr. W. Marshal Smith
   c) Advance Gifts Panel -
   d) Potential Donor Listings Panel - Mrs. M. Loggie
   e) Functions Panel - Mr. P. Kohler
5. Campaign Headquarters
6. Appeal Theme and Theme Name
7. Other Business
8. Date, Time and Place of next Meeting
9. Closure

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MINUTES OF THE GENERAL PURPOSES EXECUTIVE COMMITTEE

MEETING OF HERSCHEL HELD ON WEDNESDAY 5 NOVEMBER 1975

at 5.15 pm

PRESENT:

Messrs J Bettison (Chairman), J Graham, M Longmore,
B Wilson, B Marshall Smith.
Mesdames Dr B Silberbauer, M Loggie.

GROUNDS:

Prep Drive-way: In and Out signs have now been made and traffic seems to be circulating without problems.

Hockeyfield: The field is now in poor shape at the end of a very hard season. We need to take expert advice on the best treatment so as not to waste time and money. Quotes are to be obtained for the area behind the goal which should be transformed from a builders dump to a play area. Mr Wilson was asked to contact Mr F Badenhorst and Mr Denys Taylor for quotes.

Kenmar Crescent Pavement: Parents have complained about the rough sidewalk. The City Council will pave Kenmar Crecsent if we build a retaining wall at the back of the tennis courts, on the boundary. The meeting felt that any such expense was not justified, there being greater and more pressing priorities.

Senior Tennis Courts: The meeting requested the removal of the Barretts advertisement signboard.

BUILDINGS:

The roof of the new classroom block at the Prep has leaked consistently all winter. Mr Floyd assures us that he has applied a waterproof material to the tiles and that we will have no further difficulties. The meeting felt this was too temporary a measure to be acceptable and that Mr Bettison should act further.

GROUNDS SWOP:

The time has now come for us to pursue this matter finally. Mr Wilson undertook to find out just exactly what procedure we should adopt and to whom the approach should be made.

ENTRANCE GATES:

The position of entrance gates is dependant on the siting of the new buildings which in turn is dependant on the ground swop. The matric classes of 1973, 1974 and 1975 have contributed considerable money for these gates as a leaving present to the School. The meeting felt that acknowledgement should be made to them via the School Magazine and the situation made clear lest they lose heart.

CLASSROOM ADJUSTMENTS FOR 1976

We are still one classroom short but by adopting the following plan we can manage:-

1. Fund raising office in the Typing Room.
2. Typing Room into the VicePrincipal's office.
3. French room to be used full time as a classroom.

Dr Silberbauer requested permission to buy 25 desks and 25 lockers. This was agreed to.

Mr Bettison said he would do what he could to get a telephone for the fund raising office. So far our application had been turned down.

TELEVISION:

This has been happily installed in the Boarders' Sitting Room.

FEE INCREASE:

The new increase of 10% has been accepted by all except three parents whose daughters will be leaving. On the whole the school family seems happy that we have been able to keep it to 10% and some parents have written their appreciation. Eight parents have requested bursaries and these should now be advised of the results of their application. Dr Silberbauer and Mr Longmore are to see that fair play is done in this regard.

TEACHING STAFF:

Dr Silberbauer reported that she is happy with the position for next year. The staff have not yet been advised of their increases. It is interesting to note that we are not lacking in applicants. There were many applicants for the post of English msitress at the Senior School.

COUNCIL:

A letter of appreciation has been written to Mr D Jooste for his valuable service on the Council.
Mrs Cronwright has tendered her resignation.
Messrs D Gawith and N Chapman have accepted nomination and should be circulated with minutes of the last Council and General Purposes meetings.

APPEAL:

There have been many offers of help following the first appeal meeting and we are confident that a strong team is being mustered.

ASSOCIATION OF PRIVATE SCHOOLS:

The Eastern Province schools have written to know whether the Western Province schools will go along with them in approaching the Government for a subsidy. The meeting was in full agreement.

ARTS CENTRE:

The Architects plans are now ready to be submitted to Council.
Mr Bettison was to speak about air conditioning.

TRANSPORT:

We have had repeated requests for some form of transport at the School (for about 15 girls). A mini-bus is so costly that all the pros and cons must be carefully weighed by the actual requirements listed by Miss Kable (sport), and Miss Sweet (Music) and the office. Mr Marshall Smith offered to conduct a proper study once he has the details. It may be that hiring is still cheaper.

There being no further business the meeting adjourned at 7.15 pm.

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CHAIRMAN

. . 1/2/76 . . .

Date

H E R S C H E L

MINUTES OF THE APPEAL PLANNING COMMITTEE MEETING No 1 PREPARATORY PHASE, HELD ON TUESDAY 7 OCTOBER 1975

MEETING: The first Preparatory Phase Planning Meeting of the Appeal Planning Committee of Herschel was held on Tuesday 7 October 1975 at 8pm in the School Library.

PRESENT: Mr J Bettison (Chairman), Dr B I Silberbauer (Headmistress), Mesdames M Philip, A Fouche, M Robertson, F Douglas, J te Water Naude, H Newton Thompson, E Brailey, P Brown, L Kable, M Hartman, M Loggie.
Messrs M J Longmore, J Mudge, J Newman, B Wilson, L Fine, D Cunningham, T Honig, N Chapman, Lt Cdr F Meynell, M A Pelt, P Kohler, K Anderson, J Robins, N McCarthy, N Douglas, G Murdock, Rev I Eve, Canon J Hodson, R Gawith, A M R Howes, and Mr Liebert and Mr Slade from the National Fund Raising Counsel.

APOLOGIES: Apologies were received from The Archbishop of Cape Town, Mrs D Cronwright and Mrs F Scott, Messrs R Ackerman, Rev J Aubrey, Dr P Baker, J Borton, Professor E Dowdle, Dr H du Preez, P Eckstein, P Gottgens, J Graham, G Knudsen, Andrew Louw, P Marais, W Marshall Smith, A Ovenstone, L Shawzin, S Shub, E H R Womersley.

CHAIRMAN'S INTRODUCTORY COMMENTS: The Chairman welcomed those present explaining that all sections of the School family were represented at the meeting. He thanked all for accepting the invitation to attend this meeting which was for the purpose of considering the urgent and challenging building programme facing the School. Mr Bettison said that this was perhaps the most important meeting in the history of the School as it was to plan a campaign, the success of which would determine which direction the School was to take. Mr Bettison particularly welcomed Mr Liebert and Mr Slade representatives of the National Fund Raising Counsel. This meeting was a sequel to a council meeting in June 1975 at Bishopscourt when a decision had been taken in principle to provide additional facilities at the School. Mr Bettison then called on Dr Silberbauer to address the meeting.

HEADMISTRESS' ADDRESS: Dr Silberbauer gave a brief history of the School emphasising the proud record of academic success. To maintain these high standards improvements in many aspects were necessary and one of the prime objects of these improvements was to build an Arts Centre at the School to increase facilities offered to pupils, both academic and non-academic.
Dr Silberbauer stressed the urgency of continuing to offer the best at Herschel.

Page 2 /...

Mr Bettison thanked Dr Silberbauer and said that he felt we could face the challenge the Founders of Herschel had given us. The School was financially sound but because 75% of the school income was spent now on staff salaries it was essential to raise funds for further development. Mr Bettison called upon Mr Boone Wilson to outline the plans the School Architects had drawn up showing the expansion programme. These involved an exchange of land between the City Council and Herschel and comprised an Arts Block, a new classroom block, gymnasium, swimming pool, squash courts, with the new Arts Block becoming the focal point of activity in the School.
In case the land deal did not materialise a separate set of plans for similar development had been drawn up but with a loss of playground area.
The building was to be done in phases, but done as an overall scheme, commencing with the Arts Block, which was estimated to cost R97,000. The complete overall cost of the improvements was in the region of R320,000. The plans of these improvements were on display.

PLANS FOR FINANCING BUILDINGS

The Chairman reported that after making a thorough investigation of all possible sources of finance available to the School, it had been decided that a major capital fund-raising programme must be undertaken, during which all supporters of the School, old pupils, parents and friends would be asked for support.

He further stated that the National Fund Raising Counsel an organisation which specialises in fund-raising for independent schools had been invited to investigate the possibilities of a fund-raising appeal for Herschel. This investigation had been made and in an Appraisal and Plan submitted to the Council several weeks ago it was stated that a fund-raising programme with a target of R370,000 was feasible.
The Council had engaged the services of National Fund Raising Counsel to assist in the conduct of an appeal campaign.

PLAN OF CAMPAIGN

Mr Bettison then called upon Mr Liebert to outline the plan of the campaign. The National Fund Raising Counsel started in Australia about 17 years ago, raising funds for a school in Sydney. They moved to South Africa in 1969 and had raised funds for some 30 private schools. The campaign was to be organised into three phases.

a) The Preparatory Phase, comprised the setting up of committees to organise the next phase. These committees would list and check adresses of past pupils, past and present and possibly future parents, business houses and known friends of the School, and plan to launch the Appeal in an acceptable and effective manner.

b) The Intensive Phase of some 20 weeks from mid January to June 1976. A resident Counsellor would set up Campaign Headquarters and look after the details of the actual Appeal, advising, organising, and briefing committees and individuals concerning every aspect of the operation, and in particular the personal approaches for gifts.

3/...

c) Follow-up Phase should include maintaining the interest of donors and the collection of gifts.

It was necessary to invite a group of old pupils, parents and friends to assist in planning the project in detail and to consider all matters related to it in the light of their special understanding of the School. The group is now asked to constitute the Appeal Planning Committee which would be asked to appoint various sub-committees, receive and act upon reports submitted by these and to exercise oversight on all aspects of planning of the Campaign.

FORMATION OF APPEAL PLANNING COMMITTEE

Mr Bettison then proposed the organisation of the Appeal Planning Committee and it was resolved that those present plus those who had made apologies be constituted as the Appeal Planning Committee with power to co-opt, to plan the Campaign.

It was further resolved that Mr J Bettison be invited to act as Chairman of the Appeal Planning Committee.

PREPARATORY PHASE PERSONNEL

The following Preparatory Phase personnel were appointed:-

a) Minute Secretary. Mrs M Hartman.

b) Liason Officer. Dr B I Silberbauer.

c) Honorary Campaign Treasurer. Mr M J Longmore.

d) Convenor, Case Statement Panel. Mrs M Philip assisted by Mrs Marian Robertson, Dr Silberbauer, Mr M J Longmore.

This Panel is responsible for the compilation of an imaginative outline of the School's existing resources together with projected needs over the next decade. This material should be presented in attractive format for distribution to members of the Advance Gifts Panel and subsequently to potential Campaign Leaders.

e) Public Relations Panel. Convenor - It was suggested that Mr W Marshall Smith be elected Convenor of this Panel, but this is not yet confirmed, assisted by others to work under his leadership.
This Panel is responsible for designing the format and supervising the production of a News Sheet for distribution to all members of the School Family and other potential donors. The News Sheet will be an ongoing publication and provide a medium for regular contact with School supporters.
As Cape Town has had so many appeals, the Committee decided that Herschel's Appeal should be as different as possible, and perhaps slides be produced instead of a film. Mrs Marian Robertson and Mrs Saffery together with the help of the pupils will be asked to assist with this.

4/...

f) Convenor, Advance Gifts Panel. This Panel is responsible for obtaining some major gifts prior to the commencement of the Campaign Phase. It will need the co-operation of the Headmistress and the School's Architects in the production of plans and details of the building projects for presentation in suitable form to potential donors.
The total amount of the Appeal is to be divided into thirds. The first being advanced gifts, the second Special Gifts, and the third General Gifts. There should be a strong Convenor assisted by influential men on this panel who should try to raise a third before the launching meeting of the Campaign proper.

No nomination was made but the following names were put forward - Mr John Newman, Mr N McCarthy, Mr Hugh White, Mr Denis Hennessey, Mr Sancroft Baker, Mr A Ovenstone.

g) Convenor, Functions Panel. Mr Patrick Kohler, assisted by Mrs B L Hoffman, and the Old Girls Art Committee, Mrs J te Water Naude, Mr McCarthy, Mrs H Newton Thompson, Mrs F Scott, Mr J Robins, Mrs E Brailey, Mr N Douglas.

This Panel is responsible for considering and deciding upon the venue, date, and format of the main Appeal Launching Function, to be during the early stages of the Campaign, and for making whatever arrangements are necessary to ensure that the function will have maximum possible attendance by potential donors.

h) The Potential Donor Listings Panel. Mrs M Loggie and Mrs A Fouche. Mr Bettison congratulated them for all the hard work they had already done in this connection.

They are responsible for ensuring that as soon as possible there is an adequate, accurate mailing list of all potential donors who are to be approached during the Campaign Phase, and that all such potential donors are subsequently recorded with relevant information on a Master File of Cards. A potential donor has a clearly defined association with, or likely interest in the School, a capacity to contribute to the Appeal and is accessible to a personal approach. Potential donors shall be past pupils, present parents, past parents, future parents, staff, friends of the School, business houses with which the School has dealings, additional selected business houses and trusts.

NAME OF APPEAL

Mr Slade explained the necessity of a name for the Appeal and that a strong punch-line was necessary. No decision was reached here, but suggestions were welcome and were to be given to Mrs Hartman in the School office.

CAMPAIGN HEADQUARTERS AND TELEPHONE

No decision had yet been made as to where the offices of the Appeal were to be, but Dr Silberbauer hoped they would find a place in the school buildings and Mr Bettison undertook to look into the question of a prefab.

Dr Silberbauer undertook to apply for a telephone to be installed.

Mr Newman queried the timing of the Appeal. The Resident Officer was to come in from the middle of January, the intensive phase to start from 25 January, and canvassing to start in the beginning of March at a dinner.

Mr Newman also stressed the importance of letting all members have full information, not only the School Council. Those present were asked to let Mr Bettison have the names of others interested in the Appeal.

Mr Leo Fine congratulated the Committee on their courage to have gone this far. He gave his support even though as yet he was not on a sub-committee.

NEXT MEETING

Resolved that the next meeting of the Appeal Planning Committee be held in the School Library on Monday 10 November 1975 at 8 pm.

The Chairman requested the Committee members to be discreet regarding the intention to hold an Appeal, as it was important that no public announcement concerning the Appeal be made during the Preparatory period.

The Chairman thanked the members for their attendance, asked Convenors and sub-committees to remain for briefing by Mr Liebert at the conclusion of the meeting and declared the meeting closed at 10.10 pm.

J H Bettison

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CHAIRMAN

10th Nov. 1975

. . . . . .

Date.

Herschel
Claremont
Cape

REMINDER

The first meeting of the Herschel Appeal Planning Committee will be held at 8pm on Tuesday 7 October in the Library at Herschel.

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HERSCHEL

CLAREMONT, CAPE

APPEAL PLANNING COMMITTEE MEETING NO. 1

A G E N D A

1. Welcome and apologies
2. Introduction and background to the Appeal
3. Explanation of overall programme and of responsibilities of Appeal Planning Committee
4. Formation of the Appeal Planning Committee
5. Appointment of:
   a) Minute Secretary
   b) Liaison Officer
   c) Honorary Campaign Treasurer
   d) Convener, Case Statement Panel
   e) Convener, Public Relations Panel
   f) Convener, Advance Gifts Panel
   g) Convener, Functions Panel
   h) Convener, Potential Donor Listings Panel
6. Appeal Theme and Theme Name
7. Campaign Headquarters and telephone
8. Date, time and place of next meeting

MINUTES OF A GENERAL PURPOSES EXECUTIVE COMMITTEE MEETING HELD AT 5.15pm ON 23 SEPTEMBER 1975 AT HERSCHEL

Present: Messrs J Bettison
J Graham
B Wilson
Mesdames B Silberbauer
M Loggie

Apologies: Messrs M Longmore and
B Marshall Smith.

The Chairman proposed a vote of very sincere thanks and congratulations to the Art Committee and the O H A for an outstanding effort (Exhibition of Art held at Herschel over the weekend of 19 September 1975) which brought a number of people closer to the School.

Council Membership

Mr K Anderson - to be approached by Mr J Bettison.
Mr R Gawith - still away.

Invitation lists for Appeal Meeting on 7.10.1975.

Acceptances as follows:-
Mesdames M Robertson, A Fouché, F Scott, J Naudé, H Newton Thompson.
Staff - Dr B Silberbauer, A Griffiths, P Brown, M Hartman, L Kable.
Messrs K Anderson, M A Pelt, R Ackerman, N Chapman, F Gottgens, L Fine, J Robins, D Cunningham, A M R Howes.

Invitations to be extended to:-
Messrs G Knudsen, E H R Womersley, T Honig, R Marais, A Louw, Dr du Preez, G Murdock, by Mr J Bettison;
Mr R Douglas by Mr J Graham;
Dr P Baker, Messrs N McCarthy, S Shub, P Eckstein, Lt Cdr F Meynell, by Mr B Wilson;
Mr P Kohler, Mrs M Hartman by Dr Silberbauer.

Letters to confirm meeting of the 7 October to be sent to all the above.

Letters of courtesy to be sent to special members of the School family informing them that the above meeting will take place and that plans for 1976 are afoot. A list to be drawn up by Mrs Loggie and Dr Silberbauer.

The formation of the Appeal Planning Committee being dealt with suggestions for convenors were made, but not yet decided upon.

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Land

Mr Wilson offered to speak to Eulalie Stott about arranging the exchange of ground. Mr Bettison said he would speak to Mr G Heugh.

Fees

A letter to parents has been drafted by Dr Silberbauer advising of a straight 10% increase in fees.

Prep School Driveway

The front is now complete. It seems that "In" and "Out" signs are necessary.
The back access is as ever. The work here is to be discussed by Mr Wilson and Mr Mills in situ.

There being no further business the meeting adjourned at 7.15pm.

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CHAIRMAN

5th November '75

.....

Date

THE HILL NURSERY SCHOOL

The Hill Nursery School was established in January, 1972, by a decision of the Herschel School Council, in premises owned by Herschel School, to which the Hill Nursery School pays rent.

It was to act primarily as a feeder for the Preparatory School. In accordance with proper Nursery School practice, boys were accepted into the school to give some mixing of the sexes. Initially there was a verbal agreement with the headmaster of W.P.P.S. that the Hill should also be a feeder for his school and W.P.P.S. should support the Hill in whatever way possible. It appears, however, that this arrangement never really got off the ground. But the Hill has remained a mixed sex school, in contrast with, for example, the Nursery School attached to St. Cyprian's.

Although established and initially funded by Herschel School the Hill is an autonomous body, with no legal or statutory links with Herschel in its constitution. This autonomy was a condition laid down by the Provincial Department of Education when granting a subsidy for each child in the school, and is a condition laid down by the Department for all such schools.

The Hill is controlled therefore by a Management Committee of which the Herschel School Chaplain has been the usual Chairman. The School and this Committee are governed by the School's Constitution and Rules.

There is, of course, a very close link and much liaison in fact between the Hill and Herschel, with the Headmistress of Herschel being on the Management Committee, and the Committee is very conscious of the continuing purpose of the Hill's foundation.

The Hill has the maximum 66 children this year (40 girls, 26 boys) and three staff. The school already has its full complement for 1976 (probably 37 girls, 29 boys) and waiting lists are being filled for ensuing years.

The Provincial Council of the Cape has lately passed an Ordinance making it possible for nursery school teachers to be paid by the Province. If this offer is accepted by individual nursery school management committees, it will mean greater Provincial control over the management of those nursery schools so accepting.

Although the decision as to whether the Hill should accept this offer is the responsibility of its Management Committee, which will consider the question at its next meeting, great consideration will be given to the views of its founding body, the Herschel Council.

SOME FIGURES CONCERNING THE HILL NURSERY SCHOOL AT SEPTEMBER, 1975.

FEES

per child per quarter	R 48	per child per annum	R 184
total " "	R3 168	total " "	R12 672

SUBSIDY (from Province)

per child per quarter	R ± 20		
total " "	R1 366	total per annum	R 5 464

SALARIES

Mrs. Paulton (Superintendent)	R280 p.m.	-	R 3 360 p.a.
Mrs. Ashley ..	R275 p.m.	-	R 3 300 p.a.
Mrs. Anderson ..	R230 p.m.	-	R 2 760 p.a.
Total teaching staff	R785 p.m.	-	R 9 420 p.a.* c.f.
Secretary (part-time)	R 70 p.m.	-	R 840 p.a.
	R855 p.m.		R10 260 p.a.

Comparable Provincial salary scales for these teachers:

Mrs. Paulton ..	R325 p.m.	-	R 3 900 p.a.
Mrs. Ashley ..	R307 p.m.	-	R 3 690 p.a.
Mrs. Anderson ..	R255 p.m.	-	R 3 060 p.a.
Total teaching staff	R887 p.m.		R10 650 p.a.*

(Basic Provincial scale R3 060 x 210)

RENT (paid to Herschel School)

R250 p.m. - R3 000 p.a.

Plus repay rent overdue at rate of:

R 50 p.m. - R 600 p.a.

OTHER EXPENSES

Estimated per annum - R2 000

IAN EVE
Chairman
Management Committee

16. 9. 75.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD AT HERSCHEL AT 5 PM ON TUESDAY 16 SEPTEMBER 1975

AGENDA

1. Minutes to be confirmed of the Council Meeting held on Tuesday 3 June 1975.
2. Mr Gaskin (Fund Raising).
3. General Purposes Report.
4. Financial Review.
5. Headmistress' Report.
6. Any other business.

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MINUTES OF THE QUARTERLY MEETING OF THE HERSCHEL SCHOOL COUNCIL HELD AT HERSCHEL AT 5 pm ON TUESDAY 16 SEPTEMBER 1975

PRESENT: Messrs C J Bettison (Chairman)
J Newman
M J Longmore
J Mudge
Professor E Dowdle
Rev Ian Eve
Mesdames M Loggie
M Philip

IN ATTENDANCE: Dr B I Silberbauer (Headmistress)
Mrs A Griffiths (Vice-Principal)

APOLOGIES: His Grace the Archbishop, Mr J Graham, Mr D Jooste, Mr W Marshall Smith, Mr R K B Wilson, Mrs D Cronwright.

In the absence of the Archbishop, Mr Bettison took the Chair. He welcomed the Rev Ian Eve to his first Council meeting, and announced that Mr D Jooste, after 10 years on the Council, had decided that he wished to tender his resignation.

The minutes of the meeting of 3 June had been circulated to members and were signed as a correct record. Certain matters arising out of the minutes would be dealt with later.

Mr A Hockly of Kent, Miszewski, Hockly and Partners was present at the meeting to report the architects' progress with the plans for the building programme.

As far as the exchange of land was concerned, which it was hoped would give Herschel an extra strip from the Arderne Gardens, the outlook was not optimistic. Mr Kent had seen Mr Cra thorne and Mr Speed of the City Council, and had heard that a letter was in the post to Herschel expressing a refusal to consider th exchange. However, it appeared that it had been officials from Parks and Gardens who had turned down the request and the matter had not got to Departmental level. Council would ask for wider discussion and would try to interest individual members of the City Council in the problem.

Mr Hockly had plans of the proposed arts complex displayed, and described these in detail to Council. The arts complex was not affected by the question of the extra strip of land and if Council approved the plans, the architects could go ahead. The School staff had been consulted on whether the plans served their individual requirements and were to meet shortly to discuss the plans. The cost would be approximately R87 000.

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Council approved the drawings in principle - any small details could be flexible. Mr Hockly said that the architects would therefore develop the drawings to the point where they could proceed to tender and would submit the plans to the City Council. It was possible that the whole project could be under way by the time the fund-raising began, in March, and they would aim to have the building ready for occupation in January 1977.
Dr Silberbauer and Mrs Griffiths were hopeful that they could find a way to free space for the extra classroom which would be needed for 1976.

Fund-Raising

The General Purposes Committee have had another meeting with Mr Gaskin. The Contract has been signed with the National Fund Raising Counsel and the first quarter of the fee, R8 000 has been paid. There is to be an Appeal-launching meeting on 7 October in the library and it is expected that about 30 people will attend. In addition to those asked to attend, other people with long and close associations with the school will be sent a courtesy letter of information about the appeal.

There was considerable discussion about the relationship of the Council and the NFRC and it was agreed that the Council must be seen to be enthusiastic about the Appeal and its organisation.

The NFRC are dealing at the moment with 5 Cape schools. Council hoped that it would be possible to have some original ideas put forward for the Herschel campaign.

The Appeal Committee would appoint the Advance Gifts Chairman at the Appeal Launching meeting.

Report of the General Purposes Committee

Minutes of the meeting had been circulated to members of Council. Most of the G Ps concern had been with the architectural drawings, the Preparatory school driveway - to be finished the following day - and the fund-raising.

Financial Report

The financial report showing figures for the second term had been circulated, and Mr Longmore commented on certain aspects. The key question was what to plan for next year. The school was likely to have a surplus of R25 000 at the end of the year. R30 000 would be required for increased salaries, and if we budgeted for a surplus of R10 000 it would be necessary to raise the fees by 10 to 12%. Mr Newman suggested an increase of 10% across the board but Mr Longmore felt this would necessitate budgeting for a loss. Eventually Council agreed that there should be a maximum increase of 12%, that the increase of R20 per term in the middle school should be reconsidered, and that a provision should be made for R2 000 more for bursaries.

3/....

Appointments to Council

Mr Gawith had not yet come to a decision. The Archbishop has not yet appointed a nominee. There is now a further vacancy because of the resignation of Mr Jooste, which will be filled by a nominee of Council. It was proposed and agreed that Mr Ken Anderson should be approached.

Headmistress's Report

This had been circulated to members.

Other Business

Mrs Griffiths said she would like to propose that there should be a formally constituted Parents' Committee. Mr Bettison pointed out, however, that this had already been discussed fully by Council and members were not in favour at present.

The Rev Ian Eve tabled a report on The Hill Nursery School, he is Chairman of the Management Committee, and put forward for discussion the offer by the Department of Education to pay the salaries of the nursery school teachers. The full implications of acceptance have not yet been spelled out and it was agreed that the Management Committee, in view of the Hill's close link with Herschel, would come back to Council when more facts were known, and would try not to come to a conclusion without referring back to Council.

There was no further business and the meeting closed at 7.40pm.

+ Bill Cameron.
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CHAIRMAN

26. xi. 1975
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Date

Herschel
Claremont
Cape
10 September 1975

REMINDER

There will be a General Purposes Committee Meeting at Herschel on Tuesday 23 SEPTEMBER 1975 at 5.15pm.

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HERSCHEL SCHOOL

FINANCIAL REPORT

To be presented to the Meeting of the Council on Tuesday 16 September 1975.

The figures for the second term show a surplus of Revenue over Expenditure of R6382 which together with the surplus on the first term of R7924 amounts to R14,306.
The Budgeted surplus was R5625 so that we continue to improve on our budget but not by as large a margin as in the first term.

The following figures highlight the salient features:-

	Budget	Actual
Tuition and Boarding Fees	R147,750	R153,847
Extra Subjects	7,000	7,714
Registration Fees	500	844
Sundry Revenue	2,000	2,790
Lunches	2,000	2,718
Rent	-	1,250
Interest Received	-	714
	159,250	169,877
Less Bursaries and Scholarships	3,250	3,811
	R156,000	R166,066
Salaries	98,000	97,777
Wages	7,000	7,373
Provisions	15,000	12,855
Domestic Charges	6,500	8,190
Sports Requisites	750	143
Property Charges	5,000	2,488
Administration	5,875	9,621
Pension and Unemployment Ins.	2,500	3,517
Insurance	1,000	1,000
Interest	8,000	7,195
Depreciation	750	500
Bad Debts	-	1,101
	150,375	151,760
Surplus for 6 months	5,625	14,306

You will observe that for the first time our actual expenditure exceeds the budgeted expenditure by a small margin.
Domestic Charges are substantially up. Last term they were R3835, this term R4,355. They include Electricity, coal, water, laundry ~~and~~ & general maintenance.

Administration continues to exceed the budget by a substantial amount and the details are as follows:-

	Budget	Actual	Difference
Class Materials	1500	4575	3075
Audit Fee	500	462	38
Sundries	3875	4584	709
	R5875	R9621	R3746

Page 2 ...

The actual expenditure of R9621 can be broken down between the first two terms as follows:-

	1st Term	2nd Term
Class Materials	3406	1169
Audit Fee	231	231
Sundries	1602	2982
	R5239	R4382

Class materials which I commented upon last term although still exceeding the budget per term of R750 are more in line than they were previously.

It will be observed that during the 2nd term we have written off Bad Debts to the extent of R1101.00 which is made up of the amounts owing by Mr Crocker and Mr Pulvermacher. I have not written these amounts off against the Bad Debt Provision as our Income from Fees is substantial at some R300,000 per annum and a provision of R1950 is not excessive for that amount of Income.

At this time of year it is necessary to consider the following year's budget because if we find it necessary to raise fees, at least one term's notice must be given to the parents.

The most thorny problem has as usual been our level of teaching salaries compared with that paid in Government Schools. Whilst recognising that Government school teachers work much harder than our teachers, it would be unwise to endeavour to cut down on numbers of existing staff and increase productivity in the remaining staff to too great a degree because to a certain extent this leads to bad teaching, and part of the reason for our scale of fees is that the teaching standard per pupil is higher at Herschel than in Government schools.

I have prepared a draft budget based on roughly an overall increase in fees of between 10% and 12% which gives rise to an increase in income from R307,700 per annum to R340,000. Certain overheads are clearly going to be more than last year's and after allowing for this and after allowing for a surplus of R10,500 I am left with a figure of R240,000 for Salaries compared with 1975 budget figure of R210,000. This extra R30,000 will be utilised by Dr Silberbauer towards meeting the requirements of all the staff.

Details of the present 1975 budget and the proposed 1976 budget are set out on page 3.

Page 3 ...

	1975 Budget	1976 Budget
ESTIMATED INCOME		
Tuition and Boarding Fees	295,500	340,000
Extra Subjects	14,000	13,000
Registration Fees	1,000	1,000
Sundry Revenue	4,000	2,500
Lunches	4,000	4,500
Rent	-	3,000
	318,500	364,000
Less Allowances and Scholarships	6,500	5,000
	R312,000	R359,000
ESTIMATED EXPENDITURE		
Salaries and Wages	210,000	240,000
Provisions	30,000	30,000
Domestic Charges	13,000	17,000
Sports Requisites	1,500	1,500
Administration (including Class Materials and Audit Fee)	11,750	1,000) 20,000)
Pensions and U I F	5,000	7,000
Insurance	2,000	2,500
Interest	16,000	16,000
Property Charges	10,000	10,000
Depreciation	1,500	1,500
Bad Debts	-	2,000
	300,750	348,500
Estimated Surplus	11,250	10,500
	R312,000	R359,000

M J LONGMORE

COUNCIL MEETING : TUESDAY 16 SEPTEMBER 1975

HEADMISTRESS' REPORT

STAFF

Several staff have informed me that they intend leaving at the end of the year so I have been busy interviewing new staff.
At the Senior School Mrs Meinert (ex Bergvliet High) will replace Mrs Tyler (Senior English).
Miss de Kock (ex Milnerton High) replaces Mrs Garrett (Mathematics).
Mrs Slagter will probably replace Mrs Doherty (Housecraft).
Mrs Herron will teach Biology part-time.
Mrs Bastiaans has been told that she will not be needed next year and her teaching schedule will be taken over by the present staff.

In the Boarding House, Mrs Smart left suddenly because of ill-health and we have been fortunate in obtaining the services of Mrs Dann as assistant house-mistress.

At the Preparatory School Miss Gosling (Standard 1) is leaving and Mrs Crossan will be taking over this class.

At the prep next year there will be two streams from Sub A to Standard 5 except in Standard 3 so the second Standard 3 teacher will probably move to Standard 2 - that is if she remains at Herschel!

The teaching load of all staff at the prep and at the senior school will be increased next year and in this way we feel that we will make better use of our staff. Much thought has gone into the re-organisation of staff salaries next year.

At the Nursery School Mrs Poulton has replaced Mrs Neaves as teacher/supervisor; and Miss Anthony has been appointed as pre-school teacher as Mrs Kirkpatrick leaves for domestic reasons.

This term members of staff have attended conferences on Biology in Johannesburg, a symposium on science and mathematics in Durban, the four Kindergarten teachers have attended a week's workshop course at UCT during the evenings, while Mrs White has attended Geography surveys at UCT and at the Teachers' Centre. This year Mrs Brown attended the Headmasters' and Headmistresses' Conference at St John's in Johannesburg.

SPORT

We have had three girls in the Western Province hockey team and Stacey Smith-Chandler, Margot McLachlan and Susan Botha represented Province at the Intersquash Tournament in Salisbury.

An informal gym display will be held in the Hall at 7.30pm tonight which promises to be very good.

We have yet to play the interschools U15 and Senior Hockey and the Interschools Squash.

Interhouse events have been keenly contested this term and both the variety concert and the literary magazine contests were won by Merrimen.

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An Art Exhibition organised by the Old Girls will be held in the Main Hall on Saturday 20 September from 11am to 8pm, and on Sunday 21 September from 11am to 5pm.

This display will we hope, involve the whole Herschel family, and will include works of art by parents, past and present; Old Girls; and staff. It promises to be most interesting and the exhibition will be opened by the Mayor of Cape Town at a cheese and wine party to be held on Friday 19 September from 6 to 8pm.

ESTIMATED NUMBERS

1975		3rd Term		
Day		Boarders		
29		12		Std 10
36		13		9
43		13		8
29		16		7
34	171	9	63	6
23		4		5
28		9		4
24		9		3
22		3		2
31		6		1
32		-		Sub B
27		1		A
22	209	-	32	Preprep
	380		95	
		475		

Nursery School = 66

1975		4th Term		
Day		Boarders		
29		12		
36		14		
43		14		
28		15		
35	171	9	64	
23		4		
28		9		
24		9		
21		2		
30		7		
33		-		
28		1		
23	210	-	32	
	381		96	
		477		

Nursery School = 66

1976		1st Term		
Day		Boarders		
34		13		Std 10
38		15		9
25		19		8
35		12		7
33	165	9	68	6
31		8		5
36		10		4
19		2		3
31		7		2
34		-		1
31		1		Sub B
53		1		A
22	257	-	29	Preprep
	422		97	
		519		

Nursery School = 66

MINUTES OF A GENERAL PURPOSES EXECUTIVE COMMITTEE MEETING

HELD AT 8PM ON MONDAY 8 SEPTEMBER 1975 AT MR WILSON'S HOME.

PRESENT: Messrs J Graham (Chair), D Jooste, M Longmore, B Wilson.
Dr B I Silberbauer, Mrs M Loggie.

APOLOGIES: Mr J Bettison, Mr W Marshall Smith.

CHAIRMAN'S REPORT

In the absence of Mr Bettison, Mr Graham invited members to put forward names to form a Steering Committee for the Appeal. After considerable thought and discussion to ensure a representative group of school supporters, the following were listed:-

a) All members of the Council;
b) The Principal and Vice-Principal;
c) Old Girls - Mesdames A Fouché, B-L Hoffman, M Robertson.
d) Active Present Parents - Messrs K Anderson, G Deal, G Krone, M A Pelt, K Frater, R Ackerman, A Ovenstone, N Chapman, F Gottgens, L Fine, J Robins, Dr G L Lyne, Mr D Gawith, Mr D McLellan, Mr A M R Howes. Mesdames H Newton Thompson, F Scott, J te Water Naude,
e) Teaching Staff - Mrs P Brown, Miss L Kable.
f) Past Parents - Mr D Cunningham

Further suggestions:- Messrs J Allen, G Graham, H White, R Douglas, G Knudsen, A Louw, G Kohler, H Foot, C van Rynsveld. Mesdames J Lloyd-Roberts, P McLachlan, J D Metcalfe, A Frater.

It was decided that a personal invitation to the first meeting of this Appeal Planning Committee at 8 pm on Tuesday 7 October in the Library at Herschel, would be far preferable to any letter. Accordingly members of the General Purposes Committee were asked to undertake this.

FINANCE

Mr Longmore explained that as a rise in salaries had to be given he had turned the budget around putting salaries first and adjusting fees to accommodate. The meeting agreed on an average rise (about 15%) involving R30,000 and that this matter be referred to Council. An investigation into the expenditure on class materials is to be made as the costs appear startling.

DR SILBERBAUER'S REPORT

1. Prep Driveway The exit corner has been widened and the centre island and other surrounds gardened.

2/...

2. New Classrooms at Prep.

There has been endless bother with leaks in two of the new rooms and on one side of the covered way. This is to be investigated.

3. Domestic Science Room at Senior School.

Everything fuses when all six stoves are switched on. L J Taylor quote R262 to install a new cable to the kitchen box. This must be done and the money argued about later. Mr Wilson offered to take over through Mr H Floyd.

4. Long Leave.

Requests have come in for long leave. Government teachers get three months every five years.

5. Pension Fund.

For the first time our coloured staff have asked for a pension fund.

6. Nursery School.

The Nursery School Management Committee met on 5 September to discuss the Government circular concerning salaries. It is clearly a better paying proposition for us to let the Government take over salaries rather than pay us a subsidy. Rev I Eve is to give a report on this as Chairman of the Management Committee at the next Council meeting.

7. Prize Giving.

His Grace the Archbishop and Mrs Burnett have kindly accepted to do the honours.

8. New Council Members.

It was suggested that Mr Bottison see the new nominees and clarify the position so as to have as full a Council meeting on 16 September as possible.

9. Grounds and Equipment.

The hockey pitch needs top dressing and fertilising. Two new lawn mowers have been purchased at cost from Ardorne Scott Timbers.

The Next Meeting of the General Purposes Executive Committee is to be held at 5.15 pm on Tuesday 23 September at Herschel.

There being no further business the meeting adjourned at 11.50pm.

. . . . . .
CHAIRMAN

. . . . . .
Date

MINUTES OF A GENERAL PURPOSES EXECUTIVE COMMITTEE

MEETING HELD AT HERSCHEL AT 5.15 PM ON 3 SEPTEMBER 1975

PRESENT: Messrs J Bettison, D Jooste, J Graham, M Longmore, B Wilson, Dr B I Silberbauer, Mrs M Loggie.

IN ATTENDANCE: Mr Gaskin from N F R C.

APOLOGIES: Mr W Marshall Smith.

CHAIRMAN:

Mr Bettison extended a warm welcome to Mr Gaskin and invited him to take us through the Campaign agreement between the Council of Herschel and the N F R C. This being done the following points were noted.

1. Our Councillors will probably be Mr Kevin Wallace for 20 weeks (currently No.1 at W P P S) and Mr Corbett for 10 weeks (involved at Bishops).
2. Office Space. Suggestions were made that we consult WPPS for the use of "Glenifer" for the intensive stage.
3. Transport. We buy a car and sell it back, operating costs to be borne by the N F R C unless visiting a regional district involving excessive mileage. Insurance to be paid by us.
4. Publications. All publications put out in the name of the School to go through the Headmistress' office.

The Meeting being satisfied with the terms of the agreement the Chairman formally signed the contract.

OTHER BUSINESS

The Chairman informed the Committee of Mr Jooste's intended resignation.

A date was fixed for the next meeting at Mr Wilson's home at 8 pm on Monday 8 September, 1975.

Dr Silberbauer reported on a Government circular concerning Nursery School salaries. The Nursery School Management will meet on Friday 5 September and be asked to report fully to Herschel Council on 16 September, 1975.

Mr D Gawith has not yet accepted nomination to the Council. Mr N Chapman has not yet been proposed by the Archbishop.

There being no further business the Meeting adjourned at 7.30 pm.

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CHAIRMAN

. . . . . .

Date

THE ENGLISH CHURCH SCHOOLS ASSOCIATION

A GENERAL PURPOSES COMMITTEE MEETING WILL BE HELD AT MR BETTISON'S HOME AT 5.30 PM ON WEDNESDAY 20 AUGUST 1975

A G E N D A

1. Fund Raising.

2. Finance.

3. Accounts.

4. Staff.

5. Parking area.

6. Any other business.

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MINUTES OF THE HERSCHEL GENERAL PURPOSES EXECUTIVE COMMITTEE

MEETING HELD AT MR BETTISON'S HOME ON 20 AUGUST 1975 AT 5.30 PM

PRESENT: Messrs J Bettison, J Graham, D Jooste,
M Longmore, B Wilson.
Dr B I Silberbauer, Mrs M Loggie.

CHAIRMAN'S REPORT:

Fund Raising: Mr Bettison as instructed by the meeting at Bishopscourt on 15 July, duly met Mr Gaskin for discussion on 30 July. Several points were raised and Mr Gaskin wrote at length in reply. This letter was read to the General Purposes Committee and the Chairman added comments from others with whom he had discussed the N F R Council, some of which were strongly unfavourable.
After detailed discussion it was decided that the Chairman should contact Mr Gaskin and sign the contract to carry out fund raising at Herschel.

FINANCE:

Mr Longmore reported a surplus of R14,306 for six months having budgeted for R5,000.

PARKING AREA:

The Preparatory driveway is nearing completion needing only 4 or 5 days of fine weather. The cost is approximately R8,700.

STAFF:

Dr Silberbauer reported that there had been many resignations. Some for family reasons but many for insufficient salaries. If we are to go for academic excellence this wont do. The whole situation needs detailed study and investigation and Mr Longmore agreed to re-assess staff salaries with Dr Silberbauer as soon as possible.

There being no other business the meeting ended at 7.20 pm.

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CHAIRMAN

3rd Sept. 1975

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Date.

MINUTES OF A SPECIAL MEETING OF THE HERSCHEL COUNCIL
HELD AT BISHOPSCOURT ON TUESDAY 15 JULY 1975

Present: His Grace the Archbishop of Cape Town (Chairman)
Messrs C J Bettison
J M Borton
D D Jooste
J Graham
M J Longmore
W Marshall Smith
J H Newman
R K B Wilson
Prof E Dowdle
Mesdames D Cronwright
M Loggie
M Philip

In Attendance: Dr B I Silberbauer (Headmistress)
Mrs A Griffiths (Vice-Principal)

Guests:

Those whom the General Purposes Committee had invited to discuss the proposal by the National Fund Raising Counsel that they should assist Herschel to launch an appeal to raise R375000 over a period of 5 years.

The meeting was held at Bishopscourt at the invitation of His Grace the Archbishop of Cape Town. With the help of the architects plans, Mr Bettison outlined to the assembled guests the proposed extensions and alterations which Council would hope to authorise if an appeal was considered practicable and desirable. He explained the National Fund Raising Counsel's plan, and what would be involved in calling in the services of professional fund-raisers.

There was considerable discussion.

When it was clear that those present were in agreement that the National Fund Raising Counsel should be appointed to raise money and that their proposed target of R375000 should be accepted as the goal, the Archbishop constituted the members of Council present in the gathering as a special meeting of the Herschel Council.

The decision was formally taken to appoint the National Fund Raising Counsel, and Mr Bettison was empowered to negotiate the terms of the agreement with Mr Gaskin.

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CHAIRMAN

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Date

MINUTES OF THE ANNUAL GENERAL MEETING OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED ASSOCIATION NOT FOR GAIN) HELD AT HERSCHEL ON THURSDAY 12 JUNE 1975

PRESENT: Messrs C J Bettison (Acting Chairman)
M J Longmore
J Newman
W Marshall Smith
R K B Wilson
J M Borton
Mesdames M Loggie
M Philip

In Attendance: Dr B I Silberbauer (Headmistress)
Mrs A Griffiths (Vice-Principal)

Apologies: His Grace the Archbishop, The Rev Ian Eve, Professor E Dowdle, Mrs D Cronwright, Messrs J Mudge, D Jooste, J Graham.

In the absence of the Archbishop, Mr Bettison took the Chair and constituted the members present as the Annual General Meeting of the English Church Schools Association. Minutes of the Annual General Meeting of 21 June 1974 had been circulated to members and were taken as read and accepted as correct.

Financial Accounts

The financial statements and detailed income statement of accounts as at December 31 1974 were tabled by Mr Longmore. He drew attention to the fact that the accounts are now in a different form to comply with the Companies Act.

Compared with 1973 there had been an increase in the provision for doubtful debts because in fact one parent had gone bankrupt and owed the school over R800.

Auditors fees were considerably increased, but Mr Marshall Smith said that the increase was modest compared with the work the auditors had done.

Costs of provisions were down, primarily because the school was no longer providing lunch for daygirls. The Headmistress said that she was satisfied that the boarders were being well fed. The Chairman said he would like to congratulate the school and staff on the economies that had been effected.

The Auditors had complained that the Association had not kept a register of fixed assets as required in terms of section 284 of the Companies Act. This was now being compiled; and a register of attendance at Council meetings was also now being kept.

Mr Marshall Smith moved the adoption of the accounts, and Council agreed.

The acceptance of the Auditors total fee of R975 was moved and adopted, and Arthur Young and Company were re-appointed for the forthcoming year.

Re-election of members

The Council at the moment consists of:-

His Grace the Archbishop (Chairman)

Mrs D Cronwright	*Mrs M Philip
Mrs M Loggie	*Mr J M Borton
Mr C J Bettison	*Mr J Graham
Prof E Dowdle	*The Rev Ian Eve
Mr M J Longmore	*Mr W Marshall Smith
Mr R K B Wilson	*Mr J Mudge
Mr D Jooste	*Mr J Newman

*Appointed by the Archbishop

There are two vacancies. Mr R Gawith has been approached to fill one but as he has been away in Australia he has not yet replied. The second vacancy will be filled by the appointment of the Archbishop.

One quarter of the Council must retire annually, and this year Messrs Longmore, Jooste and Bettison and Mrs Loggie retired. As these were members appointed originally by the Council, they were re-elected by the Council, proposed for re-election by Mr Newman and seconded by Mr Borton.

There was no further business. The Chairman thanked members for their attendance and Mr Longmore for his accounts.

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CHAIRMAN

11th June 1976.

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Date

MINUTES OF A GENERAL PURPOSES MEETING OF THE HERSCHEL SCHOOL COUNCIL HELD AT MR BETTISON'S HOME ON 5 JUNE 1975 AT 8 PM

PRESENT: Mr J Bettison (Chairman)
Mr D Jooste
Mr B Wilson
Mr M Longmore
Mrs M Philip
Mrs M Loggie
Mrs A Griffiths
Dr B I Silberbauer

APPEAL COMMITTEE:

The Council having decided that the School must raise funds for development, asked the General Purposes Committee to select 10 to 15 persons who, together with the Council should form an Appeal Committee. This Committee should then sit and take the decision on whether or not to employ the National Fund Raising Council. The following names were put forward after careful scrutiny of the entire school family:-

Messrs R Ackerman
K Anderson
N Chapman
G Deal
L Fine
F Gottgens
D Hennessy
G Krone
A Ovenstone
M Pelt
D Susman
H White

Extras Messrs DCunningham (Elgin)
J Gant (Windhoek)
D King (Tsumeb)
E Prain (Stellenbosch)

The meeting agreed that these people be approached personally and asked to meet with the Archbishop on 15 July 1975 at 8 pm in the Herschel School Library.

ANNUAL GENERAL MEETING

The date fixed for this formality is 12 June 1975 at 5 pm.

TRANSPORT

Dr Silberbauer reported Miss Kable's difficulties with her personal car. As she has never claimed mileage the meeting agreed that she be paid R250 for retrospective mileage. In future claims which are not put in will not be compensated for. The need for some form of school transport to be discussed at a later date.

Page 2/...

PRE-FABRICATED CLASSROOM

Mr Newman suggested we investigate this as a temporary relief measure for one year. Mr Wilson has followed this up and finds further investigation necessary.

The meeting adjourned at 11 pm.

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CHAIRMAN

. . . . . .

DATE.

MINUTES OF THE QUARTERLY MEETING OF THE HERSCHEL SCHOOL COUNCIL HELD AT HERSCHEL AT 5 PM ON TUESDAY 3 JUNE 1975

PRESENT: His Grace the Archbishop of Cape Town (Chairman)
Messrs C J Bettison
D D Jooste
M J Longmore
W Marshall Smith
J Newman
R K B Wilson
Professor E Dowdle
Mesdames D Cronwright
M Loggie
M Philip

In attendance: Dr B I Silberbauer (Headmistress)
Mrs A Griffiths (Vice Principal)

Apologies - Rev Ian Eve, Mr J Graham, Mr J Mudge.

His Grace announced the resignations of Mrs E Brailey, Mr G Abernethy, and Professor R Lighton, and welcomed Mr Boone Wilson to the Council in the place of Professor Lighton. It was agreed that a letter be sent from the Council to those resigning, expressing appreciation of their considerable services to the School.

Minutes of the quarterly meeting of 11 March and also of the special meeting of 27 May had been circulated to members and they were adopted as correct records.

Mr Gaskin of the National Fund Raising Counsel (South Africa) (Pty) Ltd, was present at the meeting in order to put before Council the results of his survey of the possibilities of a fund-raising appeal for the school, and the Archbishop now invited him to describe the results of his investigations.

Mr Gaskin tabled his report, and before taking Council through the report he directed attention to the conclusion, which projected a possible goal of R375 000 with R31 480 professional fee and R11 350 possible administrative costs.

Report of the NFRC

As a general comment after his report, Mr Gaskin said that parents were looking increasingly for academic excellence as a guide in their choice of schooling for their daughters, and the fact that the parents involved with Herschel were pleased at the moment, after excellent results, was a favourable indication for an appeal; also, an appeal that placed the accent on the achievement of academic excellence might do much to reinvolve the 'old-girl constituency' in school affairs.

The Archbishop called for any questions that members wished to put to Mr Gaskin. Questions and answers are reported as follows:

Page 2/...

Question: How many of the schools whose appeals were listed in the report are girls' schools of similar size to ourselves?

Mr Gaskin: The girls' schools listed are all about half the size of Herschel (Girls' Collegiate, Pietermaritzburg, 150 pupils; St Andrews, Johannesburg, approximately 230 pupils; St Anne's, Hilton, approximately 280 pupils; St John's, PMB, under 200).

Question: Some schools have not reached their goal; are these the more recent appeals, that is, have people grown tired of such appeals?

Mr Gaskin: The current appeal of Clifton Preparatory, Natal, is good; Kingswood College, Grahamstown, however, did not reach their goal, primarily because their possible donors were so very scattered. St Johns', Johannesburg, are at present having an appeal which is not going as well as it might, possibly because the Mozambique crisis occurred in the middle. But present appeals do not appear to be less good than past ones, in spite of the economic climate. Durban Girls' College at the moment are having a very successful appeal of R500 000.

Question: Knowing that other local independent schools have embarked or are about to embark upon similar appeals, can we be satisfied that this wont affect the success of our appeal?

Mr Gaskin: Appeals are regularly overlapping and each school suffers thereby to some extent. The goal suggested is conservative, however as we reckon that in any case not much more than half the parent body will respond, sometimes for the very reason of overlapping. Results would not be adversely affected beyond that.
Mr Gaskin described the pattern of giving that had developed in other appeals. It was important that the appeal should start with large donations - one third of the money (R125 000) should come from 10 to 20 donors; the middle third would normally come from about 100 donors, leaving roughly 1425 potential donors to provide the last R125 000. By the end of the appeal itself, 15% of the money ought already to be in hand.

Question: Are you satisfied that the development program as outlined will catch the imagination?

Mr Gaskin: It is perhaps a bit all-inclusive. The program should have things academic emphasized because this has emerged as of powerful importance to this parent body.

(Mr Bettison later made the point that Mr Gaskin had not in fact seen the architect's final co-ordinated plans for the overall development program, but only the original outline.)

Question: If we had to start the building program before the appeal was launched, would this be likely to have a detrimental effect on the appeal, or the opposite?

Mr Gaskin: The program is a unit from the start and must be regarded as such. To embark on it before the appeal would not put people off, more probably the reverse.

Question: We have already built new classrooms at the Preparatory on which we have incurred debt. Could this be included in the appeal?

Mr Gaskin: It would probably be advisable to exclude what has been done up till now, particularly as most of the money collected would be needed for the future plan.

Page 3/...

Question: How long has the NFRC been operating in South Africa?

Mr Gaskin: 5½ years. They came to raise R1 115 000 for Rhodes.

Question: If small functions of a fund-raising nature are held, primarily to encourage parent involvement, before the start of the appeal, would this matter?

Mr Gaskin: No, as long as the emphasis is on the social aspect rather than on fund-raising.

There were no more questions. His Grace thanked Mr Gaskin for giving his time to speak to the Council and for his clear presentation.
Mr Gaskin then left, and Council entered into a general discussion of whether the NFRC plan was something it wished to embark upon.

Time limit for decision:

It was thought that the NFRC required to be told within six weeks whether or not their plan was adopted, but in any case there was a practical time limit because a decision had to be taken by Council on whether to start building the new classrooms, and this could not be taken without knowing where the money was coming from.
The Headmistress said that the school could manage for next year with one additional classroom, but that facilities for teaching art were desperately inadequate.

Mr Newman, who had had practical experience of an NFRC campaign in helping to organize Diocesan College's appeal, was able to indicate many of the disadvantages of having these professional fund-raisers, such as unnecessarily high administrative costs, and the resistance of donors to paying towards the organization of the campaign. (At Bishops this objection was met by the first three donors giving sufficiently more than they would otherwise have done in order to cover the administrative costs.)
His Grace, with considerable experience of professional fund-raisers, and Mr Newman both agreed that they would be reluctant to have to decide to employ them but could not easily see how else to raise the large sum of money which undoubtedly has to be raised. It would not be easy to find someone else who could be employed to organise the school's own campaign. Mr Longmore pointed out that the professional fee was equivalent to one year's interest on the capital sum if it were raised by loans.

Mr Newman proposed and Council agreed that an Appeal Committee should be formed, to meet soon, consisting of the whole of the Council and ten others; that the Committee should discuss the NFRC plan and decide whether or not to use it, and if not how to run an Appeal independently. The General Purposes Committee would decide whom extra to invite and they or the Headmistress would approach them. His Grace would, if possible, chair the Appeal Committee meeting.

In the interim, Council would acknowledge Mr Gaskin's report and would say that it would let him know.

Page 4 /....

General Purposes Report

MrBettison explained that the G P Committee had been entirely occupied with the architects and the fund-raisers, and there was therefore no separate report.

Financial Review

The figures for the first term had been circulated and Mr Longmore was thanked for his activities.
The only point raised was in connection with the cost of classroom materials, which in the term had exceeded the budget for the year. Mrs Griffiths reminded Council that materials had in some cases, eg paper, increased in price by almost 100 per cent. Council was concerned not to put pressure on the staff in this regard: it was satisfied that there were stocks in hand and that reasonable economies were being attempted.

Headmistress's Report

This had been circulated to members. Council agreed that Dr Silberbauer should offer scholarships to the two best candidates in the scholarship examination. Council would consider at some other time whether these scholarships should be offered only to children coming to the Senior School from outside Herschel.

Council was glad to hear from Dr Silberbauer that two pupils in Standard 5 had been awarded 1st and 2nd prizes in the S H Skaife annual competition on a biological subject involving original research.

His Grace thanked the Headmistress for her report. Dr Silberbauer asked for leave of absence from 8 to 15 October because one of her sons was getting married. His Grace suggested Council would best show its appreciation of her by saying she couldnt be spared, but permission granted!

Other business

The vacancy on the Council caused by the resignation of Mr Abernethy was to be filled by a nomination by the Council. Mr Bettison proposed Mr Dick Gawith and the nomination was accepted. The Archbishop will appoint a member to take the place of Mrs Brailey.

Next Meeting

It was decided to hold the next meeting on Tuesday 15 July at 8 pm if possible at Bishopscourt. Invitations would be issued to all those suggested for the advisory appeal committee (see G P Minutes enclosed), as well as to all members of Council.

There was no further business and the meeting closed.

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C H A I R M A N

16th July '75

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Date.

HERSCHEL SCHOOL

FINANCIAL REPORT

To be presented to the Meeting of the Council on 3 June 1975.

The figures for the 1st Term show a surplus of Revenue over Expenditure of R7924. This is R5111 more than was budgeted for.

The surplus is made up as follows:-

	Budget	Actual	Favourable Variations
Income	78000	82210	4210
Expenditure	75187	74286	901
	2813	7924	5111

The Revenue exceeds budget by R4210 and is primarily due to better attendance than was expected. When the budget is prepared during November of the previous year the exact number of pupils who will attend is not known and a conservative approach is adopted. The following figures show the details.

	Budget	Actual
Tuition and Boarding Fees	73875	76907
Extra Subjects	3500	3569
Registration Fees	250	294
Sundry Revenue	1000	1117
Lunches	1000	1050
Rent	-	750
Interest Received	-	348
	79625	84035
Less Bursaries and Scholarships	1625	1825
	R78000	R82210

On the expenditure side the following is the position.

	Budget	Actual
Salaries and Wages	52500	51936
Provisions	7500	5948
Domestic Charges	3250	3835
Sports Requisites	375	85
Property Expenses	2500	1724
Administration	2937	5239
Pension and UIF Contributions	1250	1724
Insurances	500	500
Interest	4000	3045
Depreciation	375	250
	R75187	R74286

The major discrepancy which is particularly striking lies in Administration expenses, and an analysis shows:-

	Budget	Actual
Class Materials	750	3406
Audit Fees	250	231
Sundries	1937	1602
	R2937	R5239

I am assured by the Bursar that the figure of R3406 represents expenditure on materials, a large portion of which remains in stock and that this expenditure is not likely to increase as the year progresses. The budget for the whole year under this heading is R3000 so that the Budget has already been exceeded. It is questionable whether the substantial stocks on hand are justified since there is a tendency to use larger quantities when the materials are easily available.

I have commented before on class materials and repeat that this overhead must not be allowed to get out of hand.

None of the other figures appear to call for comment at this stage. The favourable start to the year is most encouraging.

M J LONGMORE

May 1975

COUNCIL MEETING : TUESDAY 3 JUNE 1975

HEADMISTRESS' REPORT

STAFF

Senior: This term the staff remains unchanged except that Mrs Thompson (Latin) has taken unpaid leave and Mrs P Jarvis is deputising for her.
I am delighted with the attitude of the staff towards their work this year and their enthusiasm encourages and exhorts the girls to better achievement.

Preparatory: Unfortunately Mrs Taylor (Standard 5) has to return to Johannesburg and Mrs R Burnton will be taking her place next term.
Mrs Beck has taken full command of her Sub A class this term and has settled down well.

House Staff: The house staff at both the preparatory and senior schools appear happy. Mrs Nezar continues to run the senior boarding house most efficiently and both boarding houses are full to capacity.

SPORT

The hockey tour to Grahamstown arranged by Miss Kable was an unqualified success and the walk along the Otter's Trail was enjoyed by all. Three of our first team girls have been selected to represent the Western Province Schools at Wellington in the June/July holidays. They are Margo McLachlan, Tessa Douglas-Hamilton and Stacey Smith-Chandler. Miss Kable has been invited to be team manager.

This has been a busy term culminating in school examinations. Girls were successful in the Speech Eisteddford in May and the Standard Fives brought home the Mavis Scott Floating Trophy for Choral Verse.

The Choir has sung at the weddings of two old girls and acquitted themselves quite magnificently at the Festival Concert in the City Hall together with eight other selected choirs.

The girls have attended concerts, a Rotary Career Evening, suitable films, and Caesar and Cleopatra at Bishops, where Camilla White was an outstanding Cleopatra.

2/.....

Much time and thought has been taken up in discussions with the architects for an overall plan for future development at Herschel. Messrs Hockley and Kent have produced a bold and exciting plan for the school.

Interviews have also been organised between Mr Gaskin and members of Council as well as certain parents to enable him to assess a target for future fund-raising.

The Scholarship examinations were held early in May and Carolina Marten (Fish Hoek Primary) and Anina van der Merwe (Herschel) were clearly the best candidates. Permission from Council is sought to offer these two pupils scholarships to take effect in January 1976. ✓

* * * * * *

NUMBERS

1975		2nd Term 1975			1975		End of 2nd Term	
Day		Boarders			Day		Boarders	
29		12		Std 10	29		12	
34		15		Std 9	34		15	
43		10		Std 8	44		11	
31		15		Std 7	31		15	
35	172	8	60	Std 6	32	170	11	64
22		4		Std 5	21		5	
27		9		Std 4	27		9	
25		8		Std 3	25		9	
21		3		Std 2	20		3	
31		5		Std 1	33		5	
31		-		Sub B	32		-	
27		1		Sub A	28		1	
22	206	-	30	Pre Prep	22	208	-	32
	378		90			378		96
		468					474	

Nursery School = 66

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HERSCHEL

CLAREMONT 7700

19 May 1975

THE ENGLISH CHURCH SCHOOLS ASSOCIATION

(Incorporated Association not for gain)

Notice is hereby given that the Annual General Meeting of Members will be held at Herschel on Thursday 12 June 1975 at 5 pm for the following purposes:-

1. To receive the Annual Financial Statement together with the Report of the Council for the year ended 31 December 1974.

2. To fix the remuneration of Auditor and to appoint them for the ensuing year.

3. To re-elect Council members.

S E C R E T A R Y

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THE ENGLISH CHURCH SCHOOLS ASSOCIATION

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD AT HERSCHEL AT 5 PM ON TUESDAY 3 JUNE 1975

A G E N D A

1. Minutes to be confirmed of the Special Meeting held on Tuesday 27 May 1975.
2. Mr Gaskin (Fund Raising)
3. General Purposes Report
4. Financial Review
5. Headmistress' Report
6. Any other business.

* * * * * * *

MEMORANDUM ON PARENTS ASSOCIATION

1. All schools constantly need funds for additional facilities; private schools even more so than Government schools. An interested nucleus of parents usually arrange fund-raising activities.
   In order to correlate activities a formal organisation is needed.

2. Parents can assist in activities other than fund-raising, e g Fostering cultural activities, or the encouragement of hobbies, etc. The scope of parent contribution often passes unnoticed unless a parent organization exists.

3. Fellowship between children and parents can be encouraged by activities such as tennis matches between parents and children. These activities often fall within the scope of a Parent Organisation. At these functions parents and children have an informal opportunity of meeting. These gatherings can have a therapeutic value to the young adolescent.

4. Parent involvement in a school can assist in achieving the fullest education of the child, for home and school working together gives maximum benefit to the child.

5. Enthusiastic and helpful parents can be nominated for the School Council.

6. The Constitution, approved by the Council should ensure that the Parent Association does not usurp the functions of the Headmistress or Council.

Ann Griffiths

* * * * *

Herschel
May 1975

MINUTES OF A COUNCIL MEETING HELD ON TUESDAY 27 MAY 1975

IN THE HERSCHEL LIBRARY AT 5 PM

PRESENT: Messrs J Bettison (Chairman)
B Wilson
J Newman
Mesdames M Philip
A Griffiths
B Silberbauer (Headmistress)
M Loggie

IN ATTENDANCE: Mr Hal Kent and Mr Tony Hockly as Representatives of the firm of Architects Kent, Miszewski, Hockly and Partners.

APOLOGIES: His Grace the Archbishop,
Messrs J Borton,
J Graham
D D Jooste
J Mudge
M J Longmore
W Marshall Smith
Professor E Dowdle
Reverend Ian Eve
Mrs D Cronwright.

CHAIRMAN'S INTRODUCTION

Mr Bettison welcomed Mr Kent and Mr Hockly to the meeting and apologised for the poor representation, seven of the Council members being away from Cape Town. He appreciated that the Architects were only interested in presenting their plans to the Herschel Council once and at one sitting and expressed the hope that those Council members who were unable to be present would inspect the plans which are avaiable at the School, and familiarise themselves with the discussion so as to be able to participate in the decisions to be taken at the next meeting of the Council. Mr Bettison then called on Mr Kent and Mr Hockly to present their plans.

PRESENTATION OF TWO ALTERNATE PLANS FOR DEVELOPMENT

Mr Kent explained that the firm had had several meetngs with Dr Silberbauer and staff and had familiarised themselves with the school atmosphere, the flow of pupils and staff, the local geography, and the requirements as set out in the Development Plan. Further advice had been taken from Mr Ryder, an expert from London on new trends in audio-visual teaching and requirements. Two alternative schemes were presented.

SCHEME A

This scheme is dependent on the acquisition of 1500 sq metres from Claremont Public Gardens in a simple and direct exchange for 1500 sq metres which Herschel will lose when Herschel Road is widened. It comprises:-

a) 6 or 8 Classrooms in the area between the existing classroom wing and the revised Park boundary. This new block to be linked to the existing and to the Science laboratory so as to form a new quadrange of generous proportions. The heavy bushy undergrowth

presently restricting/...

presently restricting light would be cut down and adequate light should be available if the new buildings were kept back from the proposed new boundary. Circulation was improved.
At present all our classrooms are cramped providing 1,45 sq m per child. The Government regulation is 1,8 sq m. Our new classroom area should not be less than the required Government area.

b) New Cloaks adjacent to one side of the new quadrangle to serve the new classrooms.
It was noted that the focal point and entrance of the School would now very decidedly be the front door of the original homestead for administration; and the access adjacent to the library for the school, rather than that on the road next to the present hall.

c) Science Lecture Room - a new lecture theatre above the junior Science laboratory. This would cantilever beyond the present lab to provide a covered way underneath, linking the new classrooms with the rest of the school.

d) Arts Block to be extended ultimately incorporating the old hall and a new building situated at the swimming pool end of the present daygirl cloakroom. This would have a choir room, a large speech and drama studio with outside access and therefore able to be used by the Preparatory and at weekends if desired. Above - an art studio with space for pottery, crafts, etc. The hall was to be opened up so as to become a focal point for school activities, and a forum for exhibitions, debates, etc.

e) Daygirl recreation room should be sited where present cloakroom and locker-room is situated, retaining the cloaks area and refurbishing the locker area. These cloaks would continue to serve the Arts block.

f) New School Hall on a site North of the library, presently occupied by two gravel tennis courts thus forming a three-sided quad for the main entrance to the School.

g) A Sports complex comprising changerooms, 2 squash courts, new pool and tennis courts virtually covering the disused hockey field known as the 'cabbage-patch'.

With the use of 4 colours on the ground floor and upper floor plans the presentation showed clearly -

i) movement of pupils and staff (yellow);
ii) classrooms (red);
iii) boarding house (blue);
iv) staff administration (mauve).

Furthermore the sequence of quads as a delightful characteristic of the school was accented and developed. The Chapel became incorporated in the main school quadrangle .

Summary of Construction Work

1. 6-8 classrooms and cloaks, double-storey into Biology Lecture room.
2. New Arts wing and cloaks.
3. Hall complex.
4. Sports complex.

N.B. All re-equipping and refurbishing of existing classrooms for specialist use to be cut to a minimum
(Costs are attached.)

SCHEME B

(Without extra land)

1. 6-8 classrooms in the area North of the library extending from the Park fence towards the mountain with colonnade-type links in keeping with those from the present front door. This would then create the third side of a "quad". The new cloaks would serve this block.
2. Cut off the diningroom at the corridor and widen to include open stoep, thus gaining an extra room and improving circulation.
3. Biology room - double storey, tailored to fit the building line down the Park fence.
4. Arts Block as in Scheme A, as also Day Girl Recreation.
5. Hall complex.
6. Sports complex, as for Scheme A, but extending further towards the road.

TO SUMMARISE:

Scheme B is marginally less expensive than Scheme A for ultimately the school will be compensated for the loss of ground on Herschel Road. However the meeting expressed a strong preference for Scheme A and felt we should go all out to get the extra ground. To this end a visit had already been paid by Dr Silberbauer and Mrs Griffiths to the Town Clerk. This visit is to be followed up by a letter drafted jointly by the Headmistress and the Architects to the Town Clerk with recommended drawings enclosed. (Copy of letter attached.)

The Chairman then thanked Mr Kent and Mr Hockly, and congratulated them on the speed and enthusiasm with which they had tackled the project and the clarity in their manner of presentation.

OTHER BUSINESS

1. Mr Bettison reported on his discussion with the Archbishop on possible nominations for the vacancies on the Herschel Council resulting from the resignations of Mr G Abernethy and Mrs E Brailey.
2. Mrs Loggie requested that the old wall at The Hill, above the wall now being built be looked at. It seemed unsafe.
3. Mr Bettison reported that W J M Construction had tendered for the Preparatory driveway at R8,800 and reported that work on asphalting will commence when the walls were completed. Mr Wilson urged acceptance of Mr Mills' quote on behalf of W J M Construction.

There being no further business the meeting adjourned at 7.15 pm.

. . . + Bill Cameron . . . . . CHAIRMAN

. 2 . . M . . . 1975 . Date

COPY

BERNARD JAMES AND PARTNERS
(Quantity Surveyors)
2 St George's Street, CAPE TOWN
27 May 1975

Kent, Miszewski, Hockly and Partners
CAPE TOWN

Dear Sirs

HERSCHEL SCHOOL

As requested we have made preliminary estimates of the cost of the extensions and alterations at the school. The estimates are based on your block plans, sketches and on our discussions with you regarding finishes, constructions, etc. The estimates are set out below.

		Approximate Cost
1.	Scheme A (Land exchange scheme)	
1.1	Six Classrooms, Biology Room and covered links	R123 000
1.2	Extra on last for two additional classrooms	18 000
1.3	Quadrangle treatment	4 000
1.4	Day girls Change/Cloak room block	13 000
1.5	Arts Block extensions and alterations to form music rooms	85 000
2.	Scheme B	
2.1	Six Classrooms, Biology room, links and alterations to form new staff toilet on first floor.	120 000
2.2	Extra on last for two additional classrooms	18 000
2.3	Alterations to Dining room	8 000
2.4	Arts Block extensions and alterations to form new music rooms	85 000
3.	Further Developments	
3.1	Hall	120 000
3.2	Squash Courts	40 000
3.3	Day girls Change/Cloak room block - with Scheme B only	13 000

The estimates are based on present building costs and exclude professional fees and furniture equipment that is not built-in.
No allowances are included for renovation or redecoration of existing buildings.
In regard to Scheme A, if the land exchange is affected the School will probably be put to expense in cutting down trees and in providing a new suitable boundary fence or wall at the Park. This may cost of the order of R3 000 or R5000.
Please advise us if you need further information.

Yours fiahtuflly
BERNARD JAMES AND PARTNERS

COPY OF DRAFT

To The Town Clerk
CAPE TOWN

Dear Sir

HERSCHEL SCHOOL : EXCHANGE OF LAND

Further to the informal discussions held with the Assistant Town Clerk and the Building Surveyor, we now wish to approach the City Council with a view to an exchange of land adjoining Herschel School in Claremont.

Herschel Road, which borders the school on its Western side, is a very narrow substandard road and the City Engineers Department have proposals for widening it considerably. This would entail the acquisition by expropriation from the school of a strip of land, in places 7 metres wide, right down the length of the Herschel Road boundary. The road at present is definitely dangerous and we endorse the urgent need for this improvement. However the grounds of the school are not extensive and it is therefore of vital concern to the Herschel Council that by bringing the boundary of the road nearer to the school buildings, encroaching on tennis courts, entrances, etc., the school would suffer considerably, particularly as the school buildings are concentrated in an already narrow portion of the site.

On the other side, ie the East boundary of the school property, is the public park known as Arderne Gardnes. The portion which abutts the school buildings is very dense in vegetation, and, not having been developed as an integral part of the main park, is an area constantly frequented by undesirable characters. We have had many occasions to complain that this has been the source of considerable distress and actual nuisance to the school aurthorities and the girls themselves; to such an extent that after a number of unpleasant incidents involving the children and vagrants we have had to put the abutting area of the school grounds out of bounds to the pupils.

The trees on this portion of the garden have grown in some places to inordinate heights and apart from the loss of light that is felt in the school classrooms, there is a real danger that in the winter storms some of the larger trees or some of the branches might be brought down with considerable danger.

The school is now planning for the essential development that must take place if it is to hold its own by modern scholastic standards and the present layout of the teaching facilities has been carefully studied. Our architects have recommended that the desirable position for the required extensions to these facilities is on the East side of the existing buildings, where unfortuantely there is at present inadequate space. It would be naive therefore of us not to admit that an additional area on the Eastern boundary of the school would be advantageous to our overall planning but it is not essential.

It would therefore appear a reasonable solution to the problems above ennunciated were the Council to agree to exchanging the land down Herschel Road which it must acquire for road widening, for an equivalent area of Arderne Gardens. This would then compensate the school for the loss it suffers on one boundary and would obviate the nuisance that arises due to vagrancy in the wooded, ill-frequented sections of the park in such close proximity to the school.
We enclose a sketch of the recommended layout and the suggested portion of the park which could be the subject of the exchange of land.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL ON WEDNESDAY 9 APRIL 1975 AT 5.15 PM

Present: Messrs J Bettison, M Longmore, J Graham, D Jooste, W Marshall Smith, R. Wilson, Dr Silberbauer, and Mrs M Loggie.

In attendance: Mr B Gaskin from the National Fund Raising Council.

The Chairman extended a warm welcome to Mr Gaskin and outlined Herschel's development plan to him.
Mr Gaskin then gave us a history of his fund raising committee which has carried out over 600 appeals. Of 26 South African school appeals only 2 have come slightly short of their estimate.
The programme is as follows:-

1. An informal meeting with an executive committee of the school, i.e. this meeting.
2. A Feasability Study which would take approximately six weeks based on questionnaires left with the Headmistress, and interviews conducted at the school. For this study there is no charge.
3. Report to the School Council at which the estimated goal will be disclosed, and the precise involvement of the school family and fund-raising family indicated.
4. The appeal proper to run from 20 to 22 weeks. Total involvement is 5-6 years and many gifts are made over a 5 year period.

Details of Interviews:
These are to be conducted in the week commencing April 28 by Mr Gaskin at Herschel, and individually. Persons to be interviewed:-
1. Headmistress
2. Members of Council (5 or 6)
3. Old Herschelian Association - Chairman, Secretary/Treasurer and another
4. Present parents not on the Council - two.

Details of Finance
On an estimated goal of R300,000 the fee is R25,000. This is payable in four parts:-
a) when contract is signed,
b) at commencement of appeal proper,
c) half-way through 22 weeks,
d) end of 22 weeks.
Additional costs of about R11,000 for printing and office equipment. Mr Gaskin assured the meeting that prevailing and general economic circumstances have been found not to alter the goal by more than 2½%.

The Chairman thanked Mr Gaskin for coming and the meeting resumed.

Appointment of Architect:
Messrs Kent, Hockly and Mizzewski were approached by Mr Bettison to produce an overall building plan at the senior school, and have accepted his offer. They wish to meet at Herschel at 4 p.m. on Monday April 14th with three members of Council. Mr Bettison, Mr Wilson, and Dr Silberbauer were suggested.

Parking area at the Prep: There appears to be difficulty in getting complete tenders for this job. Mr Bettison and Mr Wilson will confer on Saturday 12 April on the site.

Squash Court. Mr Cabion reports that there is dry rot in the floor and has been instructed to take the short term view and patch it.

There being no further business the meeting closed at 7 p.m.

CHAIRMAN . . . . . Date . . . . . .

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING

HELD AT HERSCHEL ON 24 MARCH 1975, AT 5.15 P M

Present: Messrs J Bettison, M Longmore, J Graham, W Marshal Smith, Dr B I Silberbauer, Mrs M Loggie.

Apologies: Mr D Jooste

FINANCE: The Chairman drew attention to two outstanding accounts
a) Slingsby and de Jager for R2300. Although not substantiated it was decided that approximately R1300 should be set aside for settlement in due course.
b) Malan's Transport. This account was challenged by Mr Bettison and their representative failed to keep an appointment with him.

The plumber, Mr Hendrikse, was consulted about repeated leakages in the kitchen. It was thought that galvanised pipes might have been used in the new kitchens instead of copper. Dr Silberbauer was asked to write to Mr Neville Louw (the architect) about this.

Driveway at Prep. Mr Bettison agreed to investigate tenders for asphalt and bricking within the next few days.

Appointment of architect for Senior School development. After some discussion it was decided that Messrs Kent, Hockly and Miszewki be approached and Mr Bettison agreed to do this and report back to the General Purposes Committee.

Fund Raising: The Chairman undertook to approach the National Fund-raising Council about inaugurating a general monetary appeal.

Structure of Council and General Purposes Committee. It was the Archbishop's suggestion that it might be healthy to hold an election of Council members. This meeting however felt that such a course should be avoided and certain members be approached privately by other members and asked if they wished to stand again.
It was noted that Professor Lighton had tendered his resignation.

In order to accommodate parents who wish to take an active part in school affairs the meeting felt that:-

1. The G P Committee as it stands should become an Executive Committee of the Council known as such.
2. Another committee be formed bearing the old title of General Purposes Committee.
   It was recommended that three members of the G P Executive serve ex officio on this committee - i) The Principal, ii) The Chairman, iii) The financial advisor; and that Mrs Griffiths (vice-principal) and Mr Wilson be the new activating forces together with such parents that they wished to co-opt.

OTHER BUSINESS: Mr Cabion must be instructed to get on with the repair of the squash court floor.
Any plans to go ahead with the building of the gate be stopped as with the new development plan it is possible that the entrance may ultimately be differently situated.
Mr Jooste be permitted to cut dangerous branches of trees.

The Date of the next General Purposes Committee Meeting - Wednesday 9 April 1975 at 5.15 pm.

There being no further business the meeting closed.

CHAIRMAN: ..... Date: .....

THE ENGLISH CHURCH SCHOOLS ASSOCIATION

HERSCHEL
CLAREMONT 7700

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD AT HERSCHEL AT 5 PM ON TUESDAY 11 MARCH 1975

A G E N D A

1. Minutes to be confirmed.
   Quarterly Meeting held on Friday 29 November 1974.

2. General Purposes Report.

3. Financial Review.

4. Headmistress's Report.

5. Any other business.

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THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL ON TUESDAY 11 MARCH 1975 AT 5 P M

Present: His Grace the Archbishop of Cape Town (Chairman)
Messrs G Abernethy, C J Bettison, J M Borton, J Graham, J Mudge
Mesdames D Cronwright, E Brailey, M Loggie, M Philip

In Attendance: Dr B I Silberbauer (Headmistress)
Mrs A Griffiths (Vice-Principal)

Apologies: Messrs D D Jooste, W Marshall Smith, M J Longmore, Professor E Dowdle.

His Grace welcomed Mrs Griffiths to Herschel as the new Vice-Principal.

The Minutes of the last meeting which had been circulated to members, were confirmed and signed as correct.

Report of the General Purposes Committee
The Minutes of the General Purposes Committee meeting of 11 February had been circulated to members and Mr Bettison drew Council's attention to particular items.

Driveway at the Prep
Tenders had not yet been received, but it was estimated that the cost would be in the region of R8000. The G P Committee was concerned to find the most economic combination of materials and would like permission to put work in progress if a satisfactory tender was obtained. Council agreed.

Grounds
Drainage has been inadequate in the area in front of the new classrooms at the Prep - where the hockey pitch is being extended. A group of parents, organised by Mr Boone Wilson, have offered to lay drainage pipes and to bear the cost. Mr Bettison tabled a letter from Mr Wilson suggesting that more use might be made of parent help in maintaining and improving the sporting facilities and school grounds. Council discussed whether it might be possible to co-opt Mr Wilson onto the Council. At present there is no vacancy.

Development Plan
Miss Gilbert had been approached but would unfortunately not be able to help. The Headmistress's Development Plan was tabled, and with it a rough estimate from Mr Bettison of what the improvements could entail and might cost. Mr Twentyman-Jones had offered to produce a block plan to indicate roughly how all the proposed improvements might be co-ordinated. It was felt however that the most urgent items were 4 additional classrooms at the senior school - Mrs Griffiths emphasized that the staff are teaching under very cramped and irksome conditions - and it was agreed that with this project in mind it would be necessary to appoint an architect professionally who would be asked to draw up an overall plan at the same time.

Council discussed who should be appointed: the school is not committed to any particular architect and Mr Twentyman-Jones has retired and would not undertake the whole project. His Grace proposed that the General Purposes Committee should be empowered to appoint an architect and Council agreed. Any member who had suggestions to make would be welcome to do so.

2/.....

The question was raised now of where the money was to come from and Council discussed whether professional fund-raisers should be used. It was agreed to ask the National Fund-raising Council to undertake a survey on how and how much money might be raised. This they do without obligation. This firm was employed to fund-raise for the Diocesan College and are currently engaged in doing so for St Cyprian's. It may be that they will refuse to take on yet another school in Cape Town but Council thought it worth trying them.

Financial Review
The financial report had been sent to members. There were no questions. The Auditors have changed their name to Arthur Young and Co. and Mr Bettison would report this to the Registrar of Companies as required.

Headmistress's Report
Council expressed its congratulations on the very excellent matriculation results.

Other business
The Reverend Ian Eve has been nominated to the Council by His Grace, who will now formally invite him to join the Council.

Mrs Griffiths spoke of the parents' wish to assist the school and to feel in closer touch with the running of the school. Dr Silberbauer said that it would be a great pity not to encourage and use the enthusiasm of parents and agreed that parents as a whole felt ill-informed about school affairs. Mrs Griffiths undertook to prepare a memorandum for the G P Committee with suggestions as to how parents might be more closely associated with the Council and with the running and maintenance of the school.

There was no further business and the meeting closed.

.....+ Bill Cpt. Tom.....

CHAIRMAN

....3....VI.....1975....

D A T E

HERSCHEL SCHOOL

Finance Report. To be presented to the Meeting of the Council to be held on March 11th, 1975.

From the attached schedule you will see that the surplus for the year amounts to R45.527 and that this is R31.945 more than was anticipated when the budget was drawn up during November of 1973. I must emphasize that the figure of R45.527 is subject to audit but I do not anticipate that the final audited figure will differ materially from the figures I am presenting to you.

It will be of interest to you all to see the extent to which overheads have risen in the last few years and I set out below the actual revenue and expenditure for the last three years together with the budgeted figures for 1975.

	1972	1973	1974	Budget 1975
Salaries	115.900	143.322	163.837	196.000
Wages	13.497	12.200	12.675	14.000
Provisions	18.252	26.764	23.397	30.000
Domestic charges	10.472	12.287	13.661	13.000
Sports Requisites	59	1.068	196	1.500
Property Charges	4.899	13.054	7.536	10.000
Admin. Expenses	7.345	9.896	15.314	11.750
Pension Fund and U.I.F.	4.424	4.858	4.865	5.000
Insurance Premiums	1.634	459	1.739	2.000
Interest on Bonds	5.221	5.163	7.353	(16.000
Interest on Overdraft	697	1.905	1.836	(
Depreciation	1.046	738	1.000	1.500
Total Overheads	183.446	231.715	253.409	300.750

Tuition fees / ....

	1972	1973	1974	Budget 1975
Tuition fees	159.848	203.532	269.901	289.000
Extra subjects	9.865	11.806	14.577	14.000
Registration Fees	637	1.364	1.656	1.000
Sundry Revenue	4.521	5.330	6.349	4.000
Lunches			5.486	4.000
Interest received			967	
Total Revenue	174.871	222.032	298.936	312.000
Deficit / (Surplus)	8.575	9.683	(45.527)	(11.250)

The very high increase in Administrative Expenses calls for explanation. The following is an analysis of the R15.314.

	1974	1973
Class Materials	4.150	2.129
Advertising for Staff	809	570
Audit and Accountancy Fees	1.050	500
Bank Charges	340	309
Miscellaneous	2.572	2.281
Postages and Telegrams	250	287
Printing and Stationery	4.717	1.775
Provision for doubtful Debt		750
Telephone Charges	1.426	1.295

The rise in class materials has been commented upon before. The cost of material for the overhead projectors is high and needs to be rigorously controlled.

The rise in Printing and Stationery is caused by the special colour brochure which was not allowed for in the original budget. The cost of the brochure was R3.044.

Telephones: A colindictor was hired at a cost of R160 for the year.

The materials / .....

The materials used for the reproduction machines, viz. overhead projectors, Banda machines and duplictor, is now being supervized by Mrs. Griffiths and the running expenses should be considerably reduced.

The school magazine was printed at a cost of R1.830 and this was paid for this year.

The excess of the Actual Surplus over the Budgeted Surplus is substantial and arises from a saving in overheads of R10.439 and extra income of R21.506.

The saving in overheads arose mainly in interest and provisions. I originally allowed for a full year's interest on the cost of borrowing for the prep building but the school was still drawing from the Old Mutual at the end of the financial year and in fact has not yet paid in full for the new buildings. Last year it was felt that the cost of provisions was excessive and whilst it was intended to try to effect economies in this expense, at the time the budget was drawn up it was felt prudent to allow for the fact that these economies might not be effective and that normal increases in cost might well take place. As can be seen a not insubstantial saving was achieved in the cost of provisions.

On the Income side the larger number of pupils who attended the school compared with the number budgeted for resulted in total fees received exceeding the budget by some R11.700. However it must be borne in mind that R2.135 of fees is paid for by the Four Schools Trust out of the Distributable Income received by the school of R5.850,14 and this figure was not taken into my budget at all. The R2.135 reduces the amount which the school allows pupils for scholarships and bursaries. Since the Four Schools Trust started the school has received R48.950 from the Trust's income and R13.947 of that sum has been applied to paying for Bursaries and Scholarships.

When I / .....

When I prepared my budget I had no idea how many children would take lunch at school and pay for it. I accordingly took no notice of any possible income from this source. In the event a total of R5.486 was received which far exceeded any possible figures which I may have had in mind. In addition to extra fees and lunches there have been extra items of income over the budget in registration fees, interest received on funds on deposit and some profits made on the sale of text books, all of which contribute to the surplus income.

We continue to suffer from a relative shortage of cash. Our surplus for the year has of course gone a long way to improving our liquid position and the overdraft at 31st December has been reduced from R53.110 to R19.611. At times during the year the bank account is in credit and in fact the bank have written to enquire when the overdraft will be finally paid off. I have been to see the bank manager and explained the necessity for a continuing facility which has been granted provided we do not use the overdraft for permanent additions to the buildings.

There have been a number of alterations and improvements of a capital nature undertaken during the year which are not yet complete and in fact have still to be paid for. The domestic science room will cost approximately R10.000 and final work on the drive at the prep school may cost a similar sum, so that R20.000 of cash resources will be used up fairly soon. Against this we have R17.700 invested on a 30-day basis at Barclays Bank and I suggest that this can be used and in fact will probably have to be used to make the payments for the domestic science room and prep school drive. When these payments have been made we have largely used up our liquid resources and in the long run there is no doubt that considerable thought will have to be given to raising substantial funds by means similar to that used by Bishops in their recent 125 campaign.

The Budgeted / .....

The Budgeted surplus for 1975 is R11.250 and provided salaries can be kept within the budgeted figure there is no reason why we should not attain our objective.

M. J. LONGMORE

COUNCIL MEETING : TUESDAY 11 MARCH 1975

HEADMISTRESS' REPORT

STAFF

Senior: The first term of 1975 has started with a number of changes in staff, all of which appear to have been successful.
Mrs Doherty (housecraft and hygiene) is delighted with her refurbished room and has spent time sorting equipment and restocking the laboratory with essentials.
Mrs Visagie and Mrs Keyser have taken over the Afrikaans Department.
Mrs J Marr is teaching senior Biology, and Mrs Montgomery is now teaching Art full-time and Mrs d'Unienville from the Preparatory teaches the Standard 6 and 7 classes Art and one Standard 8 group.
Mrs White is our Geography teacher and Mrs Wessels has been helping Miss Kable with Sport on a part-time basis.
Mrs Greene has coped with the school mathematics for the first six weeks of this term and now that Mrs Garrett has returned from America she moves to part-time Maths and Mrs Garrett becomes our full-time maths teacher. It is not possible to teach standard and higher mathematics in the same classroom hence the appointment this year of one and a half teachers. This year we also have five matric girls taking additional mathematics as well as higher mathematics.
Mrs Griffiths is being a great help to me as vice-principal and she is also taking two standard six science groups and Divinity throughout the middle school.

Preparatory: The preparatory classes have moved into their new class-rooms and all are very comfortably settled.
Mrs Taylor has taken over the standard 5 class;
Miss Cohen a standard 4 class; Mrs Short a standard 3 class;
Miss Gosling a standard 1 class; while Mrs Kirkpatrick is in charge of the pre-school group.
All have settled in happily and Mrs Brown is very satisfied with their work.

Mrs Mordecai (Sub A) with her husband and family is returning to the U K at the end of this term and we have been fortunate in finding Mrs Beck an experienced Sub A teacher who will replace her next term.
Mrs Just will take over Mrs Mordecai's prep drama classes and senior drama group on a part-time basis.

House Staff:
Mrs Nezar continues to run the boarding house most efficiently.
Next term Mrs Walker is leaving us and will be replaced by Mrs Smart while Miss Gosling (Prep school teacher) who has been helping and is resident in the boarding house moves next term to a flat. Mrs Hurn will be moving into her room to help with the younger boarders.

Matron Johnstone and Mrs Davis continue to manage the twelve small boarders happily and efficiently at the preparatory.

SPORT

Hockey Tour A first team hockey tour has been arranged by Miss Kable to Grahamstown this Easter. Fourteen girls will travel to Grahamstown for several hockey fixtures. Thereafter they intend taking three days to walk along the Otter's Trail along the coast (some 57 kilometres). Mr and Mrs Eckstein will be accompanying Miss Kable for this part of the tour. They intend hiring a combi for transport.

2/...

Tennis: Our first team is seeded high for the forthcoming inter-schools tournament and has been promoted to the First League and now plays at the Rondebosch Association Courts on Saturday mornings. The Under 15A team has a very good chance at the interschools and there has been an all-round improvement in our standard of tennis.

Swimming: At the interschools swimming gala held on 5 March, Herschel was placed second in the U14 section. Fiona Adams won the U15 diving section and has been selected for the Western Province Diving Team.

This has been a busy term. Considerable time has been spent on the new girls and their subjects and problems. There has been much for Mrs Gillham (our remedial teacher) to deal with. She works consistently with the staff and discussion groups have been held regularly throughout the term. These have been of great benefit to new staff and have helped them understand individual problems and learning difficulties.

Teething problems with our new duplicating machine and some of the overhead projectors have been encountered. Discussion groups concerning the correct use of these teaching aids have been held.

Two meetings of the Nursery School Management Committee have been held as well as a joint meeting with the Parent Committee of the Nursery School. There were certain difficulties concerning the organisation at the Hill Nursery School and these meetings have served to clarify the commitments of the Nursery School Management Committee.

The Pre-School class has proved a great success and meetings have been held with the parents of these pupils together with Mrs Brown, Mrs Kirkpatrick and myself.

A very successful evening meeting of parents of the Sub A and Sub B classes was held last Tuesday when the work of the year was outlined to the eighty parents present by the class teachers. The meeting also provided an opportunity to introduce Mrs Beck (the new Sub A teacher) to the Sub A parents.

It has been a pleasure to be free to pay more attention to the academic side of the school.

Development Plan

As instructed by the General Purposes Committee, Miss Angela Gilbert was contacted to see if she would help with the overall Master plan at the Senior school. Miss Gilbert did however feel that she was too heavily committed at the University to be of real use. An overall development plan is once more being submitted to the Council. It is obvious that to attain these improvements at the Senior School a considerable sum of money will be required and it would seem important that some decision be taken by Council at this meeting about the type of fund raising envisaged.

3/...

Mrs Griffiths has gathered a very active group of parents who are prepared to help with fund raising.
Among this group Mr Twentyman-Jones has intimated that he would be more than happy to draw up sketch plans for overall development.
Another group of parents have offered (without charge) to insert drainage pipes at one end of the hockey field, while yet another parent has concerned himself with the grassing and maintenance of the hockey field. All this activity is very encouraging and one wants to maintain enthusiasm of this sort.

******

NUMBERS

1975		1st Term			1975		2nd Term	
Day		Boarders			Day		Boarders	
26		15		Std 10	29		12	
34		15		Std 9	34		15	
44		9		STd 8	43		10	
31		15		Std 7	31		15	
34	169	9	63	Std 6	35	172	8	60
22		4		Std 5	22		4	
29		8		Std 4	27		9	
25		7		Std 3	25		8	
18		4		Std 2	21		3	
32		5		Std 1	31		5	
31		-		Sub B	31		-	
27		1		Sub A	27		1	
22	206	-	29	PrePrep	22	206	-	30
	375		92			378		90
	467					468		

Nursery School = 66

Nursery School = 66

(for comparison)

1974		4th Term	
Day		Boarders	
28		4	
24		15	
38		16	
40		12	
33	163	14	61
31		8	
22		3	
29		8	
25		1	
21		5	
32		2	
34	194	-	27
	357		88
	445		

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL ON 11 FEBRUARY 1975 AT 5.15 P M

Present: Mr J Bettison, Mrs M Loggie, Mr M Longmore, Dr B I Silberbauer, Mr W Marshall Smith, Mr D Jooste

1. FINANCE Mr Longmore reported that figures for 1974 would be ready for the next Council Meeting and that overdraft facilities at Barclays Bank remained at R45,000. The S A Mutual has increased bond interest to 12¾% and Mr Marshall Smith agreed to discuss these increased rates of interest with someone he knew at the S A Mutual.

2. The Committee agreed that the driveway and parking area at the Preparatory be bricked or macadamised. Mr Bettison agreed to get alternative quotes for completed work and layout only - the material to be bought through or donated by parents if possible. It was suggested that the Courtyard be bricked, and possibly the back driveway and that some brick support was needed to prevent the collapse of banks during wet weather.

3. Permission was granted for equipment to be purchased for the new Home Economics room.

4. Mr Bettison agreed to contact Mr Cabion and discuss the building of the gateposts at the senior school. It was agreed that the posts be constructed to provide for gates at a later date.

5. Grounds:
   a) Mr Jooste reported that one tennis court at the senior school has been resurfaced by Barretts at a cost of R935.00, but its surface was still not entirely satisfactory. Approximately 18 upright poles were corroded at the prep courts and it was decided to patch these posts at a cost of R200 to R300.
   b) The swimming pool was emptied early in December and the tiles and copings had been successfully patched.
   c) Work has started on the hockey pitch extension. Drainage to the area in front of new buildings at the Prep was discussed and it was decided to consult Mr Boone Wilson who had contacted a group of interested parents who were prepared to insert drainage pipes free of charge.
   d) It was reported by Miss Kable that the squash court had two loose floor boards and that Mr Cabion's forman had found powder post beetle in the floor near the walls. It was decided that Messrs Bettison and Cabion should investigate this problem while Dr Silberbauer was to find out who used the squash court apart from our own players.

6. Mr Bettison read a letter from Mr Boone Wilson suggesting more use be made of parent help to keep up and improve the sporting and gardening facilities and it was decided that Mr Bettison should contact Mr Wilson.

7. The Archbishop's nominee for the existing vacancy on the Council was Reverend Ian Eve.

8. Disappointment was expressed by members of the General Purposes Committee that the Archbishop was unable to attend the Founder's Day Services as has been cutomary in the past.

9. Dr Silberbauer presented a development plan for Herschel and it was suggested that Miss Angela Gilbert (an old girl and qualified architect) be contacted and asked to help with an overall sketch plan to incorporate these suggestions. It was agreed that some form of monetary appeal would be necessary before carrying out these alterations at the Senior School.

The Date of the next General Purposes Committee Meeting - Tuesday 18 March at 5.15 pm.

There being no further business the meeting closed.

CHAIRMAN..... Date .....

DEVELOPMENT PLAN FOR HERSCHEL.

With the numbers at Herschel fast reaching the maximum set at 576, a development plan is promulgated to ensure that every facility will be available to each pupil.

In order of priority the following needs are stressed :-

1. Domestic Science Room. This needs redesigning since it is hopelessly inadequate to fulfil the requirements of the new syllabus for differentiated education which is now in force in the present Standard 8 class. See appeal by Domestic Science teacher Mrs. Goldfinch.

2. The Art Room. The present congestion in the Art Room is distressing and it is suggested that it be enlarged.

Both 1 and 2 have been discussed with Mr. Hugh Floyd, who is suggesting ways of improving both these departments.

3. A Lecture-Room + full complement of audio visual equipment is needed. Suggested site above Junior Science Laboratory, which has flat roof and could take another storey.

4. Requirements for audio-visual equipment should be carefully considered and only acquired where absolutely necessary.

5. Office. This needs rearrangement and if possible enlargement.

6. Typing. At present girls taking this subject proceed to Cornhills in the afternoons. Boarders practise at school. This arrangement is not entirely satisfactory - a typing room would be of benefit plus instruction during school hours.

7. Swimming Pool. Although adequate, our pool is not the correct length and the rearrangement of this whole area plus extra changerooms is necessary. Careful thought should be given to whether or not a swimming pool + gymnasium complex should be built on the cabbage patch ?

8. An extra tennis court and 2 tennisette courts are needed at the Preparatory School - particularly if the present main hockey pitch is made the correct length.

9. The two gravel courts at the Senior School need re-surfacing, preferably with an all weather surface. An extra tennis court at the Senior School would be a help.

10. Squash is becoming a most popular sport and a new squash court would be welcomed.

11. The present kitchens at the Preparatory School are not utilised and could provide a much needed audio visual cum all purposes room.

Should all these amenities be provided, Herschel would in my opinion be one of the best equipped girls' schools in the southern hemisphere.

B J S Herbauer

DEVELOPMENT PLAN FOR HERSCHEL

With the numbers at Herschel fast reaching the maximum set at 576, a development plan is promulgated to ensure that every facility will be available to each pupil.
In order of priority the following needs are stressed:-

1. Classrooms at the Senior School to be enlarged to take 25 girls comfortably - suggest knocking down walls and dividing doors between upstairs and downstairs classrooms reducing number from 6 to 3 classrooms. Four new classrooms required at Senior School to cope with intake from Preparatory School.

2. The Art Room - The present congestion in the Art Room is distressing and it is suggested that it be enlarged and extra facilities for crafts, pottery, etc. be provided.

3. Similarly a permanent room or rooms should be available for speech and drama use only.

4. A Lecture Room plus full complement of audio visual equipment is needed. Suggested site above Junior Science Laboratory, which has flat roof and could take another storey. Requirements for audio-visual equipment should be carefully considered and only acquired where absolutely necessary.

5. Typing. At present girls taking this subject proceed to Cornhills in the afternoons, Boarders practise at school. This arrangement is not entirely satisfactory, a typing room would be of benefit plus instruction during school hours.

6. Room for remedial teaching at senior school.

7. Room for extra subjects, such as German, coaching, etc.

8. Rearrangement of French room for audiovisual use as well as teaching.

GAMES:

a. Swimming Pool. Although adequate, our pool is not the correct length and the rearrangement of this whole area plus extra changerooms is necessary. Careful thought should be given to whether or not a swimming pool plus gymnasium complex should be built on the cabbage patch.
b. An extra tennis court and 2 tennisette courts are needed at the Preparatory School - particularly if the present main hockey pitch is made the correct length.
c. The two gravel courts at the senior school need re-surfacing, preferably with an all weather surface. An extra tennis court at the senior school would be a help.
d. Squash is becoming a most popular sport and a new squash court would be welcomed. Floor of existing squash court needs attention.

GENERAL:

i. School Hall needs uplift.
ii. Daygirl Cloakroom facilities need enlarging and improving.
iii. Daygirl and boarders need a recreation room with table-tennis etc.
iv. Access between Prep and Senior schools to be improved.
v. Office accomodation inadequate, should be re-arranged to house 3 staff (plans have been produced by Hugh Floyd for this).

B I SILBERBAUER
11 February 1975

THE ENGLISH CHURCH SCHOOLS ASSOCIATION

HERSCHEL
CLAREMONT 7700

A MEETING OF THE GENERAL PURPOSES COMMITTEE WILL BE HELD AT HERSCHEL AT 5.15 PM ON TUESDAY 11 FEBRUARY 1975

A G E N D A

1. Finance - S A Mutual increased interest on Bonds.
2. Macadamising at Prep School parking area and bricking of courtyard and back driveway.
3. Equipment for new home economics room.
4. Gateposts at Senior School.
5. Grounds - a) tennis courts;
   b) swimming pool ;
   c) grass plating at hockey pitch and elsewhere;
   d) building up banks of parking area at Prep;
   e) drainage to area in front of new buildings;
   f) squash court floor.
6. Any other business.

****

HERSCHEL

CLAREMONT 7700

24 January 1975

COMPANIES ACT RETURNS

It is necessary that certain information be supplied to the Registrar of Companies within 30 days of the financial year end of the company. In the case of Herschel this means the return should be sent in by January 31st, 1975.

There is a form CM23 which I am attending to but there is also a form CM27 which is enclosed with this letter.

If you are a Director of a Company which has already sent in a CM27 on your behalf then, since that company has already disclosed all your Directorships it is not necessary to complete the CM27 enclosed. However in order to complete from CM23 I need your full names, residential address, business address, and postal address. I also need your nationality if not South African, date of birth, occupation, and the name of the company together with its Registered Number which contains the particulars of other directorships.

If you are not a Director of other companies then you will need to complete the enclosed form in duplicate.

The following will help you to fill in the form:-

a) Surname - This is your surname.
b) It is then repeated below.
c) Name of company is The English Church Schools Association (Inc).
   The reason for this is that the Registrar has still not officially confirmed the special resolution changing the name.
d) Dont worry about Revenue Stamps on the form.
e) As this form is accompanying CM23 you can delete the paragraph where it tells you to do so.
f) Sign the form and date it - married women please get their husbands to attach their signature where provided.
g) List "The English Church Schools Association Inc" under 'List of companies of which I am a Director'. Leave blank Registered No of the company and date of appointment - I will see to those.

Will all members of Council please let me have the forms signed and the particulars I asked for earlier in this letter at the earliest possible moment. The forms should be sent to me c/o Herschel School, 21 Herschel Road, Claremont.

Yours sincerely

M J LONGMORE

HERSCHEL SCHOOL

BUDGET ESTIMATES FOR 1975

The General Purposes Committee have had to consider the extent to which fees should be raised in 1975. It was hoped that it would be possible to avoid increasing fees at all but the necessity to bring teachers onto the Government Salary scales which came into operation in May 1974 has meant that a complete review of the new expected overheads has had to be made.

The increase in all Salaries is of the order of R35,000 and in order to finance that it is felt that a rise in tuition fees, not boarding fees, of 10% will be necessary.
A rise of 5% was considered but would have resulted in a deficit for the year. If tuition fees are raised 10% the following will be the position:-

Estimated Income	R308,000
Estimated Expenditure . . .	296,750
Estimated Surplus	R11,250

A rise in tuition fees will have the following effect:-

Sub A and B	from	R60	per	term	to R65
Standard 1	"	R80	"	"	" R88
Std 2 to 5	"	R120	"	"	" R130
Std 6 to 10	"	R140	"	"	" R155

It is suggested that adjustments be made to extra subjects but that this be left to the General Purposes committee to decide.

M J LONGMORE
September 1974

MINUTES OF THE ANNUAL GENERAL MEETING OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.), HELD AT HERSCHEL ON FRIDAY, 21 JUNE,1974.

PRESENT : Messrs C.J. Bettison (Chairman)
M.J. Longmore
J.M. Borton
W. Marshall-Smith
G. Abernethy
J. Mudge
D.D. Jooste
Professrs E.B. Dowdle
R.E. Lighton
Mesdames E. Brailey
D. Cronwright
M. Loggie
M. Philip

IN ATTENDANCE : Dr. B.I. Silberbauer (Headmistress)

APOLOGIES : Mr. J.H. Newman, Mr. Graham, Mrs. Russell.

In the absence of His Grace the Archbishop, Mr. Bettison took the Chair, and formally constituted the members present as the Annual General Meeting of the English Church Schools Association (Inc.). The Minutes of the last Annual General Meeting on Friday, 8 June, 1973, had been circulated and were accepted by members and signed by the Chairman as a true reflection of that Meeting.

FINANCIAL ACCOUNTS.

The balance sheet and accounts at 31 December, 1973, were tabled, and Mr. Longmore drew attention to the fact that the year had ended with a deficit of R9 682 instead of the budgeted deficit of R13 700. With regard to the provision of R750,00 for doubtful debts, all fees had now been recovered, including a post-dated cheque from Mr. Pulvermacher. Mr. Borton moved that the accounts be adopted and Council agreed.

It was agreed that the Auditors' fees should remain at R500 as last year - an amount which had been arrived at in consultation with them.

RE-ELECTION OF MEMBERS.

The following members, who according to the constitution were due to retire, were re-elected : Mrs. Cronwright, Professor Dowdle, Mr. Bettison, Mr. Abernethy.

There was no further business and the Annual General Meeting closed. The Meeting was then reconstituted as the quarterly Meeting of the Herschel Council.

..20.....9.....1974... + Bill Bettison.....

CHAIRMAN.

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL
HELD AT HERSCHEL ON FRIDAY 21 JUNE, 1974.

PRESENT : Messrs C.J. Bettison (Chairman)
M.J. Longmore
J.M. Borton
W. Marshall-Smith
G. Abernethy
J. Mudge
D.D. Jooste
Professors E.B. Dowdle
R.E. Lighton
Mesdames E. Brailey
D. Cronwright
M. Loggie
M. Philip

IN ATTENDANCE : Dr. B.I. Silberbauer (Headmistress)

APOLOGIES : Mr. J.H. Newman, Mr. Graham, Mrs. Russell.

The confirmation of the Minutes of the quarterly meeting of Friday, 1 March, 1974, was postponed until the following meeting.

The Minutes of the special Council Meeting held on 27 May, 1974, were tabled, confirmed and signed. Arising out of the Minutes :

1. Mr. Bettison said that all procedures to do with the raising of the Bond had now been dealt with, and the school's lawyers had, as suggested, vetted all documents before they were signed.

2. Mr. Longmore explained that the Registrar of Companies had instructed that in terms of the Companies Act of 1973 the English Church Schools Association must cancel all share capital and state on all letterheads that it was an 'Incorporated Association not for gain'. As the letterheads had to be changed there seemed to be good reason to change the name at the same time, and we had made application to the Registrar of Companies to be allowed to change from English Church Schools Association to Herschel School. This would be confirmed at the next Council Meeting.

REPORT OF THE GENERAL PURPOSES COMMITTEE.

Finance.

Mr. Longmore reported that the figures were very much improved. We had not incurred interest on the bond during the first term, and the overdraft was substantially down as a result of the increased fees. Council expressed their heartfelt thanks to Mr. Longmore for all the work done in supervising and ordering the School's financial affiars.

Association of Private Schools - National Pension Fund.

There had been a letter from the brokers saying they did not think it would be in Herschel's interests to participate in this. The General Purposes Committee would investigate and

report back, but it seemed that the only advantage would be for teachers wishing to move between private schools; the cost to the School would be much higher and would initially require extra contributions to cover past service.

Grounds at the Preparatory School.

Mr. Jooste elaborated for Council on some of the points :

(a) The hockey pitch could not be made quite full size (100 yards), but it was well worth extending it to 96 yards long, as this was easy to do.

(b) The three new tennisette courts would not be macadamised until it was certain that they would be made use of.

Each item was in fact linked with the others and the whole would cost about R3 000. Council agreed that the work should be proceeded with.

New Buildings at the Preparatory School.

These were unlikely to be ready for the third term.

Gate-Posts at the Senior School.

There was discussion of the fact that perhaps there were stronger priorities than gate-posts at this moment, but it was agreed that as the school-leavers had given the money for this purpose, it could not be used for anything else.

Domestic Science Room.

Dr. Silberbauer, Mr. Floyd and the Domestic Science Teacher, Mrs. Goldfinch, had discussed the fact that the facilities were inadequate for the new syllabus and had decided that no major structural alterations were required. Provision of fittings and new equipment would, however, cost approximately R6 000. It was agreed that there was no option but to make the improvements, and it was suggested that this year's payment from the Four School's Trust might be used towards the cost.

JOINT MATRICULATION BOARD EXAMINATION vs SENIOR CERTIFICATE.

Dr. Silberbauer had asked her senior staff to compare the syllabuses and give their comments on the two systems. They all preferred the J.M.B., the general feeling being that J.M.B. offered a wider educational value and greater scope for the teacher. This view was irrespective of their anxiety that the Education Department might be irksome in its control of what was to be taught when and from which textbooks. Professor Lighton, from his long experience of both systems, considered the J.M.B. to be the better examination and confirmed that the Education Departments were becoming steadily more bureaucratic. It has been very difficult to elicit facts for a comparison but Council felt that the information we had pointed to the fact that it would be a pity to change from the J.M.B., particularly as the staff were against a change.

The problem remained of how to improve the J.M.B.'s attitude to the awarding of distinctions, and how to prevent university entrants from being prejudiced in their acceptance into selective

faculties at the Universities. Professor David Gillham, whom Dr. Silberbauer and Mrs. Philip had been to see, was in no doubt that he and the U.C.T. English Department recognized the merits of the J.M.B. He suggested that the private schools should combine in approaching the Universities. Subsequently Dr. Silberbauer had spoken to other Conference Headmasters and Headmistresses and Mr. Mallet (Diocesan College) had put the problem to the Conference Executive in Pretoria. Professor Dowdle stressed that any effective pressure would need to come from all the private schools together, and that it would be most unlikely that the universities would officially recognise a difference between the Senior Certificate and the J.M.B. The matter rested for the moment with the Conference Executive.

HEADMISTRESSES REPORT.

Council congratulated Professor Dowdle on his daughter's scholarship to the Senior School for next year.

STAFF SALARIES.

Government School staff salaries were having an immediate increase of 12½% and Council recognised that staff salaries would have to be reviewed immediately so that the staff could know by September if there was to be an increase. Increases would be decided on at the September meeting of Council.

Mr. Bettison put it to Council that the time had come for a large-scale appeal for funds, so that it would be possible for the school to plan a co-ordinated and long-term development scheme. Council agreed.

There was no further business and the meeting closed.

20....9....1974. ....

CHAIRMAN.

HERSCHEL SCHOOL

Financial Report for the six months ended 30 June 1974

REVENUE AND EXPENDITURE:

A comparison between the Budgeted figures and the actual figures has been prepared and is attached to this memorandum.

You will see that the surplus for six months amounts to R21083 which is R14292 more than was budgeted for. The difference between the budgeted surplus of R6791 and the actual surplus of R21083 is substantial and calls for comment.

Half the extra surplus lies in increased income and half lies in less expenditure than expected.

In so far as income is concerned fees have produced R2110 more than expected due to a slightly higher number of pupils attending the School than was originally expected and to obtaining fees in lieu of notice which in the interests of prudency were not taken into account.

When the budget was prepared it was not known how many pupils would take lunch at the extra cost of R15 per term and thus no allowance was made for this income which has produced R2635 in the first two terms.

Sundry Revenue at R2595 is not expected to produce any more income in the full year. It is made up of profit on sale of text books and Toiletries to the girls.

EXPENDITURE:

The main points of expenditure which require comment are provisions and interest.

We budgeted for provisions of R15000 whereas expenditure has been R12528. On the face of it this is satisfactory. What the figures do not reveal however is that provisions rose from R5237 in the first term to R7291 in the second term, and whilst increases in prices, increased numbers of girls taking lunch and some stock-piling does account for a portion of the increase, we feel that with the exercise of care the cost of provisions can be kept from increasing at quite such a rate. The Headmistress and staff have this matter well in hand.

When preparing the budget allowance was made for interest on the money required from the Mutual to erect the new classrooms. By virtue of the fact that the new classrooms are only now nearing completion we have not so far had to pay any interest to the Mutual as we have not borrowed any money from them. This is a situation which will change as the school year progresses.

It is well to note that the surplus for the first term was R14006 whilst that for the second term was R7272.

Overall the results are most gratifying but we are going to have to face substantial increases in salaries to teachers in the new year which are expected to cost us some R25000 to R30000 in a full year. In these circumstances we may not be able to hold the favourable position without increasing fees in 1975.

M J LONGMORE

HERSCHEL SCHOOL - 1974.

A COMPARISON BETWEEN BUDGETED REVENUE & EXPENDITURE FOR TERMS 1 AND 2 AND ACTUAL REVENUE & EXPENDITURE FOR THE SAME PERIOD.

	Budget for 6 Months	Actual for 6 Months	Variations U - Unfavourable F - Favourable
Revenue			
Tuition & Boarding	132 740	134 850	F 2 110
Extra Subjects	6 900	7 294	F 394
Registration Fees	325	1 050	F 725
Rent	1 500	1 000	U 500
Sundry Revenue	500	2 595	F 2 095
Lunches	- 1st Tm	1 035)	
	2nd Tm	1 600	F 2 635
	R141 965	149 424	F 7 459
Less Allowances, Scholarships & Bursaries	3 250	3 739	U 489
	R138 715	145 685	F 6 970
Expenditure			
See Details attached	131 924	124 602	F 7 322
	R 6 791	21 083	F 14 292

Favourable Variation R14 292

EXPENDITURE ANALYSIS.	Budget	Actual
Salaries - Teaching)		64 176
- Secretarial)	87 500	3 365
- Non Teaching)		8 169
- Specials)		7 397
Wages		5 776
	87 500	88 883
Pension Contributions	2 500	2 365
U.I.F.	124	108
Class Materials	1 250	2 432
Provisions	15 000	12 528
Domestic Charges	6 000	6 101
Sports Requisites	750	85
Administration	3 000	3 768
Interest	8 000	3 800
Insurances	1 250	1 456
Audit	300	300
Depreciation	750	750
Property Charges	5 000	2 026
Sundries	500	-
TOTAL EXPENDITURE:	R131 924	124 602

Favourable Variation R7 322

HEADMISTRESSES REPORT.

STAFF.

Mrs Beautement (Geography) left in April and Mrs. Johansen replaced her at the beginning of this term. There have been no other staff changes. Mrs. Montgomery (part-time Art) has recovered from an emergency operation and is teaching once more.

HOUSE STAFF.

Mrs. Nezar takes over as Head of the Boarding House next term and Mrs. Walker will be assistant House Mistress. Mrs. Barbara Webb (acting Matron) returns to the U.K. in June and so far no new Matron has been appointed but the post has been advertised.

HEALTH.

The general health of the girls has been fairly good except for winter colds and influenza. All appear to have recovered miraculously in time for the holidays !

CHAPEL.

Communion services have been held in the Chapel every second Friday morning and Chapel services are held on Tuesday and Thursday evenings and every other Sunday evening.

CHOIR.

The choir has sung at three weddings this term and recorded an Ascension Day service with Canon Hodson for the S.A.B.C. They are now busy recording a special Schools' Broadcast from St. Saviours, which will take place at 9.30 a.m. on July 7th.

CLUBS.

The newly formed Music Club held an evening at the end of the first term at which Mr. Hans Kramer was guest speaker. The Music & Drama Club held an amusing Workshop evening earlier this term which was enjoyed by a large audience. The Interhouse Public Speaking Competition was judged by Mrs. Marjorie Bakke last week and was won by Merriman. The Sociological Club continues to flourish every Wednesday afternoon and interesting talks have been given on subjects such as Persian Rugs, the importance of being bilingual and archaeology.

SCHOOL PLAY.

At the end of next term Herschel with Bishops will be presenting "Quality Street" by J.M. Barrie in the School Hall. This is our first School play since the Jubilee Pageant and many aspiring actors and actresses have vied for parts.

SPORT.

Gill Austin and Margot McLachlan were selected to play for the Western Province Schools hockey team this season. After the most successful hockey tour in Natal during the Easter holidays enthusiasm runs high amongst the teams. A most successful film was taken of the tour by the Douglas-Hamiltons.

2/.....

SCHOLARSHIP EXAMINATIONS.

Twenty seven candidates wrote the Scholarship examinations in May. It is recommended, with Council's permission, that the Edythe Ovenstone Scholarship (which becomes vacant at the end of this year) be awarded to Caroline Dowdle (Herschel) and bursaries be granted to Janice Thorpe (Muizenberg Primary) and Vivienne du Toit (Fish Hoek Primary).

STAFF SALARIES.

There has been some discussion about the increase in staff salaries in Government schools and it is clear that careful consideration will have to be given to our salary scales before 1975.

GENERAL.

This has been a busy term with much healthy activity. The end of term examinations were held without incident and the Staff are now busy attending meetings and writing reports prior to the end of term.

ESTIMATED NUMBERS.

	1974. Day		1st Term. Boarders.	
Std.10	30		5	
Std. 9	24		16	
Std. 8	36		12	
Std. 7	39		12	
Std. 6	32	161	13	58
Std. 5	35		5	
Std. 4	26		3	
Std. 3	24		9	
Std. 2	24		1	
Std. 1	26		4	
Sub B	33		2	
Sub A	29	197	-	24
		358		82
			440	

	1974. Day		2nd Term. Boarders.	
Std.10	30		5	
Std. 9	24		16	
Std. 8	36		13	
Std. 7	39		12	
Std. 6	32	161	13	59
Std. 5	32		9	
Std. 4	24		5	
Std. 3	25		9	
Std. 2	23		2	
Std. 1	26		4	
Sub B	33		2	
Sub A	29	192	-	31
		353		90
			443	

	1974. Day		3rd Term. Boarders.	
Std.10	30		5	
Std. 9	24		15	
Std. 8	36		13	
Std. 7	41		12	
Std. 6	33	164	14	59
Std. 5	32		6	
Std. 4	23		3	
Std. 3	28		8	
Std. 2	23		1	
Std. 1	23		4	
Sub B	32		2	
Sub A	33	194	-	24
		358		83
			441	

NURSERY SCHOOL.

1974 2nd Term	1974 3rd Term
75	75

HERSCHEL,

Claremont, Cape.

29th May, 1974.

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, 21ST JUNE, 1974 at 5.00 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 re-elect Council members.

SECRETARY.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION.

Herschel,
Claremont,
Cape.

29th May, 1974.

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD AT HERSCHEL AT 5.00 P.M. ON FRIDAY THE 21ST JUNE, 1974. THIS MEETING WILL BE PRECEDED BY THE ANNUAL GENERAL MEETING.

A G E N D A.

1. Minutes to be confirmed of the Quarterly Meeting held on Friday, 1st March , 1974.

2. General Purposes Report.

3. Financial Review.

4. Headmistress's Report.

5. Any other business.

ADDENDUM TO THE AGENDA FOR COUNCIL MEETING.

At the forthcoming meeting of the Council to be held on the 21st June one of the items to be brought up and discussed will be the question of the name of the company owning the School.

A number of formalities insisted upon by the Registrar of Companies have to be carried out and it was thought that the opportunity should be taken at the same time to change the name of the Company from English Church Schools Association Incorporated to the more simple 'Herschel School'.

One of the reasons for adopting the simple form is that our letterheads are already in existence bearing this name.

A letter has already been written to the Registrar of Companies asking if the name Herschel School is available.

M.J. LONGMORE

MINUTES OF A SPECIAL COUNCIL MEETING HELD IN THE LIBRARY AT HERSCHEL ON MONDAY 27TH MAY, 1974 AT 5 P.M.

PRESENT : Mr. J.C. Bettison (in the Chair)
Mr. J. Borton
Mr. M. Longmore
Mrs. M. Loggie
Mrs. B. Brailey
Mrs. M. Philip
Mrs. A. Russell
Dr. B.I. Silberbauer

APOLOGIES : Professor E. Dowdle, Mr. J. Graham, Mr. D. Jooste, Mr. W. Marshall-Smith, Mr. J. Mudge, Mr. J. Newman, Professor R. Lighton.

1. BOND.

This special Meeting of the Council was called in order to pass a resolution required by the S.A. Mutual, authorising three members of the Council to sign the Bond Application Documents. Messrs. Bettison, Borton and Longmore were duly authorised to sign. Mr. Borton suggested that our lawyers be asked to vet all the documents before any signatures were appended.

It was resolved that the Association borrow an amount of Sixty Thousand Rand (R60 000,00) from the South African Mutual Life Assurance Society, and as security for the loan pass a Mortgage Bond in the form of a continuing covering security for the amount of Sixty Thousand Rand (R60 000,00) together with Six Thousand Rand (R6 000,00) additional sum to cover costs and other items, mortgaing as a Fourth bond namely :-

Certain piece of land being Erf 54613 Cape Town, at Claremont, in the City of Cape Town, Cape Division;
Measuring : Two comma Three Two Nul (2,3320) Hectares
And as a second bond namely :-
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;
Measuring : Two comma Nul Nul Two Two (2,0022) Hectares.

It was resolved further that in their capacity as three of the Trustees of the Association being and are hereby authorised to sign the Power of Attorney to pass bond for the sum of Sixty Thousand Rand (R60 000,00) and Six Thousand Rand (R6 000,00) additional sum in such form and in such conditions as they in their sole discretion may be fit.

2. REQUIREMENTS OF COMPANIES ACT OF 1973.

Mr. Longmore reported that a letter had been received from the Registrar of Companies with regard to the new procedure and requirements of the Company also incorporating the statement "Incorporated Association not for gain".

2/.....

It was decided that the Auditors and our Legal Advisers should be consulted and that the opportunity should be taken to change the name of the Company from "English Church Schools Association" to a simpler form, the name "Herschel School" being suggested. Enquiries were to be made regarding the availability of this proposed name.

3. ANNUAL GENERAL MEETING.

It was agreed that this would precede the Quarterly Council Meeting of June 21st 1974 and that the above amendments would be placed on the Agenda, having been circulated timeously to all members of Council.

4. FINANCE.

Mr. Longmore tabled a Report in which the Accounts for 31st December, 1973, reflected a deficit of R9682.20 compared with the budgeted deficit of R13712.

Figures for the first term 1974 were vastly improved as reflected in the attached report.

The Chairman congratulated Mr. Longmore and pointed out that the results achieved were the results of hard work by the School Administration who had been carefully guarded and controlled by Mr. Longmore, who had thus shouldered a great deal of work.

The meeting closed at 5.45 p.m.

Date: 21st June 1974. .....

.....

CHAIRMAN.

MINUTES OF THE MEETING OF THE GENERAL PURPOSES COMMITTEE FOLLOWING THE SPECIAL COUNCIL MEETING, HELD ON MONDAY 27TH MAY, 1974.

PRESENT : Mr. C.J. Bettison
Mr. M.J. Longmore
Mrs. M. Loggie
Mrs. M. Philip
Mrs. A. Russell
Dr. B.I. Silberbauer

APOLOGIES : Mr. J. Graham, Mr. D. Jooste, Mr. W.Marshall-Smith, Mr. J. Newman.

1. PREVIOUS MEETING.

It was recorded that formalities required for the signing of the Bond with the South African Mutual and requirements of the new Companies Act had been dealt with at a Special Council Meeting.

2. FINANCE.

Mr. Longmore reported that all bad debts bar one were paid. Mr. Pulvermacher had been issued with Summons. R750 has been put aside as a Provision for Bad Debts.

The surplus for the first quarter stands at R10,547 which is something of a unique experience. Cuts in quantities of foodstuffs purchased and the fact that those now taking lunch are paying for it, account for much of this.

The Chairman extended very sincere thanks to Mr. Longmore for his intensive and extensive activities in the field of the School's finances and congratulations to the Administrative Staff. He wished the meeting to know that every single cheque was now vetted by Mr. Longmore before payment.

3. ASSOCIATION OF PRIVATE SCHOOLS - NATIONAL PENSION FUND.

Recommendation that our brokers be asked to advise us as to its feasability for Herschel, and explore it for us.

4. GROUNDS AT THE PREPARATORY SCHOOL.

The Grounds Committee have made a thorough study of the various possibilities and problems and recommend the following :

(a) Extend hockey pitch and grass it to the bank.
(b) Make preparation on the bank for 3 tennisette courts.
(c) Level area at other end of pitch for an extra car park.
(d) Terrace ground above the drive for new tennis court, and leave to settle.
(e) Re-plan driveway with turning circle (not encircling the big oak tree) and double entry/exit. Parking spaces wherever possible including single parking between the prunus trees.

2/.....

5. (a) BUILDINGS AT THE PREPARATORY SCHOOL.

There is now some doubt that the four new classrooms will take 24 children each. Mr. Bettison will investigate.

(b) GATE-POSTS AT THE SENIOR SCHOOL.

Recommendation that a copy of drawings be sent to Mr. Cabion and a quotation requested.

(c) DOMESTIC SCIENCE ROOM.

Agreed that this needs to be refurbished. We await Mr. Floyd's recommendations.

(d) AUDIO VISUAL EQUIPMENT.

Dr. Silberbauer has discussed this thoroughly with her Staff. The feeling is that we should not rush into luxury T.V. and other equipment but experiment first with overhead projectors and the many new charts that are available and which have been ordered ex the U.K.

6. JOINT MATRICULATION BOARD EXAMINATION vs SENIOR CERTIFICATE.

We have not yet got enough facts and figures to influence any decisions. Mrs. Philip offered to investigate this field as thoroughly as possible. Will the freedom of our teaching staff in fact be curtailed ?

7. BURSARIES.

Mr. Longmore was asked to advise us at the next Meeting on what exact funds are available before Dr. Silberbauer should commit herself in any way. There are 4 applications so far for 1975.

8. SOCIAL RESPONSIBILITY SYMPOSIUM.

There had been a request from Mrs. Noel Robb to hold a symposium on three consecutive evenings. The Meeting felt that Dr. Silberbauer should sound her out as to her programme details and that arrangements should not be rushed. The School was no place for a political pot-boiling.

9. There being no further business the Meeting adjourned at 6.45 p.m.

FINANCE.

I would like to deal first of all with the Accounts for the year ended 31st December 1973.

Audited figures are now available and the Balance Sheet and accounts have been signed by the Auditors.

You will observe that the deficit for the year was R9682.70 which compares favourably with the Budgeted Deficit of R13712.

It was felt prudent to put aside a sum of R750 to a Provision for Bad Debts which together with the amount already standing to the credit of that account provides an amount of R950 to cover any fees which become irrecoverable. The Bad Debt experience has in fact been extremely good and in the light of subsequent payments received it is anticipated that the Provision will prove to be more than adequate.

We budgeted to spend R19250 on property charges but the actual expenditure was R13055. This saving in expenditure this year, taken together with a R1600 variance in budgeted fees, largely accounts for the difference between the Budgeted deficit and the actual.

The Bank overdraft at the end of the year rose from R29118 to R53110 and this fact as much as any other indicates to us the necessity of treating the 1974 budget which provides for a surplus of R13550 as a serious target to be strived for and to be achieved during this year.

Turning now to 1974, I have available figures for the first quarter which are very encouraging. You will see from the attached schedule that the surplus for the first three months of this financial year is R13942 which is R10547 more than budgeted and in fact more than the budgeted surplus for the whole year.

The figures are excellent and the favourable variance on Income is particularly pleasing at R3937.

The savings on overheads are also good but a large part of that lies in Interest and in this connection I allowed for a full year on borrowings from the Old Mutual and Bank overdraft but in fact we have started borrowing for the new buildings only in May so that the interest charges will start to rise from the second quarter onwards.

If we can maintain the present rate or near to it, we shall end the year with a surplus which will recoup some of past years losses and allow us to go forward with a much healthier liquidity, and the feeling of confidence which comes from a sound financial position.

HERSCHEL SCHOOL.

1ST QUARTER 1974

A comparison between Budgeted Revenue and Expenditure for the 1st Term and Actual Revenue and Expenditure for the same period.

	Budget for 3 Months	Actual for 3 Months	Variance U = Unfavourable F = Favourable	
Tuition & Boarding Fees	66 370	68 695	F	2 325
Extra Subjects	3 450	3 297	U	153
Registration Fees	162	533	F	371
Rent	750	500	U	250
Sundry Revenue	250	1 129	F	879
Lunches	-	1 100	F	1 100
	70 982	75 254	F	4 272
Less Allowances & Scholarships & Bursaries	1 625	1 960	U	335
	69 357	73 294	F	3 937
Expenditure				
See Schedule attached	65 962	59 352	F	6 610
Surplus	3 395	13 942		10 547

	BUDGET	ACTUAL		VARIANCE
Salaries	43 750	43 895	U	145
Pension Contributions	1 250	1 229	F	21
U.I.F.	62	53	F	9
Class Materials	625	1 243	U	618
Provisions	7 500	5 237	F	2 263
Domestic Charges	3 000	2 392	F	608
Sports Requisites	375	79	F	296
Administration	1 500	1 616	U	116
Interest	4 000	1 652	F	2 348
Insurances	625	428	F	197
Audit	150	125	F	25
Depreciation	375	295	F	80
Property Charges	2 500	1 108	F	1 392
Sundries	250	-	F	250
	65 962	59 352	F	6 610

MINUTES OF THE MEETING OF THE GENERAL PURPOSES COMMITTEE HELD ON MONDAY, 22ND APRIL, 1974, AT HERSCHEL SCHOOL.

PRESENT : Mr. C.J. Bettison
Mr. D.D. Jooste
Mr. M.J. Longmore
Mrs. A. Russell
Mrs. M. Loggie
Dr. B.I. Silberbauer

APOLOGIES : Mr. W. Marshall Smith and Mr. J. Newman.

1. FINANCE.

Mr. Longmore reported that the accounts revealed a deficit of R9,682.70 for 1973. This was some R3,000 less than the budgeted deficit. A full financial statement would be available for the Council Meeting in June.

Dr. Silberbauer had prepared a list containing the number of girls in the School for the second and third terms as an aid for Mr. Longmore when he drew up the budget for 1974. The figures for the first quarter would soon be available.

Lunches : Mrs. Loggie agreed to hold discussions with Miss Way and get figures on the food. Mr. Bettison felt that it was important to keep up a high standard in this area.

2. GROUNDS.

Mr. Jooste reported that Mr. Rigby's appointment had been most satisfactory. It was agreed that he be given an annual increase of R180.00. No ceiling was decided upon. It was agreed that Mr. Rigby be re-imbursed for his travelling expenses at 10c per mile.

Plan for Sports Facilities at the Hill: Mr. Bettison had prepared a plan which contained certain new proposals and re-arrangements to the sports facilities at the Hill. Provision was made in this plan for an extended hockey field, either five tennis set courts or three tennis set courts and a staff parking area plus a new tennis court and a tennis wall. The plan also contained his suggestions for the alterations to the drive which were aimed at eliminating the congestion in Kenmar Crescent. It was agreed that the Games Mistresses should be consulted about any possible change in the lay-out of the sporting facilities. Mrs. Loggie and Mr. Jooste agreed to speak to them and then arrange for Mr. Rigby to set out the new lines. Mr. Bettison indicated that it might be possible to use all the excavation material on site.

Mr. Jooste reported that the pump at the swimming pool had been checked and it was hoped that it would last the winter.

It was agreed that the Claremont Electricity Department be asked to cut off a branch from a tree which was threatening their wires.

2/.....

3. BUILDINGS.

A letter had been received from Mrs. Brown regarding changes to the new school buildings at the Preparatory. It was agreed that Mr. Bettison would write to her and convey the decisions of the General Purposes Committee on her requests.

The Domestic Science teacher had indicated that her teaching room was hopelessly inadequate in view of the new syllabus. It was agreed that Mr. Floyd be asked to look at the room and make recommendations.

The Art Room was also in need of refurbishment and it was agreed that Mr. Floyd be asked to look at both these rooms with a view to making them more satisfactory.

Bathrooms : It was agreed that Mr. Jenkinson and Mr. Rigby should discuss the problems which were being experienced with the tiles in the bathrooms and make recommendations to the G.P. Committee.

4. BROCHURE.

It was agreed that a 16 page brochure of the sample size be printed. A proof would have to be approved by the Committee before it was finally printed. Marian Robertson had been asked by the Headmistress to set out the writing in the brochure and had done so. Some very good photographs were available. It was agreed that any information which would "date" should be included in loose leaf form in the brochure.

5. SALARIES.

A teacher from the Preparatory School who had reached the ceiling on her salary scale had asked the Council whether this ceiling could be raised. It was agreed that the Headmistress could inform her that her salary would be reviewed at the end of the year.

6. MICROSCOPES.

The Headmistress informed the Committee that at least two new microscopes were needed. It was agreed that she approach Professor Dowdle for guidance on this matter.

7. THE HERSCHEL DEVELOPMENT PLAN.

This matter was not discussed at the meeting. Mr. Bettison stressed that it was important to plan logically for the future.

8. AUDIO-VISUAL EQUIPMENT.

Seventeen Fordigraph projectors were on order. Mr. Bettison had brought a substantial amount of material from the U.K. It was agreed that Dr. Silberbauer should go ahead and purchase the charts, transparancies and any other aids she might need to put the audio-visual system into practice.

There being no further business the meeting adjourned at 6.50 p.m.

MINUTES OF THE COUNCIL MEETING HELD AT HERSCHEL AT 5 P.M. ON FRIDAY, 1ST MARCH, 1974.

PRESENT: His Grace the Archbishop of Cape Town - Chairman
Messrs: C.J. Bettison
M.J. Longmore
W. Marshall-Smith
J.H. Newman
J. Borton
D. Jooste
Professor E.B. Dowdle
Professor R.E. Lighton
Mesdames: A. Russell
D. Cronwright
M. Loggie
M. Philip
Dr. B.I. Silberbauer

APOLOGIES: Mrs. K.T. Brailey
Mr. G.D. Abernethy
Mr. J. Graham
Mr. J.E. Mudge

1. CONFIRMATION OF MINUTES.

The Minutes of the Council Meeting held on 30th November 1973 were confirmed.

2. GENERAL PURPOSES REPORT.

The report of this Committee was submitted and Mr. Bettison took members through it. The Headmistress was complimented on the highly successful Fete held in the School grounds on February 23rd and it was suggested that the Fete Committee be given a very special vote of thanks from the Council. We now have a considerable sum of money in hand for audio-visual aids to group learning and Dr. Silberbauer requested it be spent on :- 1. Overhead projectors.
2. Wiring the School for T.V.
3. Cassette recorders and head phones.
Mr. Bettison was asked to explore further possibilities in London, and the General Purposes Committee to seek the advice of Mr. R.R. Stewart from the Faculty of Education, and report back.

3. HEADMISTRESS'S REPORT.

Dr. Silberbauer requested that the replacement of the Vice Principal be left for a while. Council recommended that a presentation be made to Mrs. Muller and left to the discretion of the Headmistress and Mr. Bettison.

4. ASSOCIATION OF PRIVATE SCHOOLS.

It was unanimously agreed that Herschel should join the Association of Private Schools, thus helping to present as united a front to the Government as possible.

5. OTHER BUSINESS.

Very deep concern was expressed by all

members of Council for the tragedy which had overtaken Monterey Preparatory School. It was moved that we should help them as far as possible but not to the extent of involving ourselves in extra expense.

At the close of the Meeting Mr. Borton thanked our Chairman for the very great service he had given the School over the years that he had presided and wished him a happy retirement.

His Grace the Archbishop thanked Mr. Borton and expressed the pleasure it had given him to serve at Herschel.

The Meeting adjourned at 6.10 p.m.

20.9.1974. + Bill Capetown

CHAIRMAN

MINUTES OF A GENERAL PURPOSES COMMITTEE MEETING HELD AT HERSCHEL AT 5 P.M. ON MONDAY, FEBRUARY 4TH, 1974.

PRESENT : Messrs. J. Bottison
D. Jooste
W. Marshall-Smith
J. Graham
J. Newman
M. Longmore
Mesdames : Dr. Silberbauer
M. Loggie.

1. Companies Act.

Various amendments under the new Act affected the Tax Returns and other Statutory information which the Company owning the School had to submit. As a good deal of this information and also the Share Register had not been brought up to date it was decided to ask the Auditors to attend to the Company's secretarial responsibilities and to endeavour to reconstruct the Share Register after discussion with Mr. J. Borton, who had previously had discussions in this regard.

2. Salaries.

As the most Senior Mistress of the House, it was recommended that we increase the salary of the Housemistress by R25 per month. At the moment she is being paid the same as the Matron.

As the Headmistress commenced duties three years ago at R6,000 per annum plus R500 tax free allowance it was unanimously decided that the ceiling be raised to R7,000 as from January 1st, 1974, the tax free allowance remaining the same.

3. Rebates and Bursaries.

Those who had enjoyed the privilege of rebates would continue to do so. No new ones please without review by the G.P. Committee.

Mr. Ayerst (teacher at Bishops) requested that as his wife was a Sub B teacher at Herschel they should therefore be eligible for a double rebate. Unusual circumstances certainly, to which we are sympathetic, but not financially able to indulge. Dr. Silberbauer to write to him to this effect and suggest this sort of situation be discussed at the Headmistresses and Headmasters Conference.

4. Building Plans - Preparatory.

These are quietly going ahead through the usual channels. Suggested changes for the Domestic Science Room to be discussed in situ.

5. Budget.

We must continue to budget for a surplus which in effect means being all square in January 1975. Alterations at the Nursery School were accomplished by Cabion for ± R800. A retaining wall was built from their own funds. Their Nursery School Chairman, Reverend Eve, to be thanked by our General Purposes Chairman.

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6. Duplicating Machine.

Sanction given for the purchase of an electric machine for R380.

7. Presentation to His Grace.

Suggestion that past and present Council Members who have served with him be asked to contribute and meet for a sundowner after his last meeting on March 1st.

8. Association of Private Schools.

Suggestion in reply to Herschel being asked to join this Association that the letter be circulated to all Council Members and His Grace asked to discuss it.

9. Gates at Entrance.

R200 collected by 1973 Matrics to go towards the building of gate piers. 1974 Matrics to perhaps finance the gates ?

10. Any other Business.

Brochure : Our School brochure needs up-dating - new photographs and re-writing. Mr. Marshall-Smith offered assistance.

Fund Raising : Revenue for "Bitter Sweet" had raised R600.

Fete Committee wished proceeds to go to the founding of a language laboratory. Mrs. Gillham studied the project and tabled a report of her findings which concludes with : "A language laboratory can too easily be a white elephant - lying virtually unused". The G.P. Meeting discussed this and suggested we encourage them in the wider field of various electronic teaching aids for automatic group learning. This includes for example T.V. tapes, Cassettes, etc.

The Meeting adjourned at 7.15 p.m.

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CHAIRMAN.

REPORT OF THE GENERAL PURPOSES COMMITTEE TO BE SUBMITTED TO COUNCIL ON FRIDAY, 1ST MARCH, 1974.

1. New Company Act.

Various amendments under the new Act affected the Tax Returns and other Statutory information which the Company owning the School had to submit. As a good deal of this information and also the Share Register had not been brought up to date it was decided to ask the Auditors to attend to the Company's secretarial responsibilities and to endeavour to reconstruct the Share Register after discussion with Mr. J. Borton, who had previously had discussions in this regard.

2. Salaries.

The Committee confirmed the annual increments in all Staff salaries and amended the new Housemistress'salary in view of her increased responsibility.

As the Headmistress had been appointed on a fixed salary scale and had been on this maximum for three years it was unanimously agreed to raise her maximum scale as from 1.1.1974.

3. Rebates and Bursaries.

In terms of Council's previous decision these were reviewed and restricted to eligible staff. The Headmistress had also awarded two Bursaries to scholars from country districts.

4. Building Plans for the new Preparatory School class-rooms have been passed by C.C.C. and tenders are presently awaited.

5. Budget - this is intended to reflect a surplus at the end of 1974 which will make good the deficit for 1973.

6. Application to join the Association of Private Schools was to be referred to Council after submission of the relevant papers to Council Members.

7. Entrance Gates.

The R200 donated by the 1973 Matric Class was to go towards the Entrance Gate Pillars.

8. Duplicating Machine - a new one to be purchased at a cost of R380.

9. Brochure - as this was now out of print it was decided to get new photographs taken with a view to updating the content of the brochure. Mr. W. Marshall-Smith kindly arranged for professional advice to be made available and this work has now started.

10. Fund-Raising.

A report on the use of a Language Laboratory by a member of the Staff indicated that this could prove an expensive luxury which needed highly specialised use and training. It was decided to publicize the Fete and Premiere of "Bitter Sweet" as being in aid of audio-visual aids for group learning such as the provision of modern cassettes, T.V., etc.

11. Grounds Staff. A new man has been employed to take charge of all grounds and building maintenance. The outside gardening contractors have had their services terminated.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION.

Herschel,
Claremont, Cape.

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD AT HERSCHEL AT 5.00 P.M. ON FRIDAY, 1ST MARCH, 1974.

A G E N D A.

1. Minutes to be confirmed.

   Quarterly Meeting held on Friday, 30th November, 1973.

2. General Purposes Report.

3. Headmistress's Report.

4. Association of Private Schools.

5. Any other business.

HEADMISTRESS'S REPORT.

MARCH, 1974.

STAFF.

Happily there were no Staff changes this year and we welcomed Mrs. Bastiaans (Physical Science, Maths and Biology) and Mrs. Montgomery (part-time Art) to the Senior School Staff.

At the end of this term Mrs. Beautement (Geography) leaves us for family reasons ! and of course we say good-bye to Mrs. Muller. Mrs. Johansen will replace Mrs. Beautement.

At the Preparatory School we welcomed Mrs. J. Hickson (part-time Singing) and in the Kindergarten Department Mrs. Davis and Mrs. Ayerst have taken over the Sub B classes and Mrs. Mordecai one Sub A class.

All new Staff have excellent qualifications and have settled in happily and well.

In March Mrs. McCormick is taking a month's unpaid leave in order to proceed to the U.K. for business reasons. Mrs. Cowen will take over her French classes while she is away - Mrs. Cowen was on our Stass as second French teacher a year ago and is a very capable teacher.

Regretfully Mrs. Montgomery must undergo an emergency operation on March 11th and will be away for six weeks. All well she returns next term. She has left a detailed schedule of art work which Miss Brown and Mrs. Muller will supervise.

HOUSE STAFF.

Mrs. Kavanagh is now Head of the Boarding House and Mrs. Nezar is Assistant House Mistress. Mrs. B. Webb (wife of the late Headmaster of Somerset House) has taken over temporarily the post of Matron - on the last day of last term Mrs. Squires simply announced that she would not be returning the following term.

HEALTH.

The general health of the girls has been good this term although there have been some cases of sore throats and gastritis.

CHAPEL.

Communion services are now being held every second Friday in the Chapel so that more day-girls have a chance to take part in Chapel services.

CHOIR.

The Choir has sung at four weddings this term and sang quite beautifully at our Founder's Day service. They are busy rehearsing for the performance of the 'Mikado' which is being produced by School House, Bishops. The new tape recorder for the Music Department ordered last year has arrived.

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CLUBS.

The various Clubs continue to flourish.

SPORT.

This is a very busy term for sport. Tennis matches are played every Saturday and inter-school galas are held on Friday afternoons. The inter-house tennis has been played off and was won by Jagger.

The inter-schools tennis tournament and swimming gala have yet to be held. The teams are practising very hard for these events and there is a noticeable improvement in our standard in both tennis and swimming.

Miss Kable is taking the hockey team on tour to Natal in the Easter vacation. They plan to spend five days in Pietermaritzburg playing matches and the remaining five days walking at the Drakensberg. Mrs. Gordon Bagnall has kindly offered them accommodation for this period on their family farm at the Berg. Numerous fund-raising events have been held by the team to help finance this trip. They travel to and from Natal by train and it is estimated that the tour will cost R80 per person.

THE FETE.

A most successful Morning Market was held in the School grounds on Saturday, 23rd February. The total sum raised (including amounts raised at a Rummage Sale and the premiere of Bitter Sweet) amounted to R5,500. During the Jubilee Year R1,200 was raised at a School Ball held at Kelvin, so we now have a tidy sum set aside for audio-visual equipment.

OLD GIRLS' DAY.

This year Old Girls' Day will be held on the 25th March at 8 p.m. Guests of honour will be Miss Caroline McLean (who is coming to Cape Town for a holiday) and Miss Hilary Harsant.

ESTIMATED NUMBERS.

	1973. Day		4th Term. Boarders.	
Std. 10	20		14	
Std. 9	33		7	
Std. 8	34		20	
Std. 7	32		13	
Std. 6	30	149	10	64
Std. 5	29		6	
Std. 4	25		7	
Std. 3	21		3	
Std. 2	25		5	
Std. 1	24		2	
Sub B	25		1	
Sub A	31	180	1	25
		329		89
			418	

	1974. Day		1st Term. Boarders.		1974 Day		2nd Term. Boarders.	
Std. 10	30		5		30		5	
Std. 9	24		16		24		16	
Std. 8	36		12		36		13	
Std. 7	39		12		39		12	
Std. 6	32	161	13	58	32	161	13	59
Std. 5	35		5		32		9	
Std. 4	26		3		24		5	
Std. 3	24		9		25		9	
Std. 2	24		1		23		2	
Std. 1	26		4		26		4	
Sub B	33		2		33		2	
Sub A	29	197	-	24	29	192	-	31
		358		82		353		90
			440				443	

NURSERY SCHOOL.

1974 1st Term.	1974 2nd Term.
75	75

ASSOCIATION OF PRIVATE SCHOOLS

c/o Department of Mathematics,
University of the Witwatersrand,
JOHANNESBURG.
7th February, 1974

To the Chairman of the Governing Body of every school affiliated to the Conference of Headmasters & Headmistresses

Dear Chairman,

Further to my letter of 17th September, 1973 I am glad to be able to inform you that about half of the private schools in South Africa have already joined the Association of Private Schools. A list of the schools which have joined is enclosed. This is a very heartening response and there can be little doubt now that the Association will go ahead. However, we are anxious that no schools which wish to join the Association should be left out of the process of electing the first proper executive which will take place, as indicated in my previous letter, shortly after the end of March. I would therefore like to make a special appeal to those schools which wish to join the Association but which have not yet done so to send their advice on the enclosed form together with the school's subscription for the first year to the Secretary,

Association of Private Schools,
c/o The Department of Mathematics,
University of the Witwatersrand,
JOHANNESBURG

as soon as possible and for those schools which have not yet decided whether or not to join to make their decision with the least possible delay.

2/...

Work on the proposed Joint Pension Scheme for schools has gone ahead in the meanwhile and you will very shortly be receiving a letter from Mr. H. Fish, the Chairman of the Pension Fund Committee containing details of the scheme in its final form (which is a great improvement on the original proposals). While we hope that as many schools as possible will join the common pension fund I emphasise that this is in no sense a condition of membership of the Association and that your decision regarding the pension fund will be quite independent of your decision regarding the Association.

Yours sincerely,

M. C O'Dowd.

M.C. O'DOWD
Chairman of
Interim Executive

List of Schools that have Joined
A P S (as on 14/2/74).

Auckland Park Prep.
Clifton Prep Schools
Cordwalles
Girls Collegiate (PMB)
Highbury
Hilton
Kingsmead.
Michaelhouse
Monterey
St Andrews Ghtn.
St Andrew's Prep. "
St Andrews (Senderwood)
St Annes
St Barnabas
St Cyprians
St Dunstans
St Georges Grammar
St George's Prep (P.E)
St Johns O.S.G.
St Martins
St Mary's O.S.G (Pret.)
St Marys (Waverley)
Watershoot Hse.
Western Province Prep.
Woodridge College Prep.
Wykeham
Roedean
Uplands.
St Peters Prep.

CONFIDENTIAL

For attention Chairman
of Councils and Boards
of Governors

ASSOCIATION OF PRIVATE SCHOOLS

Minutes of the meeting of the Interim Executive Committee held in Mr. O'Dowd's office on the 4th February, 1974, at 3.30 p.m.

PRESENT: Mr. M.C. O'Dowd (in the Chair)
Messrs. S.J. Constance and J.K. Power
Miss V.C. Paver (representing H.N.C. in place of Mr. M.H. de Lisle)
Mr. N.C.H. Forrandi (Interim Secretary).

APOLOGIES: Mr. M.H. de Lisle.

(Note: Mr. Justice D.G. Fannin, Mr. Justice D.D.V. Kannemeyer and Dr. F.C. Robb are correspondent members of the Interim Executive who are kept informed but who are not expected to travel to Johannesburg specially to attend Executive Committee meetings unless a crisis threatening Private Schools develops.)

1. MINUTES

The minutes of the meeting of the 23rd November, 1973, which had been circulated were approved.

2. MATTERS ARISING

(a) Memorandum of Agreement

The Secretary reported that this had been signed by all of the sponsors and returned to him to be kept with the records of the Association.

(b) Membership

The Secretary reported that to date the following schools had joined the Association:-

/ The .....

The Clifton Preparatory Schools (Durban and Nottingham Road), Girls' Collegiate School, Highbury School, Hilton College, Kingsmead College, Michaelhouse, Monterey Preparatory, St. Andrew's College, St. Andrew's Preparatory, St. Andrew's School (Senderwood), St. Anne's Diocesan College, St. Barnabas' College, St. Cyprian's, St. Dunstan's, St. George's Grammar School, St. George's Preparatory School (P.E.), St. John's D.S.G., St. Martin's School, St. Mary's D.S.G. (Pretoria), St. Mary's School (Waverley), Waterkloof House, Western Province Preparatory School, Woodridge College and Preparatory and Wykeham School. As this comprised just under half the membership of H.M.C. the committee considered that every effort should be made to encourage the remaining H.M.C. schools to join. Various members of the Committee undertook to contact persons associated with schools that had not yet joined and the Chairman agreed to write to all schools pointing out the importance of full support for the Association from all H.M.C. schools. **Note: Roedean, St. Peter's and Uplands have joined, 7.2.74.**

(c) Pension Fund

The Secretary reported that the Trustees and Old Mutual representatives had met on the 29th January in order to finalise the details of the Association's Pension Scheme. The Trustees had examined existing schemes and the Civil Service scheme. While the Civil Service Scheme could not be matched in every detail the Trustees considered that the scheme which will emerge will be comparable on most important issues and certainly as good as, but generally better, than any scheme operating at any Conference School. (In fact the existing schemes of most H.M.C. schools are totally inadequate.) Members of staff will pay 7% and schools about 11%. Schools would also be able to decide to what extent the new scheme should be back-dated for existing members of staff. The Secretary stated that Mr. Howard Fish had really done a magnificent job - instead of the scheme being one offered to the schools by the Old Mutual the position had been reached where the schools (in the form of the trustees appointed by the Executive of the Association) had informed the Old Mutual of what they required. It was agreed that Mr. Fish should be sent a letter expressing the appreciation of the Association. The Secretary also reported that three schools had consulted insurance brokers and consultants who had 'advised' them not to join the scheme. In his opinion such decisions were premature since the final proposals had not yet been submitted to the schools. Furtheremore no insurance broker nor consultant could claim more knowledge or experience of pension schemes than Mr. Fish, who had no axe to grind for the Old Mutual since he has recently retired from another Insurance Company. Several schools have indicated that they consider the scheme to be vital to the future of

/ private .....

private schools and that they had complete confidence in the trustees appointed by the Executive of the Association. The Secretary said that although he had attended all the meetings of the trustees, the level of discussion had reached a stage which was beyond his comprehension. Nevertheless it is his considered opinion that any school that does not join the scheme is just "plumb crazy".

At its last meeting the Association's Executive had expressed a preference for a Provident Fund for women teachers but the Trustees recommended a pension fund provided separate pools were established for men and women. Mr. Power had discussed the matter with Mr. Fish who had converted him to the Pension Fund scheme since this favoured women who made teaching a career as opposed to those who used it as an expedient.

Finally it was decided that Mr. O'Dowd's letter to the schools should commend the pension scheme to them and that the Executive approves of the proposal of the Trustees to submit the scheme to all H.D.C. schools with an invitation to join.

(d) Combined Medical Aid Scheme

The Chairman stated that there was no person at Anglo American who was in the position to assist the schools in this matter at present and it seemed likely that it would be at least another six months before such advice would be available. In fact the medical aid world appears to be in a state of turmoil. The committee felt that the advice of insurance brokers might well be sought on this issue.

The Chairman reported that he had received a letter from Insurance Brokers (Willis, Faber, Dumas and Rowan) who had sent a questionnaire to some schools inviting them to consider a joint property and contents of buildings insurance scheme in order to obtain reduced insurance costs in a group scheme. The committee considered that in principle this was a sound idea but wondered why the proposal was confined to property. After some discussion it was agreed that the Chairman would reply to the brokers suggesting instead a comprehensive schedule (including public liability, fees remission, personal accident. employee benefits, all risks etc.) with a common medical aid scheme.

3. FINANCE

The Secretary reported that the subscriptions received to date amounted to R1745.74 and the expenses to R76.86 leaving a balance of R1668.88. This is invested in a savings account in the Allied Building Society.

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It was agreed that the Association should have its own letterhead.

4. REGIONAL COMMITTEES

It was agreed that the Executive should wait for more schools to join the Association before pressing the regions to elect committees. The fact that about half the H.M.C. schools had yet to join was delaying the next step in the proper functioning of the Association as the present Executive was a nominated committee and not an elected committee.

5. FUND FOR PRIVATE SCHOOLS

The proposal of Mr. Constance that a fund be established to enable the Association to finance research projects in education, to sponsor the production of textbooks and to set up an institute of education (as suggested by Mr. Roger Jarvis) was referred to the Executive of H.M.C. It was suggested that the H.M.C. should appoint a working sub-committee to draw up a well motivated and fully detailed set of proposals. Once this has been achieved and an executive committee of the Association elected, appeals for funds could then be directed to many firms and organisations which are not prepared to consider appeals from individual schools.

6. P.M. ANDERSON TRUST

Mr. Power stated that this trust was prepared to consider applications for bursaries in cases where pupils of outstanding merit, whom the schools would like to keep, might be withdrawn for financial reasons. The Secretary agreed to circularise this information to schools in the H.M.C. minutes.

7. PUBLICITY

The Chairman informed the Committee that he had been interviewed about an article on private schools which is due to appear in "Management". He had seen the final draft which was very favourable.

8. DATE OF NEXT MEETING

The next meeting of the Executive was arranged for Friday, March 15th at 3.30 p.m. in Mr. O'Dowd's office.

The meeting adjourned at 4.45 p.m.

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL ON FRIDAY, 30TH NOVEMBER, 1973.

PRESENT : His Grace the Archbishop of Cape Town - CHAIRMAN
Messrs. G.D. Abernethy
C.J. Bettison
J. Borton
D.D. Jooste
M.J. Longmore
J. Mudge
J. Newman
Professor E. Dowdle
Mesdames E. Brailey
M. Loggie
M. Philip

IN ATTENDANCE : Dr. B.I. Silberbauer - HEADMISTRESS.

APOLOGIES : Mrs. G. Cronwright, Mrs. A. Russell and Professor R.E. Lighton.

His Grace welcomed Mr. Mudge to the Council.

The Minutes of the quarterly meeting of Council held on 21st September, 1973 and also of the Special Meeting held on 23rd October, 1973, had been circulated to members and were signed as a correct record.

REPORT OF THE GENERAL PURPOSES COMMITTEE.

Mr. Bettison said there was little more to report after the Special Meeting and therefore there was no written report. The last General Purposes Meeting had been to approve the final detailed drawings for the Preparatory School alterations, and Council Members could examine these if they wished to do so. The Architect had submitted the plans to the City Council and was calling for tenders. It was hoped that the building firms would have their quotations in by early in the New Year. The quantity surveyor's provisional estimate was R52 000 including the Architect's fee.

Council confirmed that they approved the General Purposes Committee's actions in inviting tenders. Mr. Bettison said that if there was too long a delay before the City Council passed the plans, the Committee would hope to get provisional approval and carry on.

Financial Report.

Mr. Longmore presented a financial report for the nine months ended 30th September, 1973, and pointed out that the overdraft was leaping, largely because capital expenditure had been particularly heavy. It was not a secured overdraft. More money would have to be raised to finance the projected Preparatory School buildings, and there was discussion as to whether this would best be raised by a further bond with the Old Mutual on the property, or (if we could get it) extended overdraft facilities, or both. The money for the buildings was not required yet, and Mr. Longmore undertook to investigate the most advantageous way of raising it.

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His Grace particularly thanked Mr. Longmore for his clear statement of the financial position.

Fete.

The General Purposes Committee had had a letter from the Fete Committee suggesting that the Funds from the Fete (to be held next February) should go towards audio-visual teaching equipment and a language laboratory. The General Purposes Committee was investigating how much money would be required. At the same time the Headmistress would like to assure herself that this equipment was in fact necessary. The Chairman suggested it may be possible to share this equipment with another School and this possibility was to be investigated.

HEADMISTRESS'S REPORT.

Senior Certificate and Joint Matriculation Board Examinations.

The relative advantages and disadvantages were again discussed and the Headmistress felt that there was not yet a clear case in favour of transferring to the Senior Certificate, although it did seem that the J.M.B. pupils might be prejudiced in their entrance to university faculties with a competitive selection.

Professor Dowdle had analysed the progress and achievements of medical students over several years, and he said that there was no indication at all that J.M.B. pupils had done better than Senior Certificate pupils - if anything, the reverse.

The main area of concern was the extent to which the Education Department would interfere in the choice of text-books and the manner of teaching. It was felt that the matter must be fully investigated, perhaps through the Headmasters' and Headmistresses' Conference and it was agreed that a decision should be taken in the middle of next year for 1975. Council should then be presented with as much information as possible, but in the meantime members should do their own investigation too.

It was noted that the reactions of parents should be unofficially tested during this period.

Replacement for Retiring Vice-Principal.

The Headmistress said she had as yet made no arrangement for a replacement of the Vice-Principal, and His Grace stressed that Council would be distressed for the Headmistress to carry the full load of administration without adequate assistance.

There was no further business. His Grace wished the Headmistress a good holiday and well-deserved rest, and the Meeting closed.

Confirmed.

...1 March 1974 +Robert Capetown

CHAIRMAN.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION.

Herschel,

Claremont, Cape.

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD AT HERSCHEL AT 5.00 P.M. ON FRIDAY, 30TH NOVEMBER, 1973.

A G E N D A.

1. Minutes to be confirmed.

   Quarterly Meeting held on Friday, 21st September, 1973.

   Special Meeting held on Tuesday, 23rd October, 1973.

2. General Purposes Report.

3. Headmistress's Report.

4. Any other business.

CONFIDENTIAL

COPY OF LETTER RECEIVED FROM DR SCHALK VAN DER MERWE, MINISTER OF COLOURED RELATIONS AND REHOBOTH AFFAIRS, PRETORIA.

Reference Number: K.19

Ministry of Coloured Relations and
Rehoboth Affairs,
Private Bag X.399,
PRETORIA.

12th October, 1973.

CONFIDENTIAL

The Most Reverend R. Selby-Taylor,
Archbishop of Cape Town,
Bishopscourt,
CLAREMONT, C.P.

Your Grace,

In pursuance of my Private Secretary's letter dated 22nd August, 1973, and with reference to your representations of the 10th August, 1973, concerning the admission of Coloureds to the private schools associated with the Church of the Province of South Africa, I would like to draw the following legal, educational, social and practical implications which would arise from such admission to your attention.

At present, section 6(1) of the Coloured Persons Education Act, 1963 (Act 47 of 1963) provides that no person shall manage any school for the education of Coloured persons which is not a State School or a State-aided school and at which more than fourteen pupils are enrolled unless such school is registered with the Administration of Coloured Affairs in the prescribed manner and complies with the prescribed requirements.

During the last session of Parliament, this provision was substituted by the following, which will come into operation on a date to be determined by the State President:

> "No person shall, except at a State school, a State-aided school, a school of industries or a reform school or through a correspondence college registered in terms of the Correspondence Colleges Act, 1965, provide for reward education to Coloured persons unless such person has been registered with the Administration of Coloured Affairs in the prescribed manner as a private school <u>for Coloured persons</u> and complies with the prescribed requirements."

Private schools for Whites fall under the control of the provincial authorities and are registered with such authorities. As far as the Cape Province is concerned, such registration is effected in terms of Section 240 of the Education Ordinance, 1956 (Ordinance 20 of 1956), as amended, and the private schools under discussion are so registered. If, however, Coloureds are admitted to the schools, this registration would have to be withdrawn, as the schools would no longer be schools for Whites.

Apart from Education legislation, it will also be necessary, in terms of the Group Areas Act, 1966, for Coloured persons wishing to attend private schools for Whites in group areas for Whites, to obtain permits from the Department of Community Development.

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From an educational and social viewpoint, the admission of Whites and Coloureds to the same school is considered undesirable. The broader educational development of Coloured pupils will suffer from their admission to schools for Whites and to admit a pupil to a school and then deny him participation in some extramural activities of the school, as indicated in the application, can only be detrimental to the development of his character and disposition towards his fellowmen. It will cause a feeling of inferiority and/or resentment towards his fellow-pupils, who in this case will be the Whites. Seen from a Christian and educational viewpoint this should be avoided and the child should be allowed to go to a school where he can be a full participant of the school and all its activities. It is also felt that such admission would prejudice a pupil's adaptability in his after-school life. He completes his school career in a predominantly White environment and thereafter he must attend a Coloured institution for further study or go and work amongst the Coloureds. He will encounter much difficulty in his association with his fellow-students or fellow-workers on account of the difference in his educational background.

It is not clear what is meant by "qualify for admission on grounds of educational qualifications ...." as stated in paragraph 4 of the application dated 24th April, 1973, attached to your letter under reply. Assuming that this means that pupils will be selected on their academic achievements, the logical result would be that some children from the same family could be granted admission to the school, while their brothers and sisters could be refused and would have to go to a Coloured school. This would cause disharmony in the family and embitterment in the child mind. The damage resulting herefrom is unpredictable.

In regard to the practical implications, I must point out that the position with two controlling bodies, namely the Provincial Administration and the Administration of Coloured Affairs, at the same school will be confused. For instance, the regulations prescribing inspections of registered private schools would be duplicated, resulting in the position where such inspections would be carried out by inspectors of both the Provincial Education Department and the Administration of Coloured Affairs, possibly at one and the same time. This could result in disruption of school activities and dissatisfaction on the part of the teachers concerned. Even if it was mutually arranged for only one of the controlling bodies to carry out inspections, confusion could result when reports are exchanged between the parties concerned.

At present pupils at the private schools concerned take the matriculation examination of the Joint Matriculation Board. Some schools have, however, now applied to the Cape Education Department to change to the Cape Senior Certificate examinations. The anomaly will, therefore, arise that any Coloureds enrolled at these private schools would acquire the Cape Senior Certificate whereas the majority of their peers would obtain the Senior Certificate of the Administration of Coloured Affairs. Although the standard of both senior certificates is the same, due to the fact that the syllabuses of the Provincial Authorities and the Administration of Coloured Affairs have been based on the uniform core syllabuses of the Joint Matriculation Board, different certificates may give rise to confusion.

In view of the factors set out herein and as adequate schooling facilities already exist at State and State-aided schools for Coloureds, I cannot see my way clear to supporting the application for admission of Coloureds to private schools for Whites. I would, however, suggest that should the Church consider the need for such schooling for Coloureds exists, steps be taken to establish a separate school(s) on the same lines as those for Whites.

In the circumstances I feel that no good purpose would be served by discussing the matter. If, however, you are of the opinion that such discussions would be of benefit, I could meet you on a date and at a time and place that can be mutually arranged.

Kind regards,

Yours faithfully,

(Signed) DR SCHALK VAN DER MERWE

MINISTER OF COLOURED RELATIONS AND REHOBOTH AFFAIRS.

H E R S C H E L.

FINANCIAL REPORT FOR NINE MONTHS ENDED 30TH SEPTEMBER 1973.

Revenue and Expenditure.

As will be seen from the attached schedules the Budgeted Deficit for the period was R10 531 whilst the actual deficit was R10 687. This is fairly close to target and is made up of a shortfall in fees of R2 325 and a savings in overheads of R2 179.

The reason for a saving in overhead lies under more than one heading :

(i) We allowed for the cost of an Administrative Manager but have not so far incurred this expenditure.

(ii) We have not spent the full budget on Property Charges and in this connection I would most earnestly request you to avoid if possible any further expenditure this year under that heading. An examination of our source and application of funds further on in this report will make the reason for this request very clear.

(iii) We have spent more on provisions than we allowed for.

The figure for provisions for 3 terms can be broken down as follows :

	Actual	Budget		
Bread	1 435	900	+ 535	
Butter	809	750	+ 59	
Fish, Fruit, Veg., Eggs, Cheese	5 692	3 750	+1 942	
Groceries	3 464	5 475	-2 011	
Meat	6 693	6 000	+ 693	
Milk	2 271	1 875	+ 396	
	20 364	18 750	1 614	overspent

Provisions are currently running at R535 per term over budget.

It is interesting to see how the cost of provisions over the years has built up. The following table shows the picture very clearly :

	Nine Months To		
	30.9.73.	30.9.72.	30.9.71.
Bread	1 435	612	534
Butter	809	690	611
Fruit,Veg, Cheese, etc.	5 692	3 511	2 792
Groceries	3 464	3 364	1 961
Meat	6 693	5 102	3 304
Milk	2 271	1 673	1 480
	20 364	14 952	10 682
Increase over preceding year	36%	40%	

2/....

On the whole the results so far are not too bad in as much as we have kept very close to Budget. If next year we can keep as close to Budget we shall have every reason to be gratified.

There is however a very serious aspect of our finances which requires much more attention in the future than we have given it so far and that is our cash flow position. Set out below is a brief statement of source and application of funds which I comment upon :

Source of Funds.

(i)	Payment from 4 Schools Trust (last year R2 462.50 was used to credit Revenue A/C with Scholarships & Bursaries)	R 5 357
(ii)	Funds raised by Herschel Jubilee	R 21 443
(iii)	Donation	R 1 000
(iv)	Donation - Molteno Bequest	R 10 000
		R 37 800

Application of Funds.

(i)	Spent on Music Room ex Molteno Bequest (subsequent to drawing this up a further R2 390 has been spent on alterations to Music Room and Reading Laboratory)		R 1 042
(ii)	Repayment of portion of the Loan from Pan Anglican Education Fund		R 250
(iii)	Payment on Account of Capital Expenditure as follows :		
	(a) Alteration to Boarding House	R 8 355	
	(b) " " Maids Quarters	R 1 981	
	(c) Fencing	R 347	
	(d) Drainage, etc.	R 1 194	
	(e) New Kitchens (ex Jub.Funds)	R26 521	
	(f) Furniture - 60 Desks,165 Chairs, Fridge,Polisher,Filing Cabinets, 2 Record Players,Blackboard, 4 Dining Tables,Mattresses,Lawn Mower,Lecture chairs, photocopier, etc.	R 3 642	R 42 040
(iv)	Increase in Trust Fund Investments		R 1 000
(v)	Increase in Deficit on Revenue & Expendit.A/C		R 10 687
(vi)	Increase in Debtors, Reduction in Creditors etc.including reducing the Deficit on Rev. & Exp. by Scholarships of R2 194 which mainly came out of 4 Schools Trust funds under Source (i) above		R 5 539
			R 60 558
Less Source of Funds - as above			R 37 800
Increase in Overdraft in 9 months from R29 117 to R55 019			R 22 758

If we do not spend anything more on Capital Expenditure for the rest of the year and keep to our Budget we can expect to have a Bank Overdraft of ± R62 000 by the end of the year.

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If we are going to spend money on new Classrooms we must consider how much we need to borrow and indeed how much we can afford to borrow.

If we borrow R60 000 and spend R50 000 on the Buildings we will reduce our overdraft from R62 000 to R52 000 less any Donations received from bequests which are due to us. If we produce our budgeted surplus at the end of next year which is expected to be R22 000 less the extra interest on the borrowed money - say R6 000, we should be able to produce a surplus of R16 000. Again depending on Capital Expenditure we should then be in a position at December, 1974 to reduce our overdraft from R52 000 to R36 000.

It is however pointless being over-optimistic. We must really examine our plans for 1974 and decide how much capital expenditure will inevitably arise - for every cent we spend on Capital, whilst it does not affect our surplus on Revenue, does affect our Bank Overdraft.

I have not yet approahced the Old Mutual for further advances on the bond on our property until we decide just what we really feel we can afford to spend.

M.J. Longmore.

HERSCHEL SCHOOL - 1973.

A COMPARISON BETWEEN BUDGETED REVENUE & EXPENDITURE FOR TERMS 1, 2 AND 3 AND ACTUAL REVENUE AND EXPENDITURE FOR THE SAME PERIOD.

	Budget for 9 Months	Actual for 9 Months	Variations U - Unfavourable F - Favourable	
Revenue.				
Tuition & Boarding	152 766	150 066	U	2 700
Extra Subjects	8 250	9 078	F	828
Registration Fees	562	1 056	F	494
Rent	2 250	1 800	U	450
Scholarships	2 475	2 194	U	281
Sundry Revenue	1 500	1 274	U	226
	167 803	165 468	U	2 325
Expenditure.				
For details see Overleaf	178 334	176 155	F	2 179
	10 531	10 687	U	156

Unfavourable Variation R156.

Expenditure Analysis.	Budget.	Actual.
Salaries - Teaching	85 208	86 989
- Secretarial	7 290	4 712
- Res. Domestic	9 900	9 585
- Specials	4 950	6 590
Wages	10 455	9 270
Favourable Variance R657	117 803	117 146
Provisions	18 750	20 364
Domestic Charges	8 775	9 274
Sports Requisites	1 125	790
Property Charges	14 438	11 670
Audit Fee	405	375
Administration Charges	4 710	4 146
Class Materials	1 050	1 764
Pension Contributions	3 585	3 528
Unemployment Insurance	165	163
Insurances	1 425	1 278
Interest - Bonds & Overdraft	5 437	4 847
Depreciation	666	810
TOTAL EXPENDITURE :	178 334	176 155

Favourable Variation R2179

HEADMISTRESSES REPORT.

NOVEMBER, 1973.

STAFF.

Next year Mrs. Bastiaans (Physical Science, Maths & Biology) will be joining the Senior Staff to relieve Mrs. Boyd (Maths) and help with the Physical Science and Biology, and Mrs. Montgomery replaces Mrs. Muller as part-time Art Mistress. Otherwise the Senior School Staff remains as is for the first term, 1974. Mrs. Muller will act as Vice-Principal for the first term, and is taking leave during the second term. She leaves in June, 1974.

At the Preparatory School Mrs. Hall (part-time) has resigned. Mrs. J. Hickson (part-time) will take singing and music classes at the Preparatory, replacing Mrs. Popham-Smith, who will take only private piano pupils next year.

In the Kindergarten Department (Sub A & Sub B), Mrs. Davis and Mrs. Ayerst (both Kindergarten trained) will be taking the two Sub B classes and Mrs. Van Rensburg will remain with one Sub A group - Miss Helm, who has been in charge of the other Sub A group has resigned and a suitable replacement has not yet been found.

Mrs. Sparks who has taken the Sub B class this year will take over a Std. 4 group. Although she is a fully trained primary school teacher she is not Kindergarten trained, and we feel that it is essential to have trained Staff for both our Sub A and Sub B classes.

House Staff.

Mrs. Bond-Smith leaves at the end of this term and Mrs. Kavanagh will take over from her as Head of the Boarding House. She will be assisted by Mrs. Squires (Matron), Mrs. Nezar and a resident student, Miss Hope. Next year it has been decided to make every Sunday an optional leave-out for boarders in addition to the two exeat weekends per term.

HEALTH.

One case of Infectious Hepatitis was reported in the Boarding School this term.

CHAPEL.

Two Communion services have been held in the Chapel this term as well as numerous Sunday services. The new altar rails presented by Miss J. Way were installed this term.

CHOIR.

The Choir is busy preparing for an Xmas broadcast and the Carol Service at St. Saviour's at 8 p.m. on Monday, 10th December.

CLUBS.

The various clubs continue to flourish.

SPORT.

The individual Senior and U.15 tennis championships have been played off this term and there have been matches most Saturday mornings. Swimming has started this term and the team is training hard.

SENIOR CERTIFICATE.

Professor Lighton and I met Mr. John Perry (Deputy Director of Education) earlier this term to discuss the pros and cons of writing the Senior Certificate instead of the J.M.B. examinations. The following facts emerged from our discussion :-

1) The Preparatory School would have to use the same text books as those used by Government primary schools, but at Senior School level Staff would have a free choice of text-books.

2) The Staff must be suitably qualified with the correct teachers' training but teachers would not have to be bi-lingual.

3) The School would be subject to inspection at any time and at the end of year there would be oral examinations in English Higher, Afrikaans Lower and French, held by the Department.

4) The Physical Science and Biology Departments would have to satisfy the Department that adequate practical work was performed throughout the year.

5) The School has only to send in it's written request to take the Cape Senior Certificate examinations to the Director of Education and the necessary adjustments would be made.

MATRICULATION EXAMINATION.

The School examinations are in progress and the Matrics started writing on the 19th November. We have 33 candidates this year and expect four failures.

PRIZE-GIVING AND CAROL SERVICE.

The prize-giving takes place on Monday, 10th December. Fiona Chisholm has kindly consented to give the address and distribute prizes at the Senior School and Mrs. Douglas Hey at the Preparatory School. An order of events for the afternoon ceremony has been drawn up for Council members.

The Carol Service at St. Saviour's is being held at 8 p.m. on December 10th.

May I take this opportunity to thank the Council for their unfailing support and enthusiastic help throughout the year. It continues to be a privilege and pleasure to be at Herschel.

My best wishes to all members of the Council for Xmas and for 1974.

ESTIMATED NUMBERS.

	1973 4th Term				1974 1st Term			
	Day		Boarders		Day		Boarders	
Std. 10	20		14		34		6	
Std. 9	33		7		30		18	
Std. 8	34		20		36		11	
Std. 7	32		13		36		10	
Std. 6	30	149	10	64	35	171	10	55
Std. 5	29		6		34		4	
Std. 4	25		7		24		3	
Std. 3	21		3		23		9	
Std. 2	25		5		26		2	
Std. 1	24		2		23		4	
Sub B	25		1		35		2	
Sub A	31	180	1	25	28	193	-	24
		329		89		364		79
		418				443		

NURSERY SCHOOL.

1973 4th Term	1974 1st Term
84	84

GIRLS LEAVING HERSCHEL AT THE END OF THE 4TH TERM, 1973.

	Reason for Leaving.
Susan Binedell	Financial
Tessa Binedell	Financial
Diana Clews	Moving to Johannesburg
Janine Clews	Moving to Johannesburg
Karin Cooper	Going to live in U.K.
Tana-Marie Cooper	Going to live in U.K.
Diana Curry	Transferred
Jennifer Curry	Transferred
Mary Elliott	Going to Sans Souci
Janine Kramer	Going to a co-ed school
Berit Kruger	No reason
Margit Kruger	No reason
Susan Lloyd-Roberts	Transferred to Johannesburg
Carla Mercorio	Going to Springfield - Catholic
Manuela Mercorio	Going to Springfield - Catholic
Michela Mercorio	Going to Springfield - Catholic
Kate Parr	Back to U.K.
Lindsay Parr	Back to U.K.
Jennifer Park	Financial
Margaret Philpott	Nervous breakdown
Katherine Shiell	Leaving at my request
Paula Smith	No reason
Penny Whitehead	Going to Secretarial College

Not given reasonable notice :

Judy Banghart	Parents moving from O'Kiep to Johannesburg
Mary-Anne Cardases	Returning to Greece
Christine Moni	
Britt Schrauwen	No reason
Jane Stokes	Moving to Plettenberg Bay

New Girls who were coming to Herschel in 1974, but who have now withdrawn :

Bernadine Adams	Sub A
Julia Binedell	Sub A
Aletta Cruse	Sub A
Amanda Driver	Sub A
Sarah Goldstein	Sub A
Jeanne Hulsman	Sub A
Karin Kloeckner	Sub A
Jacqueline Louw	Sub A
Lael Maxwell	Sub A
Susan Porter	Sub A
Sarene Smith	Sub A
Jacqueline Rogers	Std. 5
Catherine Rogers	Std. 6
Peneloppe Scott	Std. 6

Deferred until 1975 :

Joanne Rogerson	Std. 7
Rosemary Vickers	Std. 6
Hillary Jooste	Std. 3

Present Day Girls into Boarding House :

Susan Watermeyer	Std. 8
Gail Anderson	Std. 9
Terry Lloyd-Roberts	Std. 9

Present Boarders out of Boarding House :

Debbie Arton	Std. 2
Heather Turner	Std. 5
Diane Loria	Std. 6
Linda Swanepoel	Std. 7
Tanya Bosma	Std. 8
Jennifer Scott-Knight	Std. 9
Judith Swanepoel	Std. 9
Bridget Twentyman-Jones	Std. 9
Sharon Bosma	Std. 10

For first 6 Months of 1974 :

Fiona Bonthron	Std. 1
Catriona Bonthron	Std. 2
Alexandra Bonthron	Std. 3
Karen Smith	Std. 4
Susan Petterson	Std. 4

Day Girls who were going to be Boarders, but who have now withdrawn from the Boarding House :

Ruth Butters	Std. 5
Marilyn Knudsen	Std. 6
Susan Louw	Std. 7
Jennifer Louw	Std. 8

MINUTES OF A SPECIAL MEETING OF COUNCIL HELD AT

HERSCHEL ON TUESDAY, 23RD OCTOBER, 1973.

PRESENT : His Grace the Archbishop - Chairman
Messrs. G. Abernethy
J. Bettison
J. Graham
D. Jooste
M. Longmore
J. Newman
Professors R. Lighton
E. Dowdle
Mesdames K. Brailey
D. Cronwright
M. Loggie
D. Philip

IN ATTENDANCE : Dr. B.I. Silberbauer - Headmistress

APOLOGIES : Messrs. J. Horton
W. Marshall-Smith
Mrs. A. Russell.

REPORT ON INCREASED FEES FOR 1974.

The rise in fees was accepted by the parent body with a minimum of fuss. Throughout the School only 21 children are to be withdrawn at the end of 1973, many of whom were leaving for other reasons. With the new admissions in 1974 there will be an overall gain of 22 pupils. raising the numbers from 418 to 440. It would seem therefore that continuity is assured.

PROPOSED CLASSROOM BLOCK AT PREPARATORY SCHOOL.

The Council were shown plans drawn up by Mr. Hugh Floyd for a block of four additional classrooms, and one other for the Kindergarten block. Mr. Bettison estimated the costs at approximately R53,000 - this to include buildings, the quadrangle and driveway improvements.

To finance the project Mr. Longmore suggested we take a loan for R40,000 and recommended that our annual budget should always allow for interest fees.

Mr. Newman suggested we approach the Four Schools Trust for a loan. Mr. Longmore agreed to explore the possibilities.

Council approved the plans and agreed that the General Purposes Committee be given power to act.

PROPOSED ALTERATION TO NURSERY SCHOOL.

Mr. Newman explained to Council that when the Nursery School wished it's subsidy to be increased, it was officially inspected and the area found to be inadequate for the 80 children to which it was committed. The existing subsidy was therefore in jeopardy, let alone an increase.

To overcome this, the Architect advised small alterations to make for three large classrooms, each containing

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22 pupils, i.e. the allocation per teacher. As the Staff comprises three teachers and a Supervisor, it was felt that the extra children could be more than adequately catered for.

The Chairman asked that Council accept the proposal to spend R1,500 on the conversion and for the rent to be raised by 10%, i.e. R150.

VICE-PRINCIPAL.

The Headmistress had approached the Vice-Principal, Mrs. Muller, and asked her to relinquish her duties as Senior Art Mistress but remain on the Staff as Vice-Principal until the post could be filled.

Mr. Bettison read a letter to Council in this connection from Mrs. Muller. It was evident that she expected to maintain her full salary.

The Council viewed the matter with great sympathy and concern for this member of Staff who had given twenty years of devoted service to Herschel. However, it was decided that the School could not afford a non-teaching Vice-Principal and suggested therefore that she be given the option of resigning in mid-year, or electing to take six months' salary as long leave.

GENERAL PURPOSES COMMITTEE MEMBERSHIP.

Mr. J. Newman was welcomed back to the Committee.

COUNCIL MEMBERSHIP.

The Chairman was in receipt of a letter from the Hon. Mr. Justice van Winsen requesting him to accept his resignation from Herschel Council. This he had done and thanked him warmly for the sterling service he had rendered to the General Purposes Committee and Council over sixteen years.

It was unanimously agreed that Mr. J. Mudge of Elgin be asked to serve.

OTHER BUSINESS.

The Headmistress wished to record that a letter of thanks had been received from the Rector of St. Saviour's re the waiving of School fees.

There being no further business the Meeting adjourned at 6.20 p.m.

Confirmed.

...30. November 1973. Robert Compton

CHAIRMAN.

SPECIAL MEETING OF THE COUNCIL TO BE
HELD ON TUESDAY, 23RD OCTOBER,1973.

A G E N D A.

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1. Report fees and effect on numbers for 1974.

2. Proposed classroom block at Junior School.

3. Proposed alterations to Nursery School.

4. Vice-Principal.

5. General Purposes Committee membership.

6. Any other business.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL ON FRIDAY, 21ST SEPTEMBER, 1973.

PRESENT : His Grace the Archbishop of Cape Town - CHAIRMAN.
Messrs. J.C. Bettison
M.J. Longmore
J. Graham
D.D. Jooste
The Hon. Mr. Justice L. van Winsen
Professor E. Dowdle
Mesdames E. Brailey
M. Loggie
M. Philip

IN ATTENCANCE : Dr. B.I. Silberbauer - HEADMISTRESS.

APOLOGIES : Professor Lighton,
Messrs. G.D. Abernethy
J. Borton
W. Marshall Smith
J. Newman
Mesdames G.M. Cronwright
A. Russell

The Minutes of the Meeting of Council held on Friday, 8th June, 1973, had been circulated to members, and were signed as correct.

REPORT OF THE GENERAL PURPOSES COMMITTEE.

The report was tabled and Mr. Bettison discussed it in detail with Council.

Finance.

The Committee had given much anxious thought to the question of the new scale of fees and the fact that the 10% increase agreed to at the last Council meeting would be inadequate. Mr. Longmore tabled his budget estimates for 1974, and pointed out that the proposed new fees, under Schedule 1, Column C (representing an increase of slightly more than 15%), were expected to yield a surplus of R22,570, as shown on Schedule 3, but that the surplus could not remain as high as that because interest would have to be paid on money borrowed for the new buildings. If inflation and other hazards permitted us actually to achieve a surplus in fact, we would be able to reduce the amount on loan and therefore the interest to be paid.

Council agreed sadly that it had no option but to budget for a surplus and to increase the fees as recommended.

It was also agreed that school lunch should in future be optional for day-girls, at a cost of R15 per quarter. This would be a considerable saving for the school, and it would be possible to bring the Preparatory boarders to the Senior School for lunch and use only the one kitchen in the middle of the day.

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Discounts.

1. Dr. Silberbauer said that, at the recent Conference of Headmasters and Headmistresses, the schools had been asked to establish a ruling on the reduction in fees for the children of full-time academic staff of any Conference schools, and that a one-third reduction was usual. It was agreed that Council should accept this as the present ruling, and that a memo should be sent to St. George's, St. Cyprian's and Diocesan College asking for their comments.

2. Similarly, Council agreed to accept a one-third reduction of fees for children of non-academic staff in their own school, and to ask for comments from the other schools.

3 & 4. Council would prefer not to make a general ruling on rebates for the children of all clergy, but would consider each case as it arose.

5. Council agreed to investigate whether an insurance could be taken out so that assistance could be given with fees for the children of a family affected by some financial disaster, and it was suggested that money might be allocated to a premium for that purpose instead of a bursary.

Council was astounded to learn that up to R6 000 was lost by the school per annum in 10% rebates to families having more than one child at school at a time. It was agreed to leave present concessions as they were, but that concessions could not be offered in the future.

ADMINISTRATION.

School General Manager.

The Committee felt Council should offer a salary of R6 000 per annum to a School General Manager, if a suitable candidate could be found.

Staff.

Council agreed that retirement for staff should be at the age of sixty. Dr. Silberbauer said that she found it awkward to speak directly to the Vice-Principal about this. The Vice-Principal had given twenty years of loyal service to the school but the fact was that she was no longer able to do as much as in the past and yet was determined to carry on. It was agreed that the General Purposes Committee would find a way round the situation.

HOUSE, BUILDINGS AND EQUIPMENT.

With regard to the temporary failures of electricity, Mr. Bertison said that he was still hoping to find someone who would undertake the necessary electrical survey for less than R500, and in the meantime the situation, though inconvenient and irritating, was not dangerous.

Buildings.

The Committee had at first not wished to cut down trees at the Junior School and had therefore not wanted to achieve

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the extra classrooms by extending the present Science room block, but it was now thought that this would be the best, and the architect was drawing up new plans. It was agreed that a special meeting of Council would be called to discuss these when they were ready.

The Archbishop expressed Council's thanks to the General Purposes Committee for it's hard work and clear statement of all that had been done.

Finally, Mr. Bettison announced that Mr. Gerald Abernethy, who had served on the General Purposes Committee for ten years, had asked to resign from the Committee. Council accepted his resignation with reluctance and recorded its appreciation for all Mr. Abernethy's work on the Committee.

HEADMISTRESS'S REPORT.

Molteno Bequest.

It was agreed that R500 should be spent on books for the School library, and R500 for a Music library. Miss Sweet needs a good tape recorder for the Music Department, and it was agreed that this should be bought and that the General Purposes Committee would investigate the most favourable way of buying it. Dr. Silberbauer said that the school had been offered language laboratory equipment for R1 200 which would normally cost in the region of R3 000. The equipment was in good order and could be put into use at once. Council was eager to follow up the offer and buy the equipment if possible.

J.M.B. or Senior Certificate Examinations.

Dr. Silberbauer felt there was much that was unsatisfactory about the Joint Matriculation Board, and that students were penalized by writing a more difficult exam than Senior Certificate, but not getting proper recognition for this from the universities. The Staff would prefer to stay with the J.M.B. Further information was necessary about how much the Education Department would interfere in the choice of textbooks. The matter would be discussed again when the special Council meeting was called.

FURTHER BUSINESS.

It was suggested that Council should not be as anonymous to parents as it was, and that the names of members should be in the School magazine.

A letter must go out to parents during the next week about the increased fees for 1974, and this would be drafted and taken to the Archbishop for his approval and signature.

Professor Monica Wilson had been approached to speak at Speech Day but unfortunately was unable to do so. Dr. Silberbauer asked Council for other suggestions for a speaker.

That concluded the business and the Meeting closed.

The next Meeting will be held on Friday, 30th November at 5.00 p.m.

Confirmed.

30 November 1973 Robert Caplan

CHAIRMAN.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION.

Herschel,
Claremont, Cape.

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD AT HERSCHEL AT 5.00 P.M. ON FRIDAY, 21ST SEPTEMBER, 1973.

A G E N D A.

1. Minutes to be confirmed.

   Quarterly Meeting held on Friday, 8th June, 1973.

2. General Purposes Report.

3. Headmistress's Report.

4. Any other business.

REPORT OF THE GENERAL PURPOSES COMMITTEE TO BE SUBMITTED TO COUNCIL ON FRIDAY, 21ST SEPTEMBER, 1973.

Meetings of the Committee were held on 13th August, 12th September and 15th September.

FINANCE.

Your Sub-Committee has met four times because of the urgency related to the new scale of fees. It is obvious that the limitation imposed at the last Council Meeting is quite impracticable and your Committee recommend the adoption of a scale of fees as set out in Mr. Longmore's proposed budget under Schedule 1, Column C. It is felt that the time has come to face reality and that we can no longer budget on a deficit basis. The detailed analysis is fully set out in the budget estimate, but two points need further elaboration:

Firstly, the provision for increased salaries to academic staff is minimal and dependent upon the pay scales introduced by the Province in the New Year, these may have to be reviewed. Secondly, a fundamental change has been introduced in offering lunch as an optional extra for day scholars, as it is felt that this is some means of offering a slightly reduced cost to parents and at the same time may overcome one of the most persistent sources of irritation.

It is imperative that Council decide upon the new scale of fees for 1974 at this meeting in order to provide the requisite term's notice and in order further to allow the last quarter should there be any drastic change in numbers which may affect our building intentions.

Three late accounts for fees have been dealt with and your Committee are of the opinion that there is no need to take further legal action as at this stage.

The budget has been based on the strict limitation of 24 per classroom set and it is aimed to keep the boarding establishment at the present strength of 92 if possible.

Discounts.

It appears that historically a variety of discounts have been allowed and it is felt that these should now be consolidated to ease administration and to avoid any differentiation in application. It is recommended that the following discounts be allowed :-

1. One-third reduction for full time academic staff of any Conference Schools for children in Standards Sub A, B, and Standards 1 - 10. Nursery School children to be excluded, but this discount is dependent upon the teacher being a full-time member of the academic staff.

2. Children of non-academic staff should be entitled to a one-third reduction in their own school.

3. In our own parish of St. Saviours the present incumbent should be offered free education for his children, but that this offer

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would in future be subject to the discretion of the G.P. Committee.

4. Clergy from other parishes should be considered for reduced fees at the discretion of the Headmistress and G.P. Committee (presently 25%)but it is not desired to make a firm percentage reduction for all members of the clergy.

5. In addition to the Ovenstone Bursary valued at R250 per annum and the two Herschel Council scholarships valued at R150 each per annum, it is hoped that a certain proportion of the funds received from the Four Schools Trust be made available for bursaries and that this amount should be elastic and reviewed regularly by the G.P. Committee because it is felt that capital expenditure and staff salaries were to take priority. All bursaries awarded were tobbe at the discretion of the Headmistress and the G.P. Committee and it was further recommended that no rebates for families with more than one pupil at Herschel be continued.

ADMINISTRATION.

School General Manager.

The Sub-Committee interviewed a candidate for this position but unfortunately although he was considered eminently suitable, he withdrew his application as he had recently taken a new position and was very happy in it. The Committee have decided to pursue this idea and are continuing to look for a suitable candidate and all members of Council are urged to consider likely applicants before it is necessary to advertise the post.

Staff.

The Committee are of the opinion that Council should be asked to implement a policy regarding retirement at the age of 60 and that any service beyond that age should be at the discretion and invitation of the Headmistress and the G.P. Committee. It is desired to inform those members of staff presently falling in this category of this decision and deal with each case on its merits. In particular, with regard to the Vice-Principal, it is recommended that she be relieved of her duties in the Art Department but requested to continue her services as Vice-Principal until a suitable new appointment can be made, and this situation has been fully discussed with her. Other staff replacements will have to be reviewed if Council agrees to this policy of retirement. It is most important that overlaps in staff be avoided as this further aggravates the strain on the budget.

HOUSE, BUILDINGS AND EQUIPMENT.

1. The painting of the Senior School externally has been completed, as have repairs to windows and the reinstatement of fences and the removal of various trees as previously reported.

2. The Electrical Department of the City Council have again inspected the premises of the Senior School and are contemplating the introduction of a different metering system which will cost further capital to install but should prove more economic in the long term. The electrical wiring is still unsatisfactory and there have been numerous temporary failures because of over-loading of individual phases. The Electrical Contractor who installed the latest section reports that it will be necessary to conduct a complete electrical survey

before arriving at the cost of balancing the individual phases to prevent this over-load. The costs of this survey alone are R500 and the Committee are investigating alternative solutions to this problem which unfortunately is still not resolved.

Buildings.

As requested at the last Council meeting, the Committee instructed the Architect to draw up plans for the additional six member classrooms required at the Junior School. These plans were tabled and discussed at a meeting last Monday, but it was felt that an entirely different solution would be preferable and the Architect has been asked to reconsider this proposal, which is to further extend the new Art room/Science Laboratory block in a north-easterly direction so as to keep all the classrooms in one area as this is felt to be more economic. It is hoped that plans will be drawn and that we should be in a position to submit these to the City Council by the end of October in order that building can start in the New Year and hopefully to be ready for the middle of the second term. Until that time conditions are going to be extremely awkward but with the limitation on lunches it is felt that a temporary plan can be adopted. There is no doubt, however, that additional classrooms are desperately required and these are expected to cost approximately R60,000 and your Committee consider that this money will have to be raised either by means of a further bond or by overdraft and that the interest charges accruing will simply have to be regarded as a further annual cost. Further delay will only increase costs and in any case lead to complaints regarding unsatisfactory classroom sizes.

Sports and Grounds.

Work is continuing to clean up these grounds and a considerable number of shrubs have been planted. It is also imperative, in view of the proposed increase in fees, that adequate sports facilities are available to ensure that all children have the opportunity to participate.

HEADMISTRESS'S REPORT - SEPTEMBER, 1973.

STAFF.

This term we welcomed Miss Anne Grieve (Biology & Science) to the Staff. She is an old girl, has had teaching experience in Natal but for the past two years has been carrying out research on organ transplantation in the United Kingdom. She will replace Mrs. Stracey, who has resigned since they are building a new home in Durbanville where they will live as from the beginning of October.

House Staff.

After a somewhat stormy regime this term in the Boarding House, Miss Anderson and Mrs. Arton have now left ! Mrs. Kavanagh has replaced Miss Anderson and Mrs. Squires arrives next term. Regretfully, Mrs. Bond-Smith will be resigning at the end of the year (confidential at the moment).

The duties of Staff in the Boarding House are not onerous but it is exceptionally difficult to find the right people to fill these posts. Miss Fransen (ex Preparatory staff now attending a Remedial course at U.C.T.) has carried out certain duties in the Boarding House. At the end of the year she is leaving and I would like to replace her, with Council's permission, with another full-time member of Staff. Remembering that we now have ± 80 boarders at the Senior School, as opposed to the ± 60 previously accommodated, an increase from 3 - 4 House Staff would ease the situation in the Boarding House.

The Staff at both the Preparatory and its Boarding House remains unchanged this term.

HEALTH.

There have been numerous virus infections and many winter colds, but nothing more serious.

CHURCH & CHAPEL.

Two Communion services have been held in the Chapel and special Sunday morning or evening services have been held in the Chapel. These services have been taken by Reverend Eve, by visiting clergy or myself.

CHOIR.

The Choir has been very active this term. They gave a lunch-hour concert at the Nico Malan, they have sung at numerous weddings and at the Flower Service at Christ Church, Constantia, which was broadcast. Music (and Speech) examinations were held this term.

CLUBS.

Numerous interesting speakers have addressed the Sociological Club. There have been debates in both English and Afrikaans, visits to Art Exhibitions and to a film on the Great Barrier Reef.

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The Music, Art & Drama Club held a formal evening of plays and music last Wednesday evening which was a great success. The Interhouse Speech Evening was held on August 17th. Mr. Maxwell Leigh was the Adjudicator and he was very impressed with our standard of public speaking.

Four Std. 8's were placed first in an inter-schools "Centres of Interest" Competition run by the S.A. Council of English Education and the School received a record token to the value of R12.00.

The Social Responsibility girls were invited to present a concert to the Woodstock Seniors Club last week and the Bishop's Magic Circle presented an interesting evening of film and magic last Friday which was well attended.

SPORT.

Gymnastics and Natural Movement Clubs have been started. A gymnastics evening was held last Monday when the gymnasts demonstrated their latest achievements at an informal gathering.

Herschel entered a team for the Interschool Netball competition this year after a lapse of many years and they acquitted themselves well.

The Senior hockey team has played some outstanding hockey this season and last Saturday brought home the interschools trophy. They beat Rustenburg 1:0 in the final game. Friendly hockey matches have also been played against the mothers and fathers, St. Andrew's College, and the Staff.

The Preparatory School netball teams are improving and are very keen. Gymnastics is also proving very popular at the Prep.

GIFTS TO THE SCHOOL.

A bequest of R10,000 from the Molteno Trust has been received . It is to be used in the department of English "to further communication" and in the Music Department "to enhance facilities for choral singing".

HEADMASTERS & HEADMISTRESSES CONFERENCE, GRAHAMSTOWN.

The Headmistress and Mrs. Brown wish to thank the Council for making it possible for them to attend this Conference.

Two matters arising from the Conference are referred back to Council for consideration :-

1. The policy of the Council regarding reductions and allowances to staff members of Conference schools. (Refer General Purposes report).

2. Whether the Herschel Council wishes to continue taking the J.M.B. examinations or change to the Senior Certificate examination.

Much time at the Conference was taken up by discussing the implementation of Differentiated Education next year (1974), since the first examinations under this scheme will be sat at the end of 1976.

ESTIMATED NUMBERS.

	1973 Day		4th Term Boarders		1974 Day		1st Term Boarders	
Sub A	31		1		34		-	
Sub B	25		1		33		1	
Std. 1	24	80	2	5	27	94	2	3
Stds. 2-5	100	100	22	22	100	100	23	23
Stds. 6-10	151	151	62	62	163	163	66	66
		331		89		357		92
		420				449		

NURSERY SCHOOL.

	1973	4th Term	1974	1st Term
At Maximum Strength :		84		84

MATRICULATION PROSPECTS.

We are entering 33 candidates for Matriculation and one for School Leaving Certificate this year. They have been a most co-operative and united Matriculation class but academically their prospects are not good and we are seriously disturbed by the results so far available of the trial Matric papers. It would seem that we have four certain failures.

EXTRACT OF REPORT FROM MRS. I.D. HUSKISSON.

REPORT ON HERSCHEL SCHOOLS FOOD AND CATERING ARRANGEMENTS.

A. Introduction.

The problem at Herschel appears to have two aspects -

(a) whether the midday-meals supplied are nutritionally sound and adequate and

(b) whether fee-paying parents are justified in feeling that they are not "getting their money's worth" in relation to the meals supplied by the school.

A report of this nature cannot be isolated from personalities involved and at the start I wish to place on record that my reception by Miss Way was completely open and sympathetic, and I feel that any complaints that might have arisen should not be regarded as a reflection on her interest or efficiency but rather at the impossibility of providing a balanced meal at limited cost in the face of rocketing food prices.

B. Nutritive Value.

The amount of carbohydrate given is generally in excess to the quantity required. The girls receive bread midmorning and generally the combination of a protein food and a "starch" for lunch with bread "to fill up on".

(a) It is strongly recommended that a vegetable or salad should be included daily. Apart from the obvious reason that the girls will be including these more nutritious but less calorific foods as bulk instead of bread, the presence of salad or vegetable will make the enormous difference of making the food served look like a meal instead of a snack.

(b) Fresh fruit or a fruit dessert such as baked apples or stewed guavas would also undoubtedly be much appreciated if the budget allowed their inclusion daily.

C. Presentation.

The food was hot and attractively served on the day visited. The menu variety reflective of Miss Way's sympathetic interest and attempts to satisfy the girls. Coupled with her extreme tolerance of the likes and dislikes expressed by the girls and the limits of the budget her choice of foods is reduced. Perhaps the girls' disinterest in fish, for instance, should be ignored and this food included in some form each week.

D. Cost.

The food cost appears to average approximately 15 cents per head per midday meal. The overall cost is considerably higher of course; labour, electricity, wear and tear on equipment all add considerably to the price of a meal. This is, however, still very low and looking at the menus over the past few months it is obvious that Miss May has valiantly tried to keep the food costs within reasonable limits, but "economy-type" meals are very prominent in the menus.

An increase of approximately 5 cents/head/day would provide sufficient leeway to include a salad or vegetable daily and a more expensive cut of meat or fish once or twice/week.

E. General.

Almost exclusively, it was the day-girls who complained about the food served. The reason for this is probably twofold :-

(a) The survey done recently at the school showed that many day-girls did not have an adequate breakfast. It is obviously not the school's obligation to complement unsatisfactory home meals and both parents and children should be aware that breakfast is the most important meal of the day. This meal should always include a protein food such as egg, fish or cheese.

(b) Routine criticism from parents to their children about the meals supplied by the school can only add to ill-feeling and dissatisfaction. One is tempted to ask the provocative question, whether the mothers during the holidays, supply a lunch as varied as the school does, but this is obviously beside the point of this survey !

F. Financial Considerations.

A report of this nature would not be complete without commenting on the system of serving school lunches to day-scholars. I consider this to be a most costly luxury, in this time of high food costs. Herschel is to my knowledge the only girls' school in the Cape Peninsula supplying a hot meal to day-scholars at no specific or additional cost. As the girls come from homes financially able to supply two well-balanced nutritious meals per day the system as employed in the vast majority of schools here (where scholars provide their own light portable lunch) should be seriously considered.

Should the Council decide that, in fact, the hot meal is to be continued, the aspect of specific payment for food supplied should be considered. This could be done on either a compulsory or voluntary basis.

When parents are in a position to decide whether or not their children should take part in a school-lunch scheme and know the price they are paying for the service, there is much less scope for complaint.

Furthermore, the provision of free meals to 40 members of staff, would also seem to be unnecessary and out of line with what other organisations provide for their staff. This service is costing the school approximately R160 - R180 per month. I suggest that unless the provision of meals has been included as an advantage of employment, when teachers are originally employed, they should be required to pay for meals they wish to take.

G. Conclusions.

I am in no doubt that at a small increase in cost, the midday meal would be greatly improved. Daily inclusion of a salad or vegetable plus the frequent serving of fruit or fruit puddings - even on days when soup is served as a first course - is most desirable. Although soup may be less necessary for many of the smaller children, salad or a vegetable should be included throughout the school. The enthusiasm with which the pre-school children eat it at Nursery Schools where lunch is served (for example, Buxton) makes one realise that little ones will accept it too.

Even now, the food is varied and palatable and I feel that complaints may well have been aggravated by the fact that the building of a new, well-equipped kitchen took place co-incidentally with spiralling food costs, which forced the school to serve a light lunch instead of a dinner. One wonders if the parents had been given a written explanation of the change in policy, they may not have felt less aggrieved ?

Consultant Dietitian.

HERSCHEL SCHOOL.

BUDGET ESTIMATES for 1974.

To be presented to the School Council Meeting on Friday, 21st September, 1973.

The General Purposes Committee have considered in great detail the probable cost of running the School in 1974 and after taking into account actual expenditure in 1973 at the halfway stage and the desirability of budgeting to produce a surplus which will allow a measure of recoupment of previous deficits, have decided that fees for 1974 must be raised.

The question arises as to the degree by which fees must be raised, and the accompanying schedules show quite clearly the probable position which will arise if various levels of fees are charged.

The General Purposes Committee are of the opinion that there is only one course open to the Council and that is to charge fees in accordance with Column C of Schedule 1 and accordingly recommend to Council that parents be informed before the new term commences, that fees for the Calendar Year 1974 will be charged on that basis. There will also be minor increases in the cost of "Extra Subjects" and it is suggested that these charges be left to the discretion of the General Purposes Committee.

In considering these fees it must be borne in mind that whilst the basic increase is slightly more than 15%, the total fees to be levied are still lower than many other private schools in South Africa.

It is the intention of the General Purposes Committee to recommend that the whole question of allowances and reduced fees to certain classes of pupils be reviewed and that clear cut rules be laid down which will take into account so far as practicable the wishes of the General Meeting of the Conference of Headmasters and

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Headmistresses of Independent Private Schools.

The financial position for 1973 at the halfway stage is summarised below and as can be seen the actual deficit exceeds the budgeted deficit by R616. However, in view of the fact that there is several thousand rands worth of expenditure on property which has been incurred but not yet paid, and not yet included in these figures, what is shown does not reflect the position all that clearly. It is felt that by the end of the year the deficit of R13700 which was budgeted for in 1973 will not be greatly exceeded.

	1973 Budget for 6 Months.	1973 Actual for 6 Months.
Revenue	111 819	109 017
Expenditure	115 610	113 424
Deficit	3 791	4 407

Schedule 1.

SCHEDULE OF VARIOUS FEES.

	A Existing Fees Per Term For 1973	B 1973 Increased by 15%.	C Variation of Column B.
Day Scholars.	R	R	R
Sub A & Sub B	48	55	60
Std. 1	65	75	80
Std. 2 - Std. 5	100	115	120
Std. 6 - Std. 10	115	132	140
Boarders.			
Sub A & Sub B	152	175	175
Std. 1	150	173	175
Std. 2 - Std. 5	115	132	175
Std. 6 - Std. 10	115	132	175
Total Fee for Boarders.			
Sub A & Sub B	200	230	230
Std. 1	215	248	250
Std. 2 - Std. 5	215	247	295
Std. 6 - Std. 10	230	264	315

Lunch will no longer be provided to Day Scholars unless specifically requested and a charge of R15 per term will be made.

Schedule 2.

HERSCHEL SCHOOL. BUDGET 1974.

INCOME FROM FEES.

		At Existing 1973 Fee Level.	1973 Increased by 15%.	Variation of Column B.
		A	B	C
Day Scholars.				
Sub A & Sub B	73	3504	4015	4380
Std. 1	28	1820	2100	2240
Stds. 2 - 5	102	10200	11730	12240
Stds. 6 - 10	168	19320	22176	23520
	371	34844	40021	42380
Boarders.				
Sub A & Sub B	1	200	230	230
Std. 1	1	215	248	250
Stds. 2 - 5	15	3225	3705	4425
Stds. 6 - 10	61	14030	16104	17995
	78	17670	20287	22900
Total Pupils :	449	52514	60308	65280
		x4	x4	x4
		210056	241232	261120

Schedule 3.

	A Existing 1973 Fees	B 1973 Fees Increased by 15%.	C Variation of Column B.
Tuition & Boarding Fees per Schedule 2.	210056	241232	261120
Further Income:			
Extra Subjects	12000	13800	13800
Registration Fees	650	650	650
Rent - Nursery School	3000	3000	3000
Sundry Fund Raising & Donations	1000	1000	1000
	226706	259682	279570
Less Bursaries Scholarships net of Recovering from 4 Schools Trust (± R3000)	3000	3000	3000
	223706	256682	276570
Total Overheads per Schedule 4.	254000	254000	254000
Surplus (Deficit)	(30294)	2682	22570

Schedule 4.

ESTIMATED OVERHEADS FOR 1974.

	%		1973 Budget.
Salaries	68.5	174000	157070
Provisions	11.8	30000	25000
Domestic Expenditure	4.8	12000	11700
Sports	.6	1500	1500
Property	3.9	10000	19250
Audit Fees	.2	600	550
Administration	2.4	6000	5730
Class Materials	.9	2500	1400
Pension Contributions	2.0	5000	4780
U.I.F.	.1	250	220
Insurance	.8	1900	1900
Interest	3.0	8000	7250
Depreciation	.6	1500	1000
Sundries	.4	750	-
	100.0%	254000	237350

MINUTES OF THE MEETING OF THE GENERAL PURPOSES COMMITTEE HELD AT HERSCHEL ON MONDAY, 13TH AUGUST, 1973, AT 8.00 P.M.

Present : Mr. J. Bettison, Mr. M. Longmore, Mr. W. Marshall-Smith, Mr. D. Jooste, Mr. J. Graham, Mrs. M. Loggie, Mrs. A. Russell, Dr. B. Silberbauer.

1. Grounds.

Mr. Bettison congratulated Mr. Jooste on the wonderful appearance of the grounds.

Trees still need to be planted and Dr. Silberbauer indicated that it might be possible to get some free of charge from the Tokai Forestry Department. An application for trees had been made.

Mr. Marshall-Smith felt that care should be taken to plant indigenous and not exotic trees wherever possible as the scarcity of indigenous growth in the area was affecting the bird life.

Hockey Field : This is 10 yards shorter than it should be and should be increased in size at some later date should more land be available.

There were still a few fencing problems which needed sorting out but besides these there were no other anticipated items requiring large financial outlay at present.

2. Buildings.

The painting had almost been completed. The original quote had been revised as Mr. Lewis had omitted to show the contractor the two courtyards and these had not been included in his original quote. The work was of a most satisfactory standard and the painter would be paid after he had done a round of the buildings first with Mr. Lewis and later with a member of the G.P. Committee.

Dr. Silberbauer stated that there were still quite a number of leaks and she had been forced to call in Stephen Jones (Pty.) Ltd. as a matter of urgency.

Gutters : Mr. Cupido had sandpapered the gutters and felt that they would last for a good while yet.

The Music rooms were painted by Mr. Cupido during the holidays. Some classrooms still need painting, particularly the ceilings, but these would be done by the staff during the Christmas holidays.

New buildings needed at the Preparatory School : A Meeting had been held with the Architect and the problem had been fully explained to him. The General Purposes Committee would now have to wait for his sketch plans before taking the matter further.

It looked as if five or six new classrooms were needed

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as a matter of urgency and this would cost in the region of R40 000 in brick. A number of the members had looked at the "pre-fab" classrooms at Monterey and had been agreeably surprised and the Chairman felt that this type of structure should be kept in mind. Pre-fab classrooms would cost in the region of R2 500 each. Obviously the tone and style of the existing buildings would be kept in mind when these additions were planned.

Site Plan of Junior School : Mr. Tiffin is busy making a site plan of the Junior School.

Mr. Jooste reminded the Meeting that another tennis court was badly needed at the Preparatory School and this should be kept in mind when the location of the buildings were being planned. Mr. Bettison stated that he had asked the Architect to include two new tennis courts in the plan, if at all possible. The need for at least one, if not two tennis courts, is recognized.

Dr. Silberbauer reported that a Mr. FitzWilliams of Herschel Road had offered the school first option on his house which he intended to sell. The asking price was R25 000. It was decided to thank the owner for his offer but explain that the price was too high for the School to contemplate. The suggestion was made that Western Province might be interested and the Headmistress agreed to speak to the Headmaster of Western Province.

The possibility of acquiring more land was discussed. The Park was becoming a most undesirable place and Mr. Jooste expressed the hope that the school might one day be able to purchase or lease a portion of the Park. Mrs. Russell agreed to speak to the Town Clerk about this possibility.

3. Finance.

Mr. Longmore handed out a summary of actual expenditure compared with the estimated budget. Property expenditure was showing a deficit in the region of R8,000 for the first six months.

Bursaries and discounts had not been taken into account when an estimation of expected fees was drawn up. These discounts were discussed at length. They apply to children of teachers at conference schools, children of clergy and on occasions where there was more than one girl from a family attending the school.

In the case of children of parents who were bona fide permanent academic teachers at conference schools, a reduction of one third was given at most schools. Bishops and Kingswood gave free education to the children of their own staff. The Committee felt that this matter should be raised at the Conference of Heads of Conference Schools which would be taking place in Grahamstown next week. The Headmistress said that this was a thorny issue and would be pleased to raise it.

Clergy. At present a reduction of 25% was given to children of clergy. The Committee felt that if anything, the clergy should get a greater reduction due to their small salaries.

In the case of families with more than one child at the school, a discount of 10% was given in some cases where the parents asked for such, but it appeared that many did not.

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Mr. Graham suggested that this whole matter be reviewed by the Council and that a set policy be drawn up and that there be specific rules governing this matter. The Headmistress indicated that she would be pleased to have a set of rules which would apply in all cases. The Committee were asked to bring their ideas on this matter to the next Council Meeting.

At present there were three defaulters. It was agreed that lawyers letters be written to two of them.

Bequests : Two amounts of R10,000 and one amount of R1,000 had been received in bequests. None had any stipulations made and it was agreed that this money should be used for a building/development/extension fund.

Provisions : The cost of provisions was up some R1,617 on the estimated budget for the first six months of the year. Mr. Bettison said that a House Committee existed but had not met and that he felt it should meet and make use of assistance offered by people like Mr. Gottgens from Holiday Inns. The matter of the mid-day lunch was discussed at length. There were numerous complaints about the food and this matter was one which needed attention urgently because it was a source of constant worry to the Headmistress, who felt that the food was more than adequate.

Fees : It appeared to Mr. Longmore that the license of 10% given the G.P. Committee by the Council in the matter of fee raising would be insufficient. Mr. Longmore undertook to do a revised budget and put suggestions for increased fees before the Council in order that the letter informing the parents of intended increases should be sent out during the short holidays.

4. Bursar.

A potential candidate had been contacted by the Chairman and was interested in the position, which he considered would have to be a full-time job. The Chairman agreed to arrange for this person to be seen by himself, Dr. Silberbauer and Mr. Graham later in the week.

5. Vice-Principal.

The Headmistress was finding that she was not getting sufficient support from the Vice-Principal in a physical sense. She was very loyal to the school but was now sixty years old and not able to be very active. The Headmistress asked the Committee where it would be possible to define a policy regarding retirement age. It was agreed that the retirement age should be set at sixty and that thereafter any valuable person could be asked to remain on, on a yearly basis at the request of the Headmistress. This matter could also be referred to the Council at its next meeting.

6. The matter of a father who wished to remove his three daughters from the School and his particular problems involving a member of the staff was discussed. The Committee agreed to accept the father's offer to remove his children.

7. Mr. G. Abernethy had tendered his resignation from the General Purposes Committee. The Chairman stated that he had been on the Committee for some years and had been a most helpful member. He did, however, find it difficult to attend meetings during the evening. It appeared that a meeting held

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at 8.00 p.m. suited most members in preference to a late afternoon one. Mr. Abernethy would remain on the School Council.

8. Leave of Absence.

Mrs. Russell asked for leave of absence for three months.

There being no further business the meeting adjourned at 11.10 p.m.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

MINUTES OF THE ANNUAL GENERAL MEETING OF THE ASSOCIATION HELD AT HERSCHEL ON FRIDAY, 8TH JUNE, 1973.

PRESENT : His Grace the Archbishop of Cape Town - CHAIRMAN.
Messrs. G. Abernethy
J. Bettison
J.M. Borton
J. Graham
D.D. Jooste
M. Longmore
J.H. Newman
Mesdames D. Cronwright
M. Loggie
M. Philip
A. Russell

IN ATTENDANCE : Dr. B.I. Silberbauer - HEADMISTRESS.

APOLOGIES : Professor R. Lighton, Professor Dowdle,
The Hon. Mr. J. van Winsen,
Mr. W. Marshall-Smith,
Mrs. K. Brailey.

The Chairman formally constituted the members present as the Annual General Meeting of the English Church Schools Association Inc. The Minutes of the last Annual General Meeting of 9th June, 1972 were not available and it was agreed that the Minutes would be confirmed at a later date.

Re-election of Members.

The following members, who were due to retire, were re-elected : Messrs. Jooste, Graham, Borton and Newman.

Financial Accounts.

The balance sheet and accounts as at 31st December, 1972, had been circulated to members. Mr. Longmore drew attention to the fact that R23,000 spent from special funds on capital improvements was not reflected in the accounts or balance sheet. Mr. Borton confirmed that it had been the custom for the Auditors to disregard amounts raised for specific purposes and used entirely for such purposes, and it was agreed that the Auditors should not be asked to alter the present accounts, but that the system should be reviewed. Mr. Longmore moved the adoption of the accounts and Auditors' Report as they stood. Agreed.

The provision of R500 made in the accounts for the remuneration of the Auditors was approved, and it was formally agreed that Messrs. Syfret and Mackeurton should be reappointed as Auditors for 1973.

This concluded the business of the Annual General Meeting.

21st June 1974.

CHAIRMAN

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THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD AT HERSCHEL ON FRIDAY, 8TH JUNE, 1973.

PRESENT : His Grace the Archbishop of Cape Town - CHAIRMAN.
Messrs. G. Abernethy
J. Bettison
J.M. Borton
J. Graham
D.D. Jooste
M. Longmore
J.H. Newman
Mesdames D. Cronwright
M. Loggie
M. Philip
A. Russell

IN ATTENDANCE : Dr. B.I. Silberbauer - HEADMISTRESS.

APOLOGIES : Professor R. Lighton, Professor Dowdle,
The Hon. Mr. J. van Winsen,
Mr. W. Marshall-Smith,
Mrs. K. Brailey.

The Minutes of the meeting of Council held on Friday, 30th March, 1973, were signed as a complete record.

REPORT OF THE GENERAL PURPOSES COMMITTEE.

The report of the Committee had been circulated to Members prior to the Meeting and Mr. Bettison went through it with Council in detail :

1. House, Buildings and Equipment.

(a) Kitchen. The Building Committee was satisfied that the extras above the original contract were appropriate. The Architect's account had not yet been submitted.

(b) Electrical Rewiring. Mr. Graham was particularly to be thanked for his efforts in bringing the dispute with Lerner & Berley to a conclusion.

(c) Maintenance. A tender for R1 000 for repairing the windows at the Senior School had now been received. This was the best yet, from the firm who had done the kitchen, and it seemed as if this must be accepted. The repairs to the gutters were also likely to cost approximately R1 000.

2. Sports and Grounds.

The collapse of the fence had provided a security problem which had had to be dealt with at once.

A sketch was shown of the projected new entrance to the Senior School. It was estimated that roughly R400 would be necessary for the project, taking into account that Council

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was agreed that gates would be superfluous and only pillars need be built, and it was hoped that a donor would be found to give money for that specific purpose.

3. Finance.

Leaving out of account the R8 000 that would be needed for maintenance, it was probable that there would be a deficit of R5 000 for 1973, amd it was essential to discuss the raising of fees for 1974 above the 5% increase that had been projected last year - the surplus that had been hoped for eighteen months ago had not materialized, because of the very steep rise in all costs.

There was discussion again about the possibility of any Provincial grant to private schools in the Cape, and it was accepted that any such grant was extremely unlikely at the present time and that to press for it might endanger grants which schools elsewhere in the country did receive. The question of some form of tax relief on donations to private schools or to parents of private-school children might be a more fruitful field of inquiry and it was suggested there might be some informal discussion with Mr. D. Duncan Baxter, M.P. and financial experts on such possibilities.

It was agreed that the fees must go up by more than 5% but anxiety was expressed that the rise might affect numbers. The Headmistress said that fees were being paid more slowly and that she knew that some junior school parents were considering sending their children to Government schools at senior level.

It was proposed and agreed that the General Purposes Committee should be empowered to increase the fees by 10%. At least a term's notice must be given to parents, and if the Committee, on closer investigation of the financial situation, decided that a 10% increase would not be sufficient, they should report back to Council at the meeting at the end of the third term.

4. General.

(a) Preparatory School Classrooms. If four or five more classrooms were built now, the cost would be approximately R40 000 to R50 000. The Headmistress said that the immediate urgent need was for two more classrooms. It might be advisable to build two at a time, but it was generally recognized that this would be more expensive in the end.

It was agreed that if the General Purposes Committee was satisfied that finance could be arranged, on bond or by other means, they should appoint Mr. Hugh Floyd to do sketch plans of classrooms and get an estimate of the cost. They should investigate the position with regard to wooden pre-fabs.

(b) Bursar. Dr. Silberbauer said that she was willing to continue with administration as she had been doing, but although Council appreciated this offer it was felt that the load of administrative responsibility had grown too leavy. It was agreed that W.P.P.S. and Herschel could

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with advantage share a Bursar and the General Purposes Committee were empowered to appoint a candidate, acceptable to Dr. Silberbauer, for whom Herschel's share of salary could be up to R3 000 per annum.

HEADMISTRESS'S REPORT.

Council approved the award of Scholarships to Jane Coombe and Penelope Scott for entrance to Standard 6 in 1974, and noted with thanks the gifts made to the School by various donors. The Executors of Mrs. D. Austin's Estate must be informed that her bequest to the School would be used for general educational purposes, and would therefore be exempt from estate duty.

There was no further business and, with a special word of thanks from the Chairman to the General Purposes Committee for their detailed research and work, the Meeting closed.

Confirmed.

CHAIRMAN.

.....21. Sept. 1973...

THE ENGLISH CHURCH SCHOOLS ASSOCIATION.

Herschel,
Claremont,
Cape.

22nd May, 1973.

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD AT HERSCHEL AT 5.00 P.M. ON FRIDAY THE 8TH JUNE, 1973. THIS MEETING WILL BE PRECEDED BY THE ANNUAL GENERAL MEETING.

A G E N D A.

1. Minutes to be confirmed of Quarterly Meeting held on Friday, 30th March, 1973.
2. General Purposes Report.
3. Financial Review.
4. Headmistress's Report.
5. Any other business.

HERSCHEL,

Claremont, Cape.

22nd May, 1973.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD). 46

NOTICE is hereby given that the ANNUAL GENERAL MEETING of Members will be held at Herschel, Claremont, Cape, on FRIDAY, JUNE 8TH, 1973, at 5.00 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 re-elect Council members.

SECRETARY.

HERSCHEL SCHOOL.

REPORT OF THE GENERAL PURPOSES COMMITTEE TO BE SUBMITTED TO COUNCIL ON FRIDAY, 8TH JUNE,1973.

Meetings of the Committee were held on 24th April and 28th May, 1973.

1. HOUSE, BUILDINGS AND EQUIPMENT.

(a) Kitchen.

The outstanding items, the auxiliary gas stove and the dish-washer, have been installed. The initial maintenance period has passed and minor defects have been attended to.

The final account for the building is as follows :-

Original Contract (Builder)	R18,173.10.
Extras	1,489.63
Total :	R19,662.73

The extras incurred were largely due to new electrical cables caused by the additional load on the entire school and a number of small items authorised by the Building Committee.

(b) Electrical Rewiring.

The long outstanding dispute with Messrs. Lerner & Berley, the original contractors for the re-wiring of the main school buildings, has been settled and an amount of R1,250 has been paid in final settlement.

Last month the C.C.C. held a further inspection and required additional earthing to comply with their latest specifications. Messrs. Georgala completed this as a matter of urgency.

It would seem that all the Senior School has now been re-wired with the exception of the area comprising the Hall, music rooms and science laboratories, but this section appears satisfactory for the present.

(c) Maintenance.

1. A tender for R2,500 has been accepted for painting of the Senior School (externally).

2. The re-laying of the Junior School main sewer has been completed at a cost of R1,187.

3. A section of fencing in Herschel Road was replaced at a cost of R239.

4. Difficulty is still experienced in obtaining satisfactory quotations for repairs to gutters and windows at the Senior School.

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2. SPORTS AND GROUNDS.

The fence on the Church Street boundary of the sports field collapsed and had to be re-instated. Before re-erecting a new wire fence a number of untidy gum trees and bushes were removed. The Parks and Gardens officials also inspected all trees on the property and as some oaks had died and were considered dangerous these were removed by the same contractor. Costs of these items are : a). Fencing R520.
b). Trees R680.

New trees are to be planted this winter.

A suggestion has been made to provide a more imposing entrance to the Main Drive of the Senior School. A sketch is enclosed. Your Committee recommend acceptance of the idea in principle but suggest that it should preferably be financed (± R800 without gates) by a special donor (to be found) as there are other more urgent financial demands.

3. FINANCE.

(a) Budget.

A revised estimate is enclosed and a comparison is made for the first term.

Based on the current fee income it is anticipated that there will be a deficit of R13,800 for 1973. Of this approximately R8,000 will be for items on the new maintenance program intended to get the property in good condition. However, the situation is very serious and the following points should be noted :-

Salaries. Additional staff has been engaged this year on account of the larger enrolment. Salary notches approved last year have been implemented but it should be noted that our present scales are approximately 82% of Government Revised scales at the Senior School and 78% at the Preparatory.

An amount of R3,000 has been allowed in the 3rd and 4th terms for the additional employment of a Bursar.

Wages of Domestic staff and grounds staff have been updated and are realistic.

Provisions. Last year's figures have been increased by 25% (av.) and adjusted for the increased numbers.

Property Expenses. As per sheet.

Income. Only nominal accounts have been allowed for special fund-raising events, and donations.
4-Schools Trust income has not been included.

A decision must be made regarding increased fees in 1974 (5% was projected last year). A comparison of fees at other schools is enclosed.

Expenditure on Capital items cannot obviously be financed from normal income.

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4. GENERAL.

(a) Preparatory Class Rooms.

Attached is a Survey of Enrolment until 1975. Beyond that date the intake at the beginning of the Preparatory will most likely be assured by the Nursery School which is still heavily booked. It is imperative that extra class rooms be provided, preferably by 1974 !

Your Committee has consulted Mr. Hugh Floyd, the architect for the latest hall and class rooms at the Preparatory, and he would undertake the commission if Council approves this in principle.

(b) Bursar.

Your Committee are even more certain that this appointment cannot be delayed. An approach has been made to W.P.P.S. and in general terms they are keen to investigate the possibility of sharing such an official and also the pooling of a number of services which are presently duplicated.

A suitable candidate has been suggested and it is hoped that initial discussions will be held before the Council meets.

(c) Vice-Principal.

This appointment also needs consideration.

HEADMISTRESS'S REPORT.

JUNE, 1973.

STAFF.

The two new members of the Senior School Staff, Mrs. Mustart (Science) and Mrs. Mallet (English and French) have settled down well and the former has agreed to stay at Herschel until the end of the year to avoid staff changes. Next term Mrs. Rauch has agreed to be a full-time member of the staff and will be helping with a Std. 8 Maths group. Mrs. Boyd (Maths) is teaching 33 periods a week which is a very heavy teaching load - particularly with groups of mixed ability. With Mrs. Rauch's help it will be possible to stream the large Std. 8 Maths group, which will make for better teaching.

HOUSE STAFF - SENIOR SCHOOL.

Mrs. Bond-Smith has been a tower of strength in the Boarding House and we now have Miss Anderson (ex Matron of the Princess Alice) on the Staff. She replaces Mrs. Gordon-Lennox. Mrs. Kingston leaves at the end of the term for domestic reasons and Mrs. J. Arton will take her place as House Mistress/Matron.

PREPARATORY SCHOOL.

Miss P. Helm, who is taking Miss Harsant's Sub A group, is getting on well and Mrs. Sparks is acting as Mistress-in-Charge of the Kindergarten (Sub A & B groups).

BOARDING HOUSE.

The Boarding Houses at both the Senior and Preparatory Schools are full. Mrs. I. Davis looked after the Preparatory boarders while Mrs. Johnston was overseas for six weeks this term and has agreed to return next term and take over from Mrs. O'Connor who is retiring because of ill-health.

HEALTH.

There have been numerous cases of influenza and many winter colds but nothing more serious.

CHURCH & CHAPEL.

Two Communion services have been held in the Chapel and a special service has been held in the Chapel each Sunday morning or evening this term. These services are sometimes taken by Rev. Eve, by visiting clergy or myself. These informal services have been much enjoyed by the Boarders and have encouraged more participation from the girls.

CHOIR.

The Choir sang "La Damoiselle Elue" by Debussy with the Capab Orchestra at the Nico Malan small theatre on May 23rd. They sang very well to a large and most appreciative audience. The Choir has also sung at numerous weddings, mainly those of Old Girls.

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MATRIC DANCE.

This was a very happy occasion. This year we all had dinner at the school prior to the dance and this proved a great success. A discotheque replaced the customary band and the evening was run on simpler more informal lines. It was far less costly and much more enjoyable !

CLUBS.

Numerous interesting speakers have addressed the Sociological Club. Items included have been a talk on the classical guitar with demonstration by Stephen Mudge, films on Art and a demonstration by Capab on the brass section of the orchestra (to be followed next term by further demonstrations of other instruments of the orchestra).

There have been several debates and the Matrics have visited Parliament. A Rotary Careers Evening will be held on June 11th. End of term examinations are now in progress.

SPORT.

The hockey team has played some extremely good hockey this term and Margie Minogue and Margot McLachlan have been selected to play for the Western Province Schools' hockey team in the June/July vacation. All but one of our first team was asked to attend the preliminary trials.

Gymnastics have become very popular and Miss Kable is now running a Gymn Club on Thursday evenings for 25 specially selected gymnasts.

The Preparatory netball teams are improving daily and the teams are now starting to hold their own (and even win !) their matches.

OTHER EVENTS.

A group of 10 girls entered for the Annual Science Foundation examination and our four best mathematicians wrote the Maths Olympiad. No results are available as yet.

A well attended Parents' Sherry Party was held at the Senior School on May 8th.

SCHOLARSHIP EXAMINATION.

Twenty nine girls wrote the Scholarship examination and of these two girls, Jane Coombe (Micklefield) and Penelope Scott (Boston Primary School) are clearly the best candidates. With the Council's permission would it be possible to grant these two candidates Scholarships for Std. 6 at the Senior School next year ?

GIFTS TO THE SCHOOL.

The School has received the following monetary gifts :

1. A four-plate gas stove and five large asbestos heaters from Mr. Anderson.
2. Two Phillips record players from Mrs. Schultz, one for the Kindergarten and one for the Boarders' Common Room.
3. R1,000 towards the Bursary Fund established last year from the same anonymous donor.

3/.....

4. R1,000 from Mr. & Mrs. J. Mudge of Elgin.
5. The late Mrs. D. Austin has left a sum of R10,000 to Herschel to be used as the Council thinks fit.

ESTIMATED NUMBERS.

	1973. 2nd Term. Day		Boarders		1973. 3rd Term. Day		Boarders	
Sub A	33		2		31		1	
Sub B	27		-		25		1	
Std. 1	22	82	2	4	23	79	2	4
Std. 2-5	103	103	20	20	95	95	21	21
Std. 6-10	147	147	65	65	146	146	63	63
		332		89		320		88
		421				408		

NURSERY SCHOOL.

1973. Boys	Girls	Waiting List
33	52	
84		10

The lower number of pupils in the third term is due to the annual migration of diplomats from Cape Town to Pretoria for six months.

H E R S C H E L

REVENUE AND EXPENDITURE - BUDGET vs. ACTUAL.

	1ST TERM		2ND TERM		3RD TERM		4TH TERM		1 9 7 3		
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	DEVIATION TO DATE
Salaries - Sen.Teach.	15,380		15,280		15,280		15,280	61,220			
" Sen. Part-Time	3,220		3,910		3,910		3,910	14,950			
" Jun.Teach.	8,040		8,040		8,040		8,040	32,160			
" Jun. Part-Time	1,320		1,320		1,320		1,320	5,280			
Spec. Subjects	1,650		1,650		1,650		1,650	6,600			
Admin.(a)Add.Bursar					1,500)		1,500)	3,000)			
(b) Existing	1,530		1,530		1,830)		1,830)	6,720)			
Dom. Resident	2,400		2,600		3,050		3,050	11,100			
Dom. Maintenance	525		525		525		525	2,100			
Wages - Monthly & Week.	3,192		3,361		3,361		4,026	13,940			
								157,070			
Provisions - Bread								1,200			
Butter								1,000			
Fish,Fruit,Vegs,Eggs.								5,000			
Groceries								7,300			
Meat								8,000			
Milk								2,500			
								25,000			
Domestic - Elec.,Gas,Fuel								5,000			
General Mainten.								2,200			
Laundry								2,300			
Misc. Supplies								1,350			
Water								850			
								11,700			
Sports Requisites								1,500			
Property - Grounds								6,700			
Hockey Field								800			
Maintenance								10,500			
Rates & Mun. Services								250			
Swimming Pool								1,000			
								19,250			

	1ST TERM BUDGET	1ST TERM ACTUAL	2ND TERM BUDGET	2ND TERM ACTUAL	3RD TERM BUDGET	3RD TERM ACTUAL	4TH TERM BUDGET	4TH TERM ACTUAL	1973 BUDGET	1973 ACTUAL	DEVIATION TO DATE
Adminis. - Adverts									500		
Audit									550		
Bank Charges									250		
Miscellaneous									2,500		
Posts & Tel.									280		
Print. & Stat.									1,300		
Telephone									900		
Class Materials									1,400		
									7,780		
Pension Fund									4,780		
U.I.F.									220		
									5,000		
Insurance Premiums									1,900		
Interest - Mort.Bonds									5,250		
Other									2,000		
									7,250		
Depreciation - Furn. & Equip.									1,000		
TOTAL EXPENDITURE :									237,450		
ADD. EXPENDITURE ON ALTERATIONS AND BUILDINGS. CAPITALISED - TOTAL											
REVENUE :-											
Tuition Fees									165,072		
Boarding Fees									38,616		
Extra Subjects									11,000		
Registration Fees									650		
Rental - Nursery School									3,000		
Scholarships									3,300		
Special Appeals, Events									1,000		
Donations									1,000		
4-Schools Trust									-		
									223,638		
Excess Expenditure over Revenue									13,812		

CLASS ROOM REQUIREMENTS.

STANDARD	1973	C/ROOMS	1974	W/LIST	C/ROOMS	1975	W/LIST	C/ROOMS	?	ULTIMATE
SUB A	36	2	36		2	32		2	36	
" B	26	1	33	1	2	36		2	36	
STD. 1	24	1	25	2	1/2	34		2	36	
" 2	33	2	24	2	1/2	27		2	44	}
" 3	24	1	31	2	2	26		2	44	} 176
" 4	31	2	24		1	33		2	44	}
" 5	36	2	30	4	2	24	3	2	44	}
PREP.SCHOOL	209	11	203 + 11		11/13	212 + 3		14	284	14
STD. 6	42	2	32	7	2	34		2	44	
" 7	44	2	40	1	2	39		2	44	
" 8	49	2	41		2	41		2	44	
" 9	43	2	49		2	41		2	44	
" 10	54	1	43		2	49		2	44	
	212	9	205 + 8		10	204		10	220	10
TOTAL	421	20	408 + 19		21/23	416 + 3		24	504	24
			427			419				

SCHEDULE OF SCHOOL FEES

		N. S.	A & B	Std. 1	Std.1-2	Std. 2	Std.1-5	Std. 2-5	St.3 - 5	St.3-6	St.1-6	St.6-10	St. 7-10
BISHOPS	D	37.50	45.00								115.00		150.00
	B										212.00		262.00
MONTEREY	D	30.00	52.50								137.50		
	B										214.00		
ST. GEORGES	D		45.00		90.00					95.00			115.00
	B		140.00		185 00					190.00			215.00
*W.P.P.S.	D		45.00								110.00		
	B										200.00		
HERSCHEL	D	33.00	48.00	65.00				100.00				115.00	
	B		200.00				215.00					230.00	
MICKLEFIELD	D	40.00	45.00	50.00		55.00			60.00				
ST.CYPRIANS	D	43.00	43.00	63.00				82.00				98.00	
	B		168.00	188.00				207.00				223.00	
*SPRING-FIELD	D	30.00	30.00	30.00	St.2-3 35.00		Std.4-5 42.00		St.6-8 47.00		St. 9-10 52.00		
	Boarding Fee for whole school : R115.00 per term.												
	Lunch Fee for Day Girls : R30.00 per term.												

* = Increased Fees as from third term.
St. Cyprians will be increasing fees shortly.
Bishops are at present working on increased salaries and fees.

B U D G E T.

Property Grounds.	Tree felling	680		
	Fence & gate	550		
	Odd trees/stumps	150		
	Contingency	500		
	Gardener 12 @ 400	4800	6680	
			say	6700
Hockey Field.	Preparatory	300		
	Senior	500		800
Maintenance.	Sewers	1200		
	Prep. Driveway	300		
Painting	Sen.School (Ext.)	2500		
Painting	Sen.School (Int.)	500		
	Repair gutters	1000		
	Repair windows	1000		
	Electrical L & B	1250		
	Electrical Misc.	300		
	Electrical Earthing	400		
	Maintenance Painting	1000		
	Contingencies	1000		10,450

THE ENGLISH CHURCH SCHOOLS ASSOCIATION.

Herschel,

Claremont, Cape.

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD AT HERSCHEL AT 5.00 P.M. ON FRIDAY, 30TH MARCH, 1973.

A G E N D A.

1. Minutes to be confirmed.

   Quarterly Meeting held on Friday, December 1st, 1972.

2. General Purposes Report.

3. Headmistress's Report.

4. Alterations to Boarding House and discussion of Swimming Pool complex.

5. Staff leave.

6. Any other business.

HERSCHEL SCHOOL

MINUTES OF A MEETING OF COUNCIL HELD AT THE SCHOOL ON FRIDAY, 30TH MARCH, 1973.

PRESENT : His Grace the Archbishop of Cape Town - CHAIRMAN
Messrs. G. Abernethy
J. Bettison
J. Graham
M. Longmore
W. Marshall-Smith
J. Newman
Professor R. Lighton
Mesdames K. Brailey
D. Philip
A. Russell
The Hon. Mr. J. van Winsen

IN ATTENCANCE : Dr. B.I. Silberbauer - HEADMISTRESS.

APOLIGIES : Messrs. J. Borton, D. Jooste, Professor Dowdle, Mesdames D. Cronwright and M. Loggie.

Before commencing the business of the Meeting, the Chairman asked members to stand in memory of Mr. Alan Lees who had passed away since the last Meeting and who had rendered such yeoman service to Herschel.

NEW MEMBERS.

The Chairman welcomed Mrs. Loggie and Messrs. Marshall-Smith and Longmore as new members of the Council and proposed that they be elected to the General Purposes Committee. This proposal was adopted.

He informed the Meeting that Mr. Borton had tendered his resignation as a member of the General Purposes Committee and paid tribute to the services which he had rendered as Chairman of that Committee. He also proposed that Mr. Bettison be appointed Chairman in his stead. This proposal was adopted unanimously.

CONFIRMATION OF MINUTES.

The Minutes of the Meeting of Council held on Friday, 1st December, 1972 were confirmed.

GENERAL PURPOSES COMMITTEE REPORT.

The report of this Committee was tabled. Mr. Bettison took members through it. He explained that the General Purposes Committee was now divided into committees each dealing with different aspects : (i) Finance; (ii) House; (iii) Buildings; (iv) Sports.

Finance Committee.

During the term the fees had been raised and there had been no unfavourable reaction. He reported that there was nothing unusual in outstanding fees.

Overdraft Facilities.

Mr. Bettison reported that Mr. Borton had arranged

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additional overdraft facilities of R45,000 for a three year period without Security. The Bank would require a resolution to this effect and the following resolution was formally approved by the Council ... that "The additional overdraft facilities increasing the limit to R45,000 which had been obtained from Barclays National Bank be formally approved".

The Annual Accounts were tabled. As the General Purposes Committee had not yet had the opportunity to study them it was agreed that they would be discussed at the next meeting of that Committee and adopted at the next Council meeting. Agreed. Last year's projected deficit of R6,000 had turned out to be R8,575. Of this R1,200 accounted for staff salaries in lieu of notice or salaries for extra staff.

The Insurance Brokers are at present preparing a full report on the school's insurances.

The Jubilee Fund was still increasing slowly and now stood at ± R22,000.

House Committee.

The new kitchen was working well. Two items were still outstanding, the gas stove and the dishwasher. The overall cost of R24,500 was within R500 of the original estimate of expenditure. The final figure on the kitchen will be provided at the next meeting.

The conversion of the old maids' quarters into six study/bedrooms for senior girls was nearing completion and would be ready for the third term.

Building Committee.

Maintenance quotations had been received or were being awaited for a number of items. The Council agreed that Items 1 to 6 be approved immediately.

Future buildings and equipment requirements : Under this item a report on the need for additional accommodation at the Junior School was tabled. This report was discussed at some length. The Archbishop said that he felt that private schools were in for a difficult time and that in view of this, serious consideration should be given to any decision to increase buildings in case numbers were reduced. He felt strongly that no additions should be made unless absolutely vital. It was resolved that the General Purposes Committee should look into the existing accommodation at the Junior School and make recommendations to the Council at the next meeting.

Under this heading numbers 1 and 5 were conditionally approved.

Sports and Grounds Committee.

Discussion on the alterations to the swimming pool took place and it was resolved that an additional estimate should be obtained and that any interested parties be asked to raise funds for this item.

3/.....

General.

As suggested in the report of the General Purposes Committee, the Council was asked to approve the appointment of a Bursar as an Administrative Assistant to the Principal. It was agreed that the General Purposes Committee should look into a job description and then advertise for a suitable person.

The second matter concerning the appointment of a Vice-Principal was left over to the next meeting at the request of Dr. Silberbauer.

HEADMISTRESS'S REPORT.

Under the heading "Nursery School" the Council approved the request by the Nursery School Committee that they pay R200 per month until later in the year when they would be in a position to pay R250 per month as well as the deficit on the rental of R600.

Mrs. Brailey raised the matter of the traffic difficulties in Kenmar Crescent. It was resolved that the General Purposes Committee should once again make a general examination of the problem.

STAFF LEAVE.

Dr. Silberbauer raised the problem of long leave for staff members. A couple of staff were now due for long leave and she felt a decision should be made. She felt that although generally staff were allowed one term's leave after every five years of service, that this was rather a lot in view of the fact that staff generally had 12 weeks leave during holidays. She suggested that staff who had five years service should be offered an additional two weeks at the beginning and one week at the end of the normal long summer holidays. This would mean that other staff could "cover" for them during this period and that it would not be necessary to hire an additional teacher. It would also be less disrupting for the girls. It was agreed that this form of long leave should be offered to the three teachers who at present qualified. Requests for study leave would receive special consideration by the Council. The teachers should be asked to accept this alternative form of leave in view of the school's present financial difficulties.

ANY OTHER BUSINESS.

There was no further business. The meeting adjourned at 8.30 p.m.

Confirmed.

CHAIRMAN

....8.... 1973.

HERSCHEL SCHOOL.

REPORT OF THE GENERAL PURPOSES COMMITTEE TO BE SUBMITTED TO COUNCIL ON FRIDAY, 30TH MARCH, 1973.

Meetings of the Committee were held on 2nd February and 20th March, 1973.

FINANCE.

Fees.

As authorised by Council the fees were increased by approximately 7½% at the beginning of this year. There has been virtually no unfavourable re-action to this inevitable increase and there are ±22outstanding fee accounts for this first term amounting to R3,000.

Overdraft.

At the December meeting of Council the General Purposes Committee was requested to investigate possible means of financing the anticipated expenditure on maintenance and improvements. Mr. Borton has been able to arrange additional overdraft facilities with our Bank to a limit of R45,000 for three years. No additional security is to be furnished. The Bank, however, request a formal resolution of Council authorising this facility.

Annual Accounts.

The Audited Accounts for the year ending December, 1972, are tabled for information. They have only just been received and your Committee have not had an opportunity to discuss them. The projected R6,000 deficit for 1972 has in fact proved to be R8575.35.

Insurance.

Our Brokers are presently conducting a survey of our insurances to ensure that these are up to date.

Herschel Jubilee Fund.

Contributions to this fund have now reached ± R22,000.00.

Budget.

A revised Budget for 1973 is being prepared and will be submitted at the next Meeting.

HOUSE, BUILDINGS AND EQUIPMENT.

The rebuilding of the Kitchen was completed in time for the commencement of the first term. This new asset has proved a vast improvement to operate and it is anticipated that further labour costs will be curtailed. Outstanding equipment required is a gas stove and the installation of the dishwasher.

The anticipated costs to completion are as follows :-

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Building contract)		
Electrical sub-contract)		R19,500.00
Electrical connections		370.00
Consultant's & Architect's Fees (Kantey & Templar)		241.00
Equipment :	Electric Stove + sundry equipment ex Jaggers	2,000.00
	Refrigerators	507.00
	Dishwasher	1,898.70
	TOTAL :	R24,516.70

CONVERSION OF MAIDS' QUARTERS INTO DORMITORIES.

All the resident kitchen staff are now housed at the Preparatory School. Their previous quarters in the top floor have now been converted into six study/bedrooms for additional boarders on the waiting list. The cost of this conversion amounts to R1,935.00

Maintenance Quotations have been received/are awaited for the following items :-

1. Painting of Senior School externally. Mr. Lewis.
2. Repairs to gutters at Senior School. J.B.
3. Repairs to windows at Senior School J.B.
4. relaying of sewers at Junior School. R1187.00.
5. Re-wiring of balance of Senior School. J.B.
6. Wire fences in front boundary. Quote from Fences & Guards R239.

FUTURE BUILDING AND EQUIPMENT REQUIREMENTS.

The following require attention and priorities must be decided :-

1. Additional class rooms at Preparatory School. A decision in principle is required to enable plans to be drawn and costs established. (Rough estimate of costs R). J.B.

2. Language Laboratory equipment. Approximate costs of a console and equipment to serve 20 pupils are ± R (Philipps).

3. Laundry and equipment at Senior School. Conversion of "Tunnel Area" and provision of equipment expected to be ± R . J.B.

4. Paving or surfacing of gravel drive-way at Preparatory School (± R2,000.00).

5. Provision of weather protection for K.G. and Nursery School pupils. (In conjunction with (1) above).

6. Swimming Pool - see below.

SPORTS & GROUNDS.

The new games mistress has re-instituted gymnastics and R600 has been spent on minimum equipment.

A contractor has been engaged to maintain the grounds and fields at a cost of R400 per month. Five of the ground staff, who had previously been a source of considerable trouble, were retrenched thus saving nearly R300 nett in wages.

3/.....

A decision is required regarding the proposed expenditure on the swimming pool. To modernise and re-instate the existing pool will cost approximately R . Your Committee feel this is not justified and as an alternative the costs of re-building have been investigated. A new pool, re-sited as shown on the drawing tabled, and the provision of extra change-rooms, terraces, walls, etc. would cost approximately R .

GENERAL.

A further review of domestic wages is to be dealt with at our next meeting.

Your Committee are most concerned regarding the load placed on the Headmistress in attending to the many administrative duties that arise. Her talents as an educationist are being jeopardised by many routine financial and administrative demands. Two proposals are suggested for Council's urgent consideration to rectify this situation. The first of these is the appointment of a Bursar, who would administer the everyday running of the establishment and who could possibly achieve considerable savings. The second concerns the position of the Vice-Principal, Mrs. Muller. It is considered that a younger appointment, able to deal with staff matters, would be of immense help to the Headmistress.

HEADMISTRESS'S REPORT.

MARCH, 1973.

STAFF.

At the end of this term Mrs. Whitehead, English/Afrikaans/Library, Mrs. Davey, Science and Mrs. Cowan, English/French, are leaving. Mrs. P. Mustart will replace Mrs. Davey and Mrs. Mallett will replace Mrs. Cowan. Mrs. Mallett has taught for five years at D.S.G. Mrs. Mustart has been working in Medical Research and has accepted the post in a temporary capacity. We are not replacing Mrs. Whitehead by another member of staff but Mrs. Cohen, who has been working in our office and is a qualified Librarian of fifteen years' standing, will take over the library in a part-time capacity. The balance of Mrs. Whitehead's teaching load will be taken over by the present part-time staff, Mrs. Thompson and Mrs. Heynike, who will thus be full-time members of the staff.

HOUSE STAFF - SENIOR SCHOOL.

Mrs. Bond-Smith has coped very well as House Mistress in the Boarding House. Mrs. Gordon-Lennox, Second House Mistress, has, however, not been a success and is leaving at the end of this term. Mrs. Kingston, Matron, also arrived in January and appears to be happily settled.

PREPARATORY SCHOOL.

The Preparatory teaching staff have settled down very well and an air of happiness and quiet efficiency pervades here.

We said goodbye with regrets to Miss H. Harsant on Wednesday. As you know, she has resigned after 37½ years at Herschel and we will miss her. Her successor, Miss P. Helm, is from the United Kingdom and is Kindergarten trained.

The new Standard 5 Science syllabus published in the Education Gazette as part of the differentiated education to be implemented in 1976, was found to be so advanced that the Preparatory Staff felt they were not sufficiently trained to teach it and so Mrs. G. Moser has been appointed in a part-time, temporary capacity. She will teach four lessons a week to the two groups of Standard 5 (8 lessons in all).

BOARDING HOUSE, SENIOR SCHOOL.

The Boarding House is full and the new wing, originally the maids' quarters, is ready as from next term and will house six extra boarders.

At the Preparatory School the Boarding House is also full and the Preparatory boarders sleep and live in the 'flat'. Mrs. Johnson will be on leave for part of next term and Mrs. Davis, (who used to be Second House Mistress at the Senior School) has agreed to take over her duties while she is away.

HEALTH.

There have been numerous cases of influenza in the school this term.

2/.....

NURSERY SCHOOL.

The Nursery School with its 84 pupils continues to flourish. They are fully booked for 1974 and for 1975.

At a recent Nursery School Committee Meeting, it was found that due to a delay in receiving the Government grant the Nursery School's finances were for the moment somewhat strained. The Committee, acting on a suggestion by Mr. J. Newman, decided that fees should be raised from R30 to R33 a term as from July and from January, 1974, to R37.50 per term, in order to meet the rising costs of equipment, staffing, etc. Parents have been notified of this decision.

Reverend Eve has become the Chairman of the Nursery School Committee and his wife is to be Secretary since Mrs. P. Abernethy wishes to resign.

As an ex officio member of the Nursery School Committee I was asked by them to ask the Council if they would agree to their paying a rental of R200 per month until later in the year when they would be in a position to pay R250 as well as the deficit in the rental of R600. The cost of setting up this Nursery School has been greater than anticipated and we will not gain our anticipated revenue until next year. The Treasurer, Mr. Frith, has assured me that Herschel, as landlords, would receive the correct rental plus what they owe in the second half of this year.

CHURCH AND CHAPEL.

Reverend Eve has taken Communion in the chapel twice this term and has supplied speakers for Chapel on Sundays from other parishes. The Scripture Union, M.I.X., has been very active. Prayer meetings and speakers have been organised.

CHOIR.

The choir has been involved in the production of 'Pirates of Penzance' with Bishops. They are as well preparing for a song recital with the Capab orchestra at the Nic Malan next term.

SOCIOLOGICAL AND DEBATING SOCIETIES.

The various clubs continue to flourish. A film evening was organised by Mesdames Stracey and Beautement and films were shown by Mr. Whittall and Dr. Silberbauer. The amount of R140 raised at this evening has been used to provide a new screen for the hall and to buy a Banda duplicating machine for the staff room.

The girls have been taken to "The Tempest" and the ballet "Giselle", to the "Pirates of Penzance" at Bishops and to a Pilgrim Players' play at St. Saviour's parish.

Numerous interesting speakers have been asked to address the Sociological Club, including Pamela Deal and Suzanne Williams, who spoke about the Amazon. A Tunstall film was shown on Tutankhamen and Mr. Limpie Basson has spoken on the Theatre.

3/.....

We have two members on the Junior Town Council and a lively debate was held at Herschel against Bishops, the subject being "The Age of Chivalry is Dead and Women have Killed it".

SPORT.

At the Inter-Schools Swimming Gala the Herschel team brought home the Back Cup, having won the Open Section. In addition we were placed 4th in the Under 15 Section and 3rd in the Under 14 Section. Fiona Adams received the cup for being the most promising diver and Herschel was placed first in the Under 14 Diving.

We have not done quite so well at Tennis and although not placed in the Open and Under 15 Inter-Schools, our Under 15B couple gained second place in their section. The girls are very keen and have been practising hard at both summer sports.

The new equipment ordered for the gymnasium has arrived and some of the old equipment has been repaired. The girls are enjoying formal gymnastics and exercises with Miss Kable.

There have been numerous Inter-School galas held both at Herschel and elsewhere and tennis matches have been played every Saturday this term.

THE NEW KITCHENS.

On Old Girls' Day a buffet luncheon was served and the new kitchens were much admired. We have yet to install a washing-up machine and small auxilary gas cooker, otherwise we are fully equipped and most content.

CLASS ROOM ACCOMMODATION AT THE PREPARATORY SCHOOL.

Mrs. Brown has submitted a statement expressing her concern at the lack of accommodation at the Preparatory School. With two Sub A classes next year we are urgently in need of another class room in the Kindergarten block. Elsewhere at the Preparatory school we are making use of every available space, using the art room, library and mail hall for teaching purposes - not exactly an ideal state of affairs. With two extra pupils arriving next term the Standard 1's will be forced to use the larger section of the dining room, which will have to be blocked off from the other sector in the Easter holidays. Next term Luncheon in the Preparatory School will have to be served in three sittings. As you will appreciate when studying Mrs. Brown's report, if we are to run two streams (of a maximum number of 24 in each stream), giving 336 as our maximum number of pupils at the Preparatory School, we must hasten to provide suitable accommodation. We have 186 pupils at the Preparatory School at the moment and bookings for 1974 and 1975 are going well.

ESTIMATED NUMBERS.

	1973 1st Term				1973 2nd Term.			
	Day		Boarders		Day		Boarders	
Sub A	34		1		35		1	
Sub B	25		1		25		1	
Std. 1	22	81	3	5	25	85	2	4
Std. 2-5	105	105	18	18	107	107	20	20
Stds.6-10	155	155	58	58	145	145	68	68
		341		81		337		92
		421				429		

NURSERY SCHOOL.

1973.		
Boys	Girls	Waiting List
33	52	
84		10

ESTIMATED NUMBERS.

	1973 1st Term				1973 2nd Term.			
	Day		Boarders		Day		Boarders	
Sub A	34		1		35		1	
Sub B	25		1		25		1	
Std. 1	22	81	3	5	25	85	2	4
Std. 2-5	105	105	18	18	107	107	20	20
Stds.6-10	155	155	58	58	145	145	68	68
		341		81		337		92
		421				429		

NURSERY SCHOOL.

1973.

Boys	Girls	Waiting List
33	52	
84		10

March, 1973.

REPORT ON ACCOMMODATION IN THE K.G. DEPARTMENT.

At present there are three classrooms in the K.G. Block, housing two Sub A classes and one Sub B class. The intake for 1974 in this department is already 40 pupils, which means two Sub A classes in 1974. This makes us short of a classroom in the K.G. Section for 1974.

I understand that there is already a plan for an extra classroom to be added to the block, leading off from the present cloakroom. This should present no difficulty if the health authorities agree to a passage-way through the cloakroom. They may well insist that the half-wall between the cloakroom and the toilets be raised to ceiling level. It would not be suitable to use the passage-way as a cloakroom on both sides. There may be extra cloakroom space allocated on the plan. If not, I suggest that extra cloakroom space be added to the toilet block and possibly two extra childrens' toilets and certainly a toilet for the staff.

This is a matter of extreme urgency as the additions must be ready for use by the beginning of 1974, and with Builders' holidays to take into consideration, I suggest that the alterations should be completed by the beginning of November at the latest. This would give us time to see that everything is in order before the end of the year.

P. Brown.

March, 1973.

REPORT ON ACCOMMODATION AT THE PREPARATORY SCHOOL.

From next term it has become imperative, owing to increasing numbers, to move the Std. I class from its present position upstairs to the dining room. At this stage the children form a special relationship with the teacher, who does much informal teaching on the mat at the front of the class, with either the whole class or special groups. The present classroom is already very crowded and there is no space for additional desks, let alone extra children on the mat. The two large classrooms upstairs are already filled to capacity and so a change cannot be effected there.

We shall use the bigger section of the dining room next to the vestibule, putting a blackboard across the doorway to the smaller dining room and I suggest some sort of sound proofing between the blackboard and the door, which would of course remain locked.

Using the larger part of the dining room as a classroom will of course create difficulties about accommodating all the children at lunch. It has been decided that they will eat in three sittings, using the smaller dining room only. This seems quite practical from the kitchen point of view and the teaching timetable will have to be adjusted accordingly.

I must stress that this plan cannot be a permanency. As our numbers increase, it will not be possible to accommodate all the children at three sittings, so we shall need to bring the big dining room back into use in 1975 at the latest.

At present the hall is being used for 38 out of the 41 periods each week. Half of the 33-strong Std. 2 class is using the Hall for English, Afrikaans and Mathematics lessons. The Std. 5 A class uses it when the art room is being used for Art. Some of the Speech, Singing and Physical Education lessons are held in the Hall, and also the film periods. All the Physical Education periods cannot be accommodated in the Hall and while the weather is fine, lessons are being held out of doors. In the rainy weather, we must resort to the Squash Court - if it is available - and this is not ideal for P.E. lessons.

I should like to have the Hall for Singing, Speech, Physical Education and Films only. Including the K.G. Department, this would bring the total number of periods to 46. It is obvious that some of the singing will need to be in the classroom.

We plan to split the Std. 2 class completely next term and use the old Std. 1 classroom for the 2 A class. This means that the Staff will have increased teaching timetables. The parents of the Std. 2 A class which has been using the Hall, have been very concerned that their children have to move from classroom to Hall and vice versa every day. I think they will all be much happier if the Std. 2 A's are treated as a completely separate class, and will welcome the change.

The Library is in daily use for changing library books and reading. Themes, in many subjects, are part of the modern approach to education, and we have encouraged the children to use the library during school hours when working on themes, and groups

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of children are constantly referring to the reference books. It is also used for music lessons and for practising. The accoustics are particularly bad and it has nothing to recommend it as a classroom.

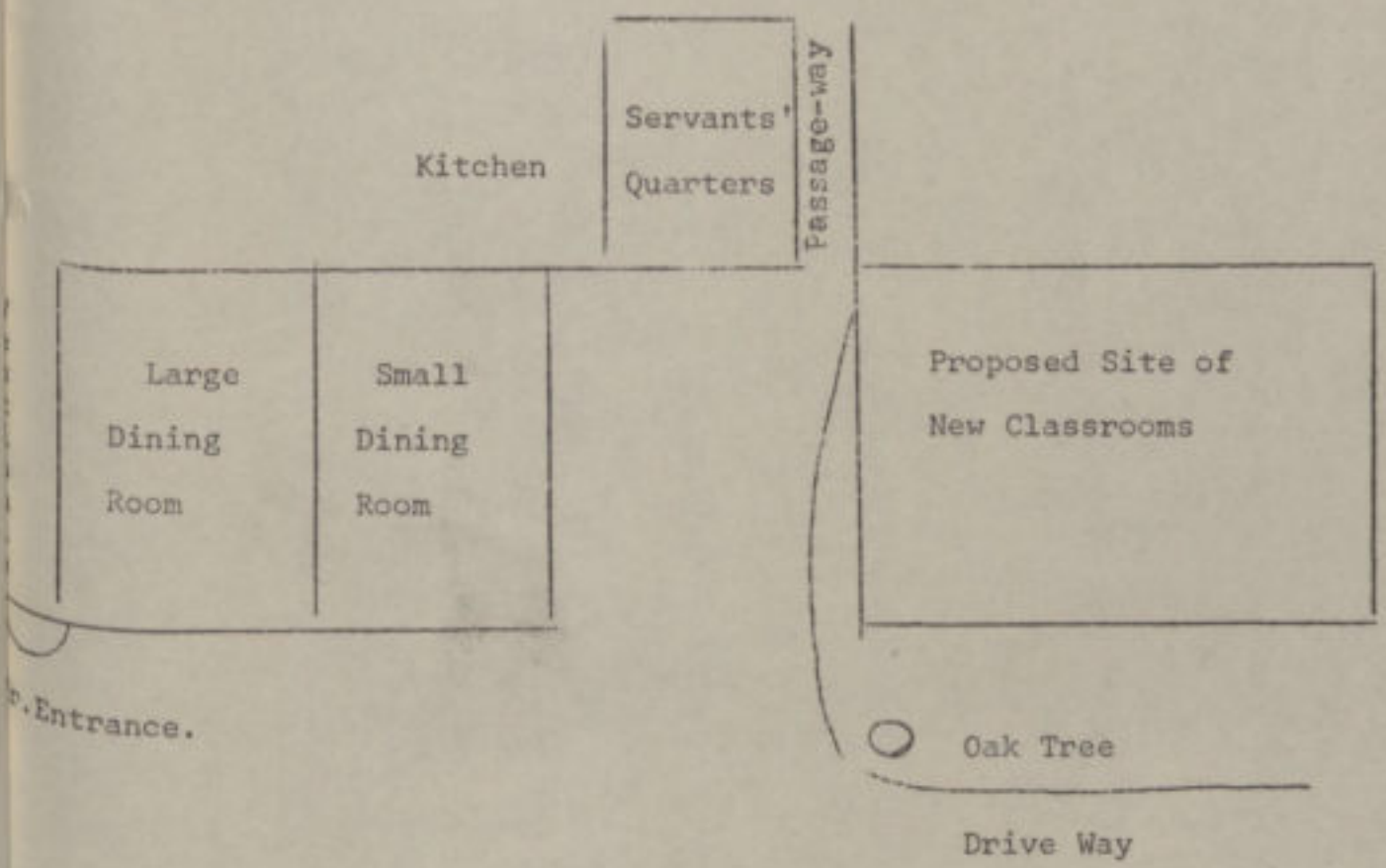
The Std. 5 A class is accommodated in the Art Room, and this must also be considered as a stop gap only. As the numbers and classes increase, Art cannot be taught only during the afternoon periods. Three classes are already having Art during the morning and this necessitates the moving of the 5 A class during this time.

It is obvious that if we have started a double stream in Sub A this year, we can look forward to a double stream right through the Preparatory School over a number of years, and we must think ahead and plan for the future. In 1975 we must have an additional classroom for the second Std. 1 class, a classroom to replace the Art Room, and a third to replace the dining room.

By 1978 we must have ten classrooms in all - i.e. without the Art Room or Dining Room.

I suggest that a block of five additional classrooms plus cloakrooms and toilets be built in 1974 to be ready for occupation in 1975. It will no doubt be cheaper to build the complete block in 1974 than to wait for rising costs to double the price of the project.

Sketch Showing Proposed Site of New Classrooms.



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I understand that there is a plan for a Hall to be added to the present new block. This would close in the school completely and the children would not have the feeling of freedom and space which is so important in this day and generation when concrete jungles are spring up all around them.

There is plenty of space at the proposed site and it is possible that we may need additional music rooms and cloakrooms when we have our full complement of children.

P. Brown.

Minutes of the meeting of the Herschel General Purposes Committee held on Friday 2nd February at 5.15pm.

Present: Mr. Borton. Mr. Bettison. Mr. Abernethy. Mr. Jooste. Mr. Silberbauer. Mrs. Russell.

1. Bank Overdraft: Mr. Borton reported that the bank had agreed to give the school facilities for R45,000 for a period of three years. The Bank had requested that a resolution by the Council of the school be submitted to them.

2. Insurances: It was agreed that the schools Insurance Brokers Messers C.F. Lawson be asked to do a survey of the present insurances and submit their reccommendations to the General Purposes Committee.
Public liability. Householders comprehensive, building and contents and the insurance of the books in the library were items mentioned by members of the committee which it was felt should be looked into.

3. Headmistresses Float Account: Dr. Silberbauer asked whether her float account could be increased from R100 to R200. The committee agreed that this be done.

4. Games Equipment: For the past ten years the girls had not done gymnastics. Dr. Silberbauer felt that the girls would benefit from having this form of exercise introduced again. The new games mistress was particularly keen to start it. She had visited Thurstons and had made a list of minimum equipment which would be required. It amounted to over R1,000. Mr. Jooste pointed out that the budget for games equipment for the year was R750. The G.P. committee agreed that the Gym mistress should be allowed to spend an initial R600. She should also be asked to get final prices on the equipment and give them to Mr. Jooste who undertook to speak to Mr. Newman who in turn would be asked to approach Mr. Gilette at Thurstons to see if any reduction in the price could be obtained.

5. Grounds and Swimming Pool: This matter was left over for discussion later in the meeting.

6. Plumbing at the Preparatory school: The plumber had reported that there were massive roots in the plumbing system at the Prep. This resulted in the toilets blocking almost every week. J. Honing and Son had submitted a quote for R1,187. Mr. Bettison was given the power to phone Mr. Honing and ask for more details and to decide whether another quote would be required.

7. Renovation of the Maid's quarters: Arrangements had now been made to move all the maids to the Preparatory school. This would alleviate many problems. As a result the 8 maids rooms upstairs could be renovated and made into sleeping/study facilities for 4 senior girls. It was agreed that this seemed a good idea and as there were six pupils on the waiting list for next term it would be advantageous to make extra room available. Mr. Bettison would get an estimate out for the cost of such renovations. There was a possibility that the roof might have to be done as it needed fixing. Mr. Bettison would use his discretion in this matter.

8. Macadamising of drive at Preparatory school:
It was decided that this matter should stand over until the plumbing had been completed.
Following discussion on the drive the problem of traffic in Kenmar Crescent was again discussed. The parents had not heeded the appeals made to them by the school and the residents were dissatisfied with th- situation as it now existed.
It was agreed that Mrs. Russell should speak to the Traffic Chief about the possibility of getting a traffic officer to direct traffic in the mornings.

9. Painting and maintenance of gutters etc: Dr. Silberbauer reported that Mr. Lewis and his team had done very good work inside the school but did not have the equipment to manage the outside. Mr. Honing the plumber would be asked to quote on the renovations to the gutters as these should be made right before any further painting could be contemplated. Mr. Borton undertook toget a quote from his painter Mr. Bettison agreed to get the Electriain who did the Kitchen to report on the electrical position. The Staff quarters in the garden have no lights.
Windows also needed attention in some parts of the school. Mr. Bettison said he would look at the windows and see whether the committee should obtain the help of a carpenter.

10. Washing up machine: Mr. Bettison will contact Mr. Gotkins about the machine.

5. Grounds and Swimming Pool: It was reported by Mr. Jooste that the new Contractor for the grounds seemed to be doing well. He was being paid R400 per month but 5 of the non-european staff who earned in the region of R300 had been retrenched. Mr. Lewis now has four active young men in his maintenance team.
Pool: Dr. Silberbauer reported that she had spoken to the Gardening Contractor who is also a landscape man and he had made some suggestions for the surrounds of the pool. The Pool needed to be lengthened to Olympic size (it would actually be Olympic length but would have only 5 lanes instead of 7). Mr. Livingstone of Maintain a Pool had made a quote some time ago for this and it was in the region of R7,000. It was arranged that Mr. Livingstone and the Gardening contractor would meet with Dr. Silberbauer and Mr. Jooste next week to discuss the pool.

11. Other business: Mrs. Russell suggested that Mrs. Mary Loggie be approached to join the Council . She was very interested in the school and lived near by. She might be a great asset as a link with the G.P. and the Nursery School Committee. It was agreed that she be asked whether she would like to join. Mr. Borton would put her name before the Arch Bishop.

There being no further business the meeting adjourned.

Signed .....

CHAIRMAN.

Date .....

HERSCHEL SCHOOL

MINUTES OF A MEETING OF COUNCIL HELD ON FRIDAY, 1ST DECEMBER 1972, AT 5 P.M.

PRESENT: His Grace The Archbishop of Cape Town - CHAIRMAN
Mr. Justice van Winsen
Professor Dowdle
Messrs. J. Graham
G. Abernethy
J. Bettison
D. Jooste
J.M. Borton
A.F. Lees
Mesdames. B. Brailey
D. Philip

IN ATTENDANCE: Dr. B. Silberbauer - HEADMISTRESS

APOLOGIES

Apologies for their inability to attend the meeting had been received from Mrs. A. Russel, Mr. J. Newman, Mrs. D. Cronwright and Professor Lighton.

CONFIRMATION OF MINUTES

The Minutes of the Meeting of Council held on Friday 22nd September 1972 were confirmed.

GENERAL PURPOSES COMMITTEE REPORT

The report of the Committee was submitted to Council. Mr. Borton drew attention to the fact that there were many areas within the school where it had now become necessary to spend substantial sums of money and he asked Mr. Bettison to summarise these briefly. Mr. Bettison reported as follows :-

SWIMMING POOL

The pool required modernisation and conversion to a metric length and a general overhaul of the Pool facilities.

ELECTRICAL INSTALLATIONS

While certain sections of the school had been rewired and conformed to Municipal standards there was still work to be done under this heading. A report from a qualified electrician had been called for.

GENERAL MAINTENANCE

Due to shortage of funds a lot of the necessary work had been deferred, but the time had now come when repairs to gutters, windows and general painting had to be attended to.

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Certain of this work was undertaken by the school's maintenance staff but the programme now envisaged is somewhat beyond their abilities.

PREPARATORY SCHOOL

It was necessary to apply a hard surface to the driveway, and a shelter for the junior children awaiting collection by parents was urgently needed.

STAFF QUARTERS

Considerable renovation of the kitchen staff quarters was urgently necessary. Mr. Bettison explained that while no detailed estimates of costs had yet been prepared, he considered that a total expenditure of between R25.000 and R30.000 would probably be necessary.

Mr. Borton suggested that Council might consider raising this money by means of an additional mortgage bond on the school's property or alternatively by making arrangements with the bank for extended overdraft facilities. Before asking Council to consider this suggestion, he suggested that Mr. Lees should present to Council a concept of the school's financial position over the next 2 years. Mr. Lees reported that taking into account a projected deficit of R6.000 for the 1972 financial year, the accumulated deficit at 31st December 1972 was likely to be ±R24.000. In his view this represented a cash deficit and it would be necessary to overtake this situation before surpluses arising from normal workings should be applied to large scale maintenance work.

Based on the expected enrolment of 410 pupils for 1973 and allowing for increased staff and normal salary increments together with realistic estimates of other costs, he considered it possible that a surplus of ±R19.000 would emerge in the 1973 financial year. If a further fee increase of 7½% was applied in 1974 and normal salary increments took place in that year, he estimated that a surplus of ±R23.000 could arise in 1974. Taking into account the existing deficit there could be an overall surplus of ±R18.000 by tne end of 1974.

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The Council noted this situation and the General Purposes Committee was requested to prepare accurate estimates of the costs involved with Mr. Bettison's survey and to submit this to the next meeting of Council; at the same time the General Purposes Committee would investigate the best means of financing this programme of work.

Professor Dowdle drew attention to the deficiencies which presently existed in the scientific equipment available for teaching purposes. While it was agreed that serious attention must be paid to this aspect, it was clear that no funds were immediately available. Professor Dowdle, however, was authorised to approach various companies and organisations who may be able to assist and to report back to Council.

HEADMISTRESS' REPORT

This report was submitted to Council and approved.

KITCHEN RENOVATIONS

Mr. Bettison reported that the building work was almost complete and good progress had been made in acquiring the necessary equipment. He felt confident that the new kitchen would be fully operative by the beginning of the first term in 1973.

PRIVATE SCHOOL SUBSIDIES

The Chairman reported that he had been approached by representatives of Private Schools in the Eastern Province in an effort to determine the attitude in the Cape Peninsula towards a renewed approach to the Authorities for Government subsidies. The matter had been discussed at length amongst the various schools but it was his opinion that a unilateral approach at this stage from the Cape schools might disturb the existing facilities which were available to schools in Natal and to certain schools in the Transvaal and the Orange Free State. He felt that bearing in mind that the new Association of Governing Bodies for Private Schools was likely to come into being in 1973 this represented a proper forum for the discussion of this matter. The Council approved this standpoint and the Chairman undertook to advise the representatives of the Eastern Province Schools accordingly.

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CONSTITUTION

Mr. Borton reported that following upon further discussions with Mr. Justice van Winsen, it appeared that a further issue of shares in the capital of the Association would restore regularity to the affairs of the Association. He proposed, therefore, that the Council in the exercise of its powers under Clause 11 of the Articles of Association of "The English Church Schools Association (Incorporated)" elects the following persons as ordinary members of the Association and assigns to each such person one 10c (1/-) share in the capital of the Association against payment of the nominal value of such share.

The Archbishop of Cape Town The Most Reverend R. Selby-Taylor
G.D. Abernethy
J.M. Borton
Mrs. E. Brailey
C.J. Bettison
Mrs. D. Cronwright
Professor E.B. Dowdle
Mrs. J.S. Dowie-Dunn
J. Graham
D.D. Jooste
H.L. Kennedy
A.F. Lees
Professor R.E. Lighton
J.H. Newman
Mrs. M. Philip
F.C. Robb
Mrs. A. Russell
Mrs. L.F. Small
The Hon. Mr. Justice L. de van Winsen
J.D. Wares
Mrs. C.E.W. Henderson

It was unanimously resolved accordingly.

GENERAL

The Headmistress reported that she had been approached by the Cape Times for permission to publish the school's matriculation results in that newspaper. She reported further that there appeared to be some divergence of opinion between the heads of Private Schools in Cape Town on this matter, while she herself

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could see no particular advantage in agreeing to the proposal. The Council tended to support the Headmistress in this view but the matter was left within the discretion of the Headmistress.

There being no further business, the meeting terminated.

CHAIRMAN

Confirmed ..Robert Compston

30th March 1973

HERSCHEL SCHOOL.

REPORT OF THE GENERAL PURPOSES COMMITTEE TO BE SUBMITTED TO COUNCIL ON FRIDAY, 1ST DECEMBER, 1972.

Meetings of the Committee were held on 3rd November and 21st November.

Finance.

The draft accounts for the nine months to 30th September reflect a deficit of R4,355 which is slightly less than the budgetted figure for this period.

Unfortunately this does not mean that there has been a savings in expenditure which is higher than the budgetted figure but this was compensated by a corresponding increase in revenue.

Preliminary budgets for the years 1973 and 1974 have been prepared by Mr. Lees and he will report on these Budgets at this Meeting.

Herschel Jubilee Fund.

Contributions to the Fund to date total approximately R20,000 which is highly satisfactory.

As the flow of contributions has now virtually ceased it can reasonably be assumed that the final figure is unlikely to exceed R21,000 by any substantial amount.

Kitchen Renovations.

These are proceeding according to plan and should be completed in good time before the School opens in January.

The total cost involved, including the purchase of new equipment, will be in the vicinity of R23,500 which will mean a contribution of some R2,500 from School Funds unless further contributions are received.

This is not unsatisfactory as some of the items to be purchased would in any event have been normal replacement of worn out equipment.

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General Maintenance.

For some years, mainly owing to lack of funds, a considerable amount of maintenance work has been postponed but the stage has now been reached where this state of affairs cannot be allowed to continue without serious consequences.

In the circumstances consideration should be given to the possibility of raising the necessary finance for this purpose by means of a further bond on the School property.

HEADMISTRESS'S REPORT.

DECEMBER, 1972.

STAFF.

At the end of this term Mrs. Dunnell (History), Mrs. Jochheim (Senior Afrikaans) and Miss Currie (Art) are leaving. Replacements have been found for all these posts and Mrs. Gillham has been appointed as a full-time Remedial Teacher at both the Preparatory and Senior Schools.

HOUSE STAFF - SENIOR SCHOOL.

Mrs. Bond-Smith will take over the running of the Boarding House next year and Mrs. Gordon-Lennox will be second Housemistress. Mrs. Kingston arrives in January to be Matron.

PREPARATORY SCHOOL.

Next year Mrs. Bray will replace Miss Fransen, who leaves to take a Remedial course at U.C.T. and Mrs. Kottler takes over the Standard I group. Mrs. Van Rensburg (originally Standard I teacher) will share the Sub A's with Miss Harsant. A full-time Games Mistress, Miss Elmes, will take over from Mrs. Winter, who has resigned for domestic reasons.

BOARDING HOUSE - PREPARATORY SCHOOL.

The Boarding House is full for next year. All the Preparatory Boarders are in "the flat" and their present dormitory has been taken over by the Nursery School. The plans for minor alterations to this section of the Nursery School are under way and will be completed by the end of the year.

HEALTH.

This term there have been several cases of mumps in the Preparatory and one case in the Senior School.

NURSERY SCHOOL.

A new member of Staff has been appointed (Miss Horne) to cope with the increased numbers at the Nursery School next year. We now have 84 pupils and are fully booked until 1976.

The Nursery School is honoured to have been invited by Miss Tredoux of Barkly House to become a Nursery School Training Centre next year.

CHURCH AND CHAPEL.

Canon Hodson has taken Communion twice this term. The Scripture Union (M.I.X.) has been very active. Prayer meetings and speakers have been organised. The choir is working very hard for the Carol Service. As well they have given a morning concert to the Here XVII Club and a lunch-hour concert at the Nico Malan.

SOCIOLOGICAL & DEBATING SOCIETIES.

The various clubs continue to flourish.

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SPORT.

There has been little inter-school sport this term because of examinations but Mr. Neils Bouws has been coaching swimming at both the Preparatory and Senior Schools. Mrs. Eckstein continues to coach tennis.

SCIENCE EQUIPMENT.

The Fishing Research Institute has donated certain items of equipment brought down from their laboratory from Walvis Bay. The Scientific Equipment Fund stands at approximately R1000.

THE EDNA WITHERS FUND.

We are still receiving donations to this fund. The raffle of an oil painting by Eric Wale has brought in an additional R800 to the fund which now stands at R20,000. The alterations to the new kitchens are nearing completion and it is hoped that they will be ready for occupation by the new term.

MATRICULATION EXAMINATION.

These examinations are in progress at the moment. A letter of complaint from Herschel was sent to the J.M.B. after the Afrikaans Lower Grammar paper, which was far beyond the scope of the average student. Otherwise the papers have been fair. Matric ended on Thursday.

JUBILEE DANCE.

This dance was held at Kelvin Grove on November 10th and was a great success. The organisers, Mrs. Pauline Murdock and Mrs. Maureen McLennan and other Standard III parents wish the proceeds, R1000.00, to be used for the eventual establishment of a language laboratory.

PRIZE-GIVING.

The prize-giving takes place on Monday, 4th December. Mr. Q. Cosford has kindly consented to give the address at the Preparatory School and Mrs. Joan Kantey at the Senior School.

CHARITIES.

The girls continue to contribute to many different charities and a special Xmas party was held for 60 children of the Ruby Adendorff Home yesterday afternoon.

CAROL SERVICE.

The Carol Service will be held on Tuesday, 5th December at 8 p.m. when the Choir will present Benjamin Britten's "Ceremony of Carols".

May I take this opportunity to thank the Council for their unfailing support and enthusiastic help throughout the year. For me it continues to be a privilege and pleasure to be concerned with Herschel and its future.

My best wishes to all members of the Council for Xmas and for 1973.

ESTIMATED NUMBERS.

	1972 4th Term.				1973. 1st Term.			
	Day.		Boarders.		Day.		Boarders.	
SUB A	18		1		32		2	
SUB B	19		1		23		1	
STD. 1.	24	61	4	6	21	76	2	5
STDS. 2-5	91	91	16	16	103	103	19	19
STDS. 6-10	129	129	51	51	155	155	52	52
		281		73		334		76
			354				410	

NURSERY SCHOOL.

1972.		1973.		
Boys	Girls	Boys	Girls	Waiting List
23	43	33	52	
	66		84	10

HERSCHEL

MINUTES OF A MEETING OF THE GENERAL PURPOSES COMMITTEE
HELD ON TUESDAY, 21ST NOVEMBER 1972, AT 8 P.M.

PRESENT: MESSRS. J.M. BORTON - CHAIRMAN
J.C. BETTISON
G.D. ABERNETHY
A.F. LEES

IN ATTENDANCE: DR. B. SILBERBAUER - HEADMISTRESS

RENOVATIONS

Mr. Bettison reported that the kitchen work was proceeding and it was hoped to have the bulk of the work completed by the beginning of the builders' holiday. He proposed that the boarders' sitting-room and the dining-room should be redecorated and that new light-fittings be installed in the sitting-room. This was agreed to.

ELECTRICAL

Mr. Bettison drew attention to the fact that while the electrical installations in the kitchen would now meet specifications there was still a considerable area of the school premises where the electrical installations were not satisfactory. Mr. Lees suggested that an approach be made to Mr. Scharmberg of J.M. Georgala to conduct a comprehensive survey of the position, if necessary against the payment of a fee. This was agreed to.

REFRIGERATION

It was agreed that Mr. Lees should approach Barlows for a quotation on domestic-type refrigerators (It was subsequently reported by Mr. Lees that he had been able to obtain four 12 cu. ft. refrigerators at a total cost of R676,00. Mr. Lees was authorised to confirm the purchase).

DISH-WASHING MACHINE

It was agreed that the purchase of this item of equipment should not be delayed and Mr. Bettison undertook to follow the matter up. (Again it was subsequently reported that through the offices of Mr. J.H. Newman a suitable machine had become available at a cost of approximately R1.000. It was agreed that this purchase should be made).

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BUDGET

Mr. Lees presented the preliminary budget for the financial year ending 31st December 1973. This disclosed a potential surplus of R18.700 after providing for normal increases in staff salaries. Other costs had been provided for at realistic levels. Based upon the expected enrolment for 1973 being retained in 1974 and a further revision of school fees, it was likely that a similar surplus would be thrown up in 1974. Against this, however, it was felt that the accumulated deficit of approximately R24.000 at 31st December 1972 should be overtaken as this was largely a cash deficit. At the same time there was a considerable amount of work still to be done on general renovation of the school buildings and on the swimming pool.

Mr. Borton suggested that bearing in mind a more healthy situation on the Revenue and Expenditure account as foreseen for the next 2 years, it might be advisable to recommend to Council that a further amount of money be raised on the mortgage bonds presently covering the school property. This money could be applied immediately in the areas where renovation was urgently needed and the projected surpluses could then be used in overtaking the accumulated deficit and thereafter for specific improvements in the school generally. It was agreed that the matter should be discussed at the forthcoming Council meeting.

ENTERTAINMENT ALLOWANCE - HEADMISTRESS

It was agreed that an amount of R500 per annum should be paid to the Headmistress with effect from 1st January 1973 as an entertainment allowance quite distinct from her salary.

CHAIRMAN

Confirmed ..... 1972.

HERSCHEL SCHOOL

MINUTES OF THE MEETING OF THE GENERAL PURPOSES COMMITTEE
HELD ON FRIDAY, ~~3RD DECEMBER~~ 3rd NOVEMBER 1972

PRESENT: MESSRS. J.M. BORTON - CHAIRMAN
J. GRAHAM
A.F. LEES
D. JOOSTE
MRS. A. RUSSELL

IN ATTENDANCE: DR. B. SILBERBAUER - HEADMISTRESS

CONSTITUTION.

The Chairman reported that after consultation with Mr. Justice van Winsen and the School's Auditor, it had been decided to recommend to Council that a nominal issue of shares should be made to present Council members in order to qualify them for membership in terms of the School's constitution.

It was decided that no recommendation would be made at this stage regarding the vacancy existing on the Council.

MATRICULATION RESULTS

It was decided to refer to the Council a request from the Cape Times for permission to publish the School's matriculation results.

NURSERY SCHOOL

It was agreed that the temporary loan of R500 received from the Western Province Preparatory School should be repaid and that a suitable letter should be addressed to the Headmaster of that School.

KITCHEN RENOVATION

A sample of flooring material submitted by Mr. Neville Louw was approved for use in the kitchen.

PRIZE-GIVING

The Headmistress reported that Mr. Cosford had agreed to present the prizes at the Preparatory School and that Mrs. Joan Kantey had agreed to address the Senior School at the Prize-giving.

CHAIRMAN

Confirmed: 1972

HERSCHEL

PRELIMINARY BUDGET FOR 1973

The attached schedule sets out the position as it may be in 1973. Our budgeting technique has by no means been perfected but we are reaching a stage where we can predict with some accuracy.

SALARIES

The budget figure for 1972 was R105.000. The actual expenditure will probably reach R107.000, whereas the estimate for 1973 is R123.000. This increase is somewhat more than we had in mind when the original forecasts were made for 1973 and it is accounted for by additions to the staff, to cater for the increased enrolment, in some cases at higher figures than were originally envisaged. The estimate provides for normal increases as provided for in the salary scales, and in certain instances double notch increments.

The figure for Domestic Salaries is higher than originally estimated as additional staff have been taken on, again because of increased numbers.

WAGES

The new kitchen should bring staff savings, but the whole question of Non-European wages requires clarification. I believe a suggestion has been made to engage a landscape gardener at a reported fee of R400 per month, but we cannot afford this unless there is to be a commensurate saving in wages and other gardening costs.

PROVISIONS

I have set the figure low as it is imperative that costs under this heading must be very closely watched.

PROPERTY CHARGES

The Grounds sub-committee has estimated R2.000 for Pool and Hockey field maintenance, and repairs to mowers, etc., and repairs to tennis court wiring. This should be read with the suggestion of the landscape gardener. I have added R4.000 for general maintenance which is low, but expenditure here must be studied in the overall context of the availability of funds.

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FEES

Boarding and tuition fees have been calculated at the new rates on an enrolment of 410 pupils in the mix as indicated by firm enrolments for the first term of 1973. This gives an average of R480 per pupil per annum.

The special subject fees are net after paying the instructors involved. This is a "Guesstimate" as some special subject fees have been substantially increased from 1973.

SURPLUS

The accumulated deficit at 31st December 1971 was R17.838. Assuming a further deficit of R6.000 in 1972 the figure on 31st December 1972 will be of the order of R24.000. The indicated surplus on the preliminary budget for 1973 will be say R19.000, leaving an accumulated balance of R5.000 at the end of that year.

THE VIEW IN 1974

I think in the curcumstances it is necessary to look forward for at least another year. This obviously requires certain assumptions but these could reasonably be stated as follows:-

(a) the enrolment remains the same as it will be in 1973 in approximately the same mix.

(b) a further fee increase of 7½% is applied in 1974.

(c) the teaching, administration and domestic salaries are increased only by normal notch increments and the overall staff position remains numerically static.

(d) not all costs will escalate. I have applied a 7% increase in wages, provisions, domestic charges, property charges and administration.

1974 BUDGET

This could then be estimated as follows:

REVENUE.

Fees. Boarding & Tuition	211.775
Special subjects net	3.000
Bursaries	2.000
	216.775
Other Income	6.000
	R222.775

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EXPENDITURE

Salaries	130.000
Costs subject to 7%	53.500
Static Costs	16.000
	R199.500

Thus the surplus in 1974 could be R23.275, which would transform the accumulated deficit of R5.000 at 31st December 1973, into a surplus of ± R18.500 at the end of 1974.

If the assumptions made are valid it would not be unreasonable to indulge in deficit budgeting in 1973. There are certain areas, however, in which money will have to be spent within those two years. These may be indicated broadly as follows:-

(a) revision of basic teaching salaries.
(b) completion of the kitchen project.
(c) necessary building maintenance.
(d) swimming pool

SALARIES

We are well below Government School levels and it would not be unreasonable to suppose that those levels will again increase within two years. An across-the-board increase of 10% on projected 1974 levels would cost R13.000, and that may not be sufficient.

KITCHENS

Major items of equipment still to be acquired are

Dishwasher	R2.200
Garbage Disposal	700
Refrigeration	1.100
	R4.000

BUILDING MAINTENANCE

While the list is endless major items are servants quarters and exterior painting throughout, particularly at the Senior School.

SWIMMING POOL.

A variety of cost estimates have been made, but inevitably the expense will be heavy.

4/.....

It seems clear therefore, that the indicated surplus of R18.500 at the end of 1974 will not be sufficient. We have foreseen the possibility of further increasing fees in 1975 (the end of our three year period). A 5% increase then would produce ±R11.000. By that stage this may only be sufficient to cover normal cost escalations

It would seem therefore, that we must consider further fund raising projects over the next three years. Perhaps a planned programme of morning markets, big walks, etc, etc, should now be contemplated

ALAN F. LEES

AFL/DA
21st November, 1972

PRELIMINARY BUDGET FOR 1973

EXPENDITURE			REVENUE		
Salaries:			Fees:		
Teaching	106.840		Boarding and Tuition	197.000	
Domestic	11.760		Special Subjects - net	2.500	
Administration	5.400	123.000	Bursaries	2.000	201.500
Wages		14.000	Registration Fees		500
Provisions		15.000	Sundry Revenue		1.500
Domestic Charges		10.000	Nursery School Rent		4.000
Sports Requisites		500			
Property Charges		6.000			
Administration		6.000			
Pensions		5.000			
Class Materials		2.000			
Insurance		1.500			
Interest		6.000			
Depreciation		800			
Surplus		18.700			
		R207.500			R207.500

HERSCHEL

FINANCIAL REPORT FOR NINE MONTHS
ENDED 30TH SEPTEMBER 1972

BUDGET

A schedule is attached showing the actual performance against budget for the three terms. Again we have beaten the budget by a modest R535, but this is due more to low budgetting on revenue rather than to savings on costs.

The main culprit on the expense side is again Provisions. I attach schedules showing comparative figures for 1972 and 1971 for Provisions, Domestic Charges, Administration and Property Charges. While the substantial increase in Provisions is partly due to increased numbers, it is clear that this is an area requiring close attention. The revised luncheon formula for 1973 will obviously assist and the hoped for improved efficiency in the kitchens will play its part, but keener buying must be studied. Certain "savings" under this heading may be expected in the last quarter while no lunches are being provided, but this is largely fortuitous and is non-recurring.

The suggestion has been made that we should study the possibilities of buying at the Makro organisation. This would cover groceries, hardware and possibly meat. This involves paying cash and transport. I have worked it out roughly that if purchases are made weekly, for cash, we should have to ensure an overall saving in excess of 3% to pay for transport and to compensate for interest on the cash outlay (assuming we are usually in overdraft!) This should not be difficult to achieve.

The substantial increase in Property Charges was budgetted for. More money will have to be spent under this heading in 1973 and I would ask the Grounds, Buildings and Equipment and House Committes to frame estimates for 1973 so that the Budget can be drawn up realistically.

CASH FLOW

I estimate that the overdraft will be R17,226 at the end of the year, R4,875 more than it was at the end of last year. This more or less balances with the Budget where I anticipate a deficit of ±R5,000 for the year.

2/.....

It is pleasing to report that all fees are paid up to the third quarter. All arrears have been recovered.

ALAN F. LEES

30th October, 1972.

AFL/DA

HERSCHEL

REVENUE AND EXPENDITURE - BUDGET vs ACTUAL
NINE MONTHS ENDED 30TH SEPTEMBER, 1972

Expenditure	Budget	Pro-rata 3/4 year	Actual	+	-	Net +
Salaries -						
Teaching Admin. Domestic	105,000	78,750	80,426	1,676		
Special Subjects	6,500	4,875	5,987	1,112		
Wages	14,500	10,875	10,232		643	
Provisions	15,500	11,625	14,950	3,325		
Domestic Charges	10,500	7,875	7,395		480	
Sports Requisites	500	375	54		321	
Porperty Charges	4,000	3,000	3,073	73		
Administration	4,500	3,375	3,436	61		
Pensions	4,300	3,225	3,212		13	
Class Materials	1,000	750	1,170	420		
Insurance	1,400	1,050	921		129	
Interest	5,500	4,125	4,026		99	
Depreciation	780	585	594	9		
	173,980	130,485	135,476	6,676	1,685	4,991
Fees -						
Tuition & Board	154,660	115,995	117,407	1,412		
Special	7,500	5,625	7,679	2,054		
Scholarships	-	-	1,649	1,649		
Registration Fees	300	225	469	244		
Sundry Revenue	1,000	750	1,317	567		
Rent	4,000	3,000	2,600		400	
	167,460	125,595	131,121	5,926	400	5,526
Deficit	6,520	4,890	4,355			535

PROVISIONS

	Nine Months to 30.9.72	30.9.71
Bread	612	534
Butter	690	611
Fruit and Vegetables	1,879	1,437
Sausage, Cheese, Bacon	770	666
Groceries	3,364	1,961
Meat	5,102	3,304
Milk	1,673	1,480
Eggs	606	367
Fish	256	322
Increase R4,267 = 40%	R14,950	10,683

DOMESTIC CHARGES

Electricity	2,030	1,815
Gas	454	401
Coal/Oil	555	579
General Maintenance	1,487	1,568
Laundry	1,548	1,374
Miscellaneous	932	829
Water	389	321
Increase R508 = 7%	R7,395	6,887

ADMINISTRATION

Advertising	607	397
Bank Charges	204	177
Subscriptions, Flowers, Miscellaneous	1,041	1,566
Postages	193	209
Printing	685	889
Telephones	640	748
Hiring Charges	66	51
Decrease R601 = 15%	R3,436	4,037

2/.....

PROPERTY CHARGES

	Nine Months to 30.9.72	30.9.71
Grounds	173	205
Rates	109	101
General Maintenance	2,046	975
Pool	687	451
Hockey Field	57	92
Increase R1,249 = 68%	R3,073	1,824

ESTIMATED CASH FLOW

Balance at bank 27.10.72		6,551
Balance on fees account		15,323
Estimate ex 4 Schools Trust		3,000
		24,874
Salaries, Wages and Pensions		
October, November, December	29,600	
Purchases - Provisions, etc. & charges	10,000	
Bond Interest and Sundry	2,500	42,100
Estimated Bank Overdraft 31st December 1972		R17,226
Bank Overdraft 31st December 1971		R12,351
Increase in year		R 4,875

THE ENGLISH CHURCH SCHOOLS ASSOCIATION.

Herschel,

CLAREMONT. CAPE.

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD AT HERSCHEL AT 5.00 P.M. ON FRIDAY, 22ND SEPTEMBER, 1972.

A G E N D A

1. Minutes to be confirmed.

   Quarterly Meeting held on
   Friday, June 9th, 1972.

2. General Purposes Report.

3. Headmistress's Report.

4. Adoption of the new scale of fees by Council.

5. Any other business.

HERSCHEL SCHOOL

MINUTES OF A MEETING OF COUNCIL HELD AT HERSCHEL SCHOOL ON FRIDAY 22ND SEPTEMBER, 1972, AT 5 P.M.

PRESENT: His Grace The Archbishop of Cape Town - CHAIRMAN
Messrs. J. Bettison
G. Abernethy
D. Jooste
A.F. Lees
J. Newman
Mrs. B. Brailey
Canon J. Hodson
Professor Lighton
Mr. Justice van Winsen

IN ATTENDANCE: Dr. B. Silberbauer - HEADMISTRESS

CONFIRMATION OF MINUTES

The minutes of the meeting of Council held on Friday 9th June 1972, were confirmed. Arising out of the minutes Mr. Justice van Winsen reported that he had made a preliminary study of the constitutional problem referred to at the previous meeting but he was awaiting the return of Mr. J.M. Borton before arranging further discussions with Mr. Borton and the school's Auditor.

HEADMISTRESS' REPORT

This report was submitted to Council and approved. Arising out of the report, the Chairman stated that he and the Headmistress had received letters from Mrs. Dunnell's Attorneys protesting her dismissal from the staff. The Headmistress explained that she had asked Mrs. Dunnell for her resignation as it was clear that despite her academic abilities she was unable to maintain class discipline. On the advice of Mr. Justice van Winsen the Headmistress was asked to repeat her request for Mrs. Dunnell's resignation, failing which a formal letter giving Mrs. Dunnell a terms notice should be addressed to her before the beginning of the next term.

SCHOLARSHIPS

On the recommendation of the Headmistress it was agreed that scholarships of R150 per annum should be awarded to Kate Philip and Dawn Beasley.

GENERAL PURPOSES COMMITTEE REPORT

The report was submitted to Council. Arising out of the report Mr. Newman drew attention to the following:-

a) SCHOOL FEES

The General Purposes Committee recommended an increase of approximately 7½% on all school fees with effect from 1st January, 1973. It was also recommended that further

increases /.....

increases should be introduced in 1974 and 1975. A revised fee sheet incorporating the 1973 fee increase and introducing increases for optional subject fees, was approved.

b) KITCHEN RENOVATION

The General Purposes Committee's action in accepting tenders totalling R18,173-10 in respect of the building and electrical contracts was approved. It was estimated that the total cost of the renovation excluding the additional equipment required would amount to approximately R19,000, more or less equivalent to contributions received in response to the Jubilee Appeal.

c) NURSERY SCHOOL

The rental of R3,000 in respect of 1972 recommended by the General Purposes Committee, was approved.

The full report of the Committee was accepted.

SPEECH DAY

It was agreed that the Headmistress should extend an invitation to Mrs. Moira Henderson to address the school and present the prizes on speech day at the end of the current school year. Should Mrs. Henderson be unable to accept the invitation, a similar invitation would be extended to Mrs. Joan Kantey.

Confirmed.

Robert Campbell

CHAIRMAN

1. December 1972.

HERSCHEL SCHOOL

REPORT OF THE GENERAL PURPOSES COMMITTEE
TO BE SUBMITTED TO COUNCIL ON FRIDAY
22ND SEPTEMBER, 1972

GENERAL

In the absence of the Chairman, Mr. J.M. Borton, I have pleasure in submitting the Report which follows. Meetings of the Committee took place on 8th August, 1972, 29th August, 1972 and 12th September, 1972.

SCHOOL FEES

Flowing from the authority vested in it by Council the G.P.C. decided that fees should be increased by approximately 7½% with effect from 1st January, 1973. A letter to parents, substantially in the form approved by Council will go out at the end of the present term. The letter also informs parents that further increases may be necessary in 1974 and 1975. The opportunity has also been taken of preparing a new and comprehensive Fee List, where optional subject fees have also been increased where appropriate.

FINANCE

The financial results to 30th June, 1972 disclosed a deficit of R2330 against a Budget estimate of R3260. It is estimated that the deficit for the full year will be ±R5000.

After applying fee increases of 7½% in 1973, and successively 5% thereafter in 1974 and 1975, and after providing for a 6% escalation in costs in the three years, an indicated surplus of ±R40,000 may emerge over the three year period. This will depend to a very large degree on the ability of the School to maintain the total enrolment at between 390 and 400 pupils (excluding the Nursery School).

Should that surplus situation actually develop, it must be remembered that the demands on finance for property maintenance, teaching equipment and further renovation, will be heavy, so that no cause for complacency exists.

A more detailed investigation into costs, particularly feeding costs, is presently under way. It is hoped that by keener buying meaningful savings can be effected.

KITCHEN RENOVATIONS

The following firm commitments have been entered into :-

Revised building tender	R15,280
Electrical Sub-contract	2,031
Electrical connection (Estimate)	300
Architects Fees	1,080
Terrace retaining wall	242
	R18,933

2/.....

This figure coincides more or less with the funds collected by the Jubilee appeal.

The work will commence at the beginning of the forthcoming school holiday and it is hoped to complete all the noisy demolition during the holidays. The kitchen will be out of commission for some part of next term and day girls have been asked to provide their own lunches during this period. Suitable arrangements have been made to cater for the boarders.

Some part of the equipment required for the re-modelled kitchen has already been purchased, but further items are still necessary. The newly appointed House Sub-Committee (see below) will be charged with this task. It may not be possible to equip the kitchen fully all at one time but this will be done as funds become available.

SUB-COMMITTES

The G.P.C. has decided that in order to achieve a more positive distribution of responsibilities amongst its members, certain sub-committes should be established. These are as follows:-

Grounds and Sports

Buildings and Equipment

House

Finance

The Chairman of the G.P.C. will be an ex-officio member of each Sub-committee.

NURSERY SCHOOL

The rental for 1972 has been fixed at R3000. This figure will be reviewed from time to time depending upon the enrolment and the extent to which additional premises are required.

J.H. NEWMAN
ACTING CHAIRMAN

19th September, 1972.

HEADMISTRESS'S REPORT.

SEPTEMBER, 1972.

STAFF.

The staff position remains unchanged for the fourth term. Next year, however, Mrs. Dunnell (History) and Miss Currie (Art) are leaving. Mrs. Dunnell leaves at my suggestion for she just does not seem able to cope with class discipline. Miss Currie wishes to pursue her studies overseas.

HOUSE STAFF - SENIOR SCHOOL.

Miss Walker (Matron) and Mrs. Davis (Assistant Housemistress) leave at the end of this term. Both feel that they must retire and replacements have been found for both posts, namely Mrs. Bond-Smith and Mrs. Gordon-Lennox. Mrs. English is with us until the end of the year and then she, too, wishes to retire. All this will necessitate a complete re-organization of boarding arrangements which is, perhaps, a good idea at this stage.

PREPARATORY SCHOOL.

Mrs. Brown has taken over as Senior mistress and all appears to be running smoothly. Next year Miss Fransen (Standard 3) has applied to take the remedial teachers' training course at U.C.T. She has requested to stay in the Boarding House and carry out certain duties. Once qualified she wishes to return to Herschel as a remedial and class teacher. Serious thought should be given to the appointment of a full-time remedial teacher at Herschel. There is real need of one !

BOARDING HOUSE - PREPARATORY SCHOOL.

The Boarding House is full with a waiting list. We have had to employ a second housemistress at the Preparatory Boarding House, and Mrs. O'Connor starts in October. Mrs. P. Louw has vacated the flat at the Prep. and we plan to move all the boarders into the flat and their present dormitory will be taken over by the Nursery School. The plans for minor alterations to this section of the Nursery School are at the City Council and plans have been forwarded to Mr. J. Slingsby. It is hoped to have these minor alterations completed by the end of the year.

HEALTH.

This term there have been several cases of flu combined with ear-ache and there have been many absences, both at the Preparatory and Senior schools.

NURSERY SCHOOL.

A new member of Staff has been appointed (Miss Horne) to cope with the increased numbers at the Nursery School next year.

CHURCH & CHAPEL.

Canon Hodson has taken Communion twice this term and 24 candidates are to be confirmed at St. Saviours on Wednesday,

20th September. The Scripture Union (M.I.X.) has been very active. Prayer meetings and speakers have been organised. The choir is working very hard for their recording on 21st September by the S.A.B.C. for the International Choir Singing Competition.

SOCIOLOGICAL & DEBATING SOCIETIES.

The Interhouse Public Speaking competition was a great success.

There have been Afrikaans debates and French evenings at Sans Souci and Forum Discussion debates organised by J.A.Y.C.E.E.

The Sociological Club have had some interesting speakers - Mrs. Cantey spoke on 'Pollution', Mrs. Heywood on 'Background to Shakespeare', Mrs. Taylor on Vietnam and Bangladesh. The Art films, 'The Fourth Civilisation' and 'The Fifth Civilisation' were much enjoyed.

SPORT.

Herschel won the Interschools Under 15 Hockey against Rustenburg (1:0). The Senior Interschools hockey we tied for second place in our section.

The first interschools squash matches are to be held on the 19th and 20th September and Herschel has entered an A and a B team.

SCIENCE EQUIPMENT.

Two more overhead projectors have been bought. These are to be used in the Geography and Science laboratories while the other projector (which was a donation from Protea Holdings) is to be used at the Prep. These two projectors were purchased from the proceeds of Rummage sales held during the year.

The Fishing Research Institute have promised to let us have certain items of equipment brought down from their laboratory from Walvis Bay. Messrs. Baird & Tatlock have promised to donate certain items of equipment from a list of stated items. Donations of R100 from Caltex and R500 from Clifford Harris have been received.

THE EDNA WITHERS FUND.

This fund stands at approximately R19,000. The plans for the new kitchens have been passed and building starts at the beginning of the Michelmas Holidays. The kitchens at the Senior School will be out of commission until the end of the 4th term. A circular has been sent to all parents of day-girls requesting that they supply packet luncheons while the school undertakes to supply biscuits in mid-morning break, fresh milk or orange juice and fresh fruit at luncheon, and tea and biscuits for the afternoon at the senior school. Meals for boarders will be served at the preparatory school.

TRIAL MATRICULATION EXAMINATION.

These examinations are in progress at the moment and a final survey of candidates can only be made when all papers are marked. It would appear, however, that of the 21 candidates entered, there are two certain failures. There are, however,

some able girls in this group of candidates and it is hoped that there will be some good results.

MATRICULATION DANCE.

This affair was held on July 22nd and was enjoyed by all. Unfortunately events at the dance led to the subsequent demoting of three prefects. Unless the girls are prepared to conform to the suggested rules and regulations the term 'school dance' becomes a misnomer. Careful thought and organization must be promulgated for future matriculation dances with the accent on simplicity.

SCHOLARSHIP EXAMINATIONS.

The Scholarship examinations were held on May 20th and 25 candidates entered. Of these Kate Philip (Herschel Prep.) and Dawn Beasley (Grove Primary) emerged clearly as scholarship material and it is hoped that the Council will agree to grant scholarships to these two candidates who enter Standard 6 in January, 1973.

CHARITIES.

The girls continue to contribute to the Ruby Adendorff Home in kind and monies have been collected by various classes who have held cake and rummage sales. They have collected R100.00 in all which they wish to send to the T.E.A.C.H. Fund.

HEADMASTERS & HEADMISTRESSES CONFERENCE.

The Headmistress will be at this conference from 3rd October - 8th October and will thus be absent for the first week of the term.

ESTIMATED NUMBERS.

	1972. 4th Term.				1973. 1st Term.			
	Day.		Boarders.		Day.		Boarders.	
SUB A.	18		1		34		2	
SUB B.	19		1		22		1	
STD. 1.	24	61	4	6	19	75	2	5
STDS. 2-5.	91	91	16	16	99	99	22	22
STDS. 6-10.	129	129	51	51	145	145	60	60
		281		73		319		87
			354				406	

NURSERY SCHOOL :	1972.		1973.		
	Boys	Girls	Boys	Girls	Waiting List
	23	43	32	62	Boys : 15
					Girls: 2
	66		94		

HERSCHEL SCHOOL

MINUTES OF A SPECIAL MEETING OF THE GENERAL PURPOSES COMMITTEE, HELD AT HERSCHEL ON TUESDAY 12TH SEPTEMBER, 1972, AT 5.15 P.M.

PRESENT: MESSRS. A.F. LEES - ACTING CHAIRMAN
J. BETTISON - D JOOSTE
MRS. A. RUSSELL

IN ATTENDANCE: DR. B. SILBERBAUER - HEADMISTRESS

KITCHEN RENOVATION

The Chairman explained that at an informal meeting of certain members of the Committee held on the 29th August 1972, approved plans for the kitchen work were considered together with tenders then received for the building and electrical work. At that meeting it had been decided that further quotations should be sought for the electrical work and that Mr. Bettison should be asked to examine the quotation submitted by Messrs. Harding & Davidson, with the view to ensuring that only necessary work was undertaken and that the whole layout was suited to the equipment installation plan which had been prepared by Mrs. Deal.

Mr. Bettison reported that following upon long and detailed discussions with the architect and Messrs. Harding & Davidson, finality had now been reached and that subject to further discussions on cost reductions, he recommended the acceptance of Messrs.Harding & Davidson's tender. He reported further the receipt of a tender for the electrical work for R2.431,50 from Messrs. J.M. Georgala which he felt was entirely acceptable. It was decided that the adjusted tender of Messrs. Harding and Davidson be accepted and the tender by Messrs. Georgala be likewise approved. Mr. Bettison undertook to instruct the architect to finalise these matters and to ensure that the work was put in hand immediately the school broke up for the Michaelmas holiday.

The Committee recognised that the financial involvement would therefore be as follows:

Revised Building Tender	R15.280,00
Electrical Sub-contract	2.431,50
Estimated Electrical Connection Fee	300,00
Architects Fees	1.080,00
Terrace retaining wall	242,00
	R19.333,50

2/.....

Mr. Lees indicated that the Electrical Contractor had undertaken to make a donation of R400 to the Fund and it was agreed, therefore, that the monies at present in hand would be sufficient to cover the above costs.

It was agreed that the outstanding equipment required to complete the project would be acquired as and when funds become available.

AFL/DA
14th September, 1972.

H E R S C H E L

To all Members of the General Purposes Committee.

FINANCE AND FEES

I enclose some notes on the position at 30th June, 1972, together with recommendations on fee increases. It is hoped to reach a decision at the special meeting on Tuesday 29th August, 1972.

ALAN F. LEES

AFL/DA

23rd August, 1972.

HERSCHEL

FINANCIAL POSITION 30TH JUNE 1972

I attach a statement setting out the Revenue and Expenditure for the first six months in 1972, at the same time comparing the figures with the Budget presented to Council earlier in the year. The net result is that on an overall basis, we have somewhat fortuitously beaten the Budget by R930, in that the actual deficit at 30th June is R2330 whereas the projected figure was R3260. There is, however, no cause for complacency.

EXPENDITURE

PROVISIONS

The main problem is in Provisions where the deficit is R1249. The reason for this lies in rising individual costs and a larger enrolment. On a simple calculation it cost R8999 to feed 353 pupils in 1972 (R25.50 per head) as against R7263 in the same period of 1971 (R23.05 per head for 315 pupils). The main items of Provisions in 1972 are Meal and Poultry, R2965 and Groceries R2021. It is common knowledge that costs have risen steeply under both headings latterly, but upon rather a superficial examination, I would suggest that our buying could be keener. Meat is bought from the Drakenstein Butchery in Claremont and Groceries largely from Fig Bros. In both cases, I would suggest at least discussions with the suppliers for better terms. Outside advice here would be very welcome.

ADMINISTRATION

CLASS MATERIALS.

Expenditure is normally heavy in the first half of the year particularly on printing and stationery. It is possible that we will meet the budget for the full year. Telephone charges appear to be high. This will be investigated.

PROPERTY CHARGES

These are being very closely watched by Mr. Lewis, but I think that by the end of the year the sub-committees responsible for Grounds and Buildings should frame fairly detailed estimates of urgent and necessary work so that the 1973 Budget can be prepared to take care of as much as possible after the General Purposes Committee has decided on priorities.

REVENUE

FEES

The Budget allowed R5000 for allowances and bursaries for the year or R2500 for six months. When the Budget was framed it was not appreciated that part of the Four Schools trust revenue was appropriated to cover bursaries and scholarships. This is the item of R1011. Bearing this in mind the Budget was reasonably accurate. There are constant

fluctuations 2/.....

fluctuations, within narrow limits in fees over six months but the general situation appears to be sound.

SUNDRY REVENUE

This includes R250 for the six months for the rental of the Nursery School flat. This will be falling away but should be more than compensated for by increased rental from the Hill.

GENERAL

It would seem reasonable to estimate a deficit on the years working of about R5000. The enrolment for the balance of the year is so far consistent with the position in the first six months.

FEE INCREASES

The School's ability to survive will depend upon three things:-

1. A sustained enrolment from 1973 onwards at about 390 pupils. This is probably all we can cater for with existing facilities.

420

2. Fee increases from 1973 at 7½% and 5% compounded in 1974 and 1975.

3. A very close watch on costs.

The forecast could be stated as follows:-

1973	Fee income at 1972 scales on enrolment of ± 390	R173,000
	Add: 7½%	12,975
		185,975
	Other Income	13,000
		R198,975
	Expenditure.	
	Salaries (+ 6% on 1972)	111,300
	Other (+ 6% on 1972)	73,140
		R184,440
	Surplus	R 14,535
1974	Fee income at 1973 level	R185,975
	Add: 5%	9,300
		R195,275
	Other Income	13,000
		R208,275
	Expenditure (+ 6% on 1973)	R195,506
	Surplus	R 12,769
1975	Fee Income at 1974 level	R195,275
	Add: 5%	9,763
		R205,038
	Other Income	13,000
		R218,038
	Expenditure (+ 6% on 1974)	R207,236
	Surplus	R 10,802
	Total Surplus over three years	R 38,106

To realize these projections, the parents must be willing to pay so that the enrolment can be maintained and costs must be contained within the suggested limits. It should be borne in mind that not all costs are subject to inflationary trends. Interest and Insurance come to mind.

SUGGESTED FEE SCALES

I append a schedule setting out my recommendations. The individual figures have been rounded off and in some cases boarder's fees have been loaded slightly. The final schedule applies these scales to what might be the enrolment in 1973. Whether that mix between day girls and boarders, and the varying standards, is ideal, I cannot say, but it should be borne in mind that any marked swing away from the projected 1973 pattern can have a bea ıg on total fee income.

ALAN F. LEES

AFL/DA
23rd August, 1972

REVENUE AND EXPENDITURE - BUDGET vs ACTUAL

HALF YEAR ENDED 30TH JUNE 1972

EXPENDITURE	Budget	Pro-Rata ½ year	Actual	+	-	Net +	Remarks
	R	R	R	R	R	R	
Salaries Teaching, Admin. Domestic	105,000	52,500	53,262	762			Minor Staff changes at differing notches
Special Subjects	6,500	3,250	3,861	611			
Wages	14,500	7,250	6,920		330		
Provisions	15,500	7,750	8,999	1,249			See notes attached
Domestic Charges	10,500	5,250	4,697		553		
Sports Requisites	500	250	53		197		
Property Charges	4,000	2,000	1,716		284		
Administration	4,500	2,250	2,748	498			Printing and Stationery heavy in first half year
Pensions	4,300	2,150	2,180	30			
Class Materials	1,000	500	853	353			Most expenditure in first half year
Insurance	1,400	700	621		79		
Interest	5,500	2,750	2,843	93			
Depreciation	780	390	396	6			
	R173,980	86,990	89,149	3,602	1,443	2,159	
REVENUE							
Fees:Tuition and Board	154,660	77,330	78,107	777			See notes attached
Special Subjects	7,500	3,750	4,808	1,058			
Scholarships,etc.	-	-	1,011	1,011			See notes attached
Registration Fees	300	150	293	143			
Sundry Revenue	1,000	500	1,100	600			See notes attached
Nursery School Rent	4,000	2,000	1,500		500		As decided by G.P.C.
	R167,460	83,730	86,819	3,589	500	3,089	
DEFICIT	R6,520	3,260	2,330	-	-	930	

HERSCHEL

SUGGESTED FEE SCALES

Class		Per Quarter				Per Annum			
		1972	1973	1974	1975	1972	1973	1974	1975
		R	R	R	R	R	R	R	R
Kindergarten and Transition	D	45	48	50	53	180	192	200	212
	B	155	165	175	185	620	660	700	740
Standard 1	D	60	65	68	72	240	260	272	288
	B	170	185	195	205	680	740	780	820
Standards 2 - 5	D	90	97	102	107	360	388	408	428
	B	200	215	225	236	800	860	900	944
Standards 6 - 10	D	105	115	120	126	420	460	480	504
	B	215	230	245	260	860	920	980	1040

FEE PROJECTIONS ON SUGGESTED SCALES

Class		Enrolment	1973	1974	1975
			R	R	R
Kindergarten and Transition	D	53	10,176	10,600	11,236
	B	3	1,980	2,100	2,220
Standard 1	D	21	5,460	5,712	6,048
	B	-			
Standards 2 - 5	D	98	38,024	39,984	41,944
	B	17	14,620	15,300	16,048
Standards 6 - 10	D	140	64,400	67,200	70,560
	B	58	53,360	56,840	60,320
		390	R188,020	R197,736	R208,376
		Projections	R185,975	R195,275	R205,038
		Surplus	R 2,045	R 2,461	R 3,338

NOTE: These figures result from applying the suggested scales to the estimated 1973 enrolment in the estimated mix. The Headmistress will be able to determine the ideal mix from an educational point of view adjusted where necessary to fit existing facilities. At a level of 390 the mix must remain more or less as above if the required revenue is to be forthcoming.

HERSCHEL

COMPARITIVE FEE SCALES

		1973	1974		1975	
			5%	7½%	5%	7½%
Kindergarten and Transition	D	192	200	206	212	221
	B	660	700	710	740	763
Standard 1	D	260	272	299	288	300
	B	740	780	795	820	854
Standards 2 - 5	D	388	408	417	428	448
	B	860	900	924	944	993
Standards 6 - 10	D	460	480	494	504	531
	B	920	980	989	1040	1063
Total Fee Revenue		R185975	R195275	R200000	R205038	R215000
Potential Surplus		R14535	R12769	R17494	R10802	R20764

HERSCHEL SCHOOL

MINUTES OF THE MEETING OF THE GENERAL PURPOSES COMMITTEE HELD AT THE SCHOOL ON TUESDAY 8TH AUGUST, 1972

PRESENT: MESSRS. J.H. NEWMAN (ACTING CHAIRMAN)
G. ABERNETHY
J. BETTISON
J. GRAHAM
A.F. LEES
MRS. A. RUSSELL

IN ATTENDANCE: DR. B. SILBERBAUER - HEADMISTRESS

MINUTES.

The Minutes of the Meeting of the Committee held on the 15th May 1972, were confirmed

SCHOOL FEES.

A draft letter advising a fee increase from the beginning of 1973 to be despatched before the end of the current term was approved.

Mr. Lees undertook to re-examine the financial results for the 6 months ended 30th June 1972, and to report back to a special meeting of the Committee to be held as soon as possible.

SUB-COMMITTEES

It was felt by members present that a more positive distribution of responsibilities should be decided upon amongst members of the General Purposes Committee

It was agreed therefore, that the following sub-committees should be appointed under the headings as stated.

GROUND AND SPORTS:	Mr. D. Jooste
BUILDINGS AND EQUIPMENT:	Mr. J. Bettison Mr. J. Graham
HOUSE:	Mrs. A. Russell Mr. J. Bettison Mr. J. Newman Headmistress
FINANCE:	Mr. A.F. Lees

It was further agreed that, any sub-committee would be at liberty to co-opt additional members from outside Council or the General Purposes Committee, if it was so wished.

2/.....

NURSERY SCHOOL.

Mr. Newman reported briefly on the current financial position of the Nursery School.

It was decided that, the rental for the Nursery School premises should be fixed at R3,000 for the 1972 year, the figure to be reviewed in respect of 1973, depending upon the enrolment for that year and the extent to which additional premises would be required.

KITCHEN RENOVATION

Mr. Bettison reported that tenders had been called for, and it was hoped that work would commence at the beginning of the September holidays. No final estimate of cost was yet available.

The Headmistress undertook to address a letter to all day-girl parents, advising them that during the main reconstruction period, it would not be possible to offer pupils the normal lunch services and children should be asked to bring light lunches with them for the time being.

SWIMMING POOL.

The Headmistress reported that Mr. Jooste had investigated this matter again and it was found that to restore the equipment to the full efficiency, would be a major task, and that at the present time it was not possible to secure the service of a suitable contractor.

It was agreed that, temporary repairs should be effected to allow the pool to be used during the summer terms.

SCIENTIFIC EQUIPMENT.

The Headmistress reported that she intended suggesting to the October Conference of Heads of Private Schools, that surplus monies in the hands of the Industrial Fund should be applied initially to meet the urgent needs which exist at all private schools, for science equipment.

Mr. Lees undertook to enquire of the Fishing Industry Research Institute whether that Institute had any surplus equipment or chemcials which could be made available to the school, under reasonable conditions.

LEAVE OF ABSENCE.

Mr. Graham requested Leave of Absence for approximately 2 months in September 1972. This was approved.

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CHAIRMAN

Confirmed .....

Herschel
Claremont
Cape

GENERAL PURPOSES COMMITTEE
MEETING : 8TH AUGUST, 1972
5.15 P.M.

A G E N D A.

1. Kitchens.
2. Circular to Parents concerning raising of fees.
3. Swimming Bath.
4. Science Equipment Fund.
5. Other Matters.

HERSCHEL SCHOOL

MINUTES OF A MEETING OF COUNCIL HELD AT
HERSCHEL SCHOOL ON FRIDAY 9TH JUNE, 1972
AT 5 p.m.

PRESENT: His Grace The Archbishop of Cape Town - CHAIRMAN

Messrs. J.M. Borton
D. Jooste
J.C. Bettison
J. Graham
J. H. Newman
A.F. Lees
Professor. Lighton
Mesdames. K.L.M. Russell
J. Philip

IN ATTENDANCE: Dr. B. Silberbauer - Headmistress.

CONFIRMATION OF MINUTES.

The minutes of the previous Council meeting were confirmed.

REPORT OF THE GENERAL PURPOSES COMMITTEE

The report was laid on the table and approved. Arising out of the report Mr. Borton requested authority to open an account with the Natal Building Society to receive deposits arising from contributions to the Jubilee Appeal. This was approved and Dr. Silberbauer, Mrs. A. Fouche, Mr. J.M. Borton and Mr. J.A. Newman were nominated as Authorised Signatories to the account.

KITCHEN RENOVATION

Mr. Bettison reported that plans for the re-modelling of the kitchen had been lodged with the City Council. Subject to the plans being approved in time it was hoped to start work during the forthcoming holidays.

HEADMISTRESS' REPORT

This report was submitted to Council and approved.

The meeting of the Council then adjourned and members present were reconstituted as the Annual General Meeting of the English Church Schools Association Inc.

FINANCIAL ACCOUNTS

The Audited Financial Accounts for the year ended 31st December, 1971, were adopted. The Chairman drew attention to a letter from the Asscoiation's Auditors, Messrs. E.R. Syfret & Mackeurtan, which commented on certain constitutional irregularities which existed. Mr. Borton explained that this situation has been in existence for some time and it was evidently a matter of some complexity which might be difficult and costly to correct.

After /.....

After full discussion it was agreed that Mr. Justice van Winsen be asked to examine the situation and to advise the Council how the problems could be met.

Mr. Borton also drew the attention of the meeting to the fact that in terms of the constitution a further member of Council should be appointed. This was noted.

The Auditors had further commented that there appeared to be certain deficiencies in the internal control systems of the School's administration. Mr. Borton said that he was aware of the situation but he was entirely satisfied that there was no cause for alarm.

The fee payable to the Auditors of the Association for the year ended 31st December, 1971, was fixed at R400.

This concluded the business of the Annual General Meeting and the meeting of the Council re-convened.

FINANCE.

A comprehensive memorandum on the School's finances submitted by the General Purposes Committee, which had been previously circulated to members, was then considered. It was agreed that it had now become necessary to increase fees and that the increase should be maintained for a minimum period of 3 years. On the understanding that a term's notice should be given to parents before any fee increase becomes effective, it was agreed that the matter should revert to the General Purposes Committee for final recommendations to be submitted to Council at the next meeting of Council on the 22nd September, 1972.

22 September 1972. Robert Compton

THE ENGLISH CHURCH SCHOOLS ASSOCIATION.

Herschel,
CLAREMONT. CAPE.

1st June, 1972.

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD AT HERSCHEL AT 5.00 P.M. ON FRIDAY THE 9TH JUNE, 1972.

THIS MEETING WILL BE PRECEDED BY THE ANNUAL GENERAL MEETING.

A G E N D A.

1. Minutes to be confirmed of Quarterly Meeting held on Friday, March 10th, 1972.
2. General Purposes Report.
3. Financial Review.
4. Headmistress's Report.
5. Any other business.

Herschel,

CLAREMONT, CAPE.

15th May, 1972.

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, June 9th, 1972, 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.

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, 9TH JUNE, 1972.

Meetings of the Committee were held on 21st March and 15th May, 1972.

FINANCE.

The Audited Accounts for the twelve months ended 31st December, 1971, disclose a deficit of R12,651.01 which is some R1,650 more than was estimated.

A review of the financial position and Estimates for 1972 have been circulated to members of the Council and will be considered at this meeting.

FOUR SCHOOLS TRUST.

During April we received cheques totalling R5,276.44 from the Trust in respect of our share of the Divisible Income for the year ended 31st December, 1971, plus a further loan of R7,000.

HERSCHEL JUBILEE FUND.

Donations to the Fund to date total R18,240 and although very few donations have been received in recent weeks it is hoped that the total can be brought to R20,000. In addition promises of assistance relating to the painting and to the wiring in the new kitchens have been received.

Plans of the alterations to the kitchen have already been prepared and submitted to the Cape Town Municipality for approval and it is hoped that we shall be in a position to call for tenders during the course of the next few months.

SAVINGS ACCOUNT - NATAL BUILDING SOCIETY.

As the deposits to the account with the S.A. Permanent Building Society have reached the limit permitted, an account in the name of the Herschel Jubilee Fund has been opened with the Natal Building Society and the Council will be asked at this meeting to approve this action and to authorise certain members of the Council to operate the account.

2/.....

SWIMMING POOL.

As indicated in our previous report, the swimming pool is due for a major overhaul and this will have to be done during the winter months. The costs involved have not yet been established.

HEADMISTRESS'S REPORT

JUNE, 1972.

STAFF.

The staff have worked enthusiastically this half year. Mrs. Tomalin (History) and Mrs. Raubenheimer (Maths) are leaving at the end of this term. Replacements have been found for both. Mrs. Dunnell, B.A., Honours in History and English, replaces Mrs. Tomalin and Mrs. Boyd (Maths) replaces Mrs. Raubenheimer. The latter has been relieving in the Mathematics Departments at S.A.C.S. and Wynberg Boys High.

The Standard 8 class in Biology and History has proved difficult to manage this year - 29 girls of varying ability cannot be adequately dealt with either in the Laboratory or class room. It was therefore decided to split this class into two sections and a part-time Biology and History Teacher, Mrs. Newton, has been employed to teach them. This is a difficulty we will constantly have to deal with as the numbers in the school increase. Our class rooms and laboratories are not geared to cope with more than 24 girls at a time, so these adjustments will have to be made from time to time.

ESTIMATED NUMBERS.

	1972. 3rd & 4th Terms.				1973. 1st Term.			
	Day.		Boarders.		Day.		Boarders.	
Sub. A.	21		2		31		2	
Sub. B.	20		1		22		1	
Std. 1.	23	64	3	6	22	75	-	3
Std. 2) Std. 5)	94	94	12	12	103	103	15	15
Std. 6) Std.10)	121	121	57	57	140	140	55	55
		279		75		318		73
		354				391		

Nursery School :	1972. Boys.	Girls.		1973. Boys.	Girls.	Waiting List.
	23	41		23	26	Boys : 10
			C/Over	12	21	Girls: 4
	64			35	47	
				82		

PREPARATORY SCHOOL.

At the Preparatory School Mrs. Cowling has managed very well during Mrs. Brown's absence on leave. This term the time table was re-arranged and the staff were able to cope by employing a part-time member of staff, Mrs. Davies, to cover Mrs. Brown's classes. Mrs. D'Unienville has replaced Mrs. Faure and teaches one Standard 4 class. Mrs. Faure's sudden departure was at her own suggestion and Mrs. D'Unienville was selected from a long list of applicants.

2/.....

This year we have used a visiting Psychologist, Mrs. Hutton. With her help many behaviour problems have been solved in both the Junior and Senior schools. Learning difficulties as well have been pin-pointed and these pupils are now receiving remedial help. The need for a remedial teacher on the staff is obvious and it is hoped that we may employ such a person permanently next year.

HOUSE STAFF.

The Boarding House is full with a waiting list. I am sure that this is due to the improved boarding facilities which have helped the working conditions for both girls and Staff.

HEALTH.

A good standard of health has been maintained throughout the school this half year.

NURSERY SCHOOL.

The Nursery School continues to flourish and has received it's first quarterly Government subsidy of R1,105.50c. Next year we have a long waiting list and as soon as possible a decision must be made whether or not we should enlarge this Department.

OLD GIRLS' JUBILEE APPEAL.

This Appeal is still going well and approximately R18,500 has been banked up to date. Plans for the renovation of the kitchens have been presented by Mr. Neville Louw, the Architect, and are awaiting the approval of the City Council.

THE JUBILEE PAGEANT.

This production proved an outstanding success, particularly from a public relations angle. Approximately R200 was added to the Jubilee Appeal Fund and the sale of souvenirs will continue throughout the year so that more money from this source will be forthcoming.

CHURCH & CHAPEL.

Canon Hodson has taken Communion twice this term and is preparing 28 candidates for confirmation.

The Scripture Union is very active and speakers and discussions have been organised by the girls.

The Choir has sung at several weddings and has been invited to sing for the International Choir Contest in September, a singular honour.

SOCIOLOGICAL AND DEBATING SOCIETIES.

The Debating Society has been very active and has many interested members. Although we were not successful in the first round of the Jaycee Bilingual debate, our speakers acquitted themselves well.

Next term we hope to run a course in Public Speaking which will culminate in an Inter House Public Speaking Competition.

The Sociological Club has had some excellent talks and films, including a discussion on Asia by Mrs. Elizabeth Taylor, forum discussions and films on pollution.

3/.....

SPORT.

Winter tennis coaching continues for those girls whose tennis is not up to senior school standard.

The hockey team is improving and six girls were selected for the first round of the Western Province Schools Hockey. Only one girl, Margaret Minogue, was finally selected and Miss Scorey, our Games Mistress, has been invited to manage the hockey team when it goes to East London in June.

The Preparatory School have done very well at netball. When they played against St. Cyprians they won all the matches and against Wynberg they won two matches, drew two and lost the Open. This shows a considerable improvement.

SCIENCE EQUIPMENT.

An inventory of scientific equipment needed has been drawn up at the request of Professor Dowdle and was submitted to Protea Holdings. This firm donated a large number of much-needed chemicals and after a visit by Professor Dowdle and Dr. Silberbauer, they also donated an overhead projector and ripple tank. We were invited to return at a later date when stock-taking had been completed and it was intimated that there may well be other items of equipment which we might have. Other much needed apparatus we will have to buy and it is hoped that we can persuade other chemical firms to help by providing these items at cost. Professor Dowdle has shown much interest and has helped throughout these proceedings and we are indeed grateful to him.

GENERAL.

A Parents Evening was held at the Senior School on the 16th May. A Parents Association has now been established at both the Preparatory and Senior Schools and meetings have been held by each class Representative. It is hoped that this Association will provide liaison between the pupils, the staff and the parents.

The Social Responsibility Club have adopted the Ruby Adendorff Home and have collected useful articles of clothing, books, toys, blankets, etc., which are much needed at this Institution. They plan to give a concert here and at the old age home at the end of term.

The entire senior school is now involved in examinations.

Herschel
Claremont
Cape

GENERAL PURPOSES COMMITTEE
MEETING : 15TH MAY, 1972.
5.15 P.M.

A G E N D A.

1. Quote for repair of swimming-bath pump (Norths).
2. Sand-pit - Nursery School.
3. Requests for leave by staff.
4. Jubilee Appeal.
5. Oil burner.
6. Roof at Senior School - Stephen Jones.
7. Kitchens.
8. Other matters.

MINUTES OF A MEETING OF THE GENERAL PURPOSES COMMITTEE
HELD AT HERSCHEL SCHOOL ON MONDAY, 15TH MAY, 1972 AT 5.15 PM

PRESENT:

Messrs. J.M. BORTON - CHAIRMAN
G. ABERNETHY
J. GRAHAM
D. JOOSTE
J. BETTISON
J.H. NEWMAN
DR. B.I. SILBERBAUER

1) Minutes of the previous Meeting held on March 21st, 1972, were tabled and confirmed.

2) SCHOOL FEES.

Until the 1972 Expense and Revenue Budget had been analysed in detail, the Committee could not recommend any specific increase in fees, but agreed that an increase in fees will be necessary in January, 1973.

3) SWIMMING POOL

It was agreed that no money would be spent for the time being, but Mr. Jooste would investigate the cost of installing a diatomaceous earth filter, as the existing sand filter had reached the end of its effective life. This method of filtering would reduce chemical costs considerably.

4) NURSERY SCHOOL.

The Sand Pit had been built by students and it was agreed that the Headmistress would adequately compensate them after consultation with the Chairman and would debit the Nursery School.

5) SCHOOL DOCTOR.

Mr. Borton reported that he had contacted the Doctor and confirmed all the arrangements.

6) ARREARS IN FEES.

A letter had been received from the Attorney advising that Mr. Pulvermacher had explained his circumstances and it was recommended that he be given until the end of June to settle the outstanding fees as suggested by Mr. Godlonton.

7) LEAVE TO STAFF.

The Headmistress was asked to advise the two members of the Staff, who had applied for long leave, that this could not be considered at the moment due to the present financial position.

8) JUBILEE APPEAL.

The figure now stands at R16,000.

9) OIL BURNER.

This had now been installed, but rusty red water was still flowing through and Mr. Bettison volunteered to contact Hamworthy.

2/.....

10) SENIOR SCHOOL ROOF.

Mr. Stephen Jones had quoted R775 for repairs and replacements as per photographs tabled and this price was accepted.

Mr. Jones very generously offered to pay R300 towards the cost.

11) KITCHENS.

Plans were tabled and discussed and it was agreed to submit these to the Municipal Council for approval. Details of finances, etc., could only be decided upon after more detailed costs had been obtained.

Mr. Bettison stated he would organise P.C. items into tender documents and go to tender as soon as possible to contractors who were sympathetic towards the school.

The future Nursery School was discussed, more particularly as regards numbers and it was agreed to refer this matter back to the Hill Nursery School Committee.

CONFIRMED

CHAIRMAN

8/8/72 1972

HERSCHEL SCHOOL

MINUTES OF A MEETING OF THE GENERAL PURPOSES COMMITTEE HELD AT HERSCHEL ON TUESDAY, 21ST MARCH,1972 AT 5.15 PM

PRESENT:

Messrs. J.M. BORTON - CHAIRMAN
G. ABERNETHY
J. GRAHAM
D. JOOSTE
A.F. LEES
J. BETTISON
Mrs. A. RUSSELL

IN ATTENDANCE:

Dr. B. SILBERBAUER - HEADMISTRESS

FINANCIAL ACCOUNTS

At the invitation of the Chairman, Mr. Adair of E.R. Syfret & Company, the School's Auditors, presented draft accounts for the year ending 31st December, 1971. After a full discussion and the clarification of certain points by Mr. Adair, the accounts were accepted for submission to Council.

FEES IN ARREAR.

On a report from the Headmistress that the account of Mr. Pulvermacher was approximately R600 in arrear, it was agreed that the matter should be handed over to the School's Solicitors for further action.

COMMITMENTS.

Mr. Lees requested that an accurate assessment of the outstanding commitments for work done under the headings of Electrical, Dormitory Renovation and the Boiler Installation should be prepared as soon as possible.

FEES.

Mr. Bettison asked that a record of fee increases over the last 10 years should be prepared. He felt that if it was anticipated that fees would have to be increased from the beginning of 1973, it might be wise to formulate a policy of progressive increases which should be advised to parents.

SENIOR MISTRESS - PREPARATORY SCHOOL

It was agreed that Mrs. Brown be appointed Senior Mistress of the Preparatory School with effect from 1st July, 1972, at a commencing salary of R3600 per annum with increments of R120 per annum rising to a ceiling of R4200 per annum. The Headmistress was asked to advise all parents of this appointment.

2/.....

LONG LEAVE

It was agreed that Mrs. Johnson be granted long leave on full pay in the second term of 1973.

Applications for long leave had also been received from Mrs. Muller and Mrs. MacCormack. The Headmistress was asked to submit further information on these applications to the next meeting of the Committee, when the whole question of long leave would be further discussed with a view to making submissions to Council.

SCHOOL DOCTOR

It was agreed that the School should no longer pay a retaining fee to the School Doctor, but that in future the Doctor's services, when required, would be on an ordinary fee basis for the account of the pupil concerned. Mr. Borton agreed to contact Dr. Morris and arrange matters accordingly.

HERSCHEL JUBILEE FUND

It was agreed that a Savings Account be opened with the Claremont Branch of the S.A. Permanent Building Society in the name of the Herschel Jubilee Fund, and that it be operated by any two of the following:

Messrs.	J.M. Borton
	J.H. Newman
	C.J. Bettison
Mesdames.	B.I. Silberbauer
	Adele Fouche

THE ENGLISH CHURCH SCHOOLS ASSOCIATION.

Herschel,

CLAREMONT. CAPE.

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD AT HERSCHEL AT 5.00 P.M. ON FRIDAY THE 10TH.MARCH 1972.

A G E N D A

1. Minutes to be confirmed.

   Quarterly Meeting held on December 10th. 1971.

2. General Purposes Report.

3. Headmistress's Report.

4. Any other business.

Herschel
Claremont
Cape

GENERAL PURPOSES COMMITTEE
MEETING: 8th. FEBRUARY, 1972
5.15 P.M.

A G E N D A

1. Sporting facilities: Hockey Field
   Tennis Court
   Swimming Bath
2. Senior Matrons at Preparatory
3. Bathrooms and hot-water system
4. Kitchen
5. Jubilee Appeal and celebrations
6. Electrical repairs
7. Traffic at Preparatory and road
8. Roofing at Senior School



Herschel
Claremont
Cape

February 9th.1972

You are urgently requested to attend a General Purposes Meeting at the Top gate (entrance to Kindergarten and Nursery School), Kenmar Crescent, at 8 a.m. on Tuesday, 15th.Feb. 1972.

CHAIRMAN.

HEADMISTRESS'S REPORT
JANUARY 1972

STAFF: There has been considerable absence amongst both senior and preparatory staff this term. This was unfortunate so near the beginning of the year.

New members of the staff, Mrs.Beaute ent(Geography), Mrs.Jocheim(Senior Afrikaans), Mrs.de lucchi(Junior Afrikaans) and Miss Currie(English and Art) appear to have settled down well.

Mrs.Tomalin(History) has resigned as from June this year for domestic reasons, and Mrs.Raubenheimer(Maths) is also leaving us in June since they are moving away from Cape Town. A replacement for the mathematics post has been found, and applicants for the history post are being interviewed.

Mrs.Winter(Prep.Games) and Mrs.Hall(Part-time at Prep) have both proved excellent teachers and next term, when Mrs.Brown (Senior Mistress at Preparatory) goes on leave, a part-time teacher will carry out her teaching duties whilst Mrs. Cowling will act as Senior Mistress.

SENIOR MISTRESS AT PREPARATORY:

Mr.Borton, Mrs.Philip and Mrs.Silberbauer interviewed Mrs.Kottler, who had applied for the post of Senior Mistress, as has Mrs.Brown. It was felt by the General Purposes Committee that an appointment should be made and announced as soon as possible and recommendations will be made at this meeting.

HOUSE STAFF:

The alterations to the Senior Boarding house are at last completed with allround satisf ction by both girls and house-staff. The boarding house is full until the end of the year. The preparatory boarders are happy at the senior school and do not affect the arrangements here at all.

At the Preparatory Boarding House we have ten small boarders who are being cared for by Mrs.Johnson. Mrs.Pat Louw is helping her on Wednesday afternoons. This enables matron to have an afternoon off.

HEALTH: A good standard of general health has been maintained throughout the school though there has been a prevalent virus infection which has caused some sore throats and diarrhoea.

NUMBERS:

	4th.Term 1971		1st.Term 1972		2nd.Term 1972	
SENIOR						
Boarders:	34		52		61	
Day:	109	143	127	179	120	181
PREPARATORY						
Boarders:	29		12		14	
Day:	77	106	95	107	98	110
KINDERGARTEN						
Boarders:			5		6	
Day:	57	57	61	66	63	69
		306		352		360
NURSERY SCHOOL						
Girls:			43		43	
Boys:			26	69	26	69
				421		429

NURSERY SCHOOL:

The Nursery School was blessed by His Grace on Tuesday, 7th. March at a general gathering of parents and friends including some members of the Council. There are 69 children at the Nursery School.

Items of outside equipment (jungle gym, swings, etc.) have been procured, and arrangements for the digging and bricking of sandpits are being made by Mr.Newman.

Administrative duties have now been taken over by the Nursery School Committee composed of:

Canon J.H.Hodson, Chairman
Mr.J.Newman
Mrs.K.T.Brailey
Mrs.D.Philip
Mrs.B.Silberbauer
Mrs.A.Russell
Mrs.B.Scholte, Supervisor
Mrs.P.Abernethy, Secretary
Mr.R.A.Frith, Treasurer.

OLD GIRLS JUBILEE APPEAL:

This appeal has been launched by Mrs.Fouché and Mrs.Loggie and letters have been sent to parents, Old Girls, and friends of the school. So far cheques have been received for

The banking of this money is being carried out by Mr.Borton.

THE JUBILEE PAGEANT:

The Jubilee Pageant, written by Mrs.Marion Robertson and produced by Mrs.Saffrey, will be presented on the 17th., 18th., and 19th. of April at 8.00 p.m. As this is an outdoor production arrangements will be made in the event of the weather proving inclement.

CHURCH AND CHAPEL:

Canon Hodson will have taken Communion twice this term. His Grace kindly gave the address at our Founders' Day Service on February 11th.

The Scripture Union is very active. Speakers, films and discussions have been organised on alternate afternoons.

The Choir is singing at a special Broadcast Service at St.Saviours on Sunday.

SOCIOLOGICAL AND DEBATING SOCIETIES:

The Debating Society has been very active. The accent has been on public speaking and at meetings all present have been encouraged to speak. There have been two Afrikaans debates and one external debate against Cape Town High.

The Sociological Club has had some excellent films on Wild Life, speakers on "The Life of a Geologist" by Dr.Borcherd, and "Interior Decorating" by Mrs.Jill Baikoff.

OLD GIRLS' DAY:

A most successful Old Girls' Meeting followed by tea was held on the afternoon of Saturday, February 19th. The meeting was well attended (over 100 were present) and included eight of the "original" Old Girls of the School.

SPORT: There have been weekly tennis matches in all age groups of the Tennis League, and the tennis team players are very keen and have put in a lot of extra practice. A manual tennis ball machine has just arrived and has been put to good use. This machine was bought with the funds left over from the Morning Market held last year.

The swimming team has been very active and numerous very successful inter-school galas have been held. The teams this season are being coached by Mr.Mike English.

The Inter-Schools Swimming Gala is to be held on Saturday, 25th.March.

GENERAL: A parents' Evening was held at the Preparatory School on Tuesday, 22nd.February, which was well-attended. At this meeting members were elected to form a Parents' Association. One representative was elected to represent each class from Standard 2 to Standard 5.

The boarders have had three films this term and one Social evening with the members of the 'Magic Circle' from Bishops.

The school was taken to Maynardville to see 'Antony and Cleopatra'.

Many outings have been made by the Social Responsibility Club to give concerts at Bonnietown, and to visit the Maitland Cottage Home and the Lady Michaelis Hospital. Many boarders have become interested in puppetry and puppet shows have now become a regular feature of entertainment programme of the Social Responsibility Club.

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

HERSCHEL SCHOOL

MINUTES OF A MEETING OF THE SCHOOL COUNCIL
HELD AT HERSCHEL ON FRIDAY, 10TH MARCH, 1972
AT 5 PM.

PRESENT:

THE ARCHBISHOP OF CAPE TOWN - CHAIRMAN
Messrs. J.M. BORTON
D. JOOSTE
G. ABERNETHY
J. GRAHAM
J.H. NEWMAN
A.F. LEES
J. BETTISON
Canon J. HODGSON
Prof. LIGHTON
Dr. DOWDLE
Mesdames. D. CRONWRIGHT
J. PHILLIP
A. RUSSELL
B. BRAILEY

IN ATTENDANCE:

Dr. B. SILVERBAUER - HEADMISTRESS

CONFIRMATION OF MINUTES.

The Minutes of the Meeting of Council held on 10th December, 1971 were confirmed.

REPORT OF THE GENERAL PURPOSES COMMITTEE.

Mr. J.M. Borton, Chairman of the General Purposes Committee presented his Report.

FINANCE.

Mr. Borton reported that the audited accounts for the Year Ended 31st December, 1971, were not yet available. He reported further that from an examination of the figures so far available to him, the deficit for the year 1971 would approximate the indicated figure of R11.000.

Mr. Borton emphasised that teachers' salaries were the main item of expense in the School's budget. Other cost items had been maintained within very reasonable limits but that the Council must accept that without an efficient teaching staff, the whole image of the School would suffer. In addition, it was in his opinion, vitally necessary that the amenities and facilities which the School offered should be maintained at the highest possible standard. The School was faced with certain items of expenditure which in his opinion were mandatory. He foresaw that despite the gratifying increase in the enrolment figures it was inevitable that fees would have to be increased. This was his only avenue open to the Council for the production of increased revenue.

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In the course of full discussion on the School's finances it emerged that:-

(a) Whilst staff salaries had been materially increased in the last two years there was still a material gap between the School's scale and that of Government Schools.

(b) The full capacity of the School was probably 420 pupils which would allow a further 40 pupils to the Junior School and 20 pupils to the Senior School.

(c) That any expansion beyond those limits would require additional capital expenditure or alternatively a lowering of the general standards of education and pupil treatment presently offerred.

(d) That it would be undesirable to raise general fee levels before 1st January, 1973, and in the event that that decision was necessary, as much notice as possible should be given to parents.

(e) That it would be unwise under existing financial conditions, to contemplate extended facilities to accommodate any further increase in the enrolment which in turn would involve further capital expansion.

Upon the suggestion of the Chairman it was agreed that the General Purposes Committee be specifically charged to investigate the whole financial situation of the School and to report to the next Meeting of Council, on the projected Budget for the 1972 Financial Year, and recommendations as to how the financial requirements of the School could best be met.

FOUR SCHOOLS TRUST.

The Chairman reported that the Trust had now formally confirmed that it would raise no objections to individual fund raising campaigns by constituent members, and that the Trust itself had no plans for the institution of a further Trust Appeal.

JUBILEE FUND.

Mr. Borton reported that the initial response to the appeal had been gratifying . In particular, he asked that the appreciation of the Council should be noted for a donation of R1000 from Mr. Harry Oppenheimer. A total of about R3000 had been received to date.

Mr. Borton requested that authority be conveyed to him to open a Savings Bank Account with the S.A. Permanent Building Society in the name of "The Herschel Jubilee Fund" to receive funds donated and that a panel of signatories to the account be appointed. This was agreed.

NURSERY SCHOOL

The Headmistress reported that the School was full, and operating satisfactorily.

HOT WATER SYSTEM.

Mr.Bettison reported that the installation would be completed during the forthcoming School holidays.

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SENIOR MISTRESS - PREPARATORY SCHOOL

It was agreed that Mrs.Brown be appointed Senior Mistress at the Preparatory School with immediate effect.

GOVERNING BODIES - PRIVATE SCHOOLS

Mr. Borton reported on the outcome of the Meeting of Representatives of Private Schools held in Johannesburg recently. It was apparent that the existing Committee representing Anglican Private Schools was unwilling to expand its membership to embrace all Private Schools but it was tentatively agreed that a new body should be set up to represent the views of all Private Schools in the country upon an undernominational basis.

A proposal that a common Pension Fund for teachers in Private Schools be set up was being investigated.

HEADMISTRESS' REPORT

The Report of the Headmistress was tabled and noted.

STAFF LONG LEAVE.

It was confirmed that applications from the staff for long leave should be submitted to the Headmistress for consideration by the General Purposes Committee.

MATRICULATION RESULTS.

The Headmistress agreed to circulate to members of Council, together with the Minutes of this meeting, details of the results of the 1971 Matriculation Examinations at Herschel.

SCHOOL DOCTOR.

In response to a question by Mrs. Brailey it was agreed that the General Purposes Committee investigate the need for retaining a School Doctor.

SCHOOL ARCHIVES.

Mrs. Cronwright asked that some attempt should be made, perhaps by the Old Girls Association to collate all available School records and to build up on a continuing basis a reasonably detailed history of the School. The Headmistress undertook to convey this request to the Old Girls Association.

CONFIRMED Robert Compton
CHAIRMAN

9 June 1972.

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, 10TH MARCH 1972.

A meeting of the Committee was held on the 8th February,1972.

FINANCE:

Audited Accounts for the 1971 year are not yet available, but from the draft figures which have been extracted it would appear that the deficit will not differ substantially from the budgetted figure of R11 000.

Salary increases for the current year will cost not less than R15 000, but the increase in the number of pupils from 307 in the fourth term of 1971 to 360 for the second term of this year will mean a substantial increase in fees which should more than cover the increase. On the other hand, it will not be sufficient to eliminate the deficit, which it is hoped, however, will be reduced below last years figure.

As soon as the audited figures are received a budget for 1972 will be prepared, and will be available for discussion at the next Council Meeting.

FOUR SCHOOLS TRUST:

A letter has been received from the Trust advising that, subject to audit, Herschel's share of the Divisible Income for last year will be R5 276, and enclosing a cheque for R4 500 on account.

THE HERSCHEL JUBILEE FUND:

This was launched during February and contributions are now starting to come in. A Savings Account, under the style of "The Herschel Jubilee Fund", has been opened at the S.A. Permanent Building Society in Claremont, and Council will be asked to give authority to certain members of Council to operate the account.

NURSERY SCHOOL:

The School has had a successful start and appears to have been well received by parents. It has, however, posed a rather unusual problem, namely one of traffic control. The congestion, which occurs on most mornings at about eight o'clock and sometimes in the afternoons, assumes considerable proportions, and is a constant source of irritation to the residents of Kenmar Crescent.

HOT WATER SYSTEM:
Caltex have now sent us a cheque for R 400 covering our interest-free loan, but the actual installation of the hot water system is still awaiting the approval of the plans by the City Council.

SENIOR MISTRESS FOR JUNIOR SCHOOL:
The appointment of a Senior Mistress at the Junior School was fully discussed at the last General Purposes Committee Meeting and recommendations from the Committee will be made at the Council Meeting.

MEETING OF GOVERNING BODIES HELD IN JOHANNESBURG ON THE 26TH FEBRUARY, 1972.
The Chairman of the General Purposes Committee, who represented Herschel at the Meeting, will report briefly on the proceedings at the Council Meeting.

SPORTING FACILITIES:

TENNIS. The re-wiring and re-surfacing of the Tennis Courts have been completed and they are now in a satisfactory condition.
A tennis machine called a ball orbiter has been purchased, and has proved a great success.

SWIMMING POOL. Minor repairs have been carried out but a major overhaul of the Pool is overdue. This will prove costly and it is hoped that funds from the Jubilee appeal will be available to finance this operation.

HOCKEY FIELD: The Hockey Field has been fertilised and top-dressed and is now in first-class condition.

Herschel
Claremont
Cape

March 14th.1972

GENERAL PURPOSES COMMITTEE
MEETING: 21ST.MARCH 1972.
5.15 P.M.

A G E N D A

1. Investigation of Financial situation of School as requested by Council on March 10th.

2. Senior Mistress at Preparatory - Salary and/or responsibility allowance.

3. Requests for long leave by staff - Mrs.Johnston, Mrs.Muller, and Mrs.McCormick.

4. Decision about school doctor.

5. Any other business.


Van
Riebeeck
Press