DORSET HOUSE SCHOOL

GENERAL PURPOSES AND FINANCE COMMITTEE

MINUTES.

APPOINTMENT OF BANKERS

of the General Purposes and Finance Committee

At a Meeting of the Board of Directors of

Dorset House School of Occupational Therapy Limited whose Registered Office is at Bevan Hancock & Co., Solicitors, Carlton Chambers, 25 Baldwin Street, Bristol, 1.

held the seventeenth day of December 1951 and ratified by the Board of Governors at the meeting on 21st February 1952

IT WAS RESOLVED :— That BARCLAYS BANK LIMITED be appointed the Bankers of the Company

That the said Bank be and they are hereby authorised—

1. To honour and comply with all Cheques Drafts Bills Promissory Notes Acceptances negotiable instruments and orders expressed to be drawn accepted made or given on behalf of this Company at any time or times whether the banking account or accounts of this Company are overdrawn by any payment thereof or in relation thereto or are in credit or otherwise.

2. To honour and comply with all instructions to deliver or dispose of any securities or documents or property held by the Bank on behalf of the Company

Provided any such Cheques Drafts Bills Promissory Notes Acceptances negotiable instruments orders and instructions are signed by any two of the Governors whose specimen signatures are given overleaf

~~and countersigned by~~

3. To treat all Cheques Drafts Bills Promissory Notes Acceptances negotiable instruments and orders as being endorsed on behalf of the Company and to discount or otherwise deal with them provided such endorsements purport to be signed by Miss E. Mary Macdonald - Principal or Miss Elizabeth Osborn - Vice Principal

We hereby certify the above to be a true copy from the Minutes

[illegible] Chairman of Finance Committee

E. Mary Macdonald - Acting Secretary

Date 17 December 1951

[See over.

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SPECIMEN SIGNATURES.

(The position occupied by each signatory, *i.e.*, Director, Secretary, etc., should be stated after each name.)

Sir Geoffrey Peto (Chairman of Governors)	will sign	G. K. Peto
Mrs Nugent Young (Governor)	"	Alice Nugent Young
Elizabeth Cazalet (Governor)	"	Elizabeth Cazalet
Andrew Shuttleworth (Governor)	"	A Shuttleworth
H. M. H. M. Sa (Governor)	"	H. M. H. M. Sa
	"	

The Secretary begs to enclose :—

1.—Certificate of Incorporation of the Company (for inspection and return).

2.—In the case of a Public Company, Certificate that the Company is entitled to commence business (for inspection and return).

3.—Copy of the Memorandum and Articles of Association.

To BARCLAYS BANK LIMITED.

DORSET HOUSE SCHOOL OF
OCCUPATIONAL THERAPY LTD.

Name of Account.....

Address. The Churchill Hospital, Oxford.

27th March 1953

To

BARCLAYS BANK LIMITED,

Headington, Oxford.

We have to inform you that at a meeting of the

Insert Directors of or Committee of..... Board of Governors

held at Harberton House, 30.10.52. this day

It was Resolved that :—

Insert name in full Mr. George Richard Frederick Bredin, C.B.E., M.A

of Pembroke College, Oxford

State Office be appointed to sign cheques in addition to ~~the place of~~

Deceased or resigned ~~Mr.~~ Governors already authorised

and that you be authorised to honour his signature for the payment of all moneys, and generally for all matters and transactions connected with the above account, together with the other officials as previously arranged.

E. N. Peto ..... *Chairman.*

Sam Smith ..... *Secretary.*

Mr. G. R. F. Bredin will sign :

G R F Bredin .....

Form No. 128.

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RECOMMENDATIONS FROM THE GENERAL PURPOSES AND FINANCE COMMITTEE : meeting January 29th., 1951.

1. Staff Salaries. That the new Burnham Scales be adopted as from 1st April 1951, for those to whom they apply, but that certain School "ceilings" be fixed.

A further question is, should any other salaries be raised because of the Burnham Scale rises?

2. Superannuation. That the School is unable to consider this at present. (Direction is asked for in relation to those who are already on Superannuation Schemes.)

3. Motor Mower. It was noted that this had been ordered, at a cost of £25, as there is delay in supplying and it will be needed for Harberton House lawns in the near future.

4. Entertainment. Open Day and Sherry Parties.

It was agreed to recommend a reserve of £200 for this year's Open Day expenses.

Miss Macdonald drew the attention of the Committee to the fact that the two Sherry Parties cost £25 each and a London one would cost more, but that this was necessary entertainment. It was decided to suggest to the Governors that these events should be held every two years, rather than every year.

5. School Fees. In view of rising costs, it was recommended to submit to the Governors the proposal of raising the fees for the whole course, now £210, by £15 or by £30 over the three years.

It was also agreed to ask whether the Hostel fees should be raised from £3 3s 0d per week to £3 10s 0d, both rises starting from September 1951 for new students only.

6. Miss Macdonald's Car. Since the re-establishment of the School in 1946, this had cost £506 13s 4d and she has received as an allowance from the School £325 11s 6d. Miss Macdonald submitted that she has not had more than £100 use herself, and asks whether the Governors would be able to make some further allocation. The Committee recommended this.

7. General Expenses Account. That the Governors be asked to authorise transfer of £200 per week from the main account to the general expenses account. (Present transfer is £150 and leaves no margin for small bill payments.)

(Imprest)

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY LTD.

MINUTES OF THE GENERAL PURPOSES AND FINANCE COMMITTEE MEETING

HELD ON FRIDAY, 23rd MARCH, 1951.

Present: Dr. John Johnson (in the Chair)
Mrs. Nugent Young
Dr. A. Shepherd

Miss E.M. Macdonald

The Chairman reminded the Committee that they were empowered to act in matters which had been referred back to them.

1. Dr. Shepherd proposed and Mrs. Young seconded that Miss Macdonald would need some professional financial advice in relating the adjustments made necessary by the Burnham and Whitley Scales to the fees and costs of the School.

Furthermore, that Mr. Lister, the expert whom Dr. Cooksey thought might be willing to volunteer to give this assistance should be approached without prejudice, and that a meeting should be held at an early date in London between the Chairman, Sir Geoffrey Peto (should he be able to be present), Dr. Cooksey, Mrs. Young, Miss Macdonald and Mr. Lister, to consider this proposal.

2. Miss Macdonald was instructed to send out a provisional notice announcing that -

"The Board of Governors regret to have to tell the parents and guardians (and/or Education authorities) that they will be compelled to raise fees in the autumn of this year. The Governors are mindful of the interests of both teachers and taught and will be examining with care in the meantime every aspect of the problem."

The following sentence to be added in the case of students resident in the Hostel:-

"The rise in the cost of living will mean a small surcharge for the First Year Students in the Hostel."

Proposed by Dr. Shepherd, seconded by Mrs. Young.

3. The Finance Committee agreed to certain adjustments in the rates of pay of the Craft Staff justified by, or in conformity with, the new Burnham Scale, which comes into force as from April 1st.

MINUTES OF A MEETING OF THE GENERAL PURPOSES AND FINANCE COMMITTEE OF THE DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY LIMITED HELD AT THE DORSET HOUSE SCHOOL, CHURCHILL HOSPITAL, OXFORD, ON MONDAY, 17th DECEMBER 1951, AT 2 p.m.

Governors present: Dr. J. Johnson (Chairman)
Dr. A. Shepherd
Mrs. A. Nugent Young

Others present: Miss E.M. Macdonald (Principal)
Mr. G. R.F. Bredin (Financial Adviser)
Mr. F.W. Bryon (Accountant)

In Attendance

1. Appointment of New Bankers

A. It was moved by Dr. Shepherd, seconded by Mrs. Young that the resolution contained in the Appointment of Bankers form be adopted and duly signed by the Chairman of the General Purposes and Finance Committee.

B. It was also moved by Dr. Shepherd, seconded by Mrs. Young, that the following Governors' signatures be appended to the Appointment of Bankers form, authorising the Bank to accept their signature on all cheques on the School account: Sir Geoffrey Peto, Dr. E. Casson, Dr. J. Johnson, Mrs. A. Nugent Young and Dr. A. Shepherd (i.e. the members of the General Purposes and Finance Committee, with Dr. Casson in addition).

C. A resolution was proposed by Dr. Shepherd, seconded by Mrs. Young, that £200 be transferred from the School account to the Imprest Account every Monday on a standing order, and that Miss E.M. Macdonald's or Dr. Johnson's signature be accepted as authority for payment from this account.

D. Furthermore it was resolved:

a) that in connection with the combined cheque and receipt form, that the Bank form of Indemnity be duly signed by the Chairman under hand, and that the specimen form of receipt suggested by the Bank Manager be adopted.

b) that in addition to the signatures of members of the General Purposes and Finance Committee present, the specimen signatures of Sir Geoffrey Peto and Dr. Casson be obtained, and the Appointment of Bankers form be signed by the Secretary, and forwarded to the Bank.

c) that the following documents should be forwarded to the Bank:

1) The Certificate of Incorporation of the Company (for inspection and return)

2) A copy of Memorandum and Articles of Association

3) Indemnity Form (duly signed).

4) Specimen signature of Miss E.M. Macdonald.

d) that the Manager be advised of Sir Geoffrey Peto's Secretary's address, so that arrangements could be made for the guarantee of the overdraft kindly arranged by Sir Geoffrey before his departure abroad.

2. Slough Leverhulme Scholarship

Miss Macdonald brought before the Committee a proposal which had been discussed at the Conference of Occupational Therapists in charge of students' hospital practice, held in September 1951. This covered a suggestion that more analysis and simple research was needed to obtain further information for instruction of students. Among other proposals it had been suggested that Mrs. Jones of the Farnham Park Recuperative Centre at Slough should apply for a Leverhulme Scholarship. Dr. Eagger, Medical Director of Farnham Park, had been approached. He and his Committee had endorsed this, but had requested that a small controlling committee be set up to define terms of reference. It was proposed that Dr. Cooksey and Mrs. Young be appointed to this committee to represent the Dorset House School.

3. Students entering the School in March 1952. Miss Macdonald also brought to the notice of the Committee that the number of students who would be entering the School in March was to date only 30, which was less than usual. This number might yet be increased.

4. End of Term Cash Balance. The Committee were also advised that the probable end of term Cash Balance would be approximately £230.

5. Salary of Accountant. The Committee recommended that the ceiling of Mr. Bryon's salary should now be raised to £500, and that, in addition to the ordinary increment of £25, a further £25 should be payable in January 1952, to take into account the increased cost of living.

28 March 52

Minutes of a Meeting of the General Purposes and Finance Committee held on the 28th March 1952.

Present:	Dr. Johnson(in the Chair)	)
	Mr. Bredin	)
	Dr. Shepherd	) Governors.
	Mrs. Nugent Young	)
	Miss Macdonald	)
	Mr. Bryan	)
	Mr. Macdonald (during consideration of expenditure on improvements)	) In attendance

1. Minutes. — The Minutes of the Meeting held on the 17th December 1951, as previously circulated, were confirmed.

2. Funds.
(a) Capital Fund. — It was agreed that arrangements as follow be made for disposal of the funds of the School:

A separate account to be maintained to meet capital expenditure, contributions to this account to be made at the discretion of the Governors from any surplus balances arising in relation to income and expenditure. Mr. Bredin to consult with Mr. Bayliss, the Auditor, concerning specific procedure.

(b) Imprest Account. — Mr. Bredin to undertake correspondence necessary (i) to transferring funds from the General Account at Barclay's Bank into an Imprest Account to be drawn upon by a monthly imprest calculated in weeks at £200 per week, (ii) to transferring the balance outstanding at Lloyd's Bank from the General Fund to the Imprest Account the balance to be withdrawn by imprest.

(c) Endorsement of cheques. — In addition to the authority given to the Principal, the Vice-Principal to be given authority to endorse cheques.

3. Registered Office. — Agreed: that Mr. Bredin consult Mr. Bayliss as to the possibility of his, the Auditor's, office becoming the Registered Office of the Company.

4. Cowley Road Hospital. — Miss Macdonald informed the Committee of the changed circumstances which made it advisable for the School to cease to be responsible for the Occupational Therapy Department at the Cowley Road Hospital. It was agreed to recommend to the Governors that the School cease its connection with the Department.

5. Suggested Training Advisory Committee. — The Principal brought forward a suggestion for some form of Training Advisory Committee, but it was decided to defer consideration of the proposal until the negotiations arising from the report of the Cope Committee are completed.

6. Churchill Hospital: cost of drains — It was agreed that a letter be sent to the Administrator at the Radcliffe Infirmary to ask whether consideration was being given to the Vice-Chairman's letter to the United Hospitals Board in regard to the cost of drains at the School at the Churchill Hospital.

7. Retired Stoker.

The Committee agreed that as a gesture of appreciation of the five years service as stoker given by Mr. Walker, who was now recommended by his medical adviser to retire, a donation of £10 be made to him in addition to any balance of sick pay due.

8. Maudsley Hospital: charges for students.

The Committee were informed that Maudsley Hospital was the only Hospital where students of the School were located for hospital practice that had not ceased to charge a fee of £1 per month for each student. Representations on this issue had so far been of no avail. Paradoxically, a recent letter from the Hospital stressed its dependence on the help of the students placed with it and of the supervisor provided by the School.

The Committee agreed that strong support be given in the effort to have the charge per student abolished, and Mrs. Young and Miss Macdonald were deputed to interview Dr. Cooksey on the matter at issue.

9. Period of Summer Vacation.

Miss Macdonald drew attention to the advantage which would accrue in ease of administrative difficulties for the School staff if the period of the Summer Vacation were five weeks instead of four. Facilities for study would not be restricted by such an arrangement as since the reduction in the number of examination craft samples more weeks during the term at the School were now reserved for private study, and one of these weeks would by the change be transferred to the vacation. Some loss of income on the hostel by reduced students' fees would occur, amounting in all to £60.

It was unanimously agreed that as an experiment a five weeks' vacation be recommended for the current year, the issue then to be reconsidered in the light of experience.

10. Renovations & improvements.

In consultation with Mr. Macdonald, the following items concerning renovations and improvements were considered:

(a) Harberton House:

(i) Dining hall redecoration — The redecoration of the dining hall at Harberton House planned for the long vacation was recommended. There would be an opportunity for consideration of this matter by the Governors at their May/June meeting.

(ii) Nissen hut. — Reported: the Trustees have authorised specified repairs and renovations for improving the Nissen hut to be undertaken at an estimated cost of £64.8.0.

(iii) Covered way. — Construction of the proposed covered way from the Store to the Nissen hut: deferred till next year, and to be discussed with the Trustees.

(iv) Gutter. — Repair of the gutter over the bedroom and dining hall to be done on a timework basis whilst men are on the site.

(v) Fencing. — It was agreed that chain-link fencing 4 feet high with concrete or wrought iron posts 14 feet apart be erected along the verge owned by the School in Harberton Mead Road; discretion concerning adjustments to be given to Mr. Bredin and Mr. Macdonald; expenditure to be limited to £80; a charge to be made to residents in Jack Straw's Lane for access over Harberton House verges, provided they pay for the construction of any gate required.

(vi) Cycle shed. — Resolved: to request the Trustees to provide for an extension of the cycle shed at a cost of approximately £50.

10.(b)
Churchill Hospital.

It was agreed to authorise the patching of the path alongside and leading to the door of the Canteen at the Churchill Hospital, and also of the neighbouring path, by the tar and sand method; expenditure up to a maximum of £80 to be allowed on the first path, and up to £150 in all; Mr. Bredin and Mr. Macdonald to have discretion as to the work in detail.

~~Oct~~
17 Oct. 52

Minutes of a Meeting of the General Purposes and Finance Committee held on the 17th October 1952.

Present:	Dr. Johnson (in the Chair)	)
	Sir Geoffrey Peto	)
	Mr. Bredin.	) Governors.
	Mrs. Nugent Young.	)
	Miss Macdonald	)
	Miss Osborne	) In attendance.
	Mr. Bryon	)
	Mr. Sam Smith.	)

Apologies were received from Dr. Shepherd.

On introducing the business of the Meeting, Dr. Johnson, from the Chair, notified the Committee that although continuing as a member, as from and after the current Meeting he would cease to be Chairman and hoped that Mr. Bredin would take his place.

1. Minutes. The Minutes of the Meeting held on the 28th March 1952, as previously circulated, were confirmed.

Business arising:

(a) Period of Summer Vacation. Miss Macdonald reported that the experimental lengthening of the Summer Vacation to five weeks instead of four had worked well. She gave an account of the readjustment of studies consequent upon it. No complaints from any quarter had arisen.

2. Statement of Accounts & Auditor's Report. The Statement of Accounts for the Year 1951-52 and the Auditor's Report thereon (previously circulated) were received. A net surplus of Income over Expenditure, £2421.12.11, was shown. Mr. Bryon was congratulated on the quality of the work done, with special reference to the series of explanatory notes on various items in the Accounts that accompanied the Statement. It was agreed to recommend to the Governors writing off the £300 for "Goodwill" in the Balance Sheet, either as a whole or by instalments, as by the condition of School finance next year was deemed appropriate.

3. Report on Salaries and wages. The Report on Salaries and wages previously circulated was received. (A copy of the Report, as presented, is appended to the Minutes). During discussion of the Report, Mr. Bryon was absent from the Meeting.

The Secretary read the Report on Scales of Salaries issued by the Ministry of Education in August 1952 awarding a Special Addition to Salary under the "Burnham Scales" at the rate of £40 per annum in the case of men and £32 per annum in the case of women, " with effect from the 1st July, 1952. The Dorset School so far had applied the Burnham Scales in fixing the salaries of most of the Craft Staff. In the Report the figures given

for the Craft Staff (with the exception of Miss K.M. Hudson, who was about to resign her post) had been adjusted to the new award. The increments due to the Craft Staff and to all other members of the salaried staff affected, and the maximum salaries appropriate under present conditions, were shown in the Report. Agreed: that the Governors be recommended to approve increases to the salaried staff as shown, and also to grant to Miss K.M. Hudson the increase due under the Burnham award to the date of vacating her appointment, and to Mr. Bryon an increase of £50 on his present salary plus the increments due to him up to the maximum of £550.

Mr. Bryon's circumstances in relation to overtime worked were reviewed. It was decided that fixed rates of payment for overtime were inappropriate for a senior salaried officer and that the overtime problem be met by providing supplementary assistance, and by award of a bonus at the discretion of the Principal and Mr. Bredin should any overtime extraordinary appear to warrent it. Recommendation was made to the Governors accordingly. Other recommendations:

Mr. Turner (head gardener) £5 bonus
Mrs. Kerry (head cook) 2/8 an hour(approx. £4.8.0. per week)

Miss Macdonald informed the Committee that owing to representations made by the two maintenance men and stokers (Mr. Lawrence and Mr. Newport) she had not reappointed supplementary part-time stokers. The two permanent men had undertaken between them to take over the supplementary stoking in addition to their ordinary duties for an even weekly wage of £8 per week throughout the year. More hours were worked in winter than in summer, but an even weekly wage averaged over the whole year was what the men desired. This new arrangement involved no increase in cost. The wage of Mr. Ingram (houseman at Harberton House) had simultaneously been increased to £6. 10. 0. per week. The action taken was approved.

In all, the increases in salaries and wages recommended amounted to a total sum of £410 in a full year.

4. Sick Pay Scheme.

The Sick Pay Scheme finally submitted for consideration was received. This covered Sick Pay arrangements for three separate groups: (a) Staff on Monthly or Termly Salaries (including Office Staff); (b) Manual Staff, Permanent, Full Time (stokers, cooks, housemen, gardeners, etc): and (c) Domestic cleaners, Permanent and Part Time, detailed on forms of agreement to the conditions specified, to be signed by individual members of the staff affected. An Appointments Form and a Notice of Accidents Form were also received (Copies of all five forms are appended to the Minutes).

Resolved: that the Governors be recommended to approve the Sick Pay Scheme as submitted (subject to amendment of the paragraphs concerning deduction of National Insurance benefits from full pay) and that as and when necessary the Principal consult with Mr. Bredin as to its application.

5. Proposed Reserve Fund. General approval was given to a proposal that a Reserve Fund be accumulated from School income to meet non-periodical expenditure, e.g. for new equipment, repairs and renewals, and emergency costs. It was agreed to recommend that Counsel's Opinion be sought by the solicitors to the School as to possible circumstances of co-operation between the Trust and the School in administering such a Fund.

It was also recommended that the cash balances held by the School be reviewed with the intention of investing any part thereof which could be reasonably freed for this purpose.

6. Budget for the year 1952-53. The Budget for the Year 1952-53 previously circulated, showing an estimated loss on the Hostel of £596, and an estimated surplus of income over expenditure on the School of £755, was received. In the discussion which followed, the uncertainty of probable expenditure during a period of rising prices was emphasised.

7. Helping Hand Van. The Committee were informed that the nominal value of £1 had been given to the Helping Hand Van on the Assets side of the School Balance Sheet to indicate a formal placing of the Van as the property of the School.

8. Reports on re-decoration

(a) Dining Hall. On the redecoration of the Dining Hall the allowance of £82.10.0. authorised by the Governors (Minute 223e: 13/6/52) had been exceeded by £8.10.0. due to the need for staining the floor (the condition of which had been overlooked in the estimate) while the workmen were on the spot. The excess expenditure was approved.

(b) Principals House. The allowance of £17.10. (Minute 225: 13/6/52) for redecoration of the Principal's House had been exceeded by £6.10.7. as the lobby had to be decorated in keeping with the sitting room, and a number of minor adjustments made. The excess was approved.

9. Estimates Alterations and repairs.

(a) Harberton House: 1 Cold frame. The Committee were informed that for the time being the intention to build an extension to the greenhouse for the purpose of supplying additional produce for consumption in the Hostel had been held over, and as a temporary measure it was proposed to erect a cold frame adjacent to the greenhouse. The relevant estimate of £7.14.6. was approved.

9.(ii) "Wet Room" stove. — Approval was given to the purchase of a stove for the "wet room" (where damp clothes are hung) at Harberton House for the sum of £7.10.0.

(b) Churchill Hospital.
(i) Partitions in Tutors' Office. — An estimate of £24 for the construction of a partition wall in Hut 4 (Tutors' Office at the Churchill Hospital was approved: also approved, for a small partition to exclude draughts, £8.

(ii) Design Hut 18. — Estimates relating to Design Hut 18 at the Churchill Hospital, as follow, were approved: Painting in selected colours, £39.19.0: Painting exterior, and water-proofing brick dwarf wall, up to £9.

10. Harberton Mead Fencing & gate. — It was agreed that thanks be expressed to the Trust for the erection of the fencing and the gate on the boundary at Harberton Mead at a cost of £82.6.3.

11. Notice board: "Private". — Authority was given to erect a notice board marked "Private" at the turning to Harberton House from Harberton Mead.

12. Mandsley Hospital: charges for students. — Miss Macdonald reported that the issue of charges for the attendance of students at Mandsley Hospital was not as yet settled.

13. Lease at Churchill Hospital: renewal. — A letter was received from Messrs. J. Carter Jonas & Sons advising as to possible procedure which might be followed to secure an extension of the lease of the premises at Churchill Hospital now occupied by the School. It was agreed to recommend to the Governors that the Ministry be asked to extend the five-year term of the existing lease (the five-year term ends on the 29th September 1954) for a further three or five years.

14. Intake of students: re-organisation of courses. — Miss Macdonald reported that at the moment the initial intake of students exceeded expectations and that more inquiries had been received than during the corresponding period of the previous year.

15. Insurances: report. — Mr. Bredin informed the Committee that he had negotiated with the insurance company for a reduction in insurance premiums paid. What had been secured was a reduction on fire insurance of £3.14.11. and on insurance against "loss of profits" of £27.18.0. on condition that five years was the period covered by insurance payments.

16. International Physical Medicine Congress: photographs.

Authority was given to present photographs relating to the School to overseas visitors who attended the International Congress of Physical Medicine, 1952, at an approximate cost of ten guineas.

17. Endorsing cheques.

Arrangements for endorsing cheques during the vacation period were referred to the Meeting of Governors.

18. Signing cheques.

Thanks were expressed to the Governors who had given time to the signing of cheques throughout the year.

G.R. Bell

Minutes of the Meeting of the General Purposes and Finance Committee held on the 21st March 1953.

Present: Mr. Bredin (in the Chair)
Dr. Johnson.
Mrs. Nugent Young.
Dr. Shepherd.

In attendance:
The Principal.
The Secretary.
Mr. Bryon.

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1. Minutes.

The Minutes of the Meeting held on the 17th October 1952, as previously circulated, were confirmed.

2. Orthoptic School: sharing basic lectures.

A proposal that students of the Orthoptic School should share basic lectures with the students of Dorset House was considered.

Agreed: (a) that the principle of sharing basic lectures be recommended; (b) that sharing with the Orthoptic School be authorised for an experimental period of two years, the conditions of the experiment to be reviewed at the end of one year. (c) that the fee charged per student be left to the discretion of the Principal.

3. Hospital practice.

The Principal reported that the Middlesex Hospital authorities were pleased at the prospect of receiving Dorset House students, and appropriate facilities were being arranged.

4. Proposed new regional schools.

The Committee were informed by the Principal confidentially that the Association of Occupational Therapists had knowledge of tentative proposals to establish new regional schools. Three of those proposed were intended to serve Yorkshire, South Wales, and Northern Ireland respectively. The current demand for training in occupational therapy was said to be declining over the country as a whole, although as yet applications to enter the Dorset School (the largest School, with an intake of 80 students a year) were not affected.

The Committee regarded the formation of regional schools, especially in present circumstances, as a move in the wrong direction, and asked the Principal to report later to the Governors, and to press the Association to act with caution.

5. Churchill Hospital: renewal of lease.

A letter, addressed to Mr. Bredin, was received from Oxford United Hospitals, rejecting the application for a fifteen years' lease of the Churchill Hospital site and proposing a lease on the lines reported to the Governors by the Secretary, that is, an extension of the lease for four years, to be reviewed annually with the intention of giving the School three years notice if and when it was decided to terminate the lease. (See Minute 251: Meeting of Governors 20/2/53).

The Chairman of the Committee, Mr. Bredin, was given full discretion to negotiate with the Hospitals Board by first interviewing the Chairman of the Board, Sir David Lindsay Keir, with the object of securing an extension of the lease for seven years, to be reviewed not less than three years before the seven years ended.

6. Harberton House.
(a) Mr. Shuttleworth: trees.

The Principal reported a request received by telephone from Mr. A.L. Shuttleworth, of Barna Brow, that trees on his side of Harberton House be cut down, as apparently he regarded their condition as dangerous. The Secretary suggested that the opinion be sought of a professional member of the Trees Committee of the Oxford Preservation Trust. This met with approval. The issue of felling or of preservation was referred to Mr. Bredin.

(b) The Gardener's illness.

A letter was received, addressed to Miss Christie, from Mr. J.W. Turner, the gardener at Harberton House. He gave notice to cease his employment, as he was suffering from tuberculosis and could not undertake manual work for many months to come. He had been away ill five weeks, and was entitled to eight weeks sick pay and one week's holiday pay. The Principal spoke well of the five years' service he had given at Harberton House, and the Committee were impressed by the tone of his letter. Agreed: that in addition to the pay due to Mr. Turner, payment of an ex gratia grant of £15 be made to him in recognition of good service.

(c) Proposed Road Meeting.

It was agreed that Mr. Shuttleworth, the Chairman of the Harberton Road Committee, be asked to convene a Meeting of the Committee for the end of April or the beginning of May in order to deal with the following business: (a) cleaning the ditches (suggested contribution of £1 from each householder towards the cost); (b) installing a new gate by Julianstow, so that it may be closed on one day each year; (c) erecting notices that the road is "Private" and that persons damaging trees will be prosecuted; (d) providing keys for the side gate.

7. Valuation of furniture on loan.

Agreed: that the Principal consult with Mr. Bredin and Dr. Johnson concerning the valuation of furniture and equipment loaned to the School by Dr. Casson: authority to be given to engage a valuer after checking by the inventory.

8. Visit of R.M.P.A. (S.W. Branch).

Dr. Shepherd (Chairman of the South-Western Branch of the Royal Medico-Psychological Society) reported on the visit of the Branch on the 19th March. About 30 members representative of mental hospitals in the South-West and the Midlands very much enjoyed their experience at the School, and appreciated Miss Macdonald's paper. The occasion was memorable, and would prove to have done useful work.

9. L.C.C. grants.

The Principal reported that the L.C.C. paid the fees of three or four students, and wished the fees account to be forwarded annually prior to the School year. Payment was not made, however, for periods when, for whatever reason, a student was absent from the School, though the parents were responsible for the full fees. Parents were to be recommended to insure against loss of fees, which could be done for a 15/- or £1 premium.

10. Principal's leave of absence.

Agreed: that Miss Kidston (formerly Deputy-Principal) come to the School to coach next Hilary Term instead of at the end of the Michaelmas Term, as she has volunteered to do, to help in the absence of the Principal on leave authorised for completion of her B. Litt. thesis, and that she be allowed to bring her invalid sister to reside with her in the Principal's house if she so wished. The Principal would take a room in the town for her work, and would be on call. Authority was also given for the Principal to lend her house (which she has herself furnished) in the summer vacation.
This arrangement assists in the maintenance of the staff during the summer vacation.

11. Cost of heating: notice to parents.

Agreed: that in view of the high cost of heating at Harberton House, parents be notified that a charge of 1/- per week throughout the three terms would be added to the fees.

12. Electricity breakdown.

The Committee were informed that on the 30th March electricity earths were blown out at the School and the use of electricity was for a time stopped. The wiring was getting old and it was estimated that the sum of £200 might have to be spent on renewals. Temporarily the wiring had been made secure. Mr. Bredin suggested that a retired electrician formerly in the service of Pembroke College could usefully review the equipment, and the Committee welcomed his offer to arrange accordingly.

13. Date of next Meeting. It was agreed to adjust the date of the next Meeting with regard to the subsequent Meeting of Governors, which was likely to take place on the 12th or 19th June, as found convenient to the Chairman. Dates to be in view were the 4th, 5th, or 9th June.

5.vi.53.

Minutes of a Meeting of the General Purposes and Finance Committee held at Harberton House on the 5th June 1953.

Present: Mr. Bredin (in the Chair)
Sir Geoffrey Peto
Dr. Johnson
Dr. Shepherd.
Mrs. Nugent Young.

In attendance:
Miss Macdonald
Mr. Sam Smith.
Mr. Bryon.

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1. Minutes. The Minutes of the Meeting held on the 31st March 1953 as previously circulated were confirmed.

(a) Orthoptic School: basic lectures. (Minute 2) Business arose from the Minutes as follows: Miss Macdonald reported that the Orthoptic School authorities had agreed to pool students with Dorset House for basic lectures: up to six students, the fee to be £10 per student (if more students, the fee to be reconsidered), the arrangement for pooling to be reviewed in two years' time. The Committee approved.

(b) Proposed new schools. (Minute 4) The Committee were informed that since the previous Committee Meeting the proposals to establish new schools of occupational therapy had made no further progress. The Association of Occupational Therapists had appointed a small committee to examine the situation concerning supply of and demand for tuition in occupational therapy.

(c) Principal's leave of absence. (Minute 10) Miss Macdonald informed the Committee that owing to pressure of events she felt that her thesis ought, if possible, to be completed sooner than had been provided for by leave of absence next Hilary Term. The Committee recognised that the Principal's thesis for the B. Litt. was important to the Association of Occupational Therapists, and authorised her to take leave from now on during what intervals could be arranged.

(d) Electricity repairs. (Minute 12). Mr. Perry, the electrician asked by Mr. Bredin to examine the electricity installation at the School, had reported that the wiring and fittings and also the extensions were satisfactory. Some mains replacements were needed and the control switch should be put under cover. It was doubtful whether the load to be carried by the mains had been taken fully into account, and this factor was to be examined so as to check the possibility of an overload.

It was agreed that estimates for the mains replacements and the covering of the control switch be obtained from contractors. (Mr. Perry would be willing to check the estimates). It was also agreed that payment be made to Mr. Perry for his services. The lease was to be re-examined in order to make sure of the scope of liability for repairs of the kind in prospect as between lessors and lessees.

2. Statement of Accounts: Hilary Term.

The Statement of Accounts and Accountant's Report for Hilary Term (previously circulated) were received. Attention was drawn to the Cash holding of £4,481 recorded in the Balance Sheet, and to the possibility of using some of this Cash fund to greater advantage.

The Committee agreed to recommend: (a) that any sums over and above the necessary working balance be placed on deposit: (b) that a separate account to meet the cost of major repairs be opened at the Bank, into which £400 per year be paid annually; and (c) that the Governors accept the principle of paying the Trust, as opportunity arises, the purchase money for furniture and other equipment loaned to the School by Dr. Casson.

With reference to (c) a detailed valuation list was submitted to the Committee. The Principal informed the Committee that Dr. Casson was fully in agreement with the recommended procedure, and that the legal advisers of the School and Trust would be consulted so that the arrangement could be made legally secure.

3. Churchill Hospital: renewal of lease.

Miss Macdonald had been told unofficially by the Deputy Administrator of the Radcliffe Infirmary that there was no possibility of the United Hospitals Board amending its offer of a four years renewal of lease, with a guarantee of three years' notice. On reflection, the Principal felt that the best course for the School might be to seek permanent accommodation, so as to put an end to the uncertainty of the future. The Committee agreed that, taking all circumstances into account, it might be advisable to accept the lease offered by the Board, and to encourage the Principal to look round for some large house and grounds suitably placed which could be purchased. Meantime, Mr. Bredin agreed to see Sir David Lindsay Keir, the Chairman of the Board, and to obtain from him an authoritative version of the Board's attitude and to report this to the Governors.

4. Harberton House.
(a) Trees.

Sir Geoffrey Peto and Mr. Bredin told the Committee that they had inspected the trees on Mr. Shuttleworth's side of Harberton House. Mr. Shuttleworth had said that he would be satisfied if two of the three trees were taken away. Two seemed to be in poor condition, and felling these (leaving one, reasonably good in appearance) was recommended. The Committee gave approval, an important consideration being the maintenance of goodwill with neighbouring occupiers.

(b) Illness of gardener.

A letter was read, written to the Principal by the late gardener at Harberton House, Mr. Turner, thanking the Governors for their kindness in making to him the ex-gratia grant of £15. The attitude of mind of the writer impressed the Committee. Mr. Turner is married and has two children. He has in prospect a long spell of ill-health. The Committee asked the Principal to keep in touch with him, to make sure that he and his family do not suffer want.

(c) Road Meeting.

Arrangements for the proposed Road Meeting were to be made with Mr. Shuttleworth after the present Committee session. He had agreed to the suggested items of business. The occupiers concerned were prepared to contribute towards the cost of cleaning the ditches and of the proposals relating to the roads.

5. Principal's car allowance: arrears.

Attention was drawn to car allowance arrears due to the Principal under Minute 197: £27.12.11 (1950-51) and £27.8.6. (1951-52) which Miss Macdonald had failed to claim in the due time. Members of the Committee mentioned that the Principal intended to buy a new car. It was agreed that payment of the arrears as stated be authorised, and that, as found necessary, a loan, free of interest, be advanced from School funds (during the period of sale of the old car) towards the purchase of a new car, repayment to be made at the Principal's convenience

6. Harberton House: Interior and exterior decoration.

The Principal reported that the houseman was making good progress with the interior and exterior decoration of Harberton House and the Hostel (probably owing to an improvement in health) and suggested that he would be further stimulated if some small grant were made towards his holiday expenses. An ex-gratia payment to him of £10 was authorised.

7. New Vice-Principal.

Miss Macdonald informed the Committee of an invitation to become Vice-Principal of the School which she had forwarded to Miss Collins, who at the moment was Vice-Principal of a School in Australia but shortly intended to return to this country. A two or three year appointment

had been suggested. Miss Collins had been trained at Dorset House, had served at Littlemore, and had a high reputation. Good Vice-Principals were difficult to find, and other bodies were offering appointments to Miss Collins. It was necessary to lose no time in seeking a good candidate, as the period of appointment of the present Vice-Principal, two years, was drawing to its end. The Principal's action was approved.

8. Holidays for paralysed.

Miss Macdonald asked for the opinion of the Committee on the suggestion that a week's holiday during the Summer Vacation be offered to about six paralysed people. It had been represented to her by the National Association for Paralysed People that the paralysed had difficulty in using hotels. The proposal was to house the visitors in the Annexe, and to charge for food alone, possibly £2 a week. Volunteers from the students at the School would be invited to give the visitors necessary attention, and this would be useful practical experience. The students would be offered board and residence for the week. One member of the staff each year might volunteer to supervise. The suggestion, which had yet to be put to the School, met with the cordial approval of the Committee.

9. Withdrawal of student.

The Principal reported that one of the students was being withdrawn from the School as she had become engaged. Her stepfather wrote asking that the condition of a term's notice or in default the payment of a term's fees should be waived, on the ground of the considerable expense of preparation for the wedding. The girl was not a boarder, and the fees due amounted to £30. So far as was known from the evidence available, the family was not poor. The Committee ruled that the condition concerning fees should stand.

10. Helping Hand Van.

Miss Macdonald asked if the Governors would agreed that the ownership of the Helping Hand Van be transferred from the School to the Trust. The Committee recommended the transfer, subject to Mr. Lord, who made the gift of the Van, being duly notified.

11. Date of next Meeting.

It was agreed that the next Meeting of the Committee be held if possible on the 16th October 1953, at 2.p.m.

G.M. Brock

16.x.1953.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY.

Minutes of the Meeting of the General Purposes and Finance Committee held on the 16th October 1953 at Harberton House.

Present: Mr. Bredin (in the Chair).
Sir Geoffrey Peto.
Dr. Johnson.

In attendance:
Miss Macdonald
Mr. Bryon (during discussion of accounts)
Mr. Bayliss (during review of the Statement of Accounts for 1952-53).
Mr. Sam Smith

Apologies were received from Dr. Shepherd and Mrs. Nugent Young.

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1. Minutes.

The Minutes of the Meeting held on the 5th June 1953 as previously circulated were approved.

Business arising:

(a) Electrical repairs.

Reported: the necessary electrical repairs were being dealt with during the current term. Estimates were being obtained. The repairs needed were not so costly as was at first feared.

(b) Renewal of lease.

The Committee were informed that no lease was in operation at the moment. It was agreed to recommend that the terms of a renewed lease as offered by the United Hospitals Board be accepted.

2. Statement of Accounts for the year 1952-53.

The Statement of Accounts for the Year ending 31st August 1953 was received, with Mr. Bryon's report on a number of items.

Business arising: Agreed -

Future procedure.

(a) That in future Statements of Accounts the following four items appear in the Profit and Loss Account on one side only - "Students Uniforms", "Craft Materials", "Students' Books and Stationery", "Examination Fees", the extent of the transactions to be indicated but the difference between income and expenditure alone to be carried to the final column.

(b) That Messrs. Carter Jonas & Sons be asked to submit their account at the end of each term.

(c) That a ceiling of £500 be set to the "Provision for Bad Debts and Contingencies".

(d) That expenditure on, and income from, garden produce be specifically shown in future Statements of Accounts.

(e) That £400 be allocated from the surplus of income over expenditure in 1952-53 to a Major Repairs and Renewals Fund: also that £400 be similarly allocated at the end of the financial year 1953-54; and that the figure of £400 for the Fund be included in subsequent Budgets (the Budget for 1953-54 has already been planned), the Fund to be used for the purpose of meeting the cost of repairs and renewals entailing heavy items of expenditure at non-regular intervals, e.g., possible repairs to the drive, or re-wiring school and/or hostel buildings, or extensive re-roofing that might need to be done etc. etc. A separate account to be opened at the Bank.

3. Trinity Term 1953. — The Statement of Accounts for Trinity Term 1953 was received.

4. Budget 1953-54. — The Budget for the Financial Year 1953-54 was received.

5. Goods loaned by Dr. Casson. — A letter from Dr. Casson was received concerning the disposal of the furniture, apparatus, etc, that she had loaned to the School. Her legal consultant, Mr. Eberle, advised that the best way of transferring the property would be to sell it to the School and for Dr. Casson to give the money received for it direct to the Trust. Dr. Casson would agree to this procedure, and the Committee decided to recommend that it be adopted.

6. Salaries and Wages. — A list of current salaries and wages was received. Miss Macdonald submitted that if the Burnham scales, which applied to Craft Staff, were increased (as is noted below), it would appear advisable to consider increasing the salaries of other members of the Senior Staff, apart from any agreed increments due to them. On reviewing the list in the light of this submission, the Committee's findings were as follow:

(a) Miss E.M. Macdonald. Salary not adequate to responsibilities. An increase of £50 per annum was suggested. Miss Macdonald, however, asked that for the time being her salary remain as at present.

(b) Craft Staff. It was noted that the Craft Staff were paid on the Burnham or some similar scale, and that increases in the Burnham Scale had been recommended and were not unlikely to be authorised as from the 1st April 1954. A proportion of this probable increase would fall within the current financial year.

(c) Senior Staff. Contingent on the proposed increases in the Burnham Scale becoming operative, it was recommended: (i) that the Secretary to Miss Macdonald (Mrs. Lowe) be given an increase from £450 per annum, her present salary, to £475; (ii) that the Accountant (Mr. Bryon) be given an increase of £25, in addition to the final increment of £25 due to him on the 1st January next, so raising his current salary to £550, and his maximum salary (from January 1st 1954 until further notice) to £575; (iii) Wardens: that Miss Christer be given an increase of £15 on her present salary of £300 plus residence, and Miss Parry an increase of £15 on her present salary of £220 plus residence; (iv) Welfare Officer: that Miss Haddock be given an increase of £15 on her present salary of £220 plus residence.

(d) Office, Maintenance, and Domestic Staff. Irrespective of possible increases in the Burnham Scale and Senior Staff salaries, it is recommended as follows: (i) Office Staff; that Mrs. Brown's wages be raised from £5.10.0. to £5.15.0. per week, and Mrs. Berry's part-time payment from 2/9d to 3/- per hour; (ii) Stokers: that each of the two stokers be given a grant in recognition of good service: Mr. Lawrence, £15; Mr. Shakespeare, £5; (iii) Cooks. Recommended: that payment to Mrs. Collett be increased from 2/3 per hour to 2/6d.

7. Proposed Super-annuation Scheme. The possibility of initiating a superannuation scheme for some members of the staff in the current financial year was considered. The surplus of income over expenditure in 1952-53 amounted to £1187. The recommendations already made, plus probable increases in the Burnham Scale, would absorb much of the budgeted surplus in the current year, and it was with great regret that the Committee felt unable to advise the introduction of a superannuation scheme until the position had been clarified.

8. Suggested alterations in the Syllabus. Proposed alterations in the Syllabus to take into account a demand for after-care and training of home bound disabled, and for instruction of disabled women in the use of special fittings and gadgets for service in household work, was discussed. Miss Macdonald reported that prospective changes in the Syllabus for Occupational Therapists were being considered by the Association.

9. Date of next Meeting. Agreed: that the date of the next Meeting of the Committee be decided at the forthcoming Meeting of Governors on the 30th October.

5.11.1954

J.P.A. Brew
Chairman

THE DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY.

Minutes of a Meeting of the General Purposes and Finance Committee held on the 5th February 1954.

Present: Mr. G.R.F. Bredin (in the Chair)
Dr. John Johnson
Mrs. Nugent Young
Dr. Andrew Shepherd

In attendance:
Miss Macdonald
Mr. Bryon (for items on accounts)
Mr. Sam Smith.

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1. Minutes.

The Minutes of the Meeting held on the 16th October 1953 as previously circulated were confirmed.

2. Business arising.

(a) Electrical repairs.

The Committee were informed that after a sharp stimulus to the firm concerned, the electrical repairs on the Hospital site were in progress. The firm's estimate for repairs had been checked and agreed upon some months ago. The reason why this particular firm was engaged was because they had the contract for the Churchill Hospital.

(b) Renewal of lease.

A letter from the Secretary from the United Hospitals Board, dated the 18th November last, was noted, endorsing the terms agreed upon for continuation of the lease of the Churshill Hospital site.

(c) Future procedure: accounts.

Certain procedure concerning School accounts as decided by the Governors was in course of application, but profit and loss on particular items specified, and also income from and expenditure on contra items, would for convenience be dealt with in the accounts for the full year. The £400 for the Repairs and Renewals Fund would be reserved as from next year's accounts.

3.* 4. Salaries and Wages.

The Committee were informed that the proposed increases in the Burnham Scales had been approved by the confirming authorities. These increases ranged from a minimum of £35 to a maximum of £45 per annum, and were due as from the 1st April next. To increase accordingly the salaries of the staff to which the Burnham Scales applied, and other salaries which the Governors had agreed should be increased if the Scales were raised, would cost the School £150 for the period April to September, and approximately £375 in a full financial year.

3.* Statement of Accounts: Michaelmas Term.

The Statement of Accounts for the Michaelmas Term 1953 and the Accountant's comments thereon were received. The Committee reviewed the Statement and expressed appreciation of the supplementary notes.

The Committee agreed to recommend that the rate of increase adopted be £35 per annum; also that (as his duties in supervising maintenance had decreased since the assistance of Mr. Macdonald had become available) the allowance of £50 per annum to Mr. Maggs for maintenance duties be reduced by £10 with a possible further reduction of £10 to take place in a subsequent year.

5. Future policy.

Miss Macdonald submitted a proposal that the policy of the School be recast so as to provide for one annual intake of students in place of the current two half-yearly intakes, and also for a reduction of the number of students entering during the year to 50-60 or so in place of the usual 80 or thereabouts. Reasons were given as to why in likely future circumstances such a policy would be a wise procedure and would benefit the work of the School: a budget was submitted relating to a reduced number. The Committee agreed to recommend the proposal for consideration.

6. Hospital practice.

Miss Macdonald reported that an occupational therapist at the Middlesex Hospital had been appointed by the Matron, a procedure contravening the accepted principle that appointments were professional and not administrative. Already this occurrence had become an awkward precedent. It was agreed that Miss Macdonald consult the Association and take what steps are necessary in the matter.

7. Frost effects: expense.

The Committee were informed that repairs due to a burst main under the Annexe at Harberton House owing, it is believed, to frost, would cost £65. Emergency arrangements had tided over a very difficult situation. There had also been serious frost trouble at the School, but the Staff and students, with the help of some cloak room accommodation at the Hospital, had managed to deal with the emergency.

8. Superannuation.

Miss Macdonald told the Committee that there were signs that staffing the School in future might be difficult unless a superannuation scheme were introduced. Agreed: that at the beginning of the next financial year, or at some later appropriate stage, the issue of a superannuation scheme be reconsidered.

9. Ministry regulations.

The Committee noted that the Ministry of Health intended to shape regulations applying to occupational therapy and other ancillary professions, and had set up a Working Party which would consider the matter of State registration and relevant qualifications.

24/V/54

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY.

Minutes of a Meeting of the General Purposes and Finance Committee held on the 24th May 1954.

Present: Mr. Bredin (in the Chair)
Dr. Johnson.
Dr. Shepherd.

In attendance:
Miss Macdonald.
Mr. Bryon (for items on accounts)
Mr. Smith.

Apologies were received from Sir Geoffrey Peto (away ill) and Mrs. Nugent Young.

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1. Minutes.

The Minutes of the Meeting held on the 5th February 1954 as previously circulated were confirmed, subject to the insertion of the following Minute as Minute 3:

> The Statement of Accounts for the Michaelmas Term 1953 and the Accountant's comments thereon were received. The Committee reviewed the Statement and expressed appreciation of the supplementary notes.

2. Statement of Accounts: Hilary Term.

The Statement of Accounts for Hilary Term, and the Accountant's supplementary notes, were received. After reviewing the items it was decided that the expense of repairs arising from frost damage be transferred to the Major Repairs and Renewals Account. It was noted that the presentation of the Statement was of the usual high standard and clarity.

3. The Weekly Imprest: transfer.

The Committee were informed that the Imprest Account was overdrawn (at the time of drafting the Statement of Accounts, by £65) and that a larger weekly contribution for payment of small items would avoid troubling the Governors to sign cheques for small amounts. After inquiring into the circumstances it was decided that weekly transfers to the Imprest Account be increased from £200 to £300 per week.

4. Salaries and Wages.

The Principal reported that the increase in Burnham Scale salaries and other salaries, from the 1st April last, as the Governors had instructed, had been implemented. To the end of the current financial year the cost would be £133, and in the coming full financial year, £318. The payment of £50 per annum to Mr. Maggs for supervision of repairs and renewals had not been reduced by £10 as provided, as the efficiency of supervision over work done by the service staff had unexpectedly improved. In view of this improvement, the Chairman of the Committee had been consulted as to the wisdom of a reduction, and had agreed that it ought not to be made. The Committee approved the action taken.

5. Possible commitments.

With an eye to the future financial position of the School, the attention of the Committee was drawn to the possibility of the following commitments:

(a) Equal pay.

The announcement of the Chancellor of the Exchequer that serious attention was being given to some step in the direction of establishing equal pay for men and women engaged in public service brought nearer the likely need of the School to fall into line with an increase in the salaries of women teachers.

(b) Superannuation.

Other Schools of Occupational Therapy had introduced Superannuation Schemes, and in order to maintain a competent staff Dorset House may later find it necessary to introduce superannuation. Some Schools are virtually subsidised, and inquiries might be made as to the possibility of subsidies for Dorset House School without risk of factual intervention with the administration of the School.

6. Future policy.

An estimate of the financial position of the School if the March intake of students were to be cancelled and the yearly entry reduced from approximately 80 to 50 or 54 was received. This took into account a corresponding reduction of Staff and other possible economies. It was noted that the proposed change in policy was suggested on three main grounds: (1) administrative convenience; (2) possible reduction in the number of applications for entry to the School (other Schools are already affected); (3) the strain on the teaching staff, in present circumstances, entailed by attending to the needs of two new groups a year, entering at dates six months apart.

Agreed: that the estimate as given be submitted to the Governors for consideration, prefaced by an introductory note.

The possibility of alternative premises for the use of the School was also discussed.

7. Hospital practice.

(a) Appointment of London Tutor.

The Committee were informed that Miss Meredith had been appointed to be the London Tutor for hospital practice, and this arrangement was working satisfactorily.

(b) Concentration.

If reduction of the number of students did occur, the limited co-operation for hospital practice to be secured in Oxford would seem to make it necessary to concentrate on facilities in London for efficient service. Arrangements at Cowley Road and Littlemore Hospitals had proved helpful, however, and might be useful to retain.

(c) Practice in the U.S.A.

Recently much press publicity had been given to an incident in Italy when four of the students of the School lost their passports through carelessness. They were students intending to take advantage of a School arrangement with hospitals in the U.S.A. for experience in hospital practice there. The Italian incident, in conjunction with the reports on their work at the School, and particularly in hospital practice, revealed a degree of irresponsibility, and the Principal wished to defer the visit of the four to the U.S.A. for a further twelve months. After discussing the matter, the Committee agreed to leave any necessary action to the discretion of the Principal.

8. Harberton House.
(a) Re-decoration.

On the advice of Mr. McDonald, the consultant surveyor, it had been decided that the external re-decoration of certain ground floor windows at Harberton House could appropriately be deferred for a further twelve months.

(b) Gardener.

Since the resignation of the former gardener owing to ill health, the present gardener is the second engaged to take his place and he is proving unsatisfactory. The engagement is for a four-day week, and the Principal was authorised to offer a five-day week in the attempt to secure another and more satisfactory employee.

9. Board of Governors: vacancies.

The Principal drew attention to two vacancies on the Board of Governors and mentioned that in view of the inevitable changes of staff in a relatively new school and profession, she would welcome the experience of ladies accustomed to the problems of women students and able to give help occasionally in medical matters. Two names had been brought to notice: that of Miss Vera Farnell (ex-Dean and ex-Vice Principal of Somerville College) suggested by Miss Plumer (ex-Principal of St. Anne's College), and that of Dr. Walley, suggested by Mrs. Nugent Young.

It was further suggested that Dr. Walley and Miss Farnell be invited to the Open Day to see something of the work of the School and to give opportunity to the Governors to meet them.

10. Summer Holiday plans:
(a) Harberton House.

The Principal sought approval for the closing of Harberton House for one week in Summer Vacation, if necessary, as an economy measure: Mr. Ingram, the houseman, had work to do and would sleep in. Agreed.

(b) Principal's House.

Approval was given, as in previous years, to the arrangement whereby, whilst Miss Macdonald is away during the Summer vacation, a relative or relatives might reside in the Principal's house and pay for staff service.

11. Untraced losses.

The Committee were informed of alleged losses of small sums of money by students, none amounting to more than £2, which so far had not been explained. Methods of dealing with this circumstance were discussed, and it was decided that the Principal call together the whole body of students and make a statement to them on the matter. Authority was given to the Principal to take further steps at her discretion should the outcome of the talk to the students prove unsatisfactory.

18/4/58

THE DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY.

Minutes of a Meeting of the General Purposes and Finance Committee held on the 18th October 1954.

Present: Mr. G.R.F. Bredin (in the Chair)
Sir Geoffrey Peto
Dr. John Johnson.
Mrs. Nugent Young
Dr. Andrew Shepherd

In attendance:
Miss Macdonald
Miss Collins
Mr. Bryon
Mr. Sam Smith
Mr. Sydney Bayliss (Auditor: during review of 1953-54 accounts).

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1. Minutes. The Minutes of the Meeting held on the 24th May 1954 as previously circulated were confirmed.
(Business arising deferred for later consideration).

2. Statement of Accounts for 1953-54. The Statement of Accounts for the Year 1953-54 (previously circulated with the Accountant's Report) was received and examined.
It was agreed that the Statement be recommended for approval by the Governors, subject to the following provisions:

(a) That the sum of £1,500 now in the Deposit Account together with a further £1,000 from Current Account be placed in a Reserve Account and invested.

(b) That the Chairman of the Committee (Mr. Bredin) submit to the Board of Governors recommendations for the investment of the Reserve Account.

(c) That a sum of £400 from the surplus in the Year 1953-54 be transferred to the Major Repairs and Renewals Account.

Fuel Stocks. Sir Geoffrey Peto advised the Principal to arrange for larger fuel stocks to be held at both School and Hostel.
(The Auditor then left the Meeting).

3. Minutes. (deferred business) — Business arising from Committee Minutes 24th May 1954.

(a) Equal pay. — Nothing further to report.

(b) Future policy. — Miss Macdonald reported that it had been found impossible to coincide the implementation of the new syallabus (which was the immediate matter) with the reduction of the yearly entry of students from two occasions to one. This was mainly due to existing commitments arranged with the hospitals for hospital practice. As a consequence the deletion of the March 1956 entry had been postponed.

(c) Hospital practice in the U.S.A. — At the request of Miss Macdonald, it was agreed that two or three members of the Committee (those available in the given circumstances) act with the Principal and Vice-Principal as a small Selection Committee to choose among candidates for periods of hospital practice in the U.S.A. Opportunities for six or eight students were open each year by an exchange arrangement. As yet, no students had been received from the U.S.A.

(d) Board of Governors: vacancies. — The Committee were informed that Miss Farnell was removing from the district and had withdrawn her nomination to the Board of Governors. Suggestions were needed of the names of lady medical practioners or ladies with educational experience of young women students who could assist locally with minor problems affecting the School.

4. Superannuation. — Miss Macdonald referred briefly to the Superannuation Scheme of the Ministry of Education, entailing a contribution of 6 per cent. of salaries from the employing body; also to the scheme of the Ministry of Health, providing for an 8 per cent employer's contribution. Most members of the teaching staff would be eligible for one or other of these schemes, but for some members it would be necessary to shape an independent Scheme applicable to the School alone. After careful consideration, the Committee with unanimity decided to recommend that appropriate Schemes for superannuation be established. Estimated cost, £700.

5. Salaries and Wages. — A Report on Salaries and Wages (previously circulated) was received and considered. Agreed: that the Board of Governors be recommended to grant a merit award of £10 to Miss Haddock, and a salary increment of £25 to Mr. Bryon, who is carrying increasing responsibility in the Accounts Department.

GMcB.

6. Budget for the Year 1954-55.

Having reviewed items 4 and 5 above, the Committee agreed to recommend the Board of Governors to approve the Budget as previously circulated.

7. Commitments and other potential expenditure.

The following matters were reviewed in relation to expenditure involved:

(a) Painting: Harberton House.

The Principal to consult Mr. Macdonald concerning the need of external painting and interior decoration at Harberton House. No external painting has been done in the past four years.

(b) Sound projector.

Agreed: to recommend the Board of Governors that a sound projector be purchased for the service of the School. Estimated cost, about £180, less the price received for the silent projector and small cine-camera.

(c) Lathe: woodworking.

It was also agreed to recommend that Mr. Bredin and Miss Macdonald have discretion to purchase a lathe for the Woodwork Department of the School. Estimated cost, £50.

8. Harberton House: gardener.

Miss Macdonald reported that the Head Gardener had been engaged for an additional day per week.

9. Annual General Meeting.

It was decided to recommend to the Shareholders that the three week's notice of the Annual General Meeting of Shareholders be waived, to allow the Meeting to be held on the same day (October 29th, 1954) as the next Meeting of the Board of Governors.

21. ii. 55.

THE DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY.

Minutes of a Meeting of the General Purposes and Finance Committee held on the 21st February, 1955.

Present: Mr. G.R.F. Bredin (in the Chair)
Dr. John Johnson
Mrs. Nugent Young

In attendance: Miss Collins
Mr. Bryon (during financial business)
Mr. Sam Smith

Apologies were received on behalf of Dr. Shepherd, whose absence was due to illness.

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1. Minutes.
The Minutes of the Meeting held on the 18th October, 1954 as previously circulated were confirmed.

Business arising from the Minutes was as follows:

(a) Fuel Stocks (Minute 2). The Committee were informed that the stocks of fuel in hand had been increased considerably as was reflected in expenditure.

(b) Board of Governors: vacancies. (Minute 3d). Concerning possible appointments to the Board of Governors, consideration was referred to the full Board.

(c) Harberton House: painting and decorating (Minute 7a). A detailed estimate submitted by Mr. F.D. Brownsill for internal and external painting and decorating was received. The estimated cost of a number of items was questioned, and Mr. Bredin was deputed to view the Harberton House premises in company with Mr. Macdonald and decide what final estimate was reasonable. The estimate as submitted amounted to £531. 2. 0.
It was agreed that as much work as possible be done during the Easter Vacation, to begin with the work on the top floor.

(d) Sound projector and lathe. (Minutes 7b and 7c). The sound projector had been purchased and three members of the staff trained to work it. The projector had proved to be very helpful: films loaned from the Central Film Library had been used. So far the silent projector and small cine-camera had not been sold.
The purchase of the lathe as authorised was being held over until circumstances were more appropriate for its use.

2. Statement of Accounts.
The Statement of Accounts for the Michaelmas Term and Mr. Bryon's comments on the Statement were reviewed. The comments were much appreciated.

3. Salaries and Wages.
Matters concerning salaries and wages were reviewed and report to the Board of Governors agreed upon as follows:

(a) Whitley Council increases. Members of the Staff to whom the Whitley Council scales apply are entitled to an increase in salary of £25 per annum. The increase is due

to the following: Miss Macdonald; Miss B.E.G. Collins; Miss M.M.L. Dawson; Miss L.P.M. McLeod; Miss P.A. Lee; Miss E. Meredith. Payment is due from the 1st January 1955.

(b) Bonus for Acting Secretary. Following on the resignation of Mrs. Lowe, arrangements were made for Mrs. Chandler to undertake the secretarial work for the Principal until Miss Macdonald's return. She had joined the Staff at the beginning of the term as shorthand-typist, and was offered a bonus of £5 for temporary employment as Acting Secretary. Miss Collins and Mr. Bryon reported that during this probation period her work had been satisfactory. The payment of £5 was approved.

(c) London Tutor: payment of arrears. On her appointment in April, 1954 the salary of the London tutor was agreed upon as £465 per annum plus 8 per cent; the amount of her present superannuation scheme contributions. Payment of the 8 per cent. was deferred as, if the scheme had by now commenced, this amount would have been contributed by the School. The payment outstanding to the end of March, 1955 is £37. 4. 0. Agreed: that payment be authorised.

(d) Wardens and Welfare Officer. The Committee were informed that it was doubtful whether the Warden of the Hostel and the Sub-Warden and Welfare Officer would wish to come within the superannuation scheme, as contributions would reduce the amount of cash salary received. Including board and accommodation, the Warden's current salary was £490 per annum, and that of the Sub-Warden and Welfare Officer £385. To encourage participation in the scheme, the suggestion had been made that an increase of £10, to £500, be given to the Warden, and an increase of £15, to £400, to the Sub-Warden. Agreed: that Mr. Bredin consult with the Warden and Sub-Warden on the matter and report the outcome; the suggested increases not to be allowed unless the members of the Staff concerned came within the scheme.

4. Superannuation: deductions from salaries.

The superannuation scheme was not yet ready for introduction, as negotiations with the Ministry of Health and the Ministry of Education were still to be completed. The Auditor advised that the deductions already made from salaries could not legally be held in the School funds and should be paid into a separate account. Agreed: that if the scheme were not ready for implementing by the time of the next Meeting of the Board of Governors, on the 7th March, a separate account be opened.

With reference to members of the Staff clearly falling outside the superannuation provisions of both Ministries, it was agreed that subject to the concurrence of Miss Macdonald an insurance company in Oxford be approached to issue policies, to be later assigned and transferred to the School's scheme.

5. Open Day plans.

Concerning "Open Day" procedure, it was decided to recommend to the Board of Governors that from now on "Open Day" be known as "Founder's Day", and that a Memorial Service for the late Dr. Casson precede the usual School arrangements for the occasion this year.

Preliminary notices for insertion in Personal Columns of the Times and the Telegraph, also in the Journal of Occupational Therapy were approved.

6. Memorial to Dr. Casson.

Correspondence that had passed between Sir Geoffrey Peto and Miss Macdonald concerning a proposed Memorial to the late Dr. Casson was read to the Committee. It was agreed that the matter be deferred until Sir Geoffrey could be present at the discussion.

7. Revision of School Fees Remission Scheme.

For a small premium paid by students, insurance cover for emergencies concerned with school fees is provided by a School Fees Remission Scheme. An occasion had arisen for a student's claim, outside term, for which the insurance policy did not provide and the Committee were informed that Miss Macdonald was arranging a new scheme which would give extended cover. The increase in the premium would not be more than 3/- or 4/- per term.

8. Meeting of Residents: private road.

It was reported that a meeting of Harberton Estate residents concerned with maintenance of the private road through the estate had agreed that the road be repaired at allotted proportions of expense. Another meeting would be held on the 3rd March.

9. Lunches: Harberton House students.

On five days a week, the Committee were informed, it had been the practice to give Hostel students 1/4 each towards the cost of lunch at a Municipal Restaurant. The meals and conditions of service had proved unsatisfactory, and the Warden and Welfare Officer were now supplying lunches at the House and School instead. The School lunches were heated at the School. Miss Collins was asked to convey the warm appreciation by the Committee of the additional service given.

10. The Company's Solicitors.

Reported: that no progress had as yet been made with the proposal to delete "Ltd." from the name of the Company.

Resolved: to recommend the Board of Governors to engage an Oxford solicitor to attend to the Company's business, as the personal connection of the late Dr. Casson with Bristol had now been severed, and the partner in the firm at Bristol who was particularly interested in the School had retired from practice. Mr. Bredin was asked to suggest a solicitor.

11. Re-printing of prospectus and stationery.

On the Principal's recommendation it was agreed that the re-printing of the prospectus and stationery be deferred for later consideration, as current circumstances were not appropriate for the proposed change.

12. Garage for Vice-Principal.

Miss Collins co-operates with Miss Macdonald in the use of Miss Macdonald's car for School purposes. The severe winter weather had made it necessary to arrange for the erection of a garage at the residence of Miss Collins to house the car without delay. The cost is approximately £75, to be repaid in instalments. The action taken was approved.

13. Harberton House; repair of drive.

An estimate was received for the repair of the drive from Messrs. John Allen & Ford (Wokingham) Ltd. This was deferred for later consideration.

14. Proposed Medical Director.

Arising from consideration given to possible appointments relating to vacancies on the Board of Governors, the definite need of a Medical Director for the School to whom the Principal could refer appropriate matters was discussed.

Agreed: to recommend to the Board that Dr. Shepherd be appointed as Medical Director, Sir Geoffrey Peto to be informed of the recommendation prior to the Governors' Meeting on the 7th March.

15. Date of next Meeting.

Agreed: that the date of the next Meeting be fixed at the Meeting of the Board in Oxford on the 7th March.

2.VI.55

THE DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Meeting of the General Purposes and Finance Committee held at Harberton House on the 2nd June, 1955.

Present: Mr. G.R.F. Bredin (in the Chair)
Sir Geoffrey Peto
Dr. John Johnson
Dr. Andrew Shepherd

In attendance: Miss Macdonald
Mr. Bryon (during financial business)
Mr. Sam Smith

Apologies were received from Mrs. Nugent Young.

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1. Minutes. The Minutes of the Meeting held on the 21st February 1955 as previously circulated, were confirmed.

Business arising:

(a) Medical Director. (Minute 14) The Committee's appreciation was expressed to Dr. Shepherd for his acceptance of the appointment of Medical Director.

(b) Open Day Plans. (Minute 5) Agreed to recommend that the 1955 Open Day be the last annual occasion of the kind to be so named, and that the change of name to "Founder's Day" on future occasions be announced by the Chairman in the course of his Address. Notices concerned with the Memorial Service to the Founder and with other proceedings on Open Day were reviewed by the Committee and were approved.

(c) Company's Solicitors. (Minute 10) Delay in engaging solicitors in Oxford to conduct the Company's legal business was due to circumstances relating to Dr. Casson's will. The issue whether the same solicitors should act for both the Trust and the Company was discussed.

(d) Harberton House (i) Repair of Drive. (Minute 13) The Committee were informed that repair of the private road would shortly begin and with it the repair to the drive. The work on the drive could not cost less than the figure estimated, i.e. £285 (ii) Painting and Decorating. (Minute 1(c)) Also reported: that the work of painting and decorating the hostel had begun.

2. Statement of Accounts. Hilary Term: The Statement of Accounts for Hilary Term and the Accountant's Report thereon were received. A number of questions were asked and answered. Thanks were expressed to Mr. Bryon for the lucidity of his Report.

Business arising:

(a) Current and Deposit Accounts. In the Balance Sheet as on the 20th April 1955 the credit balance in Current Account was given as £2,573. With regard to a recommendation that £1,000 of the balance be transferred to Deposit Account, the Committee recommend that the matter be deferred for consideration until the end of the financial year.

(b) Hostel: Warden and Sub-Warden. Agreed: that commendation of the good work of the Warden and Sub-Warden of the Hostel be recorded, in view of their success in keeping loss on the running of the Hostel at a low figure.

3. Superannuation. (a) Present position. Reported: the contributions to the Superannuation Fund of both Staff and School had now been placed in a separate Bank Account. Negotiations with the Ministries of Health and Education, in order to give members of the Staff superannuation rights equivalent to the rights attaching to corresponding posts in similar work elsewhere, were still proceeding. Mr. Bredin and Miss Macdonald were arranging to interview the two Departments soon, and hoped to secure a final decision.

(b) Interim payments. Pending completion of the Scheme, authority was given to pay to teachers transferring to posts elsewhere all contributions made to the Fund both by the teacher concerned and by the School, without prejudice. The issue as to one such transference would shortly take effect.

4. Equal Pay. Attention was drawn to the decision of the Burnham Committee that the salaries of women teachers under the Burnham Scale be increased in stages over a period of seven years until they corresponded to the salaries of men. Agreed: to defer consideration of ways and means of implementing the award until the end of the financial year.

5. School: Repair of Hut. One of the huts at the School was reported to be in immediate need of repair for protection against damp. Estimate of cost, £23. Repair was authorised.

6. Library Improvements. The National Library Association had been consulted as to the type of bookcase appropriate to the circumstances of the Library. The kind recommended, with glass doors to be opened to the air when necessary, had been installed.

7. School Fees Remission Scheme: Revision. Following on a consultation with the insurance agents, a proposal for insurance had been drafted in connection with the School Fees Remission Scheme which would cover liabilities affecting students taking hospital practice out of School term. The current scheme related to term only. A case had recently arisen of the inability of a student to continue with a course during vacation. The amended scheme, if adopted, would entail a higher premium from parents. Not all parents paid in to the current scheme.

The Committee were informed that usually some forty students were engaged in hospital practice during the Summer Vacation, and inability to carry through the course was a very rare occurrence. It was decided to recommend that instead of increasing the premium to be paid the School itself bear the cost of remission of fees on these rare occasions.

8. Hostel.

(a) Replacement of refrigerator. Report was given that on the preceding Saturday the old refrigerator had ceased to function. Acting with the consent of the Committee Chairman, an opportunity had been taken to purchase a Prestcold refrigerator, second-hand but in good condition, for £112, that is, £60 less than the cost when new. The purchase was approved, the cost to be borne by the "Major Repairs and Renewals Fund".

(b) Gardeners. Comment was made by members of the Committee on the greatly improved appearance of the garden. This was due, they were informed, to the work of the new head gardener. Much leeway had been made up, and it was hoped that shortly the garden produce would show a profit.

9. Advisory Training Committee. Miss Macdonald reported that as yet the Advisory Training Committee had not been convened, as the new syllabus for the Occupational Therapy Course would not be in print until July. Agreed: to recommend that a Meeting of the Committee be postponed until autumn.

10. Memorial to the Founder. (Strictly Confidential) Sir Geoffrey Peto informed the Committee that to meet the desire of the Governors for an appropriate Memorial to the Founder, negotiations with the City Council for the establishment of a Doctor Casson Memorial Workshop were proceeding. This would be a workshop for the handicapped, intended for some 30 or 40 workers, including the blind. An occupational therapy rehabilitation unit and sheltered workshops would be housed in the same building. The intention was that the School equip the workshop, and the City pay the staff. On the School's behalf a Memorial Fund would be opened and administered by the Trust. Once established, the business of the workshop would be supervised by a Joint Committee. The scheme as outlined was warmly welcomed.

11. Future plans. (Strictly Confidential) Reported by the Secretary: information confidentially received, to the effect that "Cotuit" is likely to be sold by the City Council when a Children's Home is available elsewhere, it may in about two year's time. Its use for the purposes of the School would most probably be approved in principle, but whether these purposes could be served in their entirety would depend upon the character and extent of additional building proposed. The School would be well advised to submit plans to the City Council Planning Committee for its consideration, before entering into commitments to purchase. Agreed: to recommend to the Governors that plans be prepared accordingly.

12. Date of next Meeting. Agreed: that the date of the next Committee Meeting be fixed at the forthcoming Meeting of Governors.

24.X.60,

THE DOREST HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Meeting of the General Purposes and Finance Committee held at Harberton House on the 24th October, 1955.

Present: Mr. G.R.F. Bredin (in the Chair)
Sir Geoffry Peto
Dr. John Johnson
Dr. Andrew Shepherd
Mrs. Nugent Young

In attendance: Miss Macdonald
Miss Collins
Mr. Henderson (Bursar)
Mr. Dennison (Accountant: during business on accounts)
Mr. Bayliss (Auditor: during business on accounts)
Mr. Smith (Secretary)

1. Minutes. The Minutes of the Meeting held on the 2nd June 1955 as previously circulated were confirmed.

Business arising:

(a) Harberton House: (Minute 1d) Major Renewals and Repairs Fund. With reference to the repair of the drive and the painting and decorating of Harberton House, the Committee was informed that the Major Repairs and Renewals Fund was almost exhausted. The painting and decorating alone had cost about £600, but this included minor items which in the ordinary course would have been met from the General Account. The two items under review were outstanding examples of expense recurring only at long intervals, intended to be met by the Fund.

Agreed: that the whole cost of painting and decorating be borne by the Major Renewals and Repairs Fund. (See Minute 2.b.)

The Committee also decided that the annual allocation of £400 to the Fund was, at least for the time being, an appropriate amount.

(b) Superannuation. (Minute 3) Mr. Bredin and Miss Macdonald reported that despite their personal interview at the Ministry of Education, at which a representative of the Ministry of Health was present, the relation of School superannuation arrangements to Departmental Schemes was no further advanced.

In this situation, it was agreed to recommend that an independent Superannuation Scheme be arranged through the insurance brokers, who already handle the School business.

The Committee were informed that meantime income tax should have been charged on superannuation contributions paid by the School in a lump sum to members of the staff who had left, as the scheme was not yet an approved scheme. Two of the staff had so far been involved and the tax would fall on the total of School contributions made since the beginning of January last.

Agreed: that the amount of tax in each case be forwarded to the Income Tax authorities and should not be recovered by the School from the two members of staff concerned. Any staff members leaving in the future should have the tax deducted. An approved scheme would adjust the situation.

(c) Equal Pay. (Minute 4) As difficulties had arisen in implementing the decision to apply the Burnham Committee's ruling on equal pay for women with men, it was decided to defer consideration of detailed arrangements until the next Meeting of Governors.

(d) School (i) Repair of Huts. It was reported that although a process previously applied with success had been used, repair to two leaking huts had not proved to be satisfactory. The attempt to prevent leakage entirely had involved a little more expense than had been estimated and authorised, and even so was not completely effective.

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1(d) (i) Cont. It was suggested, and agreed, that an anti-damp chemical process, relatively inexpensive, should be used for future leakage prevention.

(ii) Terms of Lease. Also agreed that the terms of the lease with regard to rehabilitation when the lease ends, should be looked up and reported to the next Governors' Meeting.

(iii) Fire Insurance. Enquiries had been made as to whether the School huts were covered against fire. As had been assumed, the huts, as Government property, were covered by the Civil Service arrangement that losses by fire were met from the National Exchequer.

(e) Advisory Training Committee. (Minute 9) Miss Macdonald asked for advice on whether the Advisory Training Committee should now be convened. The new syllabus had recently been issued, and the moment seemed opportune for a Committee Meeting. The present members of the Committee were Dr. Scott, Mr. McInnes, Dr. Shepherd and Mrs. Nugent Young. This issue was deferred until the Governors' Meeting.

(f) Memorial to Founder. (Minute 10) The appeal for donations to the Founder's Memorial Fund had not met with as generous a response as was expected. To remove misapprehension as to expenditure on the Rehabilitation Centre which could be borne from the Fund it was agreed that the facts be reported to the City authorities concerned.

2. Statement of Accounts for the Year 1954-1955. The Audited Statement of Accounts for the Year 1954-1955 was examined. Mr. Bayliss, the Auditor, drew attention to two points:- (a) that the Bank had debited the School in November for the purchase, as authorised, of the £500 worth of 2½% Bonds, but had not actually purchased these until February. As a consequence, the School had lost some interest on the money meantime; (b) that the tradesmen's books at Harberton House appeared not to be certified by the Wardens. The Principal explained the degree of checking at present exercised. It was agreed to leave to Miss Macdonald any adjustment in procedure necessary.

Mr. Dennison then drew attention to various items in the Statement, and answered one or two questions. He was complimented on the degree to which he had acquired a grasp of the business of the School since his recent appointment.

Business arising:

(a) Garden Produce. The Principal, Bursar and Accountant agreed to attempt a more exact assessment of the produce of the garden and of expenditure thereon.

(b) Painting and Decorating. Agreed: that the expense of painting and decorating at Harberton House, amounting to £597.18.0, be met from the Major Repairs and Renewals Fund, as shown in the Statement.

(c) Investments. It was decided to recommend the investment, from the surplus of income over expenditure at the end of the financial year, of the sum of £1500 in the new 4% Defence Bonds, and the transfer of £500 from the sale of 2½% Bonds, also for investment in 4%. Should it be found after enquiry that the School could hold a greater sum than £2,000 in the new 4% Defence Bonds issue, then notice should be given for transfer into it of the present holding of 3½% Defence Bonds.

2. Statement Adopted. The Statement of Accounts was adopted for submission to the Governors and to the Shareholders of the Company.

3. Budget for the Year 1955-1956. The Budget for the Year 1955-1956 was examined and approved.

4. Banking Procedure. The following difficulties relating to the current banking procedure were reported.

G.A.B.

4.(a) The Imprest Account. The large total of payments from the Imprest Account at the present figure of the Imprest gave rise on occasion to the risk of end-of-term overdrafts. This risk could be avoided if the monthly imprest were increased to £2,500.

(b) Signatures to cheques. The Governors were very helpful, but at times it was not easy to secure the signatures of two Governors as required for certain cheques. It was suggested that the signature of only one Governor be required for such cheques and that a second signature be that of an officer of the School.

(c) Recommendations. These considerations were very carefully reviewed and re-reviewed, and finally it was resolved to recommend to the Governors as follows:

Signatures to Cheques. Any one of three officers, the Principal, Vice-Principal or the Bursar to be authorised to draw cheques on the General Fund for salaries and wages up to a maximum of £100, and for other expenses up to a maximum of £50. For all other cheques the signature of one Governor plus that of any of the three offices named above to suffice.

The Imprest Account. As the arrangements for cheque-signing recommended would make an imprest unnecessary, the imprest system to be abandoned, and a Current account only run by the School.

Cheques received. The Accountant, in addition to the officers already named, to be authorised to endorse cheques payable into the School account.

5. Salaries and Wages. With reference to the annual review of salaries and wages, it was decided to recommend that the salary of the Tutor's Clerk, at present £300 per annum, be increased by two yearly increments of £13 each to £326 per annum.

6. Future Plans. Miss Macdonald reported the possibility of buying a large house by the private road near to Harberton House, with about an acre of ground, for £8,500. If this could be purchased, the necessity to build extensions to "Cotuit", were that property also acquired by the School, would be avoided. The Committee encouraged the making of appropriate enquiries.

With regard to "Cotuit", the City Council had made the first move towards transferring the Children's home to a building to be erected on another site.

7. Proposed Change of Examination Dates. The Committee were informed that the Association proposed shortly to fix examination dates which would involve entire reorganisation of School arrangements, reorganisation that warranted three years' notice of change.

Resolved: that a strong protest against the proposed change be forwarded to the Association in the name of the Governors.

8. Terminal Statements of Accounts: simplified procedure. The matter of the detailed Statement of Accounts formerly submitted at the end of each term, was discussed and it was suggested that a less elaborate Statement showing clearly the totals of Income and Expenditure in comparison with the corresponding term of the previous year be presented for review. As there had been no notice of this proposal, decision was deferred until the Governors' Meeting.

12.i.56

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Meeting of the General Purposes and Finance Committee held at Harberton House on the 13th February, 1956.

Present: Mr. G.R.F. Bredin (in the Chair)
Dr. John Johnson
Mrs. Nugent Young

In attendance: Miss E.M. Macdonald
Mr. K.D.D. Henderson (Bursar)
Mr. H.L. Dennison (Accountant: during business on accounts)
Mr. S. Smith (Secretary)

Apologies were received from Dr. Andrew Shepherd.

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1. The late Sir Geoffrey Peto. — The Chairman reported formally the death of the Chairman of the Governors, Sir Geoffrey Peto, and referred to the great debt owed to him by the School for his keen interest in its work and his unfailing wisdom in the advice he gave. In respect of his memory the Committee members and officers present stood in silence.

2. Minutes — The Minutes of the Meeting held on the 24th October, 1955, as previously circulated, were confirmed.
Business Arising:-

a. Repair of the drive: Harberton House. (Minute 1a.) — Reported: £165 was due to be paid by the School for repair of the drive. The quality of some of the work done was discussed and the opnion expressed that it was adequate.

b. Superannuation (Minute 1b.) — As yet no further progress in arranging the Superannuation Scheme had been possible.

c. Repair of Huts (Minute 1d.) — Some £20 was due to be paid for hut repairs which had not been effective in preventing infiltration of water. The Churchill Hospital had been equally unsuccessful with their huts and were making no further effort. Mr. Henderson outlined another experiment he had in view which might make possible the use of "Nubex" and would involve little cost.

d. Memorial to the Founder. (Minute 1f.) — The late Sir Geoffrey peto had held firmly to his guarantee of £1,000 to the fund for a Memorial to the Founder and looked to a Trust Fund that he had established for payment of any contribution due. The intentions of Sir Geoffrey were clear, and although a claim on the Trust Fund might not be legally binding, it was assumed that the Trustees would feel it to be their duty to act according to his known intentions. To date, donations to the Memorial Fund totalled £541 6s 0d.

e. Investments. (Minute 2c.) — Reported: as instructed by the Governors, £1,000 had been invested in 4% Defence Bonds.

f. Banking procedure (Minute 4 and an additional note) — The banking procedure approved by the Governors at their Meeting last November had been implemented and was working satisfactorily.

GRB.

g. Future Plans (Minute 6)

The planning of extensions necessary for the purposes of the School in "Cotuit" were purchased were being drafted. Possible alterations were discussed.

Miss Macdonald pointed out that the economics of the proposed one intake of students each year, instead of two, needed attention. A large enough number of students to maintain the School financially was essential whether by one annual intake or two. Then only could accommodation required for them and the cost of its erection be calculated.

2h. Proposed Change of examination dates. (Minute 7.)

Miss Macdonald reported that the Association promised to give not less than two year's notice of any change in examination dates. These were signs that other schools were having second thoughts about the proposed change and eventually it might not be made.

3. Statement of Accounts & Accountant's Report for Michaelmas Term 1955.

A Statement of Accounts for Michaelmas Term 1955 in less detail than given in such Statements formerly, (as approved by the Governors for an experimental period) was submitted, together with the Accountant's Report thereon. The Statement was limited to a review of Income and Expenditure only. General satisfaction with the form of the Statement was expressed, also with the comments of Mr. Dennison.

On reviewing the accounts for the Hostel, remark was made on the good work done by Miss Parry, in spite of difficulty due to the absence of Miss Christer for much of the term owing to ill health, and it was recommended that the Governors express their appreciation of the service given.

4. Salaries and Wages.
a. Equal Pay.

In order to implement the scheme to establish equal pay by stages over a period of seven years, and to put right certain anomalies, the following increases in the salaries of the undermentioned craft instructors, which include increments of pay due, were approved.

	1.4.55. to 31.8.55.	1.9.55. to 31.3.56.	1.4.56. to 31.8.56.	Total
Mrs. Kuemmel	£7 10 0	£10 10 0	£7 10 0	£25 10 0d
Miss Hance	- - -	11 13 4	8 6 8	20 - -
Miss Jackson	5 8 -	7 11 3	10 16 0	23 15 3d
Miss Thompson	5 4 7	7 6 5	10 9 2	23 - 2d
Miss Draper	4 3 4	5 16 8	8 6 8	18 6 8d
Mr. Maggs	5 16 8	8 3 4	11 13 4	25 13 4d
Total cost to the School during this financial year				£136 5 5d

Three classifications apply to craft instructors, i.e. graduate, qualified, unqualified. Miss Jackson and Miss Thompson are graduate; Miss Draper is qualified. The Committee agreed that Mrs. Kuemmel be classed as graduate, and that Mr. Maggs be regarded as qualified by long service. Miss Hance, an unqualified teacher, is being considered as a special case.

b. Burnham increases.

It was agreed that review of salaries relating to the Burnham scales be deferred until next October, when the decisions of the Burnham Committee on current claims would be known.

5. Increase of audit fees.

The Committee were notified that Messrs. Bayliss had increased their audit fees by 25%, which meant an increase for the School from £75 to 92 guineas. They were, however, prepared to reduce this figure by some 10 guineas if the Annual Statement of Accounts alone had to be audited, instead of three terminal Statements as heretofore.

6. Increase of students' fees: timing.

Miss Macdonald asked the Committee to decide whether the increase in students' fees should apply only to new entrants, as had previously been the practice, or, in addition, to students already taking the course, who in any event would pay on the old scale until the end of August. Subject to the decision of the Governors, the Committee ruled that old students as well as new should pay the increased fees, but that discretion be given to the Principal and Bursar to adjust fees in cases of hardship.

7. National Insurance: student-teachers.

The Committee were informed that student-teachers who gave some hours of service as part fee for the course were now classified as employees of the School, and as such were subject to payment of contributions under the National Insurance Scheme. The Ministry required back-payment of contributions from 1954. Three students were effected, and the amount to be paid might be up to £90, which it would fall to the School to pay. The Committee decided that the Ministry's claim should be met without appeal to the Minister but directed that in future the student-teachers themselves should pay both employers' and employees' contributions.

Mr. Rust of the Ministry of National Insurance, had been very helpful to the School when dealing with the situation that had arisen, and it was agreed that a letter of thanks be sent to him.

8. Accident at Slough: insurance claim.

A Swedish visiting student, Miss Viola Svensson, while with Mrs. Jones, supervisor of the Farnham Park O.T. Workshops, in the latter's car, had suffered severe injury in a collision with an engine in a trading estate at Slough. The insurance certificate held by Mrs. Jones was comprehensive, and lawyer friends of Miss Svensson were believed to be taking her case up. Mr. Henderson had been attending to the matter on behalf of the School.

9. Lodge Robbery: insurance claim.

Compensation was being claimed for goods belonging to a staff member which had been taken by thieves during the robbery at the Lodge, under the School's policy that covered the property of staff and students, but the insurance brokers hesitated to admit liability for the loss. The amount at issue was about £50. It was agreed that pressure be placed upon the brokers to admit liability.

10. Examination Results.

The Committee received a list (previously circulated) of the results of an examination in November 1955, and remarked upon the excellence of the standards attained.

11. Hospital Practice Plans

Miss Macdonald reported that conditions effecting students at a certain Mental Hospital were altogether unsatisfactory, and recommended that no more students be placed there for hospital practice. Room for half-a-dozen students, the maximum number for which provision had been made at the Hospital in question, would have to be found elsewhere. Enquiries had been made of the Springfield Hospital, Tooting, with a view to concentration in the London area, and although students would have to live out, which would involve extra expense, it appeared that appropriate arrangements there for hospital practice could be established. Concerning hospitals in general, the Principal had heard a rumour that the Ministry had decided that students must pay for their keep. Further enquiries were being made.

The Committee approved the proposed withdrawal, and authorised arrangements with Springfield Hospital for the admission of students, over an experimental period of six months or one year.

27.vi.46.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the Meeting of the General Purposes and Finance Committee, held at Harberton House on Wednesday, 27th June, 1956.

Present: Mr. G.R.F. Bredin (Chairman).
Dr. John Johnson.
Dr. Andrew Shepherd.

In Attendance: Miss E.M. Macdonald (Principal).
Mr. K.D.D. Henderson (Bursar) - Acting as Secretary.
Mr. H.L. Dennison (Accountant).

Apologies were received from Mrs. Nugent Young and Mr. S. Smith

1. Minutes — Minutes of the Meeting held on 13th February, 1956, as previously circulated, were confirmed.

Business Arising -

a. Will of Sir Geoffrey Peto. — (i) - Sir Geoffrey's guarantee to make up the Casson Memorial Fund, (still standing at £541. 6s. 0d.) to £1,000 was not enforcible at law, but his Trustees were still considering whether they should voluntarily implement his intention.

(ii) - The same was true of his prizes for Design. Entries for 1956 competition had already been submitted and the Committee approved the award of a first prize of £3 and a second prize of £2 against School Funds, irrespective of the Trustees' final decision.

(iii) - The Principal and the Bursar had inspected a possible site for the Curative Workshop. The buildings could include, in addition, the Shop (now in Little Clarendon Street) and the Domiciliary Therapy Clinic (now at Headington). The School's obligation to equip, but not to maintain the Curative Workshop had been made clear.

b. National Insurance: Student/Staff. — Arrears amounting to £102. 5s. 8d. had been paid. To avoid any future allegation that the School was avoiding its statutory obligation to pay the employer's share, the Committee directed that this share be paid in future and that the "scholarship" be reduced by a similar amount by charging a small termly tuition fee to cover it.

c. Examination Dates. — The summer examination had been moved forward to early June this year and the other schools were pressing for an even later date. The Chairman promised to sign a letter to the Association, pointing out the disadvantages of any later date for this School and asking for a definite statement of policy.

d. Accident at Slough. — The Consulate lawyer was handling this case for Miss Svensson. The School was not involved.

e. Lodge Robbery — The Brokers had admitted liability and the Policy had been specifically endorsed for future reference.

f. Hospital Practice — The changes had proved satisfactory and no notice of an increase in charges for board and residence had yet been received from the Ministry of Health.

GRFB.

2. Statement for new Governors. The Committee approved, with appreciation, the draft financial statement for the information of the four new Governors, (Lady Franks and Sqn.Ldr. Wynn-Parry had expressed their regrets), and directed that it be circulated to all Governors with the Agenda for the Meeting, after such revision as might be necessary in the light of decisions to be reached later.

3. Statement of Accounts. The accounts for the first two terms of the current year were examined and approved for submission to the Governors. The Committee expressed its appreciation of the lucidity of these accounts and of the accompanying analysis of expenditure on a per capita basis. It was noted that of the £814 overspent, payments in respect of the previous year amounted to £152 for Student/Staff and London Tutors' insurance; £125 for equal pay awards; £250 for a donation to the Memorial Fund and £100 surplus stock-in-hand.

4. Salaries and Wages. A. The Committee agreed to recommend the adoption by the Governors of the following resolutions:-

(i) That the new Burnham Scales be implemented from October 1st 1956.

(ii) That a ceiling of £650 be enforced for graduate staff and proportional ceilings for others.

(iii) That salaries of administrative, clerical and Hostel staff be increased proportionately by about 10%.

(iv) That the detailed salary list drawn up to implement the above be approved for submission to the Governors.

(v) That in order to balance the 1956/7 budget the Principal should investigate the possibility of economies, particularly in the cost of external lectures, but that parsimonious economies would do more harm than good, and the possibility of a deficit on this budget must be faced.

(vi) That all new students and their parents be warned that a further increase in fees was more than probable in October 1957, but no decision would be taken until March of that year.

B. The Committee recorded its appreciation of the presentation of this statement and of the accompanying analysis of expenditure by the Accountant.

C. The Principal reported that as a result of conversation with a representative of the Ministry of Education, it had become clear that Dorset House, being a recognised establishment for Further Education, had no chance of obtaining a grant in aid, without submitting to complete control by the local Education Authority.

5. Superannuation A. Owing to the revision of the Teachers' Superannuation (approved External Service) Rules, it was now possible for N.H.S. staff to participate in the Ministry of Education 1948 Scheme. The new proposal was outlined by the Bursar, who was directed to prepare a statement suitable for presentation to the Governors, with a recommendation from the Committee that they should apply before August 31st for inclusion in such a scheme, in order that it may become effective from the beginning of the current term.

J.R.B.

The Committee also recommended that the School should proceed forthwith to draw up a private endowment scheme for other members of the staff.

B. It was reported that difficulties over the appointment of a London Tutor and a replacement Tutor should not now arise.

6. Future Plans

(i) It was agreed that although annual entry remains as an objective, planning for new premises should proceed on the assumption that the dual entry would have to continue for some time for financial reasons.

(ii) Reported: that accommodation requirements were being worked out on a block system:-

1. Administrative.
2. Common Rooms, Library, Canteen, etc.
3. Lecture and Classrooms.
4. Noisy Workshops.

1 and 2 could be accommodated in Cotuit without much additional building.

(iii) Reported: that the maximum amount likely to be available in the near future from the Casson Estate would be approximately £6,000 in cash, (of which £3,000 had already been received) and £1,000 in realisable securities. The rest of the legacy was tied up in providing an annuity for Mrs. A. Reed.

(iv) Reported: that enquiries were still proceeding as to the possibility of finding a more economical, but permanent building material.

7. Other Business

The Association approved the following:-

(i) Increase in Library fee from 2/6d. to 5/- per term to cover higher costs.

(ii) Increase in breakages charge at Harberton House from 2/6d. to 5/- per term.

(iii) Expenditure of £51.5s. 0d. against Major Renewals for re-decoration of Harberton Lodge.

(iv) Financing, under recovery, of typing expenses etc. in connection with the editing of a book on Occupational Therapy by the Principal.

22.X.56.

G.R. Reed
Chairman

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Meeting of the General Purposes and Finance Committee, held at Harberton House on the 22nd October, 1956.

Present:
Mr. G.R.F. Bredin (in the Chair)
Dr. Andrew Shepherd
Mrs. A. Nugent Young

In attendance:
Miss E.M. Macdonald (Principal)
Miss B. Collins (Vice-Principal)
Mr. K.D.D. Henderson (Bursar)
Mr. H.L. Dennison (Accountant)
Mr. S. Smith (Secretary)
Mr. R.T. Johnston (Temporary Acting Bursar)
Mr. S. Bayliss (Auditor)

1. The late Dr. John Johnson.

The death of Dr. John Johnson, a member of the Committee from its inception, was formally noted. The Chairman paid tribute to him for the great services he had rendered. The sound constitutional basis of the School, and its financial stability would long remain as a monument to Dr. Johnson's memory. For a few moments all present stood in respectful silence.

2. Temporary Acting Bursar.

The Chairman introduced Mr. R.T. Johnston, who had kindly agreed to undertake the duties of Bursar during the absence of Mr. Henderson overseas.

3. Minutes.

The Minutes of the Meeting held on the 27th June 1956, as previously circulated were confirmed.

Business Arising:-

Will of Sir Geoffrey Pete.
On matters concerning the known intentions of the late Sir Geoffrey Pete which were not enforceable at law, the decision of his Trustees had not yet been received.

4. Statement of Accounts for the Year 1955-56.

A draft of the Statement of Accounts for the Year 1955-56 and the Accountant's report thereon, both documents previously circulated, were received. Mr. Dennison supplemented as required.

Business Arising:

a. Proposed Library Fund.

It was agreed that the Governors be recommended to approve the formation of a Library Fund into which all subscriptions from students towards Library expenses would be paid, expenditure to be under direction of the Principal, the sum of £29 from Library contributions in hand to be transferred to the newly established Fund.

b. Auditors' Report

Mr. Bayliss, on behalf of the Auditors, informed the Committee that after he had seen a few minor documents the Auditors would be prepared to make the usual Report. There were two matters to which he wished to refer.

i. Investments

He wished to suggest that the investments in Defence Bonds be reviewed, with the object of securing the largest possible income. Before deciding on changes in investment, among other circumstances any prospect of capital expenditure in the near future would of course have to be taken into account.

G.R.F.B.

ii. Transference of Shares. Procedure concerning the shares in the Company formerly held by shareholders now deceased needed consideration. He was informed that no communication with reference to these shares had been received from any of the Executors. According to the constitution of the Company, the Governors had to undertake supervisi of these transfers. The simplest procedure would be to authorise transfer to an existing shareholder, and to notify the various Executors that this had been arranged.

Moved by Dr. Shepherd, seconded by Mrs. Nugent Young: that the Governors be recommended to authorise the transfer of shares previously held by deceased shareholders to Miss Macdonald, and that the Principal and Secretary be instructed to take action accordingly. The recommendation was approved.

c. Change of designation: "profit" to "surplus". Agreed: to recommend that in all financial statements the term "surplus" be used in place of the term "profit".

d. Appreciation of Staff work.

i. Of Administration generally. The Committee resolved to place on record their warm appreciation of the good work done by the Principal and her helpers which had resulted in a surplus of income over expenditure during a year when a deficit appeared to be unavoidable.

ii. Of the work of Miss Christer. In particular, reference was made to the skill and personal attention of Miss Christer, the Warden of the Hostel, in carefully supervising provision and other expenses economically, while at the same time maintaining satisfactory standards. The Committee asked to see Miss Christer and congratulated her in person.

iii. Of the work on Accounts. Mr. Dennison was thanked for his work on accounts and Mr. Henderson for the helpful co-operation in financial matters. Thanks were also expressed to Mr. Bayliss for his attendance at the Committee Meeting during the review of the Statement of Accounts for the past year.

5. Budget for the Year 1956-57. Consideration was given to the Budget for 1956-57 and minor amendments were made.

a. Repairs and Renewals. (i) In addition it was agreed that an item of £250 for Major Repairs and Renewals be included in the Budget. (ii) also, to recommend that £100 from the 1955-56 surplus be allocated to the Major Repairs and Renewals Fund.

b. Estimate of Income from Students' Fees. On the suggestion of Mr. Henderson, the principle of estimating income from students' fees as an average of receipts during the preceding five years less £200, when drafting a budget, was approved.

c. Salaries and Wages. As the budget for this financial year showed a surplus when it had been expected that a deficit would appear, it was agreed to recommend:-

(i) that Mr. Dennison, the Accountant, who had foregone his rise in the interests of the School, should be placed on his maximum, at a cost of £50 per annum.

G.R.B.

(ii) the acceleration of increases already approved for certain members of staff who have been with the School more than 5 years - i.e.

Mrs. Kuemmel	a further £25	Total £50
Mr. Maggs	" £25	" £50
Miss Hance	" £25	" £50
Mr. Nott to be placed on his maximum,		increase £4

all to date from October 1956.

6. Superannuation
(i) Ministry of Education Scheme.

Reported: on its inception at the School, entry into the Ministry of Education 1948 Scheme was optional for members of the Staff. The Scheme had been introduced too late for the older staff and the younger had marriage in view. At the moment only two could be included, Miss Collins and a recent recruit for whom inclusion was compulsory. A third, Miss Kennedy, was willing to join but was precluded from doing so until the Act was amended to cover Scottish service.

(ii) School Scheme

In these circumstances, the inception of the School Scheme acquired additional importance and its urgency was underlined. Agreed: to recommend that the School Scheme be linked to National Savings.

7. Future Plans
a. School Premises

Reported: finances available fell far short of covering the purchase price for more or less suitable property, e.g. "Cotuit" and the expense of additional building required. It appeared that the appropriate provision would be to continue to rent the present School premises for ten years, (verbal assurance had been given that the United Oxford Hospitals Board would not be likely to require them to be vacated meantime) and to retain the current arrangement of two student enrolments each year.

b. Proposed Building Fund.

This procedure would allow time and opportunity for a Building Fund Appeal for which expert assistance could be recruited.

Recommended: (i) that the procedure outlined in 6(a) above be approved; (ii) that the Casson Trust be asked to issue a Building Fund Appeal and to administer the Fund (the Trust to be notified of this recommendation prior to the next Meeting of Governors).

c. Recommended improvements: School paths and huts.

For an extended period of service, the School paths would need improvement. Certain repairs at an estimated cost of £180 were definitely required, and further experiments on two of the huts in the attempt to make them watertight were in view. Agreed: to recommend to the Governors that the proposed repairs be approved.

8. Purchase of Lodging House.

Reported: students returning to the School for tuition after hospital practice had been much distressed by the difficulty of finding accommodation for three months or similar short periods. The problem had become urgent, so much so that the Chairman of the Casson Trust had authorised the purchase of The Beeches, Hill Top Road, Oxford, to meet it. After some bargaining, the purchase price had been fixed at £5,750 for the freehold and £1,500 for the furniture and effects. It was suggested that for the use of the

premises and equipment the School should pay to the Trust 5% per annum on this expenditure.

Recommended: that the Governors endorse the action taken and implement the arrangement with the Trust as suggested.

9. Bad Debts.

Certain debts had accumulated which could not be recovered. They were for small amounts, and it was agreed that the items be submitted to the Governors with the recommendation that they be written off as "bad debts".

10. Date of Governors Meeting.

Agreed: that the next Meeting of Governors be held at Harberton House on Monday the 19th November 1956 at 2.pm., and a Sherry Party from 6 to 7.30.pm. the same day to meet the new Governors.

11. Founder's Day

The suggestion that Founder's Day be a biennial occasion and not annual was yet to be decided by the Governors, and in view of the need shortly to issue the calendar for the School the relevant circumstances were discussed. The heavy expense and prolonged preparatory work called for from students and staff, and the impracticability of holding both a Medical Conference and a Founder's Day in the same year were taken into account.

Resolved, to recommend that in view of the given circumstances Founder's Day be held biennially, and that it be omitted from the School calendar for 1957.

8.11.57

Chairman

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Meeting of the General Purposes and Finance Committee held on the 8th February 1957, at Harberton House.

Present: Mr. G.R.F. Bredin (in the Chair)
Mr. Harold Loukes
Mrs. Nugent Young

In attendance: Miss E.M. Macdonald (Principal)
Miss B.G. Collins (Vice Principal)
Mr. H.L. Dennison (Accountant)
Mr. S. Smith (Secretary)
Mr. R.T. Johnston (Temporary Acting Bursar)

Apologies were received from Dr. Shepherd. Mr. Dennison was thanked for attending, although he was indisposed.

1. Minutes — The Minutes of the Meeting held on the 22nd October 1956, as previously circulated, were confirmed.

Business Arising:

a. Will of Sir Geoffrey Peto. (Min. 9) — The Executors of the late Sir Geoffrey Peto's estate had written to say that possibly £2,500 in all might be available to implement his wishes as understood in relation to projects at Dorset House School, although the exact amount was not certain. Assuming this sum to be available, the Committee were of opinion that £400 might reasonably be allocated to the Casson Memorial Fund and the remainder to a Fund for the provision of an annual prize or prizes designed to stimulate initiative in dealing with the problems of the home-bound disabled, in which the late Sir Geoffrey was keenly interested. Agreed: that the correspondence be circulated to the Governors, with a written report.

b. Superannuation: School Scheme. (Minute 6ii) — A report was received on the current circumstances with regard to the proposed School Scheme for superannuation. Further action was deputed to the Principal and the Bursar.

c. School Paths (Min. 7d.) — The Committee were informed that some £180 had been spent on repair of the School paths, with very satisfactory results.

2. Statement of Accounts: Michaelmas Term. — The Statement of Accounts for Michaelmas Term 1956 was received, also the Accountant's Report thereon. Comment was made on the help given by the Staff in limiting expenditure, and, in particular, by Miss Christer. The financial position maintained was better than had been expected.

3. Future Plans — Future plans were discussed, in the light of current circumstances. Agreed: that the Principal present a report to the Governors.

4. The Beeches — Reported: in order to adapt "The Beeches" appropriately for use as senior students' lodgings, a total expenditure of between £600 and £700 would be required. For the purpose of financial adjustment between School and Trust it was resolved to recommend to the Casson Trustees that the capital expenditure be repaid to the Trust as and when surplus income from lodging fees was received by the School. This procedure would avoid the need to alter the rent as previously fixed.

5. New Prospectus, Information, Rules, etc.

As it would be necessary, shortly, to issue the new Prospectus with the Rules and other information about the School, it was agreed that the draft of the document be shown to each individual member of the Committee for review and comment, to avoid delay.

6. Administrative work of the Association.

Report was received of inefficient administrative work by the Association, due to the long-standing and persistent ill-health of the Education Secretary. A letter drawing attention to the circumstances was authorised, to be signed by the Chairman of the Governors. On coincident procedure, the Principal was advised to consult the Solicitors to the School.

7. World Federation Visiting Centre 1958.

The Committee were informed that the World Federation of Occupational Therapists were arranging an International Conference in Copenhagan in 1958, and among other items in the pre-conference programme proposed was a Week's Study Visit in England. To allow for early action, it was decided to offer the School premises as the Visiting Centre and to notify the Governors accordingly. The arrangement might fall in the last week of July or the first week of August 1958.

8. Staff accidents and illnesses.

It was reported that Mrs. Kuemmel, senior member of Craft teaching staff, had been ill some weeks, and Mr. Ingram, houseman at Harberton House, had been injured in falling from a step-ladder.

9. International Cripples Congress

No further news had been received as to the arrangements required from the School and the Nuffield Orthopaedic Centre with regard to the International Cripples Congress.

10. Title of School: re. "Limited".

The Principal was asked to consult without delay with the Solicitors regarding raising again the matter of omitting the term "Limited" from the title of the School.

11. Student's Fees: due notice.

A student at the School, the daughter of Mr. J.W.S.Mount, had become engaged, but notice to terminate her course had not been received until 12 days of term had elapsed: a full term's notice was due. Agreed: that notice including one half-term and the succeeding half-term of the following term be accepted as the equivalent of a full term's notice. The fees paid while absent from the School during the period of notice were placed in the Needy Students' Fund.

12. Committee Membership.

It was decided to recommend to the Governors that Dr. Celia Westropp be appointed to the Committee, where it was felt that her assistance would be particularly helpful.

14.V.57

Chairman

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Meeting of the Finance and General Purposes Committee held at Harberton House on the 14th. June 1957.

Present:	Mr. G.R.F.Bredin (in the Chair) Mr.Andrew Shepherd Mr.Harold Loukes Mrs.Nugent Young Miss Celia Westropp
In attendance:	Miss E.M.Macdonald (Principal) Miss B.G.Collins (Vice-Principal) Mr. R.T.Johnston (Bursar) Mr.H.L.Dennison (Accountant) Mr. S. Smith (Secretary)

The Chairman welcomed Dr.Westropp as a new member of the Committee.

1. Minutes — The Minutes of the meeting held on the 8th.February 1957 as previously circulated were confirmed.

Business arising:

(a) Will of Sir Geoffrey Peto. (Minute 1(a)) — Further consultation had taken place with an Executor of Sir Geoffrey Peto's estate: £500 was a possible allocation to the Casson Memorial Fund and £2000 to provide an annual prize or prizes relating to the problems of the home-bound disabled if sufficient monies were available. Agreed: to recommend that arrangement be made for the Trust to hold funds handed on from the estate for these purposes.

(b) School paths. (Minute 1(c)) — Attention was drawn to an error in the Minute relating to the repair of school paths. The sum expended was £180, not £80 as minuted.

(c) New Prospectus, etc. (Minute 5) — The Principal reported that circumstances had delayed circulation of a draft of the new Prospectus, etc., and that it was advisable to defer the draft, pending later events. Agreed.

(d) Administrative work of the Association. (Minute 6) — Because of an abnormal situation, the letter authorised at the last meeting was not forwarded to the Association. Arrangements for the final examinations were still unsatisfactory. Each school was examined on its own standard even if there were a few examiners common to all schools. As a consequence, differences in the quality of training among schools tended to be evened out in the examination results.

(e) World Federation Visiting Centre 1958 (Minute 7) — Suggested charges for facilities at the School were discussed if it were to be used as the visiting centre, and agreed.

(f) International Cripples Congress (Minute 9) — Reported: 80 to 90 people from the International Cripples Congress would be visiting Oxford on the 25th.July. Nuffield Orthopaedic Centre were providing lunch and tea. It had been assumed originally that the School would provide tea. Agreed: that the School contribute 2/6 per head to meet the expense of meals, in lieu of providing tea.

2. Accounts for Hilary Term 1957, and Accountant's Report — The Statement of Accounts for Hilary Term 1957 and the Accountant's Report thereon were received. Appreciation was expressed of the convenient form of statement now submitted and of Mr.Dennison's service.

G.R.B.

3. Seventh World Congress

Reported: a series of functions relating to the Seventh World Congress of International Society for the Welfare of Cripples would be held for a week from July 21st. Block tickets were available for the use of Governors or Staff.

4. Fulbright Lectures

A suggestion that the British Schools might welcome Fulbright Lecturers in Occupational Therapy had been made. The offer to the School would probably cover the period of a week in Autumn 1958 with all expenses. It was agreed to commend acceptance of the offer to the Governors.

5. Purchase of duplicator

Report was submitted of the convenience to the School if a duplicator were available. Purchase of a Roneo duplicator at a cost of £30 + was authorised.

6. Extension of Sick Pay. Mr.Ingram.

The circumstances of the unfortunate illness of the houseman, Mr.Ingram, were reported. Agreed: that the full amount of his sick pay be continued until the end of July, to be followed by six months on half-pay, the matter to be reconsidered if necessary.

7. Appointment of Bursar.

Mr.Henderson had had to resign as Bursar to the School owing to new duties elsewhere, but would remain as Secretary to the Casson Trust. On the recommendation of Mr.Bredin, Mr.R.T.Johnston was appointed to succeed as Bursar.

Adjustment of Salaries

The change involved additional responsibility for Mr.Dennison, and it was agreed that his salary be increased by £50 per annum. It was also decided that Mr.Johnston as Bursar be paid a salary of £150 per annum, the Trust continuing to pay Mr.Henderson for his work for them.

8. Superannuation

(a) Staff not in Ministry Scheme

Mr.Johnston reported that proposed rules for the School Superannuation Scheme (applying to Staff not in the Ministry of Education Scheme) had been submitted to the National Savings Committee, whose approval was necessary. A reply was expected in time for the Meeting of Governors. The relevant documents would be circulated for perusal prior to the Meeting.

(b) Staff within Ministry Scheme

Four members of the Staff so far had entered the Ministry Scheme. As with the (a) group above, the whole of their own and the School's contributions would be retained in the Superannuation Fund until leaving the employment of the School, except in special cases of emergency.

(c) Adjustment of salaries

In relation to six members of the Staff it would be necessary to adjust salaries to allow a School contribution of 8 per cent in place of 6 per cent. Agreed to recommend accordingly.

(d) Request for repayment of contributions.

The London Tutor wished to have the contributions to the Superannuation Scheme she had so far made returned to her if possible, as she was about to be married, and her future husband and herself had little money in reserve. The Committee did not regard this circumstance as a special case of emergency and regretfully rejected the application.

9. Omission of "Limited"

Mr.R.B.Cole reported the result of his enquiries whether the word "Limited" could be omitted from the title of the School. Copies of his letter had been previously circulated. It could be done by consent of the Board of Trade, but certain onerous requirements had to be complied with. Estimated cost of the procedure: between £50 and £75.

Agreed: that inquiry be made as to whether procedure would be eased if the School ceased to be a Shareholding Company.

GRB

	Future plans	Reported: that the possibility of acquiring a certain site for future School buildings was being investigated.
.	Appeal	The Principal was authorised to submit the draft of an Appeal for contributions to a School Building Fund to the Meeting of Governors.
2.	Casson Memorial Service.	Approval was given to a proposal that the School Annual Service be held this year at All Saints Church, Highfield, Headington, on Saturday morning, July 6th. at 9.30 a.m.
3.	Typewriter Maintenance	Agreed: that a contract for the maintenance of the School typewriters be entered into with Messrs.Hunt's at a cost of £10 per annum.
4.	Remission of tuition fees	A. Recommended: that two Argentine students who might come to the School next March should be charged tuition fees for one person only. The attempt was being made to establish competent Occupational Therapy service in the Argentine. B. The Principal also requested that consideration be given to a Scottish candidate whose Mother had been a loyal and respected member of the original Dorset House Staff at Bristol - (the Nursing Home and School) There were special circumstances which would in her view warrant acceptance of the candidate without tuition fees if she could raise the money for keep and other items. This was recommended.
5.	Wages: Domestic staff.	An increase of 3d.per hour in wages of the domestic staff, as authorised by the Chairman, was approved. The new rate was 2/6d. an hour, and would involve expenditure of an additional £50 during the current financial year, and £150 in a full year.

21.X.1957.

Chairman

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the Meeting of the General Purposes and Finance Committee held at Harberton House on the 21st October, 1957.

Present: Mr. G. R. F. Bredin
Dr. Andrew Shepherd
Mrs. A. Nugent Young
Miss Celia K. Westropp

In attendance: Miss E. M. Macdonald (Principal)
Miss B. G. Collins (Vice Principal)
Mr. H. L. Dennison (Accountant)
Mr. S. W. Bayliss (Auditor)
Mr. Sam Smith (Secretary)

Apologies were received from Mr. Harold Loukes.

1. Minutes. The Minutes of the Meeting held on the 14th June 1957 as previously circulated were confirmed.

Business arising:

(a) Will of Sir Geoffrey Peto — Reported: business relevant to the Will of Sir Geoffrey Peto was being dealt with by the Trust.

(b) New Prospectus — Agreed: advance proofs of the new prospectus to be circulated to the Governors, when a printer had been selected after receipt of competitive estimates.

(c) New Duplicator. — Satisfaction with the work of the new duplicator was expressed and with the resulting economy.

(d) Typewriter Maintenance. — Reported: that the arrangement for typewriter maintenance had also proved to be a success.

(e) Extension of Sick Pay - Mr. Ingram. — The Committee were informed that Mr. Ingram (to whom an extension of sick pay had been granted) died on the 11th October after a very painful illness. He had served the School for ten years.

(f) World Federation Visit. — Although a list of Oxford colleges with available accommodation had been submitted (as the school itself could not offer hospitality) London had been selected as the place for the World Federation Visiting Centre.

(g) International Cripples Congress — The Principal, Vice Principal and other Staff attended the International Cripples Congress, reported to be a success.

2. Accounts for 1957 and Auditors' Report — The Statement of Accounts for the Year ending the 31st August, 1957 and the Notes of the Accountant thereon were reviewed. Mr. Dennison supplemented his notes and answered questions. Prior to the review, Mr. Bayliss, the Auditor, commented on circumstances affecting the audit which had necessitated an increase in audit fees, on which the Principal also made observations. The Committee regarded the explanation as satisfactory.

(a) Slight amendment. — Resolved: that the Statement of Accounts be submitted to the Board of Governors for their approval subject to the following correction, i.e. the transfer of £60 from the £850 given as "Students Books and Stationery - Receipts" in the Income and Expenditure Account, with appropriate adjustments.

(b) Recommendations. — The Governors were recommended to transfer (a) £250 from this surplus for the Year, £651, to the Major Repairs and Renewals Fund, and to have in view the transfer of a similar amount to the Fund each year; and (b) £12 from the Income and Expenditure Account to the Library Fund, to cover the deficit shown in the Balance Sheet, due to the opening of a sub-Library in the Hostel. They were also recommended to ask for the 1/-"Rental of

GRFB

Van" from the Helping Hand for two years.

3. Estimates for 1957/8 The Estimates for 1957/1958 were reviewed, supplemented by the comments of the Accountant. The Principal reported the receipt that morning of a notice of new Occupational Therapy (Whitley) scales which would involve readjustment of staff salaries. The estimates of expenditure as now budgeted would not meet this altered situation. She proposed to suggest that the estimates be recast to include an increase in students' fees next Trinity Term which would allow fees to be standardised for at least a few years, instead of making minor adjustments at more frequent intervals, which, in her view, would be more irritating to fee-payers.

The proposals she had in mind were that students' fees be increased from the current 30 guineas to 35 guineas a term; residence at the hostel from 3½ guineas to 4 guineas a week, inclusive of the heating charge, and the registration fee from 3 guineas to 5 guineas. These adjustments would secure an additional £4097 income in a full year and £1290 in the current year.

As there was insufficient time for full discussion at the Meeting it was agreed that these figures be submitted for consideration by the Governors.

4. The Cheques Act, 1957 The auditor was consulted concerning arrangements advisable in view of the passing of the Cheques Act, 1957. A cheque paid into a recipient's bank account and returned to the payer by the usual procedure is now legally regarded as a voucher that payment has been made, taking the place of a formal receipt.

It was agreed that the printing of a receipt form on the back of each cheque forwarded by the school be discontinued, and that receipts to parents acknowledging students' fees, continue to be given. The auditors asked that the statements of account from firms received by the School be retained.

5. Matters deferred. In view of prospective financial readjustments the following matters were deferred for later consideration:- Salaries and Wages, Superannuation, Students' Fees.

6. Payment of Accounts by New Entrants. A notice intended for grant-aided students was submitted as a matter of information to the Committee. This concerned the payment of accounts by new entrants, and the Principal reported on the past experience of the School which made necessary the procedure outlined.

7. Administrative work of the Association. The Principal drew the attention of the Committee to a recent decision made by the Association as to the personnel to undertake an inspection of a School: a group of four would include the Principal of another School. She also commented on unfortunate aspects of examination procedure. (Two of the senior members of the staff who had served on the Council of the Association supplemented the Principal's comments on Council proceedings.)

The members of the Committee noted that in no other field of education was there a precedent for one institution to be inspected by the contemporary head of another in the same field. They agreed that such an arrangement was open to the gravest objection. Mr. Bredin, the Chairman, in consultation with the Chairman of the Board of Governors, Sir Hugh Casson, agreed to draft a letter to the Association to be submitted to the Governors at the next Meeting.

8. Future Plans: Appeal. The draft of an Appeal, addressed "To All Friends and Old Students of Dorset House", asking for contributions to a Fund towards establishing a permanent home for the School, was reviewed by the Committee. Agreed: that this be submitted for approval of the Governors. An accompanying note drew attention to the financial advantage of entering into a Deed of Covenant to subscribe a fixed sum annually which would be supplemented by reclaimed income tax.

GREB

9. Visits to Great Britain and Abroad. The Committee were informed confidentially of an invitation from the Argentine, asking the Principal to visit that country in order to assist in shaping the training for occupational therapy. Such a visit could not be undertaken until February at the earliest. The Principal stated that in the event of her going it was expected that her salary and expenses would be met. The Committee endorsed in principle the desirability of undertaking such a visit.

It was also reported that the World Federation would meet in Denmark next year. There would also be a celebration congress of the Scottish Association in November. The Committee agreed that the School should be represented on these occasions.

10. Examination results. An analysis of the results of the May/June 1957 examinations was received. In all except one of the nine subjects the results were of a high standard.

10.11.58

Chairman

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY.

Minutes of the Meeting of the General Purposes and Finance Committee held at Harberton House on the 10th February, 1958.

Present: Mr. G. R. F. Bredin (in the Chair)
Mr. Harold Loukes
Mrs. Nugent Young
Miss Celia K. Westropp

In Attendance: Miss E. M. Macdonald, (Principal)
Miss B. G. Collins (Vice Principal)
Mr. H. L. Dennison (Accountant)
Mr. Sam Smith (Secretary)

Apologies were received from Dr. Andrew Shepherd and Mr. R. T. Johnston.

Chairman's Note: Before beginning business, the Meeting took note of the award by the University of the Honorary Degree of M.A. on the Secretary, Mr. Sam Smith, and congratulated him warmly on this well-deserved honour.

1. Minutes — The Minutes of the Meeting held on the 21st October, 1957 as previously circulated were confirmed.

Matters arising:

a) Will of Sir Geoffrey Peto: i) Elizabeth Casson Memorial Fund — Reported: that Mr. J. B. Talbot, an Executor of the Estate of the late Sir Geoffrey Peto, had visited Oxford in order to obtain full information about the proposal to apply the Elizabeth Casson Memorial Fund towards the provision of a sheltered workshop for the disabled. He had made certain that the facilities to be provided from the Fund would not be available under the Health Service, and was satisfied that a contribution could appropriately be made from Sir Geoffrey's Estate to the Memorial Fund.

ii) Design Prize — It was also made clear that if a Design Prize scheme could not conveniently be operated, the Executors were willing that provision from the Estate intended for this purpose could be used for some other relevant project, e.g. to stimulate post-graduate study of kindred problems.

b) New Prospectus, etc. — Printed proofs of the new Prospectus and ancillary matter were submitted to the Committee and slight amendments were suggested.

c) Appeal. — Reported: the Appeal, intended for old students and intimate friends of the School, for contributions to a Building Fund was in print.

d) Salaries — The Committee were informed that a letter issued by the Ministry authorising the Whitley scale increases had been received the previous week, and that as a consequence, increased salaries with back pay to October would be paid this month.

2. Statement of Accounts: Michaelmas Term. — The Committee reviewed the Statement of Accounts for Michaelmas Term, 1957 and the Accountant's Report thereon. It appeared that pay increases with back pay falling in Michaelmas Term would still leave the financial position on the right side relative to the Budget for the term. The method of presentation of the accounts met with approval.

3. Superannuation. — Two Representatives of the Sun Insurance Office Ltd., Mr. Coombes, from Head Office, and Mr. Winter, the local agent, attended to confer with the Committee concerning the possibilities of superannuation arrangements to cover the School Staff not covered by the Ministry of Education Scheme. General agreement was reached that appropriate provision could be made.

Mr. Bredin and Mr. Loukes, with Miss Macdonald, and Mr. Dennison, the Accountant were appointed as a Sub-Committee to examine the proposed arrangements further, prior to the Meeting of Governors.

4. Property Repairs. — Reported: the renovation of the hut doors at the School had been successful.

5. Future Plans. — The possible acquisition of a site for School premises was considered. The suggestion by the Principal that a site at Headington Hill Hall, and also one at the Churchill Hospital should be subject to further investigation was approved.

G.R.F.B.

6. Association of Occupational Therapists:
a) Visits to Training Schools.

Concerning the Association of Occupational Therapists, the Principal reported as follows:

With regard to visits to Training Schools, ex-Principals had now been added to the list of potential Visitors, and the choice of a Principal or ex-Principal would be at the option of the School to be visited. This arrangement would enable Dorset House to implement its own policy on visiting personnel when visits to the School were in view.

Miss Macdonald had herself been requested by one School to join the team arranged to inspect it, but she was of the opinion that there should be strict adherence to the attitude of Dorset House in this matter, though she was willing to give advice at the request of a School informally. The view taken by the Principal was endorsed.

b) Examination Procedure and Results.

The Committee were informed that changed in examination procedure were now taking place in the right direction, so that at the moment the exercise of further pressure by the Board of Governors was unnecessary.

7. Proposed Training Committee

The Principal asked the Committee to consider the advisability of appointing a Training Committee. There would be definite advantages to the working of the School if such a Committee were established, though she recognised the need not to encroach too much on the time of the Governors. After discussion, it was agreed to recommend the appointment of a Training Committee, to meet once a year for their special purpose.

8. Visit to The Argentine.

With reference to the approval by the Governors of a period of absnce in the Argentine to assist facilities for Occupational Therapy Training, the Principal reported that a cable and a letter had been received asking her to arrange her visit to begin in July or August next. Prior to th visit it would be a great help if she could be allowed to have a short bliday in June. During her absence from the School, Miss Collins would be in charge. It happened that this year Open Day would be for prents only, a much smaller undertaking than heretofore.

The arrangements suggested were authorised.

9. Record Player.

The purchase of a record player for about £23, for use in trainingfor the Physical and General Recreation section of the syllabus was authorised.

10. Hospital Board Representative.

The Secretary reported that both Mr. Burrough of the Oxford UnitedHospital Board and Mr. Watts of the Oxford Regional Hospital Board had beenunable to find any Minute in their records nominating Mr. Scott and Dr. MInnes to the School Board of Governors. It was agreed that Mr.Scott be sked i he wished to continue on the Board.

11. U. S. A. Fulbright Scholar.

Reported: a letter had been received from a Fulbright Scholar in te U.S.A asking whether she could be received on the Staff at the School net Februry and given hospitality and a small salary for six months. The preceding six months would be spent at the Edinburgh School, also presumably the greater part of the allowance for the Scholarship.

The circumstances were carefully considered, and it was finaly agreed to approve in principle the arrangement as requested.

12. Suggested New Governor

Mrs. Nugent Young expressed the opinion that Mr. J. Talbot, refered to in Minute 1 (a) above, would make an admirable member of the Board f Governor Mrs. Young proposed that he be invited to join the Board and thi proposal was endorsed.

13. Governors and Staff.

Dr. Westropp suggested that it would be beneficial if on occasn the Governors could meet with the Staff in common at a party. Thi suggestion met with warm approval. Mr. Bredin offered to arrange for sua party at a time convenient for the School during the Summer Term, possibl in early Jul in the Senior Common Room at Pembroke. His offer was acceptedith acclamati

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After the Meeting, Mr. Bredin and Mr. Loukes accompanied the Principal in ord to advise as to a suitable site for a garage near to Harberton House.

24.vi.58

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the Meeting of the General Purposes and Finance Committee held at Harberton House on the 24th. June 1958.

Present: Mr.G.R.F.Bredin (In the Chair)
Dr.Andrew Shepherd.
Mrs.Nugent Young.

In attendance: Miss E.M.Macdonald (Principal)
Miss B.G.Collins (Vice Principal)
Mr.H.L.Dennison (Accountant)
Mr.R.T.Johnston (Bursar)
Mr.Sam Smith (Secretary)

Apologies were received from Mr.Harold Loukes and Miss Celia K.Westropp.

362. Minutes — The Minutes of the Meeting held on the 10th.February 1958 as previously circulated were confirmed.

Matters arising:

(a) New Prospectus. — The new Prospectus as printed was approved.

(b) Superannuation. — The Superannuation Scheme was now in operation. Some additional members of the staff had unexpectedly come in. Mr.Bredin, Mr.Henderson and Miss Macdonald were appointed School Trustees of the Superannuation Fund.

Consideration was given to a request by Miss Macdonald that the £50 granted towards her Argentine expenses be diverted to payment of the School's share of contributions on her behalf to the Superannuation Scheme during her period of absence. After reviewing arrangements made in similar circumstances elsewhere, it was decided to recommend to the Governors that, in addition to the grant already agreed, the contributions of both School and Principal be paid into the Scheme on her behalf while absent without salary.

(c) Examination Procedure and Payments. — The Principal reported that the School had recently conducted two examinations on behalf of the Association. The cost to the School was between £2 and £3 per candidate, of which only one guinea was paid by the Association, although apart from this cost, the School paid, on behalf of the students, approximately £1200 each year to the Association for examination fees. Request had been made for a higher payment towards the cost but the Association insisted that the full examination fee paid by each candidate be sent in prior to any review. A further examination was to be held in the following week.

Agreed: that a letter be forwarded to the Association by the School's solicitor, asking for a contribution of two guineas per candidate towards examination costs.

The Principal also reported that the proposal to hold examinations at the end of 5 months and of 7 months, giving rise to difficulty with a twice-yearly intake of students, was again under consideration.

(d) Proposed Advisory Training Committee. — The Committee were informed that it had been thought advisable not to convene the Advisory Training Committee until the Principal returned from the Argentine. At the first Meeting the terms of reference would need to be drafted. Meantime members of the Committee could be consulted on issues requiring advice. Approved.

(e) Visit to the Argentine.

Owing to a change of government in the Argentine, delay had occurred in completing arrangements for the Argentine visit. At the moment approval of the contract by the new Government was awaited. The contract as drafted specified a term of six months' service by Miss Macdonald, who would take with her three assistants to serve two years, in order to establish a training school in full operation.

(f) Hospital Board Representative.

A letter from Mr.J.C.Scott was read, saying that as he had not been able to give attention to School business for some considerable time it would be advisable that he should resign, and another representative Governor be nominated by the United Hospitals Board. The matter was referred for consideration by the School Governors.

(g) U.S.A.Fulbright Scholar.

The entry to the School of the U.S.A.Fulbright Scholar had been delayed.

(h) Mr.J.B.Talbot - new Governor.

Mr.J.B.Talbot had accepted the invitation to join the Board of Governors.

363. Statement of Accounts: Hilary Term.

The Statement of Accounts for the Hilary Term 1958 was received, also the Accountant's Report thereon. The financial position had corresponded closely with estimated Budget.

(a) Expense of the Appeal.

It was decided that the expense of issuing the Building Fund Appeal, so far, an item of £36, be borne by the Fund.

(b) The Beeches: increased charges

It was also decided that the scale of charges for accommodation at The Beeches be increased by 2/6d. per week from September next.

(c) Mr.Cole's services

Agreed: that the Governors be asked to express appreciation of the service rendered by Mr.Cole.

364. Future Plans: Appeal, etc.

(a) School Premises

On current information it was considered that Headington Hill Hall Stables would provide the best available site for School premises, subject either to purchase of the freehold or to a very long leasehold, and to permission to add 5,000 square feet of floor space. The alternative was to build on vacant ground elsewhere. A substantial Building Fund would be needed for either project. Recommended: re Headington Hill Hall Stables, that authority be given to negotiate terms with the City Council.

(b) The Building Fund.

So far, with a limited range of appeal, the Building Fund had reached £1100, in the main by covenant covering seven years.

The Principal reported considerable activity by students and staff to add to the Fund, and asked approval of a Fete and a Jumble Sale later in the year for this purpose. Approval was also asked for the hire of The Playhouse at £10 for the evening, for an entertainment by Sir Lewis Casson and Dame Sybil Thorndyke. The Playhouse had welcomed the proposition. It was agreed that these proposals be referred to the Governors for consideration.

4.
365. Staffing during Principal's absence.

During the Principal's absence for two terms the Vice Principal would need an assistant to enable her to implement the School's programme. Towards the cost the salary not paid to the Principal during the period would be available.

The Committee considered what sum would be appropriate as a responsibility allowance for the Vice Principal while in charge of the School. As her usual salary was £266 per term, the opinion was expressed that £100 in addition should be paid during this period, the temporary addition to be non-pensionable.

The issues raised were referred to the Governors for review.

5.
366. The Annexe: internal decoration.

Agreed: that the expenditure of £40 to £50 on internal decoration of The Annexe be authorised, to be paid from the Repairs and Renewals Fund.

6.
367. Filing Cabinet.

The purchase of a filing cabinet for £15 was also authorised.

7
368. Sewing Machine

The Principal reported that a new sewing machine was needed, as those in use were becoming difficult to operate, but in present financial circumstances the expense was a problem. The Committee expressed the opinion that it was necessary for students' equipment to be in good order and approved the purchase.

8.
369. Signature to cheques.

Agreed: that to avoid inconvenience during the absence of the Principal, the name of Mr.Sam Smith be added to the list of persons authorised to sign cheques.

20.x.58.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the Meeting of the General Purposes and Finance Committee held at Harberton House on 20th October, 1958

Present: Mr. G. R. F. Bredin (in the Chair)
Dr. Andrew Shepherd
Mrs. Nugent Young
Miss Celia K. Westropp

In attendance:
Miss E. M. Macdonald (Principal)
Miss B. G. Collins (Vice Principal)
Mr. H. L. Dennison (Accountant)
Mr. R. T. Johnston
Mr. Sam. Smith (Secretary)
and for business connected with the audit:
Mr. S. W. Bayliss

Apologies for absence were received from Mr. H. Loukes.

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1. Minutes — The Minutes of the Meeting held on the 24th June 1958 as previously circulated, were confirmed.

Business arising:

(a) Examination Procedure and Payments — The Principal reported on the discrepancy between the payment made to the School by the Association, i.e.1 gn. per student, for conducting examinations, and the cost per head. A third examination was shortly to be held. The average cost per candidate over all three would exceed £2, and the School would suffer a deficit of £90 to £100. Representations had been made but without result, and the delay was becoming serious. Agreed: that the Chairman of the Committee, in consultation with the Principal, forward a letter to the Chairman of the Association concerning the matter.

(b) Visit to the Argentine — The Committee were informed that further delay had occurred relating to the proposed visit to the Argentine. The Principal and her colleagues were now asked to arrive in February, the start to be deferred from November until January. In order to be ready for setting out in November, the Principal had forgone most of her usual vacation, and her medical adviser prescribed a short holiday.

The Committee made the following decisions:

i. that the Principal be allowed to share her car allowance for the current term with the Vice-Principal, the Governors to be informed of the figures proposed;

ii. that Miss Lane, the young assistant to the Vice-Principal engaged temporarily, be asked to stay to the end of July;

iii. that the Principal be allowed a week's holiday now, and

iv. that the intention of the Principal to return from the Argentine via the United States of America to recruit, if possible, contributions to the Building Fund, involve no diminution of her salary.

(c) Hospital Board Representative — Reported: that as yet no approach to the United Hospital Board had been made by the Secretary.

2. Salaries and Wages. — Agreed: to recommend that normal increments be paid to the members of the staff to whom they applied, and that other members of the staff receive increases as follows:

The Principal's Secretary, Mrs. Fenn,	£20,	to make up her salary to £500 per annum.
The Gardener	12/-	a week: his wage to be £10.10.0 per week.
The Assistant Gardener	7/6d	a week: his wage to be £6. 4. 0 per week.

Cleaners : the hourly rate to be increased next January from 2/6d to 2/9½d an hour at the discretion of the Principal and Warden.

Mr. Lawrence, the School Stoker and Handyman	3/4d	a week : his wage to be £11. 5. 0d. per week.

Other proposed adjustments, e.g. of the cook's wage, if thought advisable, to be submitted to the Governors.

3. Statement of Accounts for 1957/58

The Audited Statement of Accounts for the Year ending August 31st., 1958 was received. A net surplus of income over expenditure, £868 was shown.

The Accountant reported verbally. He pointed out that the overall figures of the budget and the accounts for the period were reasonably close, although some of the items varied. The main item of excess over estimated expenditure was £99 on Repairs and Renewals, and as the usual cuation in estimating income had been taken, this was under-estimated by over £700

The Auditor, in his comments, drew attention to some minor matters, also to the lack of an item for depreciation in the accounts for The Beeches. A few small adjustments would be made in the final statement submitted to the Governors. The Accountant, Mr. Dennison, had co-operated well, and had dealt with the problems that had arisen in the past satisfactorily.

The Committee recorded thanks to Mr. Dennison for his good services. Concerning a depreciation allowance for The Beeches, an item would be inserted in the next Budget, and arrangements as between the School and the Trust reviewed in the meantime.

It was agreed to recommend that £300 be allocated to the Major Repairs and Renewals Fund, £50 more than was reserved in the preceding year.

4. Budget for 1958/59

The budget estimates for the year 1958/59 were reviewed.

It was decided to add £50 to each of the two items under "Repairs and Renewals" - (a) Furniture and Equipment, up to £350 and (b) Property, up to £250.

5. Superannuation Scheme.

Question was raised as to the position of the School Superannuation Scheme in view of the Government's proposals for pension schemes.

The Principal reported a consultation with the Sun Life Assurance Company's representative on this matter. It appeared clear that the Company's scheme provided higher benefits than would accrue under the Government scheme, and it was highly probable that the Company's scheme would secure the necessary approval. The Ministry of Education scheme now applying to some mebers of staff would, of course, be part of the national scheme.

So far as staff relying on the National Savings Scheme were concerned, it was suggested that a percentage be paid by the School into National Savings to make up existing contribution values, if necessary, under a Government scheme.

6. Articles of Association

The Secretary emphasised the need of at least two changes in the Articles of Association, transforming the School into a non-share-holding concern; and securing permission from the Board of Trade, to amend the title of the School by omitting the word "Limited" while retaining the existing safeguards on the Governors' liability. The School's Solicitor had been asked to review the constitution and to suggest any appropriate amendments.

The Committee agreed that investigations by Mr. Cole should continue.

7. Future Plans
(a) Building Fund

The Committee were informed that the Building Fund now totalled more than £1,500. The efforts to increase it made by the staff and students were particularly mentioned. The Building Fund had also received a donation from Miss Collins of approximately half her expenses to the Conference of the World Federation of Occupational Therapists in Denmark. Reference was also made to a speech by Miss Collins at the Conference which had received wide commendation.

The Committee congratulated and thanked Miss Collins on both counts.

(b) Progress Report

On review of the various covenants affecting the Harberton Estate, it was found that the one concerning "Gateways" occupied by Mr. Grimwood was the only one presenting any serious obstacle to school buildings on Harberton ground. Mr. Bredin and Mr. Johnston had interviewed

J.R.B.

the occupier, who had proved to be most friendly, and it was highly probable that this potential difficulty would be overcome.

8. The Imprest Account. Owing to the need, on occasion, to draw cheques for more than £100 each for wages and salaries without troubling the Governors, it was agreed that the upper limit on a cheque drawn on the Imprest Account be increased to £150.

9. Mr. Dennison Emergency Request. Mr. Dennison applied that he be permitted to withdraw both personal and School contributions to the Superannuation Fund, in order to enable him to find the deposit on a house. The Committee regarded the circumstances as giving rise to an emergency, warranting permission, and decided to recommend the application strongly to the Governors.

10. Link Wire Fence. Attention was drawn to the need of adequate fencing on the south-east of Harberton House ground. This was considered to be the responsibility of the Trust, but it was decided that meantime an estimate of the cost of a link wire fence be obtained.

23.11.59

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the Meeting of the General Purposes and Finance Committee held at Harberton House on the 23rd. February 1959.

Present: Mr.G.R.F.Bredin (in the Chair)
Dr.Andrew Shepherd
Mr.Harold Loukes
Mrs.Nugent Young

In attendance: Miss E.M.Macdonald (Principal)
Miss B.G.Collins (Vice-Principal)
Mr.H.L.Dennison (Accountant)
Mr.R.T.Johnston
Mr.Sam Smith (Secretary)

and for business connected with the Articles of Association: Mr.R.B.Cole

Apologies for absence were received from Miss Celia K.Westropp.

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1. Minutes. The Minutes of the Meeting held on the 20th.October 1958 as previously circulated were confirmed.

Business arising:

a) Examination Procedure and Payments — Reported: so far, payment by the Association for the conduct of examinations by the School had been on the inadequate scale as formerly, but information of the actual expenses involved by the last examinations had been requested by the Association and the process of re-adjustment appeared to be making headway.

(b) Visit to the Argentine — Final and satisfactory arrangements for the intended visit to the Argentine seemed to be in sight. Difficulty after difficulty had caused delay since the 20th.December, the first date proposed for embarkation. The latest report was that a Government decree authorising the contract was now being implemented.

(c) The Principal: leave of absence — Miss Macdonald reported circumstances(including her mother's ill health) which impelled her to apply for a month's leave without salary. The Committeegranted leave of absence, and recommended to the Governors that salary be paid during the period of absence.

(d) Hospital Board Representative — Consultation had taken place concerning the appointment of a Governor representing the Oxford United Hospitals Board, but as yet no nomination had been made.

2. Articles of Association — Mr.Cole reviewed the principal amendments to the Memorandum and Articles of Association as drafted with the main purposes of amendment in view. They were designed to give the Company more effective control over the issue and transference of shares. A number of minor amendments, also drafted, would bring the constitution in line with current law.

He also outlined procedure necessary for the application to omit the term "Limited" from the Company's title.

The Committee agreed to recommend acceptance of the proposed amendments as submitted, and asked that the text of the more important be circulated to the Governors prior to their next meeting.

3. Statement of Accounts — The Statement of Accounts for Michaelmas Term was received. Both School and Hostel were shown to have a surplus of income over expenditure although accounts for The Beeches recorded an overspending of £24. These effects of careful administration were highly commended.

Some dissatisfaction with the increase of 2/6d. per week in

GRB.

residential fees at The Beeches made recently was reported, but after a close review the Committee decided that current fees continue to be charged.

4. Salaries and Wages — The Committee were informed that the decisions of the previous Meeting on salaries and wages had been implemented.

Burnham Committee Salary Scales — It was decided that the Burnham Committee's award of 5% increase on teachers' salaries as from the 1st.February be paid by the School from the specified date.

It was also decided to increase the salary of the Accountant, Mr.Dennison, by 5% from the same date, as he had received no increase on the last two occasions of review. Present salary, £700 per annum; increased salary £735.

5. Future Plans

(a) Building Fund — The Principal reported that todate amounts subscribed and promised to the Building Fund totalled £2,000. Staff and students continued their efforts, and on the preceding Saturday had been able to contribute £17.10s.0d. as a result of a second-hand book sale and "coffee morning".

(b) Progress — She also reported a review of the accommodation at Gateways, as the possible inclusion of the house in prospective plans for School and Hostel were being considered. The building was altogether unsuitable for inclusion.

(c) Sub-Committee — The Chairman proposed that a small sub-committee be appointed to shape a definite scheme for the provision of School and Hostel Buildings prior to the next meeting of Governors. Agreed. The Chairman (Mr.Bredin) Mrs.Nugent Young, and the Secretary were appointed, and were authorised to recommend to the Governors an objective aim to be stated in an Appeal to be issued later.

The Committee recommended to the Board of Governors that after the objective aim of the Appeal had been considered, a more comprehensive sub-committee be appointed to promote it, this to consist of a limited number of non-Governors whose assistance would be an asset, in addition to the Governors appointed to serve. A minimum Fund of £50,000 was reported as essential for the provision of adequate School and Hostel premises.

6. Superannuation: Mrs.Fenn — Circumstances were reported which would compel the Principal's Secretary to resign in May. She had applied for a payment on account from the monies in the Superannuation Fund contributed by the School and from her salary, in order to assist in obtaining a house in the Lechlade district, to which her husband would shortly be transferred. The Committee decided to authorise the immediate withdrawal of £100 for this purpose.

7. Proposed recital Sir Lewis and Dame Sybil. — Reported: the management of the Playhouse had cancelled the date fixed for the recital by Sir Lewis Casson and Dame Sybil, and attempts were being made to secure other appropriate accommodation.

8. Superannuation Scheme: proposed extension. — The Committee were asked to consider including in the Superannuation Scheme members of the full-time staff not at present covered by the Scheme. It was decided to attempt to extend the Scheme, so that in addition to the teaching and other staff now included it would also include other full-time employees.

16.v.59

G.R. Bredin

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the Meeting of the General Purposes and Finance Committee held at Harberton House on 16th June 1959.

Present: Mr. G. R. F. Bredin (in the Chair)
Mrs. Nugent Young

In attendance: Miss B. G. Collins (Acting Principal)
Mr. H. L. Dennison (Accountant)

Apologies for absence were received from Dr. Andrew Shepherd, Mr. H. Loukes, Mr. Sam Smith and Mr. R. T. Johnston.

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1. Minutes — The Minutes of the Meeting held on 23rd February 1959 as previously circulated were confirmed.

2. Articles of Association — An explanatory note compiled by the Secretary was received and it was agreed that this should be circulated to the Governors for their information and consideration at their next meeting, together with a further suggestion by Mr. Sam Smith regarding the possible provision for a "General Council" in the new constitution.

3. Examination Procedure and Payments — It was agreed to recommend to the Governing Body that the figure of £2.2.0 per student now offered by the Association by way of examination expenses be accepted and that no attempt should be made to obtain back payments on this scale.

4. Accounts — The Statement of Accounts for the Hilary Term was accepted for presentation to the Governing Body. The Committee noted with some concern that a loss had again been incurred in running The Beeches and requested the Acting Principal to present to the Governing Body a report on which it could consider its future.

5. Students leaving before completing course — The Acting Principal reported that the picture presented by the School intake was more cheerful. The September intake is expected to bring up the numbers to compensate for the low March figures, while those for 1960 are satisfactory.

The Committee discussed the question as to charges which should be made when a student withdraws without giving the statutory term's notice, and agreed that in principle such charges should include a sum to cover a part of the boarding costs in addition to tuition fees. The Acting Principal undertook to furnish figures at the Governing Body meeting at which it was hoped that a ruling could be given on this matter.

6. Staff Matters — (a) The Acting Principal and the Chairman undertook to make further enquiries regarding the question as to whether Miss Booth's policy should be kept up, and to report the result at the next meeting of the Governing Body.

(b) It was agreed that leave of absence be given to Mrs. Kuemmel from 17th December to the end of February in order to give her an opportunity to visit her relations in America. This leave to be without pay, but the School would meet her share of the super-annuation payments during her absence. It was further agreed that in recognition of her services to the School an ex gratia payment of £25 be made to her. The Acting Principal undertook to make a recommendation regarding any ad hoc payments for additional responsibility carried by other members of the staff during Mrs. Kuemmel's absence.

Qd. B.

(c) The rates of pay of certain non-teaching members of the staff were discussed, and the Chairman and Acting Principal undertook to present proposals for increases in certain individual cases to the Governing Body, after making enquiries as to the remuneration paid to holders of posts of similar standing elsewhere in Oxford.

7. Future Plans

The Committee noted that the City Planning Authority had approved in principle the erection of School premises on the Trust property in Harberton Mead.

It was decided that a recommendation be submitted to the Governing Body that plans be drawn up for launching the rebuilding programme by the replacement of the Nissen huts by permanent buildings, and that in preparing such plans the possibility should be considered of erecting a boiler house designed so as to provide heating for Harberton House in addition to the proposed new school buildings.

The Acting Principal reported that the Building Fund had reached a figure of £2,100. In addition to this figure the Fund raised by the Friends of Dorset House now stands at £320 including a figure of £78 representing the nett takings of the performance so kindly given by Dame Sybil Thorndyke and Sir Lewis Casson, and so warmly appreciated by all friends of the School.

8. The Mudhook Yacht Club

The Meeting gave approval to the payment of £3.3.0 being half the entrance fees to be paid by a crew (composed of students of the School) which had asked to be allowed to carry a flag bearing the School colours when competing in a regatta on the Clyde.

9. Redecoration

The Committee approved the expenditure of £33 on the redecoration of the kitchen of Harberton House and of the passage leading to it.

10. Pension Scheme

It was reported that all full-time members of the staff not included in the Ministry of Education Scheme were now eligible to enter the School Pension Scheme. The Committee agreed that non-technical staff at Harberton House might be invited to enter, in view of their satisfactory service.

11. The Principal's Leave of Absence

The Committee noted that local circumstances in Argentina would make it impracticable for Miss Macdonald to start on her return journey from there until December and that she was accordingly considering the abandonment of her visit to the U.S.A. The Committee agreed to recommend to the Governing Body that in view of the high importance of such a visit Miss Macdonald's leave of absence should be prolonged until March 1960 in order to enable her to complete her tour as originally planned.

12. Greenhouse

The Committee also considered a request for an additional greenhouse at Harberton. After examining the existing arrangement the recommendation was made that the greenhouse, purchased recently from Headington Hill Hall, should be moved to a new site below the tennis court, so as to be clear of the proposed extension to the hostel; at the same time, an extension of this greenhouse should be purchased. Estimates of the cost of this work were to be obtained.

G.R. Brett

Chairman

19.x.59

Dorset House School of Occupational Therapy

Minutes of a Meeting of the General Purposes and Finance Committee held at Harberton House on the 19th.October 1959

Present: Mr.G.R.F.Bredin (in the Chair)

In attendance: Miss B.G.Collins (Acting Principal)
Mr.H.L.Dennison (Accountant)
Mr.R.T.Johnston (Bursar)
Mr.Sam Smith (Secretary)
also (For the Audit) Mr.S.W.Bayliss.

Apologies were received from Mr.H.Loukes, Dr.Andrew Shepherd, and Mrs.Nugent Young.

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1. Minutes — The Minutes of the meeting held on the 16th.June 1959 were confirmed.

Business arising:

(a) Greenhouse — The Committee were informed of the situation concerning the intended purchase of the greenhouse, and reviewed comparative costs. The purchase of an all-glass greenhouse for £61 less 10% discount, plus the cost of erection, was authorised.

(b) Mudhook Yacht Club. — The crew of students who competed in a regatta on the Clyde reported, through the Acting-Principal, that in a close finish they were the eleventh out of thirteen entrants. They thanked the Governors for permission to fly the School colours, and for their contribution towards the entrance fees.

2. Statement of Accounts 1958/9 — The Statement of Accounts for the year ending 31st.August 1959 and the Auditor's and Accountant's Reports were received, showing a net surplus of £2,568. The Statement was regarded as highly satisfactory, and was passed to the Governors for review. Commendation was expressed of careful supervision by Miss Christer in the running of the Students Hostel.

Recommendations:

(a) Defence Bonds conversion. — The Auditor suggested and the Committee recommended that the £500 in 3½% and the £1,000 in 4% Defence Bonds be converted into 5% Bonds or into 5½% City of Oxford Stock if still available; also that some bad debts be written off at a later meeting.

(b) Bad debts

(c) Major Repairs and Renewals Fund. — Allocation of £300 from the year's surplus to the Major Repairs and Renewals Fund was recommended.

3. Budget 1959/60 — The draft Budget for the year 1959/60 was received.

(a) Burnham increases — Since the Budget was drafted, the Burnham Salary Scales had been increased as from the 1st. of October. A probable increase in the Whitley Scales was pending. In the past both Scales had been accepted in principle as a guide to School salary changes.

(b) Wage and salary recommendations — The Committee recommended conformity with the Burnham increases, and that the extent to which non-teaching staff were thereby affected be reported to the Governors. It was agreed that recommendations for other wage and salary increases should be decided at an Ad hoc meeting of the Committee, and the budget amended accordingly for submission to the Governors.

(c) Budget to be amended.

(d) Harberton House: bonuses. — In appreciation of unusually good work done it was agreed that a bonus of £5 be given to Mr.Griffin, the houseman, and of a similar sum to Mr.Bennett, the gardener.

(e) The Beeches: payments. — It was also agreed that on the closing of the Beeches, now in prospect, an extra payment of £10 be made to the Warden, and of £5 to the cleaner.

4. Proposed new Company: Memorandum, etc. — Review of the draft Memorandum and Articles of the proposed reconstructed Company was deferred until the next meeting of Governors.

5. Future Plans
(a) Building Fund. — Concerning progress of the Building Fund, there was nothing of importance to report.

(b) Public Appeal. — Preliminary arrangements for the public appeal to potential contributors to the Building Fund were discussed.

Suggestions favoured were:

(i) that appropriate individuals be invited to join a list of Patrons who would head the Appeal; in the first place, at least three well-known members of the medical profession to be approached and recruited, in order that laymen approached later would recognise that the School's services were highly vouched for by knowledgeable people;

(ii) that a working committee be formed of individuals who could readily be convened when necessary.

(c) Views of Mr. Grimwood ("Gateways") — A letter from the School's solicitors was read and the contents noted. This enclosed an extract from a letter written by Mr. Grimwood saying that he did not wish to obstruct the building extensions proposed, but did not want to prejudice the value of his own property or to have it overlooked, or to be bothered by noise. He drew attention to the submissions made by some residents (of whom he was one) to the City Planning Officer. These were noted some time ago. It was decided that the Chairman and the Acting Principal consult the architect concerning the issues raised.

6. Harberton House
(a) Heating System — Reported:
Acting on advice that it would cost no more, if as much, to install separate oil-heating systems for Harberton House and the new school buildings, enquiries as to the cost of installation and maintenance of a oil-heating system at Harberton House had been made. The estimates given of building and running costs were necessarily somewhat vague, but it appeared certain that installation would cost £2,096 plus about £500 building costs. Running costs would probably be more, not less, than running costs of existing arrangements.

Attention was drawn to the worn-out condition of the stove in the "committee room", practically impossible to repair. It was decided that the stove be replaced when necessary, pending any future re-organisation.

(b) Aga Cooker — The Aga Cooker now in use was defective due to long service. A new cooker would cost some £200. Authority was given for the purchase of a new cooker, the cost to be borne by the Major Renewals and Repairs Fund.

(c) Refrigerator: or cold store. — Miss Christer had had in mind a request for the purchase of a refrigerator, but had decided that this would not be large enough for the amount of food to be preserved. The Governors were asked to consider the provision of a cold store.
Agreed: that arrangements for cooking and cold storage be discussed with the architect.

7. Fees refunded
(a) Tuition fees — Reported: A student residing locally who had been admitted at short notice had left after one week's tuition. Her 5 guineas registration fee and £36.15s.0d. tuition fees for the term had been paid. Her leaving had involved no loss to the School as

she had not resided at the Hostel. In view of this circumstance the Committee authorised repayment of the tuition fees and retention of the registration fee.

(b) In lieu of board

A student resident at the Hostel, having fallen ill, had been admitted to hospital for three weeks. It was suggested that some proportion of her fee for residence should be refunded. Some refund to cover food, etc., during her absence could be made without loss to the School.
Agreed: that an amount calculated on this basis should be refunded.

8 Mrs.Kuemmel: holiday pay

With reference to Minute 6(b) of the Meeting of the Committee on the 16th.June 1959 it was decided to record an addendum as follows: after the word "absence" on line 5, "and grant full entitlement to holiday pay up to and including the 11th.January 1959.

15.ii.60.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Meeting of the General Purposes and Finance Committee held at Harberton House on 15th February, 1960.

Present: Mr. G. R. F. Bredin (in the Chair)
Mrs. A. Nugent Young

In attendance: Miss E. M. Macdonald (Principal)
Miss B. G. Collins (Vice Principal)
Mr. H. L. Donnison (Accountant)
Mr. Sam Smith (Secretary)

Apologies were received from Sir Hugh Casson, Dr. Andrew Shepherd, Mr. Harold Loukes, Mr. R. T. Johnston.

On behalf of the Committee the Chairman warmly welcomed Miss Macdonald on her return from the Argentine, and congratulated her on the success of her undertaking in that country. He also expressed their gratitude to Miss Collins for the efficiency with which the administration of the School had been conducted in the absence of the Principal

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1. Minutes

The Minutes of the Meeting held on the 19th October 1959 as previously circulated were confirmed.

Business arising:

(a) Wages and salaries

Salaries not already dealt with at the previous Meeting of Governors (see Minute 387 C) were reviewed, as the revised Whitley Scales had now been received. Those of the Principal and Vice Principal were deferred for further consideration. It was recommended that tutors be placed on the Teacher's scale, subject to a ceiling of £775, which corresponds with the School maximum offered to teachers on the Burnham scale. Detailed recommendations were as follow:

		Increase	New Salary
Miss Davidson	- Senior Tutor (with £10 responsibility allowance)	75	785
Miss Kennedy	Tutor	70	745
Miss Shaw	Tutor	75	750
Miss Kidston	(part-time Tutor)	31	288
Miss Northcote-Green	(part-time Tutor)	27	473
Miss MacCaul	London Lecturer (part-time)	11	121
Mrs. Macdonald	London Tutor (part-time)	22	342

It was suggested that other non-Whitley, non-Burnham staff should also receive some increases, i.e.:

Miss Brown	Welfare Officer	50 *	550
Miss Christer	Warden	60 *	660
Miss Parry	Assistant Warden	50 *	550

* One-fifth of these increases to be an additional charge for board and lodging

Miss Booth	Principal's Secretary	25	525

It was also recommended that the new salary increases be retrospective to the first December 1959, in accordance with the Whitley awards, when ratified.

Agreed: that the salary of Miss Collins for the current month be paid as during the absence of the Principal. At the request of the Principal, approval was given to the sharing of the car allowance between the Principal and Vice-Principal.

G.R.B.

(b) The Beeches: payments — Reported: the £5 allocated to the cleaner on the prospective closing of The Beeches (Minute 3e) would not now be paid, as the cleaner had left and temporary help had been engaged.

2. Financial Statement for Michaelmas Term, 1959. — The Financial Statement for the Michaelmas Term was received. In relation to the Budget estimate a nett underspending of £346 was shown, and £282 more income. The accuracy of forecasts was commented on favourably.

3. Future Plans

(a) Building Fund — Mr. Dennison reported that, taking into account the sale of The Beeches, some £20,000 should be available from all Trust and other assets for the building of the new School.

(b) Sale of The Beeches — The Chairman read a letter that he had received from Carter Jonas & Sons informing us of an offer for The Beeches, unfurnished, which recommended that a figure of £6950 should be asked for and accepted if offered. The circumstances were reviewed, and it was decided to recommend to the Governors a minimum sale price of £7,500, without furniture.

(c) Disposal of furniture — Concerning the sale of furniture at The Beeches, it was decided that, apart from furniture required for the use of the School, the price placed on each item be clearly indicated and that the staff attempt to sell for cash at evening sittings.

(d) Public Appeal — It was agreed that Miss Macdonald give her main attention to the forwarding of the public appeal for the Building Fund, and that she circulate suggested names for the list of Patrons and for the Appeal Committee for consideration at the Meeting of Governors on the 3rd March.

(e) Plan of New School — Miss Macdonald agreed to submit a tentative plan of the new School buildings to the Governors at their March meeting. She drew attention to the outline plan forwarded to the Planning Authority by the architects, inasmuch as the addition of the block to Harberton House had been so sited as to give more cause for objection by Mr. Shuttleworth.

4 Harberton House — Authority was given to advertise for a handy-man able to undertake painting and decorating at Harberton House and the School.

5. Harberton Mead Road: gates — In view of development in the neighbourhood of Harberton Mead it was considered advisable to recommend to the Casson Trustees the installation of at least one gate, at the Julianstow entrance to the Mead, and to ensure that all bordering fences were in good condition.

6 The Lodge — It was agreed to recommend to the Trustees that the wiring and other electrical equipment at The Lodge be overhauled and that if renovation proved necessary as the result of additional items required personally by the Principal consideration should be given to the payment by her of a proportion of the cost.

28.vi.60.

P. E. Breed
Chairman

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the Meeting of the General Purposes and Finance Committee held on the 28th June, 1960.

Present: Mr. G.R.F. Bredin (in the Chair)
Mrs. Alison Young

In attendance: The Principal, the Vice-Principal, the Accountant and the Secretary.

Apologies were received from Mr. Henderson, Mr. Loukes and Dr. Shepherd.

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1. Minutes — The Minutes of the Meeting held on the 15th February 1960, as previously circulated, were confirmed.

Business arising:

(a) Sale of "The Beeches" & investment of the proceeds. — Reported: "The Beeches", with the furniture included, had been sold to the Institute of Education for £8,250. Mr. Cole to be asked for a report to the Governors' Meeting on progress for completion of the sale. Suitable investment of the proceeds was deputed to Mr. Bredin and the Principal.

(b) Miss Christer's services. — Appreciation was recorded of the considerable service given by Miss Christer as receptionist to potential purchasers at "The Brambles". The three Casson Trustees present agreed that 10 guineas be paid to her from Trust Funds as a token of this appreciation.

2. Meeting Times. — In view of Sir Hugh Casson's engagements on the 14th July it was agreed to change the times of the Casson Trust and the Governors' Meetings to 2 p.m. and 3 p.m. respectively.

3. Statement of Income and Expenditure: Hilary Term.
(a) Investments. — The Statement of Income and Expenditure during Hilary Term in comparison with the Budget was received, and was supplemented by comments from Mr. Dennison. Mr. Bredin and the Principal were asked to consider investment of funds from Current Account Balances.

(b) Harberton House: re-decoration. — In consultation with Miss Christer the need of re-decoration at Harberton House was reviewed. It was agreed that for the most part, the interior could be undertaken by the staff, but it was decided to engage an outside firm to renovate the students' sitting room at an early date. Exterior re-decoration was deferred for twelve months.

4. Proposed "Institute of Training" Plan.
(a) Future development: memorandum:
(b) Articles of Association. — A memorandum on the present position of the School training courses and suggestions for future development, as drafted by the Principal, was reviewed, together with a report by Mr. Talbot on the relation of the current Memorandum and Articles of Association to the suggestions made. Suggestions for the name of the School to conform with the extended curriculum were recorded for submission to the Governors.

Recommended: that the extensions of training courses as proposed by Miss Macdonald be endorsed in principle.

5. Building Costs.
(a) Hostel extension. — The Principal suggested that it would reduce expenses if the project to add twelve rooms to Harberton House were dropped and instead any convenient house on the estate falling vacant were purchased. The suggestion was approved, and the Secretary instructed to circulate an appropriate note to the residents with the object of securing the first option on such a property.

(b) The Lodge. Miss Macdonald also submitted a proposal that in addition to the extension of The Lodge already agreed, a second storey be erected on the one-storey building proposed, in order to give additional accommodation, the necessity for which she explained. To bear the whole of the initial cost of building would be a strain on her resources, although she was prepared to bear it if required. The cost of an additional storey would add £1,000 to the £2,000 of the current estimate.

The Committee recommended the Governors to approve the addition suggested, also recommending that the cost of the first storey containing the large room, i.e. £2,000, be an immediate charge on the School, the initial cost of the second storey, £1,000, to be met by the Principal as a loan. The Principal was authorised as a matter of urgency to go ahead with the plans.

6. Proposed Fund-raising Tour in the U.S.A. Miss Macdonald reported that owing to domestic circumstances it was unlikely that she could undertake the proposed tour to raise contributions to the Building Fund in the U.S.A. The alternatives were to abandon it, or for some other representative of the School to take her place.

The Committee decided that the tour be undertaken, and that the necessary passage to the U.S.A. be booked; either the Principal or the Vice-Principal to be the School representative.

7. New Governors. It was agreed to submit the following names to the Board to be considered for appointment as Governors: Dr. Annis Gillie, Dr. Mason, Sir Frederick Puckle, Sir Geoffrey Vickers, Dr. Warin.

8. Proposed entrances to the Mead Road from "Cotuit". As it was confirmed that the City Education Committee still had in view the provision of access to Harberton Mead Road from "Cotuit" although a letter in objection had been forwarded, it was decided to instruct Mr. Cole to deal with the situation.

9. Harberton Mead Road gate. Reported: the estimate received from Messrs. Benfield & Loxley for supplying and installing a gate at the Julianstow end of Harberton Mead Road totalled £59.3.6d. Other estimates had not yet been received.

10. County History: request for subscription. A request was received for a subscription towards the expense of completing the Victoria County History of Oxfordshire. It was agreed to reply expressing regret at inability to subscribe.

11. Appeal Brochure. The draft of the Appeal Brochure was reviewed. An addendum to the introduction was agreed upon and other amendments made.

12. Founder's Day. Rearrangement of the procedure already announced for Founder's Day was notified. It had now been opened to parents. As the main effort would be to stress the bearing of occupational therapy on mental health, the Committee decided that it would be appropriate that Dr. Shepherd be invited to make the introductory remarks if he were available.

13. Mudbrook Sailing Club. It was reported that a crew of students were entering for the appropriate race in the Clyde Regatta, as last year, and asked for permission to fly the School flag. This was authorised, but a tentative feeler for a contribution, as last year, towards the entrance fee was sympathetically rejected, as it had been made plain that no precedent could be established.

14. Fees. Mr. Dennison called attention to estimates of a probable deficit of approximately £150 in 1961 owing to the new salary awards. It was agreed to recommend that consideration of any increase in School fees should be postponed until after the issue of the Appeal.

15. Repair of School Doors. After receiving an estimate of £110 for the repair of doors at the School from Mr. Sutton, a further estimate was obtained from Mr. Franks (who was recommended by Mr. Henderson). This second tender was £45, for repairs including 6 new doors and door frames. Acceptance of the tender from Mr. Franks was authorised.

8.xi.60

Spare

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY.

Minutes of the Meeting of the General Purposes and Finance Committee held on the 8th November, 1960.

Present: Mr. G.R.F. Bredin (in the Chair).
Mr. Harold Loukes.
Mrs. Nugent Young.

In attendance: the Principal, the Vice-Principal, the Accountant, the Secretary and the Auditor (Mr. S.W. Bayliss).

Apologies for absence were received from Dr. Andrew Shepherd.

1. Minutes. The Minutes of the Meeting held on the 28th June 1960 were confirmed.

2. Statement of Accounts for 1959-60, and Auditor's Report. The Statement of Accounts for the Year ending the 31st August 1960 was received. The Income and Expenditure Account revealed a net surplus of £2,359. Mr. Dennison reviewed the items, calling for comment, and Mr. Bayliss made some general observations. He approved the separate presentation of income and expenditure relating to investments, conferences, etc. from items directly concerned with the work of the School.

Authority to sign. It was agreed to recommend to the Governors that authority to sign each yearly statement of accounts be delegated to the Committee.

3. Budget for 1960-61. (a)M.R.R.F. The Budget estimates for the year 1960-61 were received. It was resolved to place an additional £400 to the Major Repairs and Renewals Fund.

(b)Hostel Charges. Taking note of relevant comparisons, it was agreed to recommend that the current charge of £4. 4. 0. per week for Hostel accommodation be increased to £4.10. 0. per week for newcomers from March 1961.

4. Investments from Current Account. The Committee were informed that £3,000 had been invested in 5% Defence Bonds from Current Account.

Allocations of cash between Current and Deposit Accounts were discussed, and Mr. Dennison was authorised to use his discretion in transferring to Deposit Account.

5. Transfer to new Company deferred. In view of probable adverse consequences which might follow a change of Company formation during the Appeal campaign, it was decided to ask Mr. Cole to postpone action on the transfer until further notice. Mr. Bayliss emphasised the likely ill-effects of some unavoidable publicity in which the necessary formula of "liquidation" would have a place.

6. Trust business. (a) The Beeches. For the information of the Committee, report was given as below on matters within the province of the Casson Trustees:

The money due from the sale of The Beeches had not yet been received, but payment of rates had been taken over by the purchasers.

(b)Extensions to The Lodge. Work on extensions to The Lodge began the previous day, the 7th November, and it was hoped that the project would be completed in three months. Kingerlees were the contractors.

(c) Harberton Mead.

(i) Proposed entrance from "Cotuit." Nothing further had as yet occured concerning the proposed entrance to Harberton Mead from "Cotuit."

(ii) Road Gate. The road gate at the Julianstow end of the Mead had been installed, and two short lengths of fencing, one on each side of the gate, were needed. It was agreed to recommend that the fencing be erected.

(iii) Restoration of road surface. Where the new sewer had been laid, along the lower half of Harberton Mead, the road was in a dangerous state. In spite of representations made to the City Engineer, it appeared difficult to secure satisfactory repairs from the contractor. The Secretary was asked to continue his efforts for improvement of the road, and the Chairman readily agreed to help.

(d) Building Fund Trust. As the land on which the new School would be built was owned by the Casson Trust, the new buildings would in law belong to the Trust. It had already been decided that the Building Fund would be held by the Casson Trustees. To adjust this procedure to the legal situation, the advice received was that the Appeal for the Building Fund should be issued jointly by the School and the Trust, with appropriate supplementary information.

7. Harberton House re-decoration. It was agreed to approve the proposed re-decoration of the sitting-room and cupboard at Harberton House at a cost of £90.

8. Proposed New Governors. Of the nominees suggested for appointment as new Governors the following information was reported.

Dr. Gillie, Dr. Warin and Sir Geoffrey Vickers had not proved able to accept but Dr. Gillie would be willing to act as sponsor for the appeal; Dr. Mason had accepted; Sir Frederick Puckle was as yet undecided. It seemed likely that Sir Frederick would agree to serve; he could represent both the Regional and the United Hospitals Boards.

9. Government Superannuation Scheme. The Committee were informed that both the Ministry of Health and the Ministry of Education were contracting out of the Government Superannuation Scheme. As a consequence, the whole of the School staff, teaching and other, almost without exception, would remain outside the Government Scheme.

10. Future plans: Building Costs. Further note was taken of the letter received from the architects dated 2nd June 1960 reporting estimates of building costs made by the quantity surveyors. The letter contained the suggestion that for budgetary purposes an overall figure of £145,000 should be allowed to cover all building costs. This figure included work on the proposed Hostel Annexe, £32,000, which had now been excluded from future plans, with the possible alternative of the purchase of a house.

11. State Registration. Miss Macdonald reported that State Registration of Occupational Therapy and other professions became operative in the preceding week.

12. State Scholarships. She asked for opinions on whether the transference of responsibility for what were now State Scholarships to local authorities would be likely to affect local authority grants to School students. The general view was that they would not be affected.

13. Harberton House: lighting. The wiring and other equipment for lighting at Harberton House was reported to be defective. It was agreed that a thorough investigation and repair, if necessary, should be undertake

14. Overseas student.

A report was received of the adverse affect on the studies of a promising South African student of the long separation from her widowed mother, who was in poor circumstances. There was a possibility of some easement of this situation if her mother could raise funds for a visit to this country.

The Committee agreed that if the students journey overseas in vacation became necessary, a donation of £40 be made to the Needy Students Fund in order to cover a similar grant to the student towards travelling expenses.

15. Book on Occupational Therapy.

A copy of the book on Occupational Therapy edited by Miss Macdonald, just published, was laid before the members of the Committee. Miss Macdonald and her co-writers were congratulated on their achievement.

13.2.61.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY.

Minutes of the Meeting of the General Pusposes and Finance Committee held on 13th February 1961.

Present: Dr. Andrew Shepherd (in the Chair).
Dr. E.F. Mason.
Mrs. Nugent Young.

In attend- The Principal.
ance: Accountant.
Secretary.

Apologies were received from Mr. G.R.F. Bredin and Mr. Harold Loukes.

1. Minutes. The Minutes of the Meeting held on 8th November 1960, as previously circulated, were confirmed.

2. Financial Statement: Michaelmas Term. The Financial Statement for the period of the Michaelmas Term, 1960, was received. Mr. Dennison commented on items deviating from Budget estimates. In total the financial position at the end of term revealed a surplus of £528 over the estimate. £1,500 had been reinvested in 5% bonds.

3. Wages and Salaries. Miss Macdonald reported that in consultation with Mr. Bredin wages and salaries had been reviewed, as requested by the Committee. The houseman and the head gardener were given increases of 5/- per week each, and the under-gardener 3/6d per week. The telephone girl, who was very efficient, had received an increase of 5/- a week. The head cook had recently been promoted to that post, and her wages had been raised accordingly.
Increments due to members of the salaried staff were implemented. The Committee were asked to bear in mind that increases in the Burnham Scales may be pending and would involve readjustment of salaries.

4. Miss Parry. Miss Macdonald informed the Committee that arrangements had been made to ease the work of Miss Parry, the Sub-Warden at the Hostel, as she was 61 years of age, and was now finding long hours bearing heavily on her. She was not due to superannuation until 65. Occasional help had been engaged to reduce her working hours slightly.

5. New Governors. The Committee decided to recommend to the Governors that the following individuals might be invited to become members of the Board of Governors.
Dr. Margaret Agerholm, to take the place of Dr. Celia Westrop, Sir Charles Ponsonby, to represent the Regional Hospitals Board, and Mr. Michael Rowntree, to represent the United Hospitals Board.
Dr. Mason undertook to suggest a member of the United Hospitals Board who might, to fulfil the terms of the original agreement, become a nominated Governor of the School. Now that the School had the benefit of Dr. Mason's help as a medical man, a layman could fill this vacancy.

PDB

6. Harberton Mead: Entrance from "Cotuit".

Reported: the City Council were negotiating with the School's solicitor to secure entry from "Cotuit" to Harberton Mead for the Warden alone. By adjustment of the roadway it was hoped to prevent inconvenience to the residents should agreement be reached. Extensions of "Cotuit" were to be built, and temporary access for the builders had been granted. A supplementary report on the whole situation would be submitted to the Governors.

7. Harberton House: Lighting and redecoration.

The Committee were informed that the electricity supply affecting Harberton House had been supplemented, as rendered necessary by increased consumption at "Cotuit".
A tender for exterior decorations of the House, at £425, had been received. It was agreed to recommend that the tender be accepted, and payment made from the Major Repairs and Renewals Fund.

8. New Articles of Association.

Reported: the procedure for change to a new company minus the description "Limited" was involving convenient delay.
Suggested changes in wording of certain clauses of the Articles were to be circulated to the Governors before the next meeting. The quorum for Meetings of Governors was a difficult matter to decide. To place it too high would be a crippling provision. A possibility was a sliding scale, graded according to the number of Governors on the Board at a given time.

9. Superannuation.

The Committee were informed that the staff of the School were now definitely outside the scope of the Government's superannuation scheme, and that the School Scheme had received official recognition.

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7. 3.61.

15/4/61

Dorset House School of Occupational Therapy.

Minutes of the Meeting of the General Purposes and Finance Committee held on the 15th May, 1961.

Present: Mr. G.R.F. Bredin (in the Chair)
Dr. E.F. Mason
Dr. Andrew Shepherd
Mrs. Nugent Young

In attendance: Miss E.M. Macdonald (Principal), Mr. H.L. Dennison (Accountant), Mr. S. Smith (Secretary).

Apologies were received from Mr. Harold Loukes.

On behalf of the Committee the Chairman warmly welcomed its new member, Dr. Mason.

1. Minutes. The Minutes of the Meeting held on the 13th February 1961, as previously circulated, were confirmed.

2. Committee membership. Note was taken that Dr. E.F. Mason had accepted appointment to the Committee.

3. Financial Statement: Hilary Term. The Financial Statement for Hilary Term was received. The Principal and Mr. Dennison supplemented, and dealt with questions arising. Thanks to Miss Christie and Miss Parry were recorded for their efficient supervision of hostel expenditure.

(a) Future commitments. Mr. Dennison drew attention to the probable increase in expenditure impending from future salary awards. An increase in the Whitley scales for occupational therapists, 5%, if dated back to January, would add £204 to expenditure in the current year, and £290 in a full year. A mooted increase of 12½% in the Burnham scales would entail additional expenditure of £1,200 a year.

Next year, therefore, the likely rise in expenses would be in the region of £1,500. On the other hand, roughly £800 additional income should be received as a result of the recent increase in Hostel fees, which at the moment did not apply to all students but only to those recently admitted.

(b) Prospective increase in fees. A further increase in fees and its appropriate timing was discussed. Finally it was decided to recommend that from January 1962 fees be increased by an additional £9.15. a year, in the event of salary awards as forecast. In fairness to parents who had been invited to make payments to the School Development Fund by covenant, they were to receive immediate notice of the intended increase and the circumstances relating to it, the wording of the notice to be decided by the Chairman and the Principal, and the matter to be discussed with the Chairman of the Development Fund Committee.

G.R.B. Mr. Dennison was thanked for his helpful review of the financial situation.

4. The Development Fund.

Preparations for the visit of Oxford business men to the School on the 5th June next were reviewed. Arrangements were made for acknowledgement, during the visit, by the Chairman, as representing the School, of the Gold Cross given to the Principal on behalf of the School by the Greek Red Cross at the London Re-union on April 29th.

The Friends of Dorset House (Staff and Students) had raised more than £80 for the Fund in a most successful Jumble Sale on Saturday, May 13th. They were warmly congratulated.

5. New Governors.

It was agreed to delay approach to the intended new Governors visualised by the Board at its Meeting on the 13th March last, and to report the circumstances to the Board.

6. New Articles of Association.

The Committee were informed that so far there was nothing further to report concerning the new Articles of Association. In view of the forthcoming Appeal the delay was welcomed.

7. Harberton Mead.

Reported: the permission given to the builders constructing extensions at "Cotuit" for a temporary entrance to Harberton Mead had been properly used.

8. Harberton House.

The arrangements for the exterior decoration of Harberton House were well in hand.

The Principal expressed her uneasiness concerning the current arrangements for escape from the house in the event of an outbreak of fire, although these had been approved by the local fire authority. She had been authorised by the Chairman of this Committee to consult the School architects and they had advised that appropriate improvement would possibly involve a gross expenditure, at a maximum, of £1,000.

It was agreed that the architects be asked to itemise the expenditure, and that a report on the matter be submitted to the Governors.

9. Billets for coloured students.

Reported: with reference to the problem of billets for coloured students, action had been taken by the Principal but so far no further progress had been made. Acceptance of two coloured candidates for admission to brief courses had been held up. Their age presented a difficulty in arranging residence in the Hostel, although the students had no "colour bar" feeling.

10. Students in hospitals.

The Committee were informed that difficulty had occurred in making approaches to relevant people concerning the problem of the intrusion of some students in hospital arrangements for religious services. Consultation on the matter with Mr. Mullins, Secretary to the Nuffield Hospital, was at the moment proceeding.

11. Founders Day service.

The Principal informed the Committee that she had been unable to enlist the Bishop of Buckingham for the service on Founders Day at All Saints Church as she had hoped. Mr. Bredin agreed to approach the Rev. O.K. de Berry, Rector of St. Aldate's Church, to fill the vacancy.

12. Termination of student's course.

Dr. Shepherd and the Principal were strongly supported in their opinion that a Pakistani student who had become mentally ill would be unable to continue her course at any time.

13. Instruction to Barclays Bank.

Barclay's Bank had drawn attention to the point that Mr. Dennison had not been formally authorised to transfer funds from the General A/c to the Imprest A/c from which salary payments were made. Mr. Bredin agreed to attend to this formal matter.

SS/RT. 23. 5. 61.

14. xi. 61.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Meeting of the General Purposes and Finance Committee held on the 14th November, 1961.

Present: Mr. G.R.F. Bredin (in the Chair)
Mr. H. Loukes
Mrs. Nugent Young.

In attendance: Miss Macdonald (Principal)
Miss Collins (Vice-Principal)
Mr. Dennison (Accountant)
Mr. Smith (Secretary)

Mr. Bayliss, the Auditor, was also present.

Apologies were received from Dr. Andrew Shepherd and Dr. E.F. Mason. On behalf of the Committee, the Chairman sent a letter to Dr. Shepherd expressing their concern that his absence was due to ill-health, and their hope for a quick recovery.

1. Minutes. The Minutes of the Meeting held on the 15th May 1961 as circulated were confirmed.

Business arising:

Students in Hospitals (Minute 10) Miss Macdonald reported that she was discussing with the hospital authorities the students' participation in religious services.

2. Finance (a) 1960-61 Accounts & Auditors' Report. The Statement of Accounts for 1960-61 was examined. Mr. Dennison made supplementary comments, and Mr. Bayliss reported on the satisfactory condition of the accounts. The Committee highly commended the Staff of the School for their excellent control of expenditure.

Memorial Portrait. It was agreed to suggest to the Casson Trustees that the cost of Dr. Casson's portrait should appropriately be borne by them.
Resolved: that the Statement of Accounts for 1960-61 be recommended to the Governors for adoption.

(b) Budget for 1961-62 As decisions had to be made on Salaries and Wages in relation to changes in the Burnham Scales, and also on School fees to be charged in order to meet any increase in expenditure arising therefrom, the Budget estimates were presented in three divisions, i.e.,

(i) Method of Presentation (1) relating to all items of income and expenditure with the exception of Slaries and Wages and Tuition Fees; (2) relating to Salaries and Wages as calculated in two groups for comparison, on basic figures of 15% and 20% respectively in salary increases; and (3) estimates of income arising from increased Tuition Fees; current fee per term 35 guineas; calculations shown as related to increases of 4, 5, 6, 7, 8, 9 and 10 guineas per term. Estimates under both (2) and (3) included figures concerning 1961-62 from and including January 1962, also figures for a full year, 1962-63. (Items not directly concerned with tuition and residence were separately shown).

(ii) Recommendations. Resolved: To recommend, concerning Division (2) that increases in

Salaries salaries be given as specified in relation to basic figures of a 20% increase; wages of cleaners, stokers, handyman and canteen assistant at the School be raised by 4d. an hour; at Harberton House

Wages the head cook and head gardener to have their wages increased by 6d. an hour; the assistant cook, the cleaners, the houseman and the under-gardener by 4d. an hour.

Tuition Fees Concerning Division (3) that tuition fees be increased by 7 guineas per term, to meet the higher expenditure as forecast.

The Committee were reminded that warning of a likely increase in tuition fees next January had already been circulated well in advance

9 A A B

The recommendations made by the Committee were decided after careful consideration of the circumstances, and their bearing on the needs of the School and the efficiency of its administration. The Budget estimates, as supplemented accordingly, would indicate a surplus for 1961-62 of £1722: income, £38,172: expenditure, £36,450. The Committee warmly commended the clarity with which the Accountant had set out for discussion a highly complex issue.

Repairs & Renewals Fund. Concerning the Repairs and Renewals Fund, it was decided to recommend that an additional £200 be placed in the Fund, to make a total of £500.

Recognition of Service. The Committee were informed that Miss Christer and Mr. Griffin had saved expense at Harberton House on interior decorating by hours of overtime work during School vacation. As a sign that this effort was appreciated it was agreed that a sum up to £10 be given to each, at the discretion of the Principal.

. Future Plans

Purchase of "Hillstow" It was formally reported that, following on the proceedings of an ad hoc committee meeting of Trustees held on the 23rd September last, the premises known as "Hillstow", situate in London Road, Headington, together with a house in the grounds, had been purchased on behalf of the School for £19,500 and £3,600 respectively. It was intended that plans to use "Hillstow" for School purposes should replace current plans to build in Harberton House grounds. Possession would be given at the end of twelve months.

. Trust Business

(a) Extensions to the Lodge. The Committee were notified that the extensions to the Lodge were now practically completed. A few items yet to be dealt with would be submitted to the Trustees.

(b) Harberton Mead: Road surface. Miss Macdonald drew attention to the delay in restoring the road surface in Harberton Mead. The Secretary reported that continuance of the work had been promised, to be undertaken in the current fortnight. Particular attention had been drawn to the state of the road margins, formerly grass verges. The contractor to the Corporation had agreed, with reluctance, to deal with these.

Mr. Beasley. The Committee agreed that Mr. Beasley be asked to check that the work be reasonably done.

c) Building Fund Appeal. Miss Macdonald expressed the opinion, with reference to the first phase of the Appeal Campaign (i.e., calling on the help of students, ex-students and parents) that unfortunately, but understandably, there was liklihood of only a small financial return. She and Miss Collins had respectively visited various centres to get into touch with ex-students and parents. Everywhere they found keen appreciation of the work of the School and interest in the success of the Appeal. It had to be recognised, however, that ex-students' salaries were not large, as current Press comment on hospital pay had emphasised, and parents with limited means had already borne expense for the training course.

In January it was hoped that a cocktail party would be arranged in Oxford, and on February 20th a luncheon will be held at the Goldsmiths' Hall, to which industrialists would be invited. The Goldsmiths had offered the use of their Hall for the luncheon free of charge, though on condition that actual contributions were not asked for then and there. The request for donations would follow later.

The cost of the brochure had fallen within the estimates but was higher than the first tenders. It would be necessary later on to insert in the brochure an explanation of the change of plan arising from the purchase of "Hillstow", and permission was being sought to photograph the building.

Suggested sale of building plots. Owing to the change of plan some contributions to the Building Fund could be secured by the sale of three building plots in Harberton House grounds. If sold with the provision of a covenant that the Casson Trustees were to approve any plans for building on the sites, this would safeguard against any detriment to Trust property.

5. "Cotuit" and Harberton Mead — The Committee were informed that Oxford Corporation had now decided not to make provision for access from their Hostel, "Cotuit", to Harberton Mead.

6. Harberton House — Miss Macdonald reported that some addition to the work of exterior decoration covered by the estimate of £450 had been found necessary, and the final cost would be between £500 and £550. It was agreed that the additional cost be approved.

7. Lectures in Psychiatry. — Dr. Yeaxlee had requested the Principal to permit two men students to attend the School lectures in Psychiatry, as apparently no suitable lectures elsewhere were available. From January a man and a woman doctor would divide the giving of the lectures between them. The Committee recommended the granting of Dr. Yeaxlee's request.

8. Misplaced Publicity — Tentative soundings had been made at the offices of the Regional Board as to the possibilities in the future of joint use of facilities in particular fields of study, by students undertaking training in different professional courses. It was intended that the matter be regarded as exploratory. Unfortunately the Board had issued a circular to other professions which gave a misleading view of the current attitude and circumstances of the School. Mr. Loukes had helpfully drafted new paragraphs for a follow-up circulation by the Board.

9. King's College Hospital. — Miss Macdonald reported that King's College Hospital had given notice that no further groups of students from the School could be received for hospital practice after 6-8 months. This severed a connection between School and Hospital which had covered twenty years. The reason given was the temporary drastic reduction of facilities for staffing which would not allow continuance of the present arrangement. It might be possible, however, to place two or three students with King's, and some with other hospitals. The matter was to be investigated.

The impression was received that the hospital might have in view the training of its own therapists, and that possibly this indicated a new trend towards the establishment of many local schools. Reactions to attempts to place students with other hospitals might in this respect be informative.

5.11.62.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Meeting of the General Purposes and Finance Committee held on the 5th March 1962.

Present: Mr. G.R.F. Bredin (in the Chair)
Mr. Harold Loukes
Dr. E.F. Mason
Sir Douglas Veale

In Attendance: Miss E.M. Macdonald (Principal)
Miss D.G. Collins (Vice-Principal)
Mr. H.L. Dennison (Accountant)
Mr. Sam Smith (Secretary)

Apologies were received from Dr. Andrew Shepherd and Mrs. Nugent Young.

1. Minutes — The Minutes of the Meeting held on the 14th November 1961, as previously circulated, were confirmed.

2. Financial Statement: Michaelmas Term: — The financial Statement for Michaelmas Term, supplemented by comments and answers to questions by Mr. Dennison, was received. Satisfaction was expressed with the financial position for the Term as shown.

Miss Macdonald drew attention to the unfortunate plight of a Nigerian student whose husband had been involved in a car accident. Her husband was seriously affected, and it was possible that she would have to be the breadwinner for both, at least for some time to come. She had only three months to cover for completion of her course at the School, and our way of helping her in the very difficult circumstances would be to give her a scholarship and to return the tuition fees she had paid, a total of £220.

It was agreed that this course be adopted and £200 be returned to them and that the attention of the Nigerian Ambassador be drawn to her case.

3. Harberton House

(a) Salaries — The Committee were informed that it had become necessary to relieve Miss Christer and Miss Parry, particularly Miss Parry, from some pressure of the work involved at Harberton House. It was suggested that a third person should be employed part-time. Towards the expense of this arrangement Miss Christer offered to contribute one-half of the recent increase in salary, and Miss Parry two-thirds, £67 and £82 respectively. The School would then need to contribute £215.

It was decided to recommend to the Governors that this suggestion be implemented.

(b) Hostel fees — It was also decided to recommend that as from the beginning of September next the fees for residence at the Hostel be raised from the current figure of £4.15. 0. per week to £5. 0. 0. In the meantime reasonably adequate notice of the increase could be given.

(c) Kitchen equipment. — Resolved: that authority be given to purchase a meat slicer for service in the Hostel kitchen, at a cost of £114.

J.R.M.B.

4. King's College Hospital

Miss Macdonald reported that after supplementary inquiries as to the situation at King's College Hospital concerning facilities for Dorset House students, September closure of long-established arrangements appeared to be the present plan. It was, however, doubtful whether the new training scheme as invisaged at the Hospital could be ready by September, and a further assessment of the situation would be made in the coming months.

5. Future Plans

(a) Progress of Building Fund.

The progress of the Building Fund to date was briefly reviewed: Staff and Students had raised £1,000; the previous Appeal, £1,739; the current Appeal, £4,709; and just received, a cheque for £1,350; to release an ear-marked figure in the Trust accounts, which could now be allocated to the Development Fund - a total in all of £8,798.

(b) Oxford Luncheon: report.

Included in this total was £374 received from business firms represented at the Oxford Luncheon. Five of those represented had as yet not replied to post-lunch requests. (The cost of the luncheon had been about £50).

(c) Sherry Party.

The forthcoming Sherry Party at Corpus Christi College would take place on the 27th March at 6-30 Sir Hugh Casson would be present to speak for the Appeal.

Following up the attendance of the Sherry Party was something of a problem. Finally it was agreed that the Governors should take what convenient opportunities for after-Party approach to individuals came their way, and that any leeway of approach devolve upon students at the School or be dealt with by correspondence. Where appropriate, personal letters would be helpful.

(d) London Luncheon.

The Luncheon at the Goldsmiths Hall would be held on the 15th June 1962. Senior members of firms would be invited, and asked to reserve the date or to send a deputy if such reservation could not be made. Representatives of major Foundations would also be invited, including the Wolfson Foundation. If numbers were sufficient the Luncheon would be given in the large Hall, and there would be a separate room for drinks.

The Committee were shown a lengthy horizontal representation of buildings that at various times had been occupied by the School, beginning with Dorset House at Bristol, succeeded during the war period by the temporary buildings at Bromsgrove Hospital, and then by the Nissen huts in which the School was at present housed. The final illustration was of the new buildings as planned for the site at Harberton Mead, which would have to be replaced by an outline of "Hillstow".

Also shown was a sequence of photographs informative of the course taken by students at the School. The Committee warmly approved of the suggestion that both the School buildings' history and the photographic sequence should be on view to guests at the London Luncheon. The idea was endorsed that

APB/

the selected students attending the luncheon should show guests the buildings' illustration and the photographs, which would be displayed on opposite walls of the room where drinks were being served. They would also hand out leaflets giving an account of the School. These would prepare guests for study of the brochures to be forwarded immediately following the lunch.

(e) Proposed sale of building plots.

The proposed sale of building plots at Harberton Mead was discussed. The meeting stressed the importance of inserting in the conditions of sale some provision for safeguarding the amenities. Soundings by an agent for some client unknown had already been made. As it was for the time being not urgent to sell, it was agreed that opportunity should be given to attract competitive buyers, and that offers from known sources only should be considered.

(f) Professor Trueta.

Miss Macdonald reported on an interview she had had with Professor Trueta. Although this was irrelevant to the issue she wished to discuss with him, he incidentally said that he would be meeting Lord Nuffield soon. In discussing other matters he said that he might be able to mention the urgent need of Dorset House. The question was raised as to the advisability of approaching the Wolfson Foundation simultaneously, and it was decided that there would be no disadvantage arising therefrom.

(g) Naming after donors.

If, for the receipt of a substantial donation to the Building Fund, the whole or a part of the School buildings were to be named after the donor, the opinion was expressed that "Dorset House" should have place in the name of the School, e.g. "The Nuffield School of Occupational Therapy at Dorset House".

(h) Future procedure.

A plan of future procedure for financing the new School buildings was submitted by Miss Macdonald and reviewed by the Committee. All but items (b) and (d) were approved. The excluded items referred to the raising of mortgages on Harberton House and Lodge and on "Hillstow": these were deferred for later consideration if necessary.

(i) Development of "Hillstow"

Miss Macdonald reported that plans for the development of "Hillstow" would be submitted to a later Meeting.

21.V.64.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Meeting of the General Purposes and Finance Committee held on the 21st May 1962.

Present: Mr. G.R.F. Bredin (in the Chair)
Mr. K.D.D. Henderson
Mrs. Nugent Young

In attendance: Miss E.M. Macdonald (Principal); Miss B.G. Collins (Vice-Principal); Mr. H.L. Dennison (Accountant); Mr. Sam Smith (Secretary).

Apologies were received from Sir Hugh Casson, Dr. Andrew Shepherd, Mr. Harold Loukes and Dr. E.F. Mason.

1. Minutes. The Minutes of the Meeting held on the 5th March 1962, as previously circulated, were confirmed.

2. Financial Statement. The Financial Statement for Hilary Term was received. Income during the period had exceeded expenditure by £711. Mr. Dennison commented on various items and answered questions.

3. Harberton House. Concerning Harberton House, Miss Macdonald reported that students in residence were two less than the full number, owing to withdrawals. The passage had been re-decorated as authorised.

4. The American Conference. For personal reasons, Miss Macdonald was not as yet certain that she would be able to attend the American Conference, and Miss Collins might have to deputise for her. Representation at the Conference would give opportunity to make known to overseas therapists accurate information as to the facilities for training which Dorset House could offer.

The Principal wished to pay the fare for attending the Conference out of a "down payment" she had received from the publishers of her book on occupational therapy. This would be in the form of a return of salary for the time that had been taken for writing the book.

5. Oxford Luncheon and Sherry Party. Contributions to the Development Fund from Oxford business men who had been invited to the Oxford Luncheon and the Oxford Sherry Party now totalled, in covenants, £683.15. 0., in donations £199. 6. 0.

6. London Luncheon. Invitations to the London Luncheon had been accepted by some 57 people, and additional response was expected. If possible, the Luncheon would be held in the Big Hall.

It was agreed that the changed situation as a consequence of the purchase of "Hillstow" warranted an appeal to the public for a total sum of £100,000, instead of the £150,000 originally visualised. This lower figure would be the target as announced by Sir Wilfrid le Gros Clark, the speaker at the Luncheon.

7. Development Fund and other assets. Monies contributed to the Development Fund to date totalled £6,874; Casson Trust assets could produce £9,350; School assets, £7,500; providing an approximate total of £23,500 for development purposes. A school contribution could be accepted by the Casson Trustees as rent in advance, and from this, if necessity arose, the School could be financially assisted, temporarily. Alternatively, it could be a direct gift to the Fund, in view of the possibility that the School and all its assets might perhaps at some future date be taken over by the Ministry of Health.

GRFB.

8. Potential capital

Possible sources of additional capital were reviewed, apart from further contributions resulting from the Appeal. Sources suggested were (a) a bank loan of £2,000 on the security of the covenants; (b) a mortgage of £10,000 on "Hillstow"; (c) a sale of land at Harberton for £10,000 - £15,000.

9. Review of expenditure

(a) "Hillstow" purchase and repair.

For the final purchase of "Hillstow" and the cottage some £21,000 would be needed. Repair of the roof, and necessary decoration, might cost £5,000.

(b) Adaptation.

Alterations and extensions to the house as planned were estimated to cost £9,000 - £10,000. When these were completed, the administration and some of the lectures could be moved into "Hillstow". Workshops could be left at the Churchill, and more use might be made of the Technical College. As at this stage the Hall would not be built, on occasion the new hall of Latimer Road School might be hired.

(c) Workshops and Hall.

The construction of the workshops could proceed as further capital became available, to be followed by construction of the Hall, which would complete all the accommodation now proposed on the London Road site.

(d) The Cottage.

In addition to their acceptance, in general, of the financial policy outlined in Minutes 6, 7, 8, and 9 above, the Governors were recommended to authorise Mr. Beasley, of Carter Jonas & Sons, to advise on adding a bathroom and kitchen to the cottage and make any other necessary changes as required, the work to begin at the earliest possible date. The cost of £1,500 was mentioned. With these alterations, the cottage could provide a source of income.

10. Founder's Day

Reported: an Open Evening for Oxford visitors had been planned for the evening of Friday the 6th July, to procede Founder's Day on the Saturday. There would be some demonstrations, and a small sale of work.

A meeting at 3p.m. for parents would take place on Founder's Day, to which Sponsors and Governors would be invited. Guests would be welcomed by invitation, and the usual tea and demonstrations would be provided.

11. Teacher trainees

Recent arrangements made for teacher trainees attending the School had not proved satisfactory, Miss Macdonald reported, and she asked that in future advantage be taken of a closer link with the University Institute of Education which appeared to offer certain possibilities. A tentative suggestion was that the School might contribute an annual sum to the Institute, which would then allow teacher trainees to attend appropriate courses and have access to the Institute library. It was agreed to recommend that a contribution of £50 be made in the coming year, to be followed by one of £30 in succeeding years, this figure to be increased by £10 per person if more than three teacher trainees were enrolled.

12. Students at King's Hospital

It was noted that changes made on the initiative of Dr. Cooksey would result in the withdrawal of Dorset House students from King's Hospital next August. Attempts to delay this to a later date had been unavailing. It was difficult to find appropriate facilities for hospital practice elsewhere. Dorset House students had in earlier years been taken away from other London hospitals to meet the requirements of King's, and now in these hospitals no places for the School's students were available. It was agreed that Mr. Bredin forward a letter to the Governors of King's, drawing attention to the relevant circumstances.

GPB.

13. Mrs. Kuemmel — The attention of the Committee was drawn to the impending retirement of Mrs. Kuemmel after 19 years of service to the School. Agreed: to recommend to the Governors that the sum of £50 be allocated to provide a parting gift to Mrs. Kuemmel, in addition to the sum due to her under the Superannuation Scheme.

12th June, 1962. SS/JM.

J.R.A. Bredin

21/6/1962.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Meeting of the General Purposes and Finance Committee held on the 22nd October, 1962.

Present: Mr. G. R. F. Bredin (in the Chair)
Dr. E. F. Mason
Mrs. Nugent Young

In attendance: Miss E. M. Macdonald (Principal)
Mr. H. L. Dennison (Accountant)
Mr. Sam Smith (Secretary)
Mr. Bayliss (Auditor: for report on the Statement of Accounts)

Apologies were received from Dr. Andrew Shepherd.

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1. Minutes — The Minutes of the Meeting held on the 21st May 1962, as previously circulated, were confirmed.

Business arising:

(a) Teacher Trainees — Miss Macdonald reported that more satisfactory arrangements for helping teacher trainees were now in view. These are still problems to be solved.

(b) Hospital Practice — Also, that in place of the facilities formerly available at King's College Hospital, arrangements for hospital practice were being found elsewhere, but the problem of adequate provision was still extremely difficult.

(c) Mrs. Kuemmel — The Committee agreed with the suggestion that the presentation to Mrs. Kuemmel on her retirement be made at the Meeting of Governors, with whom she be invited to lunch on November 20th next.

2. Statement of Accounts for the Year 1961-1962. — The Statement of Account for the year ending 31st August 1962 was submitted for consideration. Mr. Dennison supplemented with comments on particular items, and Mr. Bayliss commented on behalf of the Auditors. Business arising:

(a) Bad debts — The Committee agreed to the cancelling of bad debts up to the total shown on the list submitted and authorised the Chairman and the Principal to take action on the individual debts outstanding at their discretion.

(b) "Hillstow" School and Trust finance — It was decided to recommend to the Governors that the loan made to the Trust by the School to help in the purchase of "Hillstow" be regarded as rent in advance, and that a formal lease at an agreed rent be drawn up: Mr. Cole to be consulted with this procedure in view.

(c) Major Repairs & Renewals — Agreed: to recommend that no transfer to the Major Repairs and Renewals Fund be made in current circumstances.

(d) Concerning the Statement of Accounts. — Also: that the Statement of Accounts for the Year 1961-62 as submitted be adopted.

3. Budget 1962-63. Salaries and Wages. — The Budget for 1962-63 as submitted was approved for submission to the Governors.

The Committee unanimously recommended that the salary of Mr. Dennison, the Accountant, be increased by £100 per annum, and that Mr. Bredin and Miss Macdonald be authorised to submit further recommendations for salary increases as considered appropriate.

4. Development Fund and other assets

(a) Funds available — Reported: that £2,800 in all can be realised now that payment for the "Hillstow" property has been completed.

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(b) Building Plots — The recommendation of the Development Fund Committee that the building plots on Harberton House ground be not offered for sale for the time being was endorsed.

(c) Tenancy of "Hillstow" — Reported: as Headington School had wished to retain "Hillstow" for use in their current term, a rent of £276 for the term had been agreed.

5. Future Plans for the School and Memorial Workshop — Concerning the Memorial Workshop, it was agreed to recommend that it be provided on the School premises, when possible, as suggested by the City Medical Officer of Health.

The probable advantage of reducing the number of students to be trained by the School was discussed. Miss Collins and Miss Howie reporting on their recent round of visits to hospitals, had found the stress on quality, not quantity. The School was finding it increasingly difficult to find adequate facilities for hospital practice for large numbers. The suggestion of the Development Fund Committee that a plan for a reduced school, with one intake of students a year instead of two, be submitted was approved. Miss Macdonald referred to the continual and rather exhausting pressure of training two courses a year.

6. The American Conference — The Committee were informed that in addition to attending the American Conference of Occupational Therapists Miss Collins was taking advantage of the opportunity to be present at other important meetings at which contacts and information of benefit to the School were available.

It was agreed that funds supplied by Miss Macdonald to cover expenses of the tour she was to have undertaken herself should be repaid at convenience if requested.

7. Social Occasions

(a) Proposed Oxford Lunch — It was agreed as appropriate that the further lunch proposed for industrialists in the Oxford Region might take place at "Hillstow" when due preparation could be made.

(b) Second London Lunch — The suggestion that arrangements be made, if possible, to hold a second London Lunch in the House of Lords was endorsed.

(c) B.M.A. Visit — The Committee were informed that the British Medical Association was meeting in Oxford next year, and that the Chairman of the Board had offered hospitality at the School to the Association. Arrangements were to be made accordingly.

8. Road Traffic misuse of Harberton Mead — The Principal drew attention to the considerable inconvenience and annoyance arising from the wrongful use of Harberton Mead by traffic which preferred the Mead to Jack Straw's Lane for access between Pullen's Lane and Marston, and by traffic concerned with the New Marston City Council Estate. Mr. Bredin agreed to accompany her in securing the help of the City Police in mitigating the nuisance.

9. Students' tuition fees — The Committee agreed that a student who had left the School midway in the First Term be asked for half instead of the whole of the Second Term's fees, in lieu of a term's notice from midway in the First Term.

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R.E. Bredin

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Finance and General Purposes Sub-Committee of the Governors held at Haberton House on Monday, 7th December, 1964.

Present: Mr. G. R. F. Bredin (in the Chair)
Sir Hugh Casson
Dr. E. F. Mason
Sir Douglas Veale

In attendance: Miss E. M. Macdonald (Principal)
Mr. H. L. Dennison (Secretary)

The Chairman opened the meeting by welcoming Sir Douglas Veale, attending his first meeting as a member of this Sub-Committee.

1. Minutes. The minutes of the meeting held on 22nd October, 1962, previously circulated, were confirmed. Reference was made to the long gap between meetings of this Sub-Committee and it was explained that, during the preparation of the School's new premises, more frequent meetings of the full Board of Governors had been held in order to make or confirm necessary decisions.

2. Accounts for the year 1963/4. The annual Accounts for the year ended 31st August, 1964, were presented for consideration. Mr. Bayliss drew the committee's attention to four points which had arisen during the audit:

(i) a deficiency of surplus on the Canteen account, amounting to some £200. The Principal stated that this was probably due to the difficulty of maintaining proper supervision during the preparations for the removal. The Committee accepted this explanation, and noted that stringent measures had been taken to prevent any recurrence of the situation.

(ii) an overspending of £26 on the Library Fund. The accountant stated that this was largely due to the purchase of folders for storing journals and pamphlets, amounting to £21, and that it might well be regarded as equipment for the new libraries.

(iii) a difference of £50 between the balances on the Major Repairs and Renewals Fund and that Fund's Deposit Account; this was an academic point and no action was required.

(iv) a difference of £141 between the balances on the Superannuation Fund and its Deposit Account. The accountant explained that a transfer of this amount from the School to the Deposit Account had been deliberately delayed, pending verification of the amount by the auditor.

The accountant then commented on particular aspects of the accounts. The Committee noted that the deficit on the hostel had been reduced, as compared with the previous year, and congratulated the Warden on this achievement in the face of rising costs.

It was agreed that the School, rather than the Casson Trust, should bear the cost of maintaining the new school premises during the year 1963/64, principally because it was intended that the existing building should be available for use by the School, should there be a repetition of the bad weather of the previous winter.

The Committee adopted the accounts on behalf of the Board of Governors, as authorised by Minute No. 507 of the meeting held on 9th November, 1964.

3. Budget Estimates 1964-65. The accountant presented the budget estimates, including the estimate of salaries and wages, for the year 1964-65. The latter indicated the cost of salary increases to occupational therapists employed by the School; these increases were occasioned by an industrial court award to members of the profession in the Health Services. The Committee approved them, and also other increases to senior members of the staff, intended to maintain the School's own "differentials", and agreed that they should take effect from April 1st, 1964. It was further agreed that any payment in this regard to Miss P. M. Howie, a former member of the staff, should be held over, pending settlement of insurance negotiations now in progress. The Committee also approved wages increases to clerical and manual members of the staff, which should take effect from the first pay week in September, 1964.

With regard to the general estimates, the accountant stated that he presented them with somewhat less assurance than on previous similar occasions, because of the difficulty of assessing the running expenses of the new building. Acknowledging this, the Committee accepted the

GRB.

estimates, subject to a further reserve of £105 being made to cover the payment of a retirement bonus to Miss Parry (Minute No. 6 refers).

4. Appeal. The Principal reported that, owing to the urgent problems involved in settling the School in its new premises, she had been unable to re-open the Appeal; she hoped to be able to do so in the near future, however, and suggested that a further series of photographs of the new premises should be prepared, for inclusion in a report, describing the use to which the Building Fund had been put, to be sent both to industrial firms and to private individuals who had subscribed to the Appeal. Other methods of arousing interest in the Appeal were discussed, and it was finally agreed that the re-opening of the Appeal should be deferred until after the formal opening of the new premises in July, 1965.

5. Casson Memorial Fund The Auditor referred to Minute No. 480 of the Governors' meeting held on 19th November, 1963, which stated that £500 was to be allocated from a special fund for the purpose of equipping the cottage, 44 London Road, to deal with the problems of rehabilitating the disabled housewife. The Principal explained that the special fund mentioned was the Dr. Casson Memorial Fund, and that a member of staff had been appointed with the primary duty of arranging the equipping and functioning of this Rehabilitation Unit.
It was agreed that, regardless of Minute No. 480, authority be given to spend up to £500 on equipment for demonstrating rehabilitation treatment techniques.

6. Miss R.L. Parry - Retirement bonus. It was noted that Miss Parry, Assistant Warden at the Hostel, was to retire at the end of the current term after fourteen years' service, and that she had been a member of the School's pension scheme since its inception in 1958.
It was resolved that (a) should the pension payable to Miss Parry under this scheme prove to be less than £1 per week, it should be increased to this amount, and (b) her service prior to the establishment of the scheme should be recognised by means of a lump sum payment calculated on the basis of £15 per annum, which amounted to £105.

7. Acknowledgment to builders' foremen. It was agreed that a bonus of £10 should be paid to each of the three foremen who had supervised the work at the School's new premises, and Sir Hugh Casson undertook to write to Messrs. F. J. Minns to express the School's gratitude for the work done.

8. Formal Opening of New School It was noted that no intimation had been received of the date when the Princess Royal would find it convenient to perform the formal opening ceremony, and Sir Hugh Casson agreed to make a further approach to the Comptroller of Her Royal Highness' Household for information on this subject.

9. Fuel Oil Tank - Planning Permission It was reported that the City of Oxford Planning Committee had declined to grant planning permission for the present siting of the oil tank. It was resolved that the architect should be advised to meet the City Planning Officer to arrange a method of screening the tank from view, or, should this prove impracticable, to select an alternative site. Sir Hugh Casson undertook to write to the architect in these terms.

1/11/65.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the General Purposes and Finance Committee held at Harberton House on Monday, 1st March, 1965.

Present: Mr. G. R. F. Bredin (in the Chair)
Dr. E. F. Mason
Sir Douglas Veale
Mrs. A. N. Young

In attendance: Miss E. M. Macdonald (Principal)
Mr. H. L. Dennison (Secretary)

1. Minutes. The minutes of the meeting held on 7th December, 1964, previously circulated, were confirmed.
Business arising:
(a) Library Fund: It was agreed that the folders, purchased at a cost of £21 for the storage of journals and pamphlets, should be treated as capital, rather than revenue, expenditure, and the accountant was authorised to make the appropriate transfer to the Library Fund.
(b) Miss R. L. Parry: The Secretary reported that the amount payable by the Sun Life Assurance Society to Miss Parry was, in fact, £68. 5. 0. and it had therefore been unnecessary to make any arrangements to augment the amount of her pension.

2. Financial Position. The Statement of Accounts for the Michaelmas Term, 1964, was received. The Secretary reported that revenue expenditure had conformed closely to the tentative budget estimate, and that the term's income had exceeded expenditure by £617. It was also reported that approximately £2,000 had been spent during the period September, 1964, to February, 1965, on the purchase of furniture and equipment for the new premises.
The Principal reported that, with the prior approval of the Chairman of this Committee, the students' laundry at Harberton House had been completely re-organised and re-decorated, a long-overdue improvement. The Committee agreed that the cost, £363. 1. 6., should be met from the Major Repairs and Renewals Fund.

3. Amendment of Lease. The Secretary reported that, in consequence of rising prices generally, and of unforeseen difficulties in the construction of the new wing, the loan of £30,000 from Barclays Bank Ltd., to the Casson Trust was insufficient to finance the completion of the building. The Bank had agreed to advance a further £6,500; this involved an increase of £500 per annum in the original annual repayment of £2,500 by the Trust, and this, in turn, meant that the Trust would have to ask the School for an additional £500 per annum by way of increased rent.
The Committee agreed that this increased rent should be paid, and authorised the necessary amendment to the lease.

4. Whitley Council Staff - Salary Increases. The Principal informed the Committee that, in addition to the salary increases approved at the meeting of this Committee in December, 1964, further increases had been awarded to Occupational Therapists by the appropriate Health Services Whitley Council; if these were implemented, the additional cost to the School during the current financial year would amount to approximately £295.
The Committee agreed that these increases should be paid.

5. The Appeal. The Principal pointed out that, in view of the increase in the loan from the Bank, it was correspondingly more important to re-open the appeal so as to reduce as quickly as possible the amount payable by way of interest on the loan, and she presented for consideration drafts of letters to be sent to those who had already contributed, asking for the renewal of their gifts, and also to those who had not already been approached, e.g. parents of more recent entrants to the school.
The Committee appreciated the need to renew the appeal, and approved the draft letters, but considered that more impetus would be given to the renewal if it coincided with the formal opening ceremony. GRFB.

6. Formal Opening of New Premises. The Committee was informed that the date chosen for the visit by H.R.H. The Princess Royal was July 9th; it was anticipated that she would arrive at 4 p.m. and would spend some two hours at the school.

The Principal presented for consideration a suggested programme for the visit, including the formal speeches, necessary presentations to Her Royal Highness, and her tour of the School, together with the arrangements for the guests. The Committee warmly approved of the programme, subject to minor amendments, and subject also to the approval of the Comptroller of Her Royal Highness's Household.

7. Commemorative Naming of Departments. With reference to minute 510 of the Governors' meeting held on November 9th 1964, it was agreed that the new wing, to be known as the Casson Wing, should be so designated by a scroll inside the main entrance, and that a portrait of Dr. Casson with a brief account of her work for the School, should be placed at some suitable position inside the building.

It was further agreed that Sir Hugh Casson should be requested to write to Sir Geoffrey Peto's Trustees and to Mr. H. D. Savory to ask for their permission to use their names in connection with the Home Rehabilitation Unit and the Libraries, respectively.

8. Building Development in Pullens Lane. It was reported to the Committee that it was proposed to erect some thirty-four houses within the grounds of the property known as High Wall in Pullens Lane. This estate also has a short frontage to the western end of Harberton Mead, and the developers had asked the Casson Trustees for permission to create access to the Mead from the lower section of the High Wall development, which included approximately twenty-two of the proposed houses. The Trustees foresaw that the inevitable increase of traffic would be prejudicial to the amenities of the Mead, and had, in the first instance, declined to grant this access; there was, however, continuing pressure on them to reconsider the decision.

The Governors would be kept informed of any development in the situation.

9. Date of next Governors' Meeting. It was reported that it had been found necessary to alter the date of the next Governors' meeting from March 15th, 1965, to May 3rd, 1965.

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DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the General Purposes and Finance Committee held at Harberton House on November 15th 1965.

Present: Mr. G.R.F. Bredin (in the Chair)
Sir Douglas Veale
Dr. E.F. Mason

In attendance: Miss E.M. Macdonald (Principal)
Miss E.E.G. Collins (Vice-Principal)
Mr. H.L. Dennison (Secretary)
Mr. S.W. Bayliss (Auditor)

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1. Minutes — The minutes of the meeting held on March 1st 1965, which had been previously circulated, were confirmed.

2. Accounts for the year 1964/65 — The final accounts for the year ended 31st August 1965 were presented for consideration. The Secretary, commenting on the accounts, pointed out that they conformed quite closely with the budget estimate for the year. Attention was drawn to the following items in particular:
Heat and Light:- the oil-fired heating system installed in the new premises had cost less to operate. in terms of fuel purchased, than the coke stoves in the Churchill School and in addition there was a saving in labour costs amounting to approximately £1,000 p.a.
Canteen:- the methods of stock control which had been introduced together with small increases in selling prices, had resulted in a more satisfactory surplus on the year's working. It was noted that the figure in the account represented gross takings and that no deduction was being made for the cost of salaries and wages.

Rent of new premises:- the secretary reported that £5000 had been paid to the Casson Trust by way of rent and rent in advance. Other cash resources amounting to some £3000 had been devoted to the purchase of furnishings and equipment urgently needed for the new premises.
The Auditor's report drew attention to the discrepancy indicated in the balance sheet between the balances standing in the Superannuation Fund and the associated deposit account. The secretary pointed out that the amount shown as due to be paid from the deposit account would, in fact, be paid direct from School funds, and on this basis, the discrepancy was virtually eliminated; the Auditor accepted this explanation.
The Committee agreed that the Accounts implied that the School was in a satisfactory financial condition and recommended them for acceptance by the Board of Governors.
It was also agreed that, from the year's surplus of £667, the sum of £127 should be placed in the Major Repairs and Renewals Fund, thus increasing the total to £300.

3. Estimates 1965/66 — Consideration was first given to the Salaries and Wages estimates. It was noted that the School's Whitley Council staff would be due for salary increases with effect from July 1st 1965 under a national award, and it was agreed that these should be paid. It was further agreed that the increase due to the Principal should be effective from April 1st 1965, as this was the last date on which it would be possible to give an increase which would affect her pension under the terms of the Sun Life Pension Scheme.
The Committee agreed that the pensions payable under this Scheme did not always represent a suitable reward for service to the School, and the Chairman and Sir Douglas Veale undertook to look into the possibility of setting up a fund from which pensions which appeared to be inadequate might be augmented.
The Committee noted that the Estimate forecast a deficit of £2,155 on the Hostel and agreed that this should be accepted on the understanding that the working of the Hostel should be carefully reviewed to see if any major economies could be effected.
The Estimates, showing an overall surplus of over £5,000 were accepted, and it was agreed that, if possible, further sums should be paid to the Casson Trust, over and above the rent due, so as to reduce the overdraft with Barclays Bank.

4. Increase in students' library subscriptions

The Principal reported that the income accruing from the subscription of 5/- per term from each student was inadequate to keep the library abreast of developments in its various specialist fields. The Committee agreed that this charge should be increased to 10/- per term, commencing with the Hilary Term 1966.

5. Solicitors letter

The Principal reported that a student, Miss J. Morris, had asked permission to withdraw from the course to prepare for a University course. The School had agreed on condition that the full term's fee and hostel charge were paid, less a rebate of £15 for provisions not consumed. Mr. Morris had consulted a solicitor who had written to say that, while liability for fees and charges was admitted by his client, a higher rebate of £24 would be more appropriate.
The Committee agreed that it could not approve any increase in the amount of rebate. This was an ex gratia payment and furthermore the amount was supported by costing figures extracted from the previous year's accounts. The Chairman undertook to draft a letter of reply to the solicitor concerned.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of an Extraordinary Meeting of the Board of Governors held on May, 15th, 1969.

Present: Mr. G.R.F. Bredin (in the Chair)
Dr. E.F. Mason
Sir Douglas Veale
Mrs. E.T. Williams

In attendance: Miss E.M. Macdonald (Principal)
Miss B.G. Collins (Vice-Principal)

Apologies for absence were received from Sir Hugh Casson, Mr. K.D.D. Henderson, Dr. B.M. Mandelbrote and Mr. J. Talbot.

Acceptance of one intake of students each year.

It had been proposed that the School should discontinue the system of accepting two intakes of forty-five students each during each year and that, instead, only one intake of sixty-five should be received. A memorandum had been circulated setting out the circumstances which had led to the proposal, and mentioning various factors which might need to be taken into account in considering the suggestion.

During discussion of the proposal, serious consideration was given to the impact on the national requirements of occupational therapists which would result from the reduction of the School's annual intake by twenty-five students, and also to the need to provide an adequate supply of teachers of occupational therapy. The hope was expressed that the Department of Education would, in fact, fulfil its promises to start new schools so as to maintain, if not increase, the total supply of occupational therapists, and it was hoped that the Department of Health would then open up more Schools, not only at regional but also at national level.

However, it was seen that the "single entry" proposal for Dorset House offered advantages to the School which outweighed these considerations, and it was therefore accepted.

Number of places in the new hostel.

A draft time-table for the single-entry system indicated that the residential hostel should accommodate only the first-year students instead of including both first-year and a small proportion of second-year, as at present. Moreover, there exists a tendency for more older students to start the course, and these may be accommodated more appropriately in private lodgings and single rooms. In total, this meant that a somewhat smaller hostel would be acceptable, and this can be conveniently arranged by omitting the accommodation planned as a first floor situated on top of the existing single-storey heavy workshop. The hostel would then offer fifty places, plus sick-room accommodation for two, plus two Wardens' flats. To accept this smaller hostel would have the additional advantage of reducing the capital cost.

The Governors agreed that the Casson Trust should be asked to instruct the architect to proceed with design work for the smaller hostel.

Consideration of lay-out plans.

Lay-out plans of the new building, prepared by the architect, were examined with interest, and various suggestions made for their alteration; the principal one being, that one flat in the wardens' block should be moved to the first floor, to allow the linen and trunk rooms to be located on the ground floor. In general, however, the plans were approved.

The meeting also considered Sir Hugh Casson's letter to Mr. Whitehouse, the architect, on the subject of the mutual restriction of natural light between the existing building and the new hostel, and reference was also made to a subsequent telephone conversation between Sir Hugh and the architect. The Governors expressed the view that they would prefer the roof plan originally designed by the architect, provided that this was acceptable to the City Planning Committee, and that, in view of the considerations put forward, Sir Hugh saw no insuperable objections.

It was agreed that Mr. Bredin should get in touch with Sir Hugh, explaining the position, and saying that the architect would submit for his approval detailed elevations of the building with a view to giving as much light as possible to the School and to the new hostel.

May, 1969. .....

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Meeting of the Board of Governors held on Monday, March 24th 1969, at Harberton House.

Present: Sir Hugh Casson (in the Chair)
Mr. G. R. F. Bredin
Mr. K. D. D. Henderson
Dr. B. M. Mandelbrote
Dr. E. F. Mason
Dr. E. R. Rue
Mr. J. Talbot
Sir Douglas Veale
Mrs. E. T. Williams

In attendance: Miss E. M. Macdonald (Principal)
Miss B. G. Collins (Vice-Principal)
Mr. H. L. Dennison (Secretary)

581.
Minutes — The minutes of the meeting held on November 18th, 1968, had been circulated and were confirmed.

582.
Financial Position. — A Statement of Account for the four months ending on December 31st, 1968, was laid before the meeting. It showed that the rates of expenditure were conforming to the Budget predictions, and income for both the School and Hostel was somewhat greater than had been anticipated. The Statement was accepted as an indication that the School's finances were in a satisfactory state.

583.
Principal's Report. — The Report had already been circulated. Commenting on it verbally, the Principal spoke of the success of the recent Clinical Practice Conference which had been described as stimulating and very useful by those who had attended. Mr. Wheble had referred in his address to the need for students to know how ordinary people live and work; this knowledge would assist them in relating occupational therapy to its true place in industrial rehabilitation. The Principal stated that arrangements were being made for the students to spend one week of their course in factory work.

The Governors noted that the results of the Summer 1968 examinations maintained the School's high standards, and asked that their congratulations on the excellent results should be conveyed to the staff.

The Principal then drew attention to certain aspects of the School staffing situation. Two tutors would be leaving at the end of the Trinity Term; Miss Anstice, Psychological Tutor, to go to the Phillipines, and Miss Edwards, Anatomy Tutor, to go to Canada. Advantage was being taken of this situation to examine all aspects of the teaching of psychology and anatomy in the School, and Dr. Bradbury and the Department of Experimental Psychology had been asked to overhaul the School's methods in these subjects. Dr. Bradbury's report indicated that too high a level of attainment was aimed at, and recommended that the content of the course should be adjusted to meet the needs of occupational therapy students more appropriately.

The Principal mentioned that a Physiotherapy teacher from Northern Ireland had written to ask if an anatomy teaching post might be available in the School, and she wondered if a physiotherapist would be capable of undertaking the bulk of the anatomy teaching.

A doubt was expressed as to the ability of a physiotherapist to teach pure, basic anatomy as opposed to functional anatomy, but it was also pointed out that there is a trend towards an anatomy teaching method based on the behavioural science rather than on the classical pattern. It was agreed that if the person formally applied for a post at the School, he should be interviewed by the Principal and Mr. Bredin, and that travelling expenses up to a maximum of £25 should be payable.

The Principal stated that, as part of the overhaul of the teaching of anatomy and psychology, it was hoped to arrange that this teaching should be given by internal staff rather than by external lecturers. The Governors agreed that the school staff should be increased by one full-time occupational therapist in order to achieve this, and to give some assistance to the Principal in the teaching of basic psychology.

The Governors' attention was drawn once again to the problem of finding suitable clinical practice for the students. This perennial problem is now likely to be aggravated by the proposal to establish occupational therapy schools in certain Colleges of Technology, all of which will need to provide clinical practice facilities for their students. The first of these new schools, based on the Salford College of Technology, had already made enquiries to see if Dorset House could relinquish its clinical practice arrangements at Buxton and Oswestry. It was agreed that this situation should be brought to the attention of the Association of Occupational Therapists, and that, in any case, it would be to the advantage of the School and its students if more opportunities for adequate clinical practice could be found nearer to Oxford.

The Principal informed the Governors that a student of the School, Miss Helen Tar, had been selected as Student of the Year by the Association. The Governors congratulated Miss Tar on this achievement and the Chairman agreed to write to compliment her.

584. Future Plans.

Mr. Bredin, on behalf of the Casson Trustees, informed the Governors that the Trustees had formally agreed at their meeting earlier in the day to proceed with the provision of a new students' hostel in the School grounds at London Road, based on the sketch plans submitted by the architect, Mr. Whitehouse. As a corollary to this decision, Harberton House would be sold at auction, probably in late July, 1970, the sale being completed some three months later; this should give ample time to transfer the hostel from Harberton to the new building during the summer vacation. He told the Governors that Mr. Beasley, of Carter Jonas and Sons, and himself had met the City Planning Officer who saw no objection to a proposal to sell Harberton with planning permission for six building sites in the grounds; this had tended to confirm Mr. Beasley's valuation of Harberton House at approximately £55,000. If this figure were realised, it would mean that approximately £26,000 would be needed to meet the architect's estimate of the total cost; the Pilgrim Trust had made a most generous donation of £5,000 towards the new hostel project, so that the long-term loan needed would be some £21,000.

The Governors thanked Mr. Bredin for his statement and warmly supported the decision to proceed with the plan for a new hostel.

The date of the next meeting was fixed as June 16th, 1969.

June, 1969.

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Chairman.

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Date.