IX

Dorset House School of Occupational Therapy

MINUTES OF MEETING HELD ON FRIDAY, 23rd JANUARY 1948

A meeting of the Committee was held at 98 Swan Court, Chelsea, on Friday, 23rd January 1948.

Present:- Doctors Balme, Cooksey, and Shepherd. Mr. Hugh Casson, Dr. Casson was in the Chair. Miss Macdonald and Mr. Eberle, of Messrs. Bevan, Hancock & Co., were also present.
An apology was received from Sir Geoffrey Peto.

The Minutes of the last meeting on the 5th September 1947 were confirmed and signed, and those for the 1st November 1946 which had been confirmed, were signed.

Dr. Casson reported that Miss Nugent Young had very kindly accepted her invitation to join the Committee, and a resolution was passed unanimously, welcoming her to the Committee, and to the meeting.

Dr. Casson read a letter from Sir Geoffrey Peto, regretting the loss in the 1946-47 accounts, which had been circulated to the Committee, on the working of the Hostel.

Since the last meeting of the Committee on the 5th September 1946, the School had been open for four terms, and had increased in numbers to 160 students. A very successful formal opening had been held on the 5th July 1947, when Sir Geoffrey Peto Presided and Mr. G. R. Girdlestone performed the opening ceremony. There were many guests including a large number of past students and members of the staff. The School admits students twice a year in March and October, and the Examination results have been uniformly good.

Considerable progress had been made in the formation of a Limited Company to take over the School, and Proofs of the Articles of Association have been circulated to the Committee. It was unanimously agreed, on the proposal of Mr. Hugh Casson, seconded by Miss Nugent Young, that on the advice of Mr. G. F. Eberle of Messrs. Bevan, Hancock & Co., and Messrs. Jordan their law agents, that application for the omission of the word "Limited" from the name of the Company should not be proceeded with for the present, but arrangements for the registration of the Company should be continued as proposed, and it should be responsible for the financesof the School as from 5th April 1948. It is at present proposed that allcraft materials, china, glass, linen, carpets, food and fuel shall be valued and transferred to the Company, and this shall constitute a debt to Dr. Casson. The Company will also owe to her £300 for goodwill: also all costs of the formation of the Company and that such debt shall bear a charge of 5% interest per annum until paid off. All the furniture and equipment at the School and Harberton House shall be lent to the School by Dr. Casson without charge, but possibly depreciation will be charged to the School. Harberton House shall be let to the Company on a lease of £500 per year.

Dr. Casson proposed that Dr. Shepherd should be asked to be Hon. Secretary, which was favourably received, but the appointment was left in abeyance till the Company was formed.

The question of Hon. Treasurer was discussed fully, and it was decided that the Office should be entrusted to another Governor who would be specially interested in the financial affairs of the School. It was carried unanimously that Mr. Eberle be asked to approach Sir Cecil McWatters, Keeper of the Chest of the University of Oxford. Failing his acceptance, Miss Macdonald was asked to approach Mr. John Johnston, Treasurer to the Wingfield-Morris Hospital, Headington. Dr. Casson reported that Sir Geoffrey Peto had suggested the name

of Mr. Harold Judd, which was favourably received, if the two others failed. It was proposed by Mr. Hugh Casson, seconded by Dr. Balme, and carried unanimously, that Messrs. Bevan, Hancock & Co., should suggest the name of one of their clerks as Secretary to the Company.

Miss Macdonald submitted her budget for the present year, which showed that the present income of the School and Hostel expenses should be covered, but that an increase in the numbers in the School and of fees at the Hostel was needed. The finances of the School were reported. So far the profit and loss from April 1941 - April 1947 had been:-

	Profit	Loss
1941-2 £		£131
1942-3		748
3-4		249
4-5	479	
5-6	111	
6-7		842
	£590	£1,970

Total loss £1,970 - £590 = £1,380. The Lord Mayor's grant of £600 towards re-establishment was still in hand. With regard to the loss of £842.1.8d. in the 1946-47 accounts, Dr. Casson pointed out that this period covered the move to Oxford, and much additional cost had been incurred by the final students having to remain at Bromsgrove while expenses had already begun at Oxford. The Ministry of Health had charged £432 rent after the School had finished their special courses, although all work for them over the fives years had been charged at actual cost. A Scholarship had been offered before the change-over period to a Greek candidate but she only arrived lately, and at Oxford, where costs were much higher than at Bromsgrove. Repairs, renewals and wages were high and covered much that would greatly benefit the School and Hostel in the next few years, but had been written off that year. Against the loss it was permissable to consider rent at Bromsgrove after the Ministry of Health Courses were over, and the School was running in two places. It also covered wages to sewing women etc., at Harberton House which considerably saved purchase of equipment. These items that belonged to the cost of the move and of the re-establishment in Oxford were:-

Rent at Bromsgrove	432	
Moving Furniture.....	146	
Repairs and renewals School.....	410	
" " " Harberton House...	335	
Carpenters, Needlewomen etc. wages	155	1,478
Greek Scholarship		102
Uniform materials) in hand	10	
Books)	45	
Food in stock	100	155
		£1,735

Dr. Casson reported that Miss Macdonald's salary was considerably below what other Schools were suggesting, and pointed out that the whole of the success of the School was the result of Miss Macdonald's ability, hard work and devotion. It was carried unanimously that her salary be raised by £100 to £472 per annum resident, from April 5th., 1948, and that its increase again should be recommended later. It was decided to allow Miss Macdonald a quarterly allowance for the use of her motor car, £25 per quarter was suggested by Dr. Cooksey.

It was decided that the next meeting of the Committee should be held before 5th April 1948.

Messages of thanks were sent to Sir Lewis and Lady Casson for their hospitality at Swan Court.

MINUTES OF MEETING - 1st. NOVEMBER, 1945.

Govs Min. Nov. 1945

Governors Meeting

A Meeting was called by Dr. Elizabeth Casson on Thursday, 1st. November 1945, to discuss the forming of a Committee to act in an advisory capacity to her in the running of the Dorset House School of Occupational Therapy. The Meeting was held at the English Speaking Union, commencing at 1.45 p.m. and the following were present:-

Sir Geoffrey Peto.
Dr. Balme.
Dr. Cooksey
Dr. Shepherd.
Mr. Hugh Casson.
Dr. Casson.
Miss Macdonald
Miss Goodbrand in attendance.

Put on other side.

Dr. Casson opened the Meeting by saying how very grateful she was to everyone for coming. She then said that the most urgent reason for forming the Committee was now the need for a decision as to the best place for the School to go when it leaves Bromsgrove. Birmingham, London, Bristol, Oxford and Cambridge had all been suggested and each was subsequently discussed. As the School was becoming too big for her to keep on her own she would be willing later to hand it over to some other authorities who might wish to incorporate it in some general medical scheme. Should anything happen to her before arrangements with the Ministry of Health have been finalised, Dr. Casson would like the members of the Committee to offer to help the Trustees of her Estate, which are her three nephews. Although she may later be handing over the School Dr. Casson expressed her desire to remain its "grandmother" for a very long time.

Dr. Casson then stated that she had hoped Sir Geoffrey Peto would take the Chair. He expressed regret at being unable to take on anything more at the moment and it was decided that Dr. Casson would act as Chairman until Sir Geoffrey Peto could do so.

The question of the Committee itself was then discussed and Dr. Balme enquired what kind of people Dr. Casson wanted. Dr. Casson replied that in addition to present company she would like to invite Brigadier Rees. It was then urged that someone be invited from the financial point of view as an Advisor; it was suggested that possibly one of the School's Accountants might be invited to attend in an honorary capacity.

Sir Geoffrey Peto then asked whether the function of the Committee was to guide policy or to be a link between students and the School, or whether it was needed for help on the business side. To this Dr. Casson replied that advice might be needed but that she could support the School from the financial side. It was considered that the guidance of a business man was essential and was suggested that the Committee should be a combined scientific and executive business one.

Dr. Balme recommended that in planning new quarters consideration be given as far as five or ten years ahead when a real O.T. College might materialise and that a certain amount of hostel accommodation should be obtained now if possible. In discussing the immediate future it was pointed out that the new development must be on the right lines and the School should become well established in a new centre.

Oxford was said to have extraordinary assets, as an oncoming centre for social, industrial and experimental research. It had one of the best known Orthopaedic Hospitals and treatment for Head Injuries etc., all of which demand Occupational Therapy as part of the treatment. There are a number of surrounding factories and these might give facilities for O.T. to be linked up with industrial development. All this has the educational centre as a background.

Dr. Cooksey reminded the Meeting that they must consider things under the long term plan, assuming that there will never be another move etc.

/Would...

Would it not, therefore, be better to plan on Oxford, even if it meant taking temporary accommodation. He said it would be advisable to agree in principle that Oxford is the best spot and then find accommodation afterwards. The Committee unanimously agreed that Oxford was the ideal place.

Sir Geoffrey suggested that if there should be any space, an excellent centre would be the Churchill Hospital.

Hutted accommodation was discussed and it was said how successful this had proved.

Dr. Cooksey suggested that Professor Seddon at Oxford might be able to help. Dr. Shepherd said he would like to keep the School at Bromsgrove but appreciated that it was rather out of the way and entailed difficulties over hospital practice, and considerable travelling.

Dr. Balme on being asked what help he could give officially replied that there would be no source of finance until the Health Bill comes out and any support would be more moral than financial. Dr. Casson assured him that no financial assistance was required at the moment.

As far as the house remaining in Bristol was concerned Dr. Casson said she might take that over for nursing staff. As a result of the raids Hospital practice facilities broke down badly in Bristol and under the present Bristol conditions it would be difficult to revive them sufficiently.

Sir Geoffrey Peto suggested approaching Professor Girdlestone. It was then suggested that Professors Seddon and Girdlestone should both be approached together. Professor Cairns is already interested in the School and it was suggested that he, Professor Ryle and Professors Girdlestone and Seddon should all meet. Dr. Cooksey proposed that they should all be invited to lunch in a Hotel in Oxford. After agreeing the importance of approach it was decided that the first contact should be a personal one by letter.

It was agreed that the following should be asked for their support:-

Professor Girdlestone
Professor Seddon
Professor Cairns
and Sir Robert McCarrison

The letter to be prefaced with a note saying that similar letters have been written to other (listed) friends of the School, all of whose support would be necessary.

The whole Committee should go to Oxford if possible.

It was suggested that the Nuffield's Hospital Trust Committee should be approached tactfully as they would probably like to help and Sir Geoffrey Peto offered to write to them. The Chairman is Sir William Goodenough and Professor Ellis is also on the Committee.

It was hoped that the School would receive a good welcome in Oxford. The possibility of financial help from Lord Nuffield was discussed and it was agreed that it would probably be needed badly in four or five years time.

Dr. Casson said she was only waiting to see which was the best way of handing over the School and that at any time after the accounts with the Ministry of Health had been cleared, she would be quite ready to hand it over to some administering body.

The number of students under training was then discussed and Miss Macdonald explained that the intake of students would have to be as shown on page 6 of the Report to meet expenses. She explained that it was exceedingly difficult to make estimates as, during the War no rental had been paid - lighting, heating, water and a little cleaning having all been supplied by the Ministry of Health. Dr. Shepherd

/said..

said that about £500. would be required for the amenities that the School had enjoyed for nothing during its stay at Barnsley Hall.

It was agreed that the fees were too high in comparison with what the students would earn when trained though the Occupational Therapists salary scale is under revision with recommendations for substantial increases. With the fees as they are today (anticipating an increase in overheads) the School would find it difficult to cover costs in the future.

When it was suggested that the number of staff was heavy, it was explained by Miss Macdonald that the staff consisted of some student-staff. With the Ministry of Health courses, sometimes only at a month's notice, it was necessary to have a staff to meet an increase or dropping off of up to 30 or 40 students unexpectedly and when there was pressure in the School these student-staff were turned on to teaching. Whilst discussing staff it was reported that salaries would have to go up; these were below the Burnham and Pelham Scales for teachers on Technical and Art Schools, and in Training Colleges, and the new O.T. Scale. Miss Macdonald told the Committee that lecture expenses should drop slightly but nearly all the existing staff would still be required. The pace of the work undertaken during the War, ~~she said,~~ had been far too high and they could not be expected to keep this up.

It was then stated that the all-round interests of putting the School on a national footing was a good reason for approach to a big education centre like Oxford to sponsor the School.

The question of a Diploma to be issued by one of the Universities was discussed, but it was agreed that this was a matter for the future.

Oxford could offer facilities for the training of men on the industrial side and it was suggested that Dorset House could plan a course for them. Dr. Cooksey said he was very pleased to hear this and that he felt that there was scope for men of good educational standing as Occupational Therapists, especially in view of the new salary scale which should bring forward the right people. Dr. Balme thought it extremely important that the future of Occupational Therapy should take a long view, working on two parallel courses and not on the singular course. On the one hand, there should be a type of therapy which is more applicable to the mental and cultural side of life and which will be essentially the woman's job - i.e. the old form of O.T. with its stress rather on the artistic side. This would not be confined to woman patients but would be made use of in the Sanatoria, General Hospitals and Mental Hospitals. On the other hand there is the kind for rehabilitation - alongside an increasing demand for Occupational Therapy - of a manual type. A line could be drawn between where Occupational Therapy would end and the vocational training begin.

Enquiries are being received by the Ministry as to where new instructors could be found, who had training in crafts in relation to remedial work. Men, with technical training, would need to know more regarding the patients' illness, disability etc., but could keep to the industrial side of the work. A form of examination would be required which did not include crafts such as basket making etc., and one of the greatest helps would be for the Association to cater for that side on the Examination Syllabus. It was suggested that if the Occupational Therapists did not tackle the problem with the Association and arrange a suitable qualification the Ministry of Labour would step in.

Dr. Balme said that all types of factories with light and heavy work would have to be catered for and one or two extremely keen men would ne beccssary on the staff. The local trades and industries could be asked to help and the course could be linked up with the factories. Metal work could be taught and the men would take the patients over as soon as they became ambulatory and were able to work on more advanced work in workshops. It was mentioned that as in connection with the Health Services every town will have a Rehabilitation Centre there will be a continual demand both for men and women as trained Occupational Therapists.

Miss Macdonald suggested that if Dorset House did decide to do the training on the industrial side it would be a good idea to appoint a co-principle on the men's side. Sir Geoffrey Peto said he felt that Morrises in Oxford would

/be....

be most friendly and helpful and they might take the men trainees. Much clinical training is done there and Sir Geoffrey offered to put the School in touch with them at any time.

The matter of officially forming the Committee then came up and Sir Geoffrey Peto moved that the people present formed themselves into a Committee. This was duly seconded by Dr. Balme and agreed, with the addition that names should be suggested at a later date for any new members.

The point was also brought up that in writing to Oxford it could be mentioned that the industrial aspect is a part of our interests and hopes for the future. It was also agreed that the letter, when drafted, should be sent to Committee members for comment before being sent out.

At the close of the Meeting Dr. Casson expressed her thanks to everyone for coming and said how grateful she was for the interest which had been shown.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Recognised by the Occupational Therapists' Registration Board of the Council for the Professions Supplementary to Medicine, and the College of Occupational Therapists Ltd.

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B. E. HULSE, O.B.E., I.P.F.A.
B. M. MANDELBROTE, M.A., F.R.C.P., D.P.M.
MISS M. A. MENDEZ, O.B.E., F.C.O.T.
J. MERCER, B.Sc., Ac.Dip.Ed., Ph.D.
D. T. WADE, M.D., M.R.C.P.
LADY WILLIAMS

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Bursar
B. A. DAVIES, D.M.S., M.B.I.M.

58 LONDON ROAD
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62831

GOVERNORS

	Date of First Meeting
Dr. B.M. Mandelbrote (Chairman from 14 June 1990)	November 1964
Lady Williams	July 1966
Dr. J. Mercer	November 1978
Dr. D.G. Gooding	February 1985
Miss M.A. Mendez	December 1985
Mr. B.E. Hulse	November 1986
Mr. J.D. Feltham	November 1988
Dr. D.T. Wade	March 1989

CASSON TRUSTEES

Lady Williams	February 1974
Mr. B.E. Hulse	November 1987
Mr. J.D. Feltham	June 1990
Dr. B.M. Mandelbrote	November 1990

ECT/

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E. F. MASON, M.B.E., Ch.B., D.Phys.Med.
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J. B. TALBOT, M.C.
LADY WILLIAMS

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Vice-Principal
MISS J. M. FRESTON, T.Dip.C.O.T.

Bursar
H. L. DENNISON, M.A.

58 LONDON ROAD
HEADINGTON
OXFORD OX3 7PE

TELEPHONE OXFORD
62831

GOVERNORS

	Date of first meeting
Retired 8/88 ~~Mr. J. B. Talbot~~	~~November 1958~~
Died 7/88. ~~Dr. E. F. Mason~~	~~December 1960~~
Dr. B. M. Mandelbrote	November 1964
Lady Williams	July 1966
Retried 8/87. ~~Mrs. M. McCallum~~	~~February 1974~~
Mr. J. Casson	November 1978
Retried 12/89 ~~Dr. J. Mercer~~	~~November 1978~~
Dr. D. G. Gooding	February 1985
Miss M. A. Mendez	December 1985
MR. B. E. HULSE	November 1986
MR. J. FERTHAM	November 1988.
DR. D. T. WADE	March 1989.

CASSON TRUSTEES

Lady Williams	February 1974
Retried 8/88 ~~Mr. J. B. Talbot~~	~~February 1978~~
Mr. J. Casson	February 1981
MR. B. E. HULSE	Nov ~~March~~ 1987

December 1988.

ECT/

Chairman of Governors
J. CASSON, O.B.E.

Governors
G. R. F. BREDIN, C.B.E., M.A.
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MRS. M. McCALLUM, B.C.P.E., M.C.S.P.
J. MERCER, B.Sc., Ac.Dip.Ed., Ph.D.
E. ROSEMARY RUE, C.B.E., M.B., B.S., F.R.C.P., D.C.H., F.F.C.M., M.R.C.Psych.
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Vice-Principal
MISS D. J. KING, T.Dip.C.O.T.

Bursar
H. L. DENNISON, M.A.

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TELEPHONE } OXFORD
ELEGRAMS } 62831

Governors	Date of first meeting
Mr. J.B. Talbot	November 1958
Dr. E.F. Mason	December 1960
Dr. B.M. Mandelbrote	November 1964
Lady Williams	July 1966
Dr. Rosemary Rue	July 1968
Mrs. M. McCallum	February 1974
Dr. J. Mercer	November 1978

Casson Trustees	
Lady Williams	February 1974
Mr. J.B. Talbot	February 1978
Mr. J. Casson	February 1981

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Mandelbrote Dr.

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DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Governors held at Harberton House on Monday, 9th November, 1964.

Present:
Mr. G. R. F. Bredin
Mr. K. D. D. Henderson
Col. L. K. Ledger
Mr. H. Loukes
Dr. B. M. Mandelbrote
Dr. E. F. Mason
Mr. J. Talbot
Sir Douglas Veale
Mrs. A. Nugent Young

In attendance:
The Principal
The Vice-Principal
The Secretary
Mr. J. F. Beasley
Mr. R. B. Cole

In the absence through illness of Sir Hugh Casson, the Chair was taken by the Vice-Chairman, Mr. G. R. F. Bredin.

504. Dr. Mandelbrote — The Chairman opened the meeting by welcoming Dr. Mandelbrote, who had recently become a Governor of the School and was attending a meeting of the Board of Governors for the first time.

505. Mr. Sam Smith — The meeting recorded with deep regret the death of Mr. Sam Smith, until recently its Secretary and the members paid in the warmest terms a tribute to his work for the Governors and for the School as a whole. It was resolved that the pension which had been payable to Mr. Smith on his retirement at the rate of £50 per annum should continue to be paid to his widow but at the rate of two-thirds of the former amount, i.e. £33. 6. 8. per annum.

506. Minutes — The minutes of the meeting held on 13th April, 1964, which had been circulated, were confirmed.

507. Finances — It was reported that, owing to the pressure of other work in consequence of the move to the new school premises, the Accountant had been unable to prepare the year's accounts in time for this meeting. It was agreed that a meeting of the Finance and General Purposes Committee be held early in December, to consider and accept the accounts, and that a meeting of Shareholders be held late in December.
There would be opportunity for the Board of Governors to discuss the accounts at the next meeting, to be held in the Hilary Term.

(a) Salary Adjustments — The Principal reported that a recent decision of the Industrial Court had increased the rates of salary payable to Occupational Therapists working within the purview of the Health Services Whitley Council. The Governors accepted the principle that, as far as possible, the School should adhere to official salary scales, but considered that, lacking the accounts for the previous year and the Budget estimates for the current year, they were unable to give a decision to implement the new scales immediately. Consideration of the detailed adjustments involved, and of any necessary steps to meet the increased expenditure, was therefore referred to the proposed meeting of the Finance and General Purposes Committee.

508. Report from the Casson Trust — Prior to the meeting, many of the Governors had inspected the new School premises, and they expressed general satisfaction with the adaptation of the existing building to the School's needs, and with the facilities offered by the new wing.
The Secretary reported that, although the total cost of the new premises was not yet known, it was now possible to give a reasonable estimate of the amount, as follows:

Purchase price of 44 and 58 London Road	£23,100
Alterations to and decoration of existing building	8,300
Adaptation of ground floor, 44 London Road, to Rehabilitation Unit	1,000
New wing - contract price	31,300
New wing - additional costs due to special problems, landscaping, cycle sheds, etc.	4,300
Professional fees	2,500
	£70,500

509. Principal's Report

The Report covering the School year 1963-1964, which had been circulated, was formally received. Among the points stressed during discussion of the Report were:-

(a) Hospital Practice: reference was made to the continuing difficulty of ensuring that the students should derive full advantage from what should be a most important part of their training.

(b) Ministry of Education Inspection. This was seen as a desirable and necessary method of securing official recognition of the School's aims and methods. Mr. Loukes stated that it was customary for members of the Governing Body to meet H.M. Inspectors at the conclusion of such inspections, and the meeting expressed the hope that some of the Governors would be able to attend such a meeting.

(c) Formal Opening of the new School premises. No intimation had as yet been received of the date of the visit of H.R.H. The Princess Royal to perform the Opening Ceremony. The Bishop of Colchester, Bishop Narborough, who was known personally to the School's foundress, Dr. Elizabeth Casson, had agreed to officiate at the service of dedication on this occasion.

In accepting the Report, the Chairman, with the cordial agreement of the Governors, congratulated the Principal on her re-election to the Chairmanship of the Occupational Registration Board and on the award of the M.B.E. in recognition of her distinguished services to Occupational Therapy. He also offered the Governors' warmest thanks to the Principal for the work and forethought which she personally had devoted to the dual problems of maintaining the School's efficiency and high standards, and, at the same time, of planning and carrying out the removal to the School's new premises. The Governors also warmly commended the unflagging support given to the Principal by both staff and students in unusually difficult circumstances.

510. Memorial Money

The Governors agreed that the perpetuation of the names of benefactors through the naming of specific parts of a building was fitting and appropriate. The present situation, in which the School had recently moved into new premises, afforded an excellent opportunity for the practical application of the principle.

It was therefore agreed that:-

(a) the new wing be known as the Casson Wing in honour of the School's foundress, Dr. Elizabeth Casson.

(b) the ground floor of 44 London Road, devoted to the rehabilitation of the disabled housewife, be known as the Peto Rehabilitation Unit, in honour of Sir Geoffrey Peto, the first Chairman of Governors under the School's present constitution.

(c) the libraries be known as the Savory Libraries, in honour of Mr. H. D. Savory, who has contributed most generously to the Building Fund, provided that he is willing to allow his name to be used in this way.

It was agreed that the present time offered a suitable opportunity to apply the money available in the Dr. Casson Memorial Fund, and permission was given for this, subject to the approval of the Finance and General Purposes Committee.

511. Future Plans

The Principal outlined possible difficulties involved in maintaining the Hostel in its present form; these included the problem of staffing and the persistence of the dormitory system which, although not complained of, was not, in her view, wholly in keeping with modern trends. She suggested that these problems might be solved by the construction of a different type of hostel in which groups of, say, eight students might be accommodated in double study-bedrooms. They

would be provided with a communal kitchen, bathroom and sitting-room, and would be responsible within their own unit for their own housekeeping. The Secretary reported that Mr. Whitehouse, the architect responsible for the design and construction of the new wing at the School's new premises, had estimated that such a hostel could be built, at present prices, for the sum of £1,600 per place, and the total cost would be of the order of £110,000 for a building housing 64 students.
The Principal then informed the Governors that a house adjoining Harberton House might shortly come on the market; this could form the nucleus of such a new hostel, and, with the addition of a relatively small portion of the Harberton grounds, would accommodate the new buildings required. The remainder of the Harberton estate could then be sold and would realise a fair proportion of the money needed.
The Principal pointed out that this was essentially a long-term plan but that, since the property concerned might become available at any time, she considered it advisable to acquaint the Governors of the existence of the problem and of a possible solution in case a hurried decision had to be made.
It was agreed that this matter should remain under consideration.

512. Advisory Training Committee

Sir Douglas Veale reported that, consequent upon the meetings of this Sub-Committee and the Memorandum which summarised its conclusions, an approach had been made through official channels to the University of Oxford, seeking the University's recognition of the School as an institution offering professional training. This approach had not been successful so far, and in order to further it Sir Douglas proposed that as at the meetings of the Advisory Training Committee the Principal had indicated an intention for a complete re-appraisal of the School's curriculum, paying particular attention to the importance of the academic approach in the training of Occupational Therapists, a Sub-Committee of Governors be charged with the task of co-ordinating such a review of the School's training policy. The Meeting agreed and further resolved that the Sub-Committee should consist of Dr. Mandelbrote as Chairman, Dr. Mason and Mr. Loukes, with the assistance of the Principal.
The proposals were unanimously agreed.

513. Any Other Business

(a) It was proposed and agreed that Sir Douglas Veale be appointed a member of the Finance and General Purposes Committee.

(b) The Principal reported that the Pressed Steel Company had presented a refrigerator to the School by way of donation to the Building Fund, and the Chairman agreed to write to the Company to thank them for the gift.

(c) It was proposed that some recognition be made of the services of the foreman and building staff responsible for the preparation of the new School premises. This was approved in principle, and referred to the Finance and General Purposes Committee for a decision as to the form such recognition should take.

(d) It was proposed and agreed that members of the Chartered Society of Physiotherapy who would attend the Physiotherapy Congress in 1965, should be invited to visit the School.

(e) Future meetings of the Governors were arranged for the following dates:

Board of Governors: 15th March, 1965.
15th November, 1965.

Finance and General Purposes Sub-Committee: 1st March, 1965.
1st November, 1965.

Hugh Cassan
May 3 1965.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY LTD.

Sixteenth Annual General Meeting

Annual Report for the year ended 31st August, 1964.

The number of enquiries and applications for training continues to be well-maintained, and some 237 students were in residence during the year. Examination results indicate that the School is upholding its reputation of giving a sound and thorough training to its students.

Income from tuition fees was £30,568, an increase of £2,325 on the previous year. The loss on the hostel, Harberton House, was £1,232, which compares favourably with the previous year's deficit of £1,315. The nett surplus on the Company's accounts for the year was £3,323.

The conversion of the existing building at the School's new premises was completed during the year, and a part of the School, including the administrative offices and the libraries, was moved to its new quarters in August, 1964. Work on the new wing was well advanced by the end of the year, and it was anticipated that the removal of the remainder of the School would be effected during the Michaelmas Term.

Sir Hugh Casson, Mr. G. R. F. Bredin and Mrs. Nugent-Young were re-elected to the Board of Governors. Mr. K. D. D. Henderson and Colonel L. K. Ledger retire by rotation and are eligible for re-election. Mrs. Nugent-Young retires on age and is eligible for re-election.

Messrs. W. M. Bayliss, Sons and Company, were re-appointed as Auditors to the Company.

H. L. Dennison
Secretary to the Board of Governors

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY, LIMITED

Minutes of the Sixteenth Annual General Meeting of the Company, held at Oxford on December 29th, 1964.

1. Minutes. — The minutes of the Fifteenth Annual General Meeting, held on December 20th, 1963, were confirmed.

2. Report and Accounts 1963-64. — The Annual Report and the audited Balance Sheet and Statement of Accounts for the year ended August 31st 1964, were received and accepted.

3. Election of Governors. — Mr. K. D. D. Henderson, Col. L. K. Ledger and Mrs. A. Nugent Young were re-elected to the Board of Governors for a further period.

4. Appointment of Auditors. — Messrs. W. M. Bayliss, Sons and Company, were willing to continue to serve as auditors and were re-appointed at a mutually agreed rate of remuneration.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Governors of Dorset House School held at Harberton House on May 3rd, 1965.

Present: Sir Hugh Casson (in the Chair)
Mr. G. R. F. Bredin
Mr. K. D. D. Henderson
Mr. H. Loukes
Dr. B. M. Mandelbrote
Dr. E. F. Mason
Mrs. A. Nugent Young
Mr. J. Talbot
Sir Douglas Veale

In attendance: Miss E. M. Macdonald (Principal)
Miss B. E. G. Collins (Vice-Principal)
Mr. H. L. Dennison (Secretary)

514. Minutes — The minutes of the meeting held on November 9th, 1964, had been circulated and were confirmed.

515. Finance & General Purposes Sub-Committee — The minutes of the meeting held on March 1st, 1965, had been circulated and were supplemented by the comments of the Chairman of the Sub-Committee. The Governors noted that the School's financial position for the Michaelmas Term appeared satisfactory, and concurred with the decisions on financial matters made by the Sub-Committee, namely

(a) that the cost of re-organising and re-decorating the students' laundry at Harberton House, amounting to £363. 1. 6. be met from the Major Repairs and Renewals Fund;
(b) that salary increases officially approved for Occupational Therapists should be paid to members of the profession employed by the School;
(c) that the rent payable by the School to the Casson Trust should be increased to £3,000 per annum.

516. Casson Trust — A meeting of the Casson Trustees had been held earlier in the day, and the Chairman of the Trustees informed the Governors of certain matters concerning them which had been discussed by the Trustees.

New School Premises:

Planning permission had not been obtained for the present site of the oil tank, and a proposal to lower it to ground level and conceal it by means of suitable screening had also been rejected. The Trustees had considered this decision to be unreasonable and had therefore decided to appeal against it.

The surface of the front drive was unsatisfactory, though a dressing of hoggin had still to be applied which would, in the architect's opinion, produce a surface equivalent to that originally specified. It was agreed that this dressing should be delayed until a decision was reached concerning the site of the oil tank, in case further excavation should be necessary. However, a light application of gravel might be made immediately before the formal opening of the new premises in preparation for this occasion.

There was urgent need for the provision of front gates, and enquiry was to be made to see if planning permission was required for this.

Building Development in Pullens Lane:

It was proposed to develop the estate known as High Wall as a high-class residential area at a low density per acre, and access to the lower end of Harberton Mead had been sought by the developers. The Trustees had refused the original request because it appeared to fore-shadow an inevitable increase in the amount of traffic using the Mead road, with consequent loss of amenity to the residents. A revised proposal for the plan of the estate had been prepared which appeared likely to preclude such an increase, and the Trustees were now disposed to agree to the request. However, the views of other residents in the Mead had to be obtained, and a meeting with them had been arranged for May 13th.

517. Principal's Report. — The report for the Michaelmas Term 1964 had been circulated. Commenting verbally upon it, the Principal stressed the difficulty of replacing members of the tutorial staff; in general, occupational

therapists with suitable qualifications preferred to practise their profession rather than teach it. She also referred to the satisfaction of the School with its new quarters, the increased library space, as compared with the amount available in the Churchill premises, being particularly appreciated.
Arising from the Report, the Principal asked that consideration be given to the financial implications of the impending Burnham award for teachers. As a contribution towards the cost of such increases, she considered that upwards of £1,000 per annum could be saved by not replacing the Art teacher, due to leave at the end of the Trinity Term, by using instead the facilities offered by the Technical College, and by other staff economies. The Secretary pointed out that, taking this saving into account, and also making allowances for other known increases in expenditure, a Burnham award of 12½% increase would increase the School's costs by some £2,000 per annum. If this were to be met from increased fees, an increase of £10 per annum per student would be needed.
The Governors agreed that, where possible, advantage should be taken of the proximity and willing co-operation of the Technical College; they also agreed that parents and grant authorities should be informed that, in the event of an increase in Burnham salaries, it would be necessary to increase the fees charged by the school.

518. Memorial Monies — The Principal suggested that, following the precedent already established of commemorating benefactors by the naming of certain parts of the building, the Worshipful Company of Goldsmiths and Unilever Ltd. should be similarly honoured. The Governors agreed to adopt this suggestion. The Chairman undertook to write to the Trustees of Mr. H. D. Savory, who had died since the date of the last meeting, to ask their permission to use his name in connection with the School's Libraries.

519. Sir Geoffrey Peto's Charitable Settlement — Mr. Talbot stated that he and his fellow Trustees, administering this Settlement in deference to Sir Geoffrey's wishes, hoped to be able to hand over to the Casson Trustees a sum of money which might be devoted to the establishment and needs of the Peto Rehabilitation Unit. The Governors agreed that such a gift could most fittingly be applied in this way, and expressed their warm gratitude to the Trustees of the Settlement.

520. Formal Opening of New Premises — The Chairman informed the Governors that, after the death of H.R.H. The Princess Royal, he had approached H.R.H. Princess Marina who had consented to perform the opening ceremony; fortunately Her Royal Highness was able to visit the School on the date originally selected.
The Governors then considered the draft programme for the visit which had been prepared by the Principal. It was decided that the formal ceremonies might well take place soon after the arrival of Her Royal Highness. She should then be conducted on a tour of the School, after which she might take tea with a small number of the more important guests. Other guests could be served with tea during Her Royal Highness' tour of the School, after which they also would be able to inspect the new premises.
The Principal stated that she proposed to visit the Comptroller of Her Royal Highness' Household and would offer this programme for his approval, together with the lists of guests.

521. Advisory Training Committee — Dr. Mandelbrote, as Chairman of this Committee, reported on its meeting which was held on January 22nd, 1965. The principal aim of this meeting had been to obtain a complete understanding of the existing training offered by the school, the methods by which it was achieved, and the problems associated with it. The Committee concluded that it could best help the future development of the School, not so much by initiating amendments or extensions of the School's work as by advising on suggestions which might originate from the School's more intimate knowledge of the profession and its needs.
Dr. Mandelbrote also referred to the meeting between some of the Governors and H.M. Inspectors, following the latters' formal inspection of the school. Among the matters discussed were the problems facing teachers in different disciplines, the use of equipment and apparatus in teaching, and the difficulty experienced by outside examiners in setting suitable examination papers. There was much to commend in the setting of papers by the teachers or lecturers themselves; this led the Governors to a consideration of the advisability of the School conducting its own qualifying examinations. This matter was referred to the Advisory Training Committee for further consideration, as was also a suggestion that attention should be paid to the general and cultural aspects of education, in addition to the professional training offered by the School.

Nov 22. 65.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Harberton House on November 22nd 1965.

Present: Sir Hugh Casson (in the Chair)
Mr. G.R.F. Bredin
Mr. K.D.D. Henderson
Col. L.K. Ledger
Dr. B.M. Mandelbrote
Dr. E.F. Mason
Mr. J. Talbot
Sir Douglas Veale

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

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522. Minutes

The minutes of the meeting held on May 3rd 1965 had been circulated and were confirmed.

Matters arising:-

(i) Formal opening of new premises

The Governors expressed satisfaction that this function had proceeded so smoothly and successfuly, and warmly congratulated the Principal on the painstaking organisation which had made this possible.

(ii) Sir Geoffrey Peto Charitable Settlement

It was reported that the Casson Trustees had received a gift of £3237. 2. 1. from the Trustees administering Sir Geoffrey's estate. This sum had been devoted to the establishment of the Peto Home Rehabilitation Unit in which students learned how to overcome the problems facing the disabled housewife. The Governors agreed that this was a fitting memorial to their first Chairman and expressed their sincere thanks to Mr. Talbot, representing Sir Geoffrey's Trustees, for the generous gift.

523. Finance and General Purposes Committee

(i) Final Accounts

The Accounts for the year ended 31st August 1965 had been examined in detail by the Committee, which recommended them for acceptance by the Board of Governors.. After the Auditor and Secretary had commented upon various aspects of the Accounts, it was resolved that they should be formally adopted by the Board.

(ii) Estimates for the year 1965-66

The Committee had considered the estimates, noting that they included salary increases payable to Whitley Council staff, details of which were not yet available; the estimates were recommended for acceptance on the understanding that the working of the hostel should be reviewed, to see if any economies could be made which might reduce the forecasted deficit of £2,155.

The Governors also were concerned that the estimates indicated a substantial deficit on the hostel; it was pointed out that the School was, in effect, subsidising the hostel. It was agreed that this matter should be referred back to the Finance and General Purposes Committee for further consideration; subject to this, the estimates were accepted.

(iii) Library fee

The Governors approved the Committee's decision to increase the library fee, payable by all students while in the school, from 5/- per term to 10/-.

(iv) Miss J. Morris

The Governors noted that an attempt had been made, by means of a solicitor's letter, to obtain an increase in the amount of rebate for provisions not consumed during absence from the hostel, and that Mr. Bredin had drafted a reply declining to allow such an increase. This lead to a discussion on unpaid bills in general and it was agreed that the School's solicitor, Mr. R.B. Cole, could be asked to intervene in cases of stubborn refusal to pay bills; this step should only be taken after all other means had been tried.

524. Miss N. Osborne

The Principal described the sequence of events which had followed an acute schizoid episode suffered by Miss Nicola Osborne, a student in her third year of training in the school. In accordance with the policy followed by the School in similar cases, Mr. Osborne was advised that it would probably be to his daughter's ultimate benefit to abandon her career in occupational therapy in case the nature of the work should provoke further attacks. Mr. Osborne declined to accept this advice; during the progress of his efforts to obtain his daughter's reinstatement, there had arisen an apparent conflict of medical opinion as to the advisability of the girl's return to the School. He had finally made a direct approach to the Chairman, Sir Hugh Casson, and the matter was therefore brought to the Governors for their decision.

Dr. Mason, who, as Medical Superintendent, had been informed of the progress of events and had advised the Principal in her approach to the situation, pointed out that an occupational therapist was liable to be under constant psychological strain even when working in a hospital treating physical conditions; he considered that Miss Osborne's chance of permanent success in the profession was not good. Dr. Mandelbrote stated that modern psychological thinking indicated that the episode suffered by Miss Osborne might well be an isolated incident and that current methods of treatment could result in a complete cure.

It was agreed that Mr. Osborne should be informed that, while the Governors concurred with the advice given by Miss Macdonald, as he was unwilling to accept this, his daughter might return to complete her course on condition that:-

(a) Her return should be deferred for a year during which time she should pursue some activity outside occupational therapy;
(b) the psychiatrist in charge of her case should be able to give a certificate of fitness in respect of this period;
(c) she be given a certificate of fitness at an examination immediately before her return to the School;
(d) she should follow a course appropriately planned by the school;
(e) that she remained fit during this course.

525. Report from the Casson Trustees

The Chairman of the Trustees summarised for the Governors various matters affecting the School which had been discussed at the Trustee's meeting. These included:-

(i) Increased Bank overdraft

Barclays Bank had agreed to allow the Trustees to increase the amount of overdraft to £36,500; should this total be reached, the Trust would have to increase the annual repayment to £3,000 and this would, in turn, require an increase in the rent payable by the School:

(ii) High Wall Estate

Following the request for access to Harberton Mead, the Trustees had ascertained the views of other residents in the Mead, and their reply made the following points:-

(a) they wished to have William Street used to afford additional access to Marston Road from the new estate;
(b) that a through road should offer direct and easy access to Pullens Lane for all houses on the new estate;
(c) that any access granted should be situated in the extreme north-west corner of the estate;
(d) suitable financial arrangements must be reached.

(iii) Resiting of Oil-fuel tank

Planning permission had been received for a new site for the oil-tank; this operation was to take place at Easter 1966.

(iv) Changing room

The Trustees had agreed with Miss Macdonald that a changing room for students preparing for physical education classes should be provided. The architect was to be asked to prepare plans and obtain estimates, using the site and methods of construction which appeared to offer the most economical way of providing this accommodation.

(v) Central heating for 44 London Road

The Trustees had agreed in principle that an oil-fired central-heating system should be installed in this property, and competitive estimates of the cost were to be obtained.

(vi) Caretaker's Compound

A small area had been enclosed by a fence, immediately in f[ront] of the Caretaker's cottage; here his young children could play without any danger of their straying on to the main road.

526. Advisory Training Committee

This Committee had met to consider future plans for the Dorset House Scho[ol] and were told that a serious situation had been created by the near-breakdown of the examination system organised by the Association of Occupational Therapists; the principal cause for complaint lay in the delay in marking papers and producing examination results, with a corresponding delay before students could be registered with the State Registration Board and take up their professional posts.

A proposal was placed before the Committee that the School should conduct its own examinations and award its own diploma. This offered several advantages over the present system; for example, the syllabus could be readily varied to meet changing needs in the profession, and examinations could be timed to meet the School's needs. Moreover, it was felt that the School's standing was sufficient to justify taking this step away from the Association of Occupational Therapists.

Mr. Loukes considered, however, that it was incumbent upon the School to support the Association at this time of crisis, and propounded an alternat[ive] examination system. This would be organised by panels of examiners, each panel being responsible for setting and marking examination papers for a limited number of students; the Association would be required to accept th[e] pass-lists issued by each panel and to award diplomas accordingly. The Committee agreed that this plan which could be a step to total local autonomy should be placed before the Association.

The Principal reported that she had attended a meeting of Head of Schools at which the plan had been discussed. The reactions to it had been, on the whole, favourable, and it seemed likely that, after further discussion of detail, the plan might be adopted by the Association of Occupational Therapists.

527. Principal's Report

The Principal's Report, dealing with the year 1964/65, had already been circulated to the Governors. While amplifying verbally upon it, the Principal drew attention to certain anomolous results shown in the list of examination results. In the two subjects which comprised both a written and viva voce examination, all the Dorset House candidates had passed the written paper in both subjects; in the viva, however, four out of eight failures in one subject were our entrants, while in the other subject the total of three failures were all Dorset House entrants. The Governors agreed that there was prima facie evidence of a disturbing inconsistency in standards of marking the viva examination at different centres; it was considered that the proposed new examination procedures might assist in preventing such anomolies.

528. Recognition of Architect's Services

The Governors agreed that they were well satisfied with the result of the Architect's work, particularly in the design of the new Casson Wing, and the Chairman undertook to write to the Architect, Mr. R.W. Whitehouse, to congratulate and thank him for his services to the School.

Hyn Casson.
April 4. 1966.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Meeting of the Governors held on Monday, 24th April, 1966, at Harberton House

Present: Sir Hugh Casson (in the Chair)
Mr. J. Talbot
Sir Douglas Veale

In attendance: Miss E.M.Macdonald (Principal)
Miss B.E.G. Collins (Vice-Principal)
Mr. H.L. Dennison (Secretary)

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529 Minutes — The Minutes of the Meeting held on 22nd November, 1965, which had been circulated, were confirmed.

530 Statement of Accounts — The Statement of Accounts for the Michaelmas term 1965 was presented by the secretary who commented that both income and expenditure appeared to be following the pattern predicted in the Budget Estimates for the year. The Statement was received and approved by the Governors.

531 Future Plans (a) Status of the School — A memorandum, prepared by the Principal, was tabled and considered. This stated that the examination system as at present conducted by the professional association was overloaded and in danger of breaking down; an alternative system had been proposed which would grant a degree of autonomy to individual larger schools or groups of smaller schools, and this would permit experiment in broadening the scope of the syllabus. If this scheme were not welcomed by the Assocation of Occupational Therapists there was, however, no statutory reason why Dorset House could not move towards direct recognition of the School by the O.T. Registration Board, retaining only a nominal link with the professional assocation. This would allow the school to give attention to advanced and post-graduate work; this could be achieved by means of a fourth year of advanced training, or possibly, in a smaller number of cases, by preparing students for an external degree of London University. There was also the possibility of creating a direct link between the School and Oxford University.

During this discussion of the memorandum, it was stressed that the present examination system was aimed at a minimum standard of training and that, to prevent stagnation in the profession as a whole, it was necessary to pursue a programme of more advanced work. It was also suggested that, in view of the growing importance of occupational therapy, it would be advantageous to see if the value of the profession could be introduced to medical students during their training; it might then be hoped that the Medical School would support any representations which might be made to the University.

It was agreed that a plan of a revised course including a fourth year of advanced training should be prepared and that Sir Sydney Littlewood, (Registration) Chairman of the Council for Professions Supplementary to Medicine should be consulted to ascertain the possible reactions of the Board and the Privy Council to a request by the School for recognition as an independent examining body, possibly with some form of Oxford endorsement. Further, a deputation consisting

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of Sir Hugh Casson, Sir Douglas Veale and Miss Macdonald should visit Mr. Towler, Chairman of the Board of Governors of the United Oxford Hospitals, to ask if the School might be able to co-operate, to the mutual benefit of the Hospitals and the School, in their plans for enlarging the O.T. facilities provided at the Radcliffe Infirmary. This co-operation might serve as a springboard in an approach to the Medical School and later to the University to seek its backing for an advanced Diploma awarded by the School. It was also agreed that the plan for preparing students for an external degree of London University should remain in abeyance for the time being.

(b) Staffing — The Principal reported that she was experiencing difficulty in maintaining continuity of staffing in the tutorial staff; there was a tendency for them to prefer a relatively short engagement on a termly basis. The Governmors, while appreciating the problem, pointed out that it was a common practice, as for example at the Royal College of Art, to engage staff on a yearly contract, but it was nevertheless customary to permit staff to leave after a term's notice for special reasons. Because of the difficulties inherent in enforcing such a contract, it appeared that little practical help could be offered.

(c) Buildings — The Principal reported that the Hostel continued to be a source of some anxiety, both from the point of view of maintaining domestic staff numbers in the face of the somewhat remote situation, and also because many other colleges and schools were able to offer more up to date accommodation in single rooms rather than in dormitories. The Governors agreed that this problem was likely to become more acute and that it would be advisable to watch for any suitable and more convenient property which might come on to the market. As a first step it was suggested that Messrs. Carter Jonas should be asked for a formal valuation of Harberton House, assuming that planning permission could be obtained for full development of the property. The Secretary reported that he had applied for renewal of the temporary planning permission for the nissen hut which housed the students' laundry and work-room at Harberton. This had been granted, but for a period of one year only; on previous similar occasions, consent had been renewed for periods of five years. The Governors expressed concern at this implied threat to the hostel's amenities and it was agreed to ask Mr. Bredin to look into the matter on their behalf.

532 Principal's Report — While commenting upon the written report, the Principal stated that a temporary member of staff, Miss H.G. Clancy, had been engaged for one term. She had had a good deal of experience in the treatment of certain types of psychiatric patients by means of placing them in group situations, and was demonstrating the method to the students who, on encountering the treatment during their hospital practice, would then understand something of the aims and techniques employed. The Principal also reported that Miss E.M.Sleigh who passed her Final Examinations in November 1965 had been nominated 'Student of the Year' by the Association of Occupational Therapists. The Governors warmly commended Miss Sleigh on achieving this honour and asked that their congratulations should be passed to her.

533 Hostel Charges — It was agreed that, in view of the general increase in costs and in salaries and wages, the charge for residence at the hostel should be increased to 6 guineas per week from the beginning of the Michaelmas term 1966.

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534
Resignation of Governors

It was reported that Mr. Loukes now wished to resign from the Board of Governors in view of new and heavy commitments as a Justice of the Peace. The Governors accepted the resignation with regret but were glad that Mr. Loukes had expressed his willingness to give help and advice as occasion might demand.

It was also reported that Colonel Ledger had now ceased to be a member of the Board of Governors of the United Oxford Hospitals, and that as he was the Hospitals' nominated representative, his membership of the School's Board must also lapse.

The Chairman undertook to write to both Mr. Loukes and Col. Ledger to thank them for their services to, and interest in, the School, and also to the Board of the United Oxford Hospitals to ask them to nominate a new representative in place of Colonel Ledger.

Confirmed Hugh Cassur
Chairman

Date H.C. April July 25.

CONFIDENTIAL

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Harberton House on 25th July, 1966.

Present: Sir Hugh Casson (in the Chair)
Mr. G.R.F. Bredin
Dr. B.M. Mandelbrote
Dr. E.F. Mason
Sir Douglas Veale
Mrs Williams

In attendance: Miss E.M. Macdonald (Principal)
Miss B.E.G. Collins (Vice-Principal)
Mr. H.L. Dennison (Secretary)

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Minutes — The Minutes of the meeting held on 4th April, 1966, had been circulated and were confirmed.

536
Statement of Accounts — The Secretary, commenting upon the accounts for the period 1st September, 1965 to 30th April, 1966, noted that they continued to follow quite closely the predictions of the budget estimate for the year.

It was agreed that the Statement be approved.

537
Future Status of the School — Opening the consideration of the School's future development, the Principal stated that a number of applicants for training at the School were of university standard, and it was unfortunate that no machineryexisted for making the fullest use of their talents and ambition by means of a course of training aimed at the degree level of achievement. Moreover, a university degree was, in the modern world, a highly-valued prestige symbol, and she considered that an appreciable amount of promising student material was lost to the profession because this symbol was not available as the culmination of training in occupational therapy. The Association was itself keenly aware of this situation but had produced no practical plan for meeting the need for advanced training.

The Governors had previously been informed of the problem inherent in the present examination system conducted by the Association. An alternative method of examining, based on regional panels, each having a degree of autonomy, had been proposed, but it now seemed likely that this would be rejected by the Council of the Association. This raised once again the suggestion that the School should move towards independence and towards the conduct of its own qualifying examination, as was permitted by the Registration Act. If this step were taken, it would afford an opportunity to extend the course to a fourth year of advanced training for suitable students. There should be, of course, suitable recognition of such additional work; on the practical side there was at present no machinery for this as advanced training did not now exist; after its value became appreciated, however, it might be possible to obtain a number of incremental rises on the salary scales. The award of a degree would be a most fitting form of recognition and the recently formed Council for National Academic Awards might provide a convenient way of achieving this. Failing this, a diploma might be awarded, possibly under the aegis of such a body as the Oxford Delegacy of Social Studies.

537 cont'd.
Future Status of the School

The Governors agreed that advanced training would be of great value to the profession and that the award of a degree in occupational therapy would materially enhance its status.

The fourth year of training was envisaged as a continuation of the basic course; it should be supervised by the School and should include lectures, demonstrations and practical work in a restricted range of specialities; among those mentioned were Family Psychology, Geriatrics and Neurological Rehabilitation. It was considered likely that educational grants should be available for these students, particularly if an award such as a degree were the end product; there were precedents for this in other fields of education.

The value of short refresher courses to existing occupational therapists was also discussed. These offered a useful means of spreading knowledge of specialised subjects or of recent developments through the profession in general. It should be possible for them to be self-supporting from a financial point of view and it seemed likely that they would be warmly received by many occupational therapists.

The Governors agreed that an approach should be made to the Council for National Academic Awards to inquire into the possibility of that body awarding a degree in occupational therapy, and it was noted that this might require closer links with the Oxford College of Technology, this college being typical of the instruments through which the Council might be expected to operate. If this approach failed, the co-operation of some other body must be sought whose status would provide an adequate endorsement of the award to be made in recognition of the advanced training.

538
The Casson Trust

Mr. Bredin, Chairman of the Trust, informed the Governors of certain matters which had been discussed during the meeting of the Trustees earlier in the day.

(i) Hostel Buildings For various reasons, it seemed clear that attention must be given to the question of providing a new hostel. Messrs. Carter Jonas had recently valued the Harberton property at approximately £50,000; this was subject to an outstanding mortgage of £4,000. It was estimated that the cost of a new residential block for sixty-four students would be of the order of £100,000 plus the cost of the site.

The Governors agreed that a suitable site in the Headington area should be sought, and that attention should be given to the question of attracting substantial financial support.

(ii) Hostel Fire-Escape The existing fire-escape ladders had been condemned as unsafe. Estimates for a new external steel staircase were in the region of £600; and external staircase offered a perpetual invitation to prowlers, however, and further estimates were being obtained for an additional staircase inside the building.

(iii) High Wall Estate Negotiations to link the two halves of the High Wall Estate by means of a road crossing land leased to the Pergamon Press had failed, and it appeared that deadlock had been reached since the Casson Trustees were untilling to permit the marked increase in traffic through Harberton Mead which would inevitably follow if a group of twenty-two houses were allowed access to the Mead. The Trustees considered

(iii) cont'd. that Jean Cottage Lane afforded a more direct means of access to Pullen's Lane and had put this suggestion to the High Wall Trustees.

539
Principal's Report

The Principal's report had already been circulated. Commenting on it, the Principal drew attention to the forthcoming retirement of Miss Shaw after eleven years' service as a tutor in the School. The Governors expressed their thanks for this devoted service and good wishes for Miss Shaw in her retirement. They also warmly congratulated Miss Collins on the signal success of her work in organising the programme of talks and discussions for the International Congress of the World Federation of Occupational Therapists.

540
Miss N. Osborne

Dr. Mason stated that the psychiatrist in charge of Miss Osborne's case had reported to him that she appeared to have responded well to treatment and that there was no apparent reason why she should not complete her course at the School. It was now considered that the original breakdown was not directly attributable to the effect of her theoretical and practical work in the psychiatric field and that there would be, therefore, no necessity to avoid this aspect of occupational therapy if she were to resume the course.

It was agreed that she should be permitted to rejoin the School in September 1966 to follow a course of studies to be planned by the Principal.

Hugh Cassman
..... Chairman

Feb 27 ..... Date

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of an Extra-Ordinary Meeting of the Governors held on Monday, 7th November, 1966 at Harberton House

Present: Sir Hugh Casson (in the Chair)
Mr. K.D.D. Henderson
Dr. B.M. Mandelbrote
Dr. E.F. Mason
Mr. J.B. Talbot
Sir Douglas Veale
Mrs. G. Williams
Mrs. A.N. Young

In attendance: Miss E.M. Macdonald (Principal)
Miss B.E.G. Collins (Vice-Principal)
Mr. H.L. Dennison (Secretary)

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Future Policy

A Memorandum, prepared by the Principal, had been circulated, setting out in detail the background to the suggestion that the School must take action to provide advanced training for a number of able and ambitious students.

At the Chairman's invitation, Sir Douglas Veale referred briefly to the meeting between the Principal and himself, representing the School, and officers of the Department of Education and Science, at which the possibility of establishing a degree course for Dorset House students had been explored. It had transpired that, to permit its students to obtain a degree under the regulations of the Council for National Academic Awards, the School would need to place itself under the aegis of the Oxford College of Technology, in so far as its degree candidates were concerned, and this would require some sacrifices on the part of the School.

The need for the award of a degree was then discussed. It was agreed that the results of advanced and original work would benefit the profession as a whole, that such work might well be done by the most able students and that a degree, as compared with the standard diploma, would provide a suitable recognition of such work. It was also recognised that a good deal of pressure was placed on young people, particularly by parents, to follow degree courses as a form of status symbol; in consequence, there was a discernible tendency among certain classes of employer to devalue the status of a degree.

The Principal pointed out that the University of Aston had already made proposals to establish a four-year course leading to a degree in Occupational Therapy; this had been deferred for the time being, but it was likely to be put forward again within a few years. She also mentioned, as a possible precedent for the award of an Occupational Therapy degree, the recent decision by Oxford University to award a B.Ed. degree; this was based on a four-year course, three of which were to be spent in a Teacher Training College and the fourth in Oxford.

The various methods of obtaining an advanced qualification outlined in the Principal's Memorandum were then discussed. It was agreed that the award of an Occupational Therapy degree by Oxford University was the most desirable but this, if it could be achieved, was a very long-term policy, although there could be no harm in making the appropriate enquiries now. Discussion of the possible creation of a combined Delegacy of Training for

the Professions Supplementary to Medicine led Dr. Mason to outline a scheme, now under consideration, under which the Oxford College of Technology would combine with the Physiotherapists' Association and the Institute of Chiropodists to operate training courses for these professions. It was hoped that these arrangements might eventually lead to the award of a degree under the auspices of the Institute of Biology. He suggested that the School might be able to co-operate in this venture.

The Principal commented that Colleges of Further Education were eager to welcome new faculties as this was one way in which they could achieve higher rank in the hierarchy of places of further education under the recommendations of the Robbins Report. However, her main objection to any hurried links of the type suggested by Dr. Mason was that they could place the School's students in an atmosphere in which the predominant atmosphere would be technological. She considered it essential to place continual stress on the therapeutic and rehabilitative aspects of the training offered by the School.

Dr. Mandelbrote pointed out that the School already provided the facilities for the basic Diploma Course and that what was needed was an extension of this. The Oxford College of Technology could not, of itself, award degrees, and it was not yet certain that either the Council for National Academic Awards or the Institute of Biology would do so. He drew attention to the Diploma in Psychological Medicine, awarded to doctors by the Maudsley Hospital after post-graduate work in this field; this corresponded to the second alternative mentioned in the Memorandum, that the School should recognise fourth year advanced work by means of a certificate having the endorsement of either the University or the Medical School of Oxford.

This led Dr. Mason to suggest that the United Oxford Hospitals might well be willing to arrange one-year courses of advanced training in certain specific fields such as geriatrics, and to give an appropriate certificate on successful completion of the course.

The Governors considered that this might be a useful first step towards the establishment of advanced training and of its proper recognition. The question of maintenance grants for students undertaking advanced work was also discussed in relation to this proposal; it was thought likely that the authority of the United Oxford Hospitals, as under-writers of such courses, would be sufficient to ensure that grant authorities would be willing to supply the necessary funds, whereas a fourth-year course culminating only in a certificate issued by the School would be less certain of obtaining grant aid for the student.

Other suggestions for the recognition of advanced work were made by Mr. Talbot, who wondered if the University of Aston might award an Occupational Therapy degree to external students, and by Sir Douglas Veale who pointed out that Oxford University might accept outstanding Dorset House students as candidates for the B.Litt. degree.

It was agreed that the Advisory Training Committee should be asked to meet as a matter of urgency to consider in detail methods of providing advanced training for suitable students, and of obtaining recognition of such work from some body of adequate standing.

Hugh Cassen

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Chairman

Date: Feb. 27.....

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY LIMITED

Minutes of the Seventeenth Annual General Meeting of the Company held at Oxford on 4th April, 1966.

1. Minutes — The Minutes of the Sixteenth Annual General Meeting, held on 29th December, 1964, were confirmed.

2. Report and Accounts 1964-65 — The Annual Report and the Audited Balance Sheet and Statement of Accounts for the year ended 31st August, 1965 were received and adopted.

3. Election of Governors — Mr. H. Loukes, Dr. B.M. Mandelbrote and Mrs. A.Nugent Young were re-elected to the Board of Governors for a further period.

4. Appointment of Auditors — Messrs. W.M. Bayliss, Sons & Co. were willing to continue to serve as Auditors and were re-appointed at a mutually agreed rate of remuneration.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY LIMITED

Eighteenth Annual General Meeting
Annual Report for the year ended 31st August, 1966

The number of inquiries and applications for training continues to be well-maintained, and a total of 244 students was in residence during the year. Examination results indicate that the School is upholding its reputation of giving a sound and thorough training to its students.

Income from tuition fees was £40,645; this represents an increase of £8,415 on the previous year, due to the increase in the tuition fee from 50 to 60 guineas per term, starting in the Michaelmas Term 1965. In consequence of continually rising costs, the deficit on the Hostel increased to £2,399 as compared with the previous year's deficit of £718; to reduce this loss, the Hostel fee was increased from 5 to 6 guineas per week, with effect from September 1966. The nett surplus for the year was £6,098 which enabled substantial payments of rent in advance to be made to the Casson Trust in order to reduce the overdraft incurred during the construction of the new school buildings.

Mr. H. Loukes, Dr. B.M. Mandelbrote and Mrs. A. Nugent Young were re-elected to the Board of Governors. During the year Col. L.K. Ledger and Mr. H. Loukes resigned from the Board, Col. Ledger because he had ceased to be a member of the Board of Governors of the United Oxford Hospitals, which body he represented on the Dorset House Board, and Mr. Loukes because of the additional pressure of magisterial duties. In place of Col. Ledger the Governors had welcomed the appointment of Mrs. G. Williams as a representative of the United Oxford Hospitals.

Messrs. W.M. Bayliss, Sons & Co. were re-appointed as Auditors to the Company.

H.L. Dennison,
Secretary to the Governors

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Harberton House on Monday, 27th February 1967.

Present: Sir Hugh Casson (in the Chair)
Dr. B.M. Mandelbrok
Dr. E.F. Mason
Mr. J.B. Talbot
Sir Douglas Veale
Mrs. G. Williams

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

Apologies were received from Mr. G.R.F. Bredin and Mr. K.D.D. Henderson.

542. Minutes. The Minutes of the meetings held on July 25th and November 7th 1966 had been circulated and were confirmed.

543 Final Accounts 1965/66. The final accounts for the year ended 31st August 1966 were presented. The Auditor and the Secretary commented upon detailed aspects of the accounts; it was noted that income and expenditure had followed quite closely the pattern predicted in the estimates for the year, and that the increase in tuition fees, charged from September 1965, had produced the surplus required to make accelerated payments of rent to the Casson Trust.

It was pointed out that the figures of nett surplus shown year by year in the accounts appeared with cumulative effect in the Profit and Loss Balance Account in the Balance Sheet, and that this was largely balanced by the indebtedness of the Casson Trust; in other circumstances, it might be expected that there would be assets such as property, investments or cash to balance the accumulated surplus. The amount shown in the Profit and Loss Balance Account could reach substantial proportions which might well be an embarrassment to the School should it ever be necessary for the accounts to be examined by an independent investigator. It was agreed that the Auditor should consult Mr. R.B. Cole, the School's Solicitor, to see if any action could be taken in the matter. It was agreed that the accounts should be formally adopted.

544
Budget Estimates 1966/67.

The estimates for the year ending 31st August 1967 were presented for consideration. The Secretary pointed out that approval had already been given for an increase in the charge for board and lodging in the hostel, which should materially reduce the deficit incurred there in recent years, and that in view of the uncertainty surrounding the 'pay freeze' no allowance had been made for the increases in salaries and wages which must inevitably follow when it is removed. The estimates were accepted subject to any amendments which may become necessary as a result of the consultations referred to in Minutes 543.

545
Advanced Training.

A report from the Advisory Training Committee was introduced by Dr. Mandelbrote This committee had considered in detail the proposals for the one-year course of advanced training. The content of the course, comprising a programme of lecturers, tutorial classes, demonstrations and clinical work, had been carefully examined, and the committee was satisfied that it provided a sound and appropriate basis for the type of training envisaged.

There were, however, certain matters concerning the course which required further clarification; firstly they had noted that, in the immediate future, there was no possibility of conferring any positive advantage on any student who successfully completed the course. The only recognition which could be given would have to take the form of a certificate of Advanced Study in Occupational Therapy, which would state that the course had been conducted by Dorset House School in association with the hospital at which the clinical part of the training had been carried out.

Attention had also been given to the financial problems facing students who took the course. The total cost to each student would be of the order of £650, including fees and maintenance. It was thought possible that grant-awarding bodies such as local Education Authorities might be reluctant to make a fourth-year grant which did not lead to a degree. In this connection, it had been suggested that authorities might be more willing to make an award if a formal examination were taken. A further suggestion was that, during the experimental first years of the course, certain wealthy foundations might be willing to assist a small number of students to take the course, and Sir Douglas Veale had stated that he would be willing to approach the Goldsmiths' Company to ask for assistance of this nature.

The cost of running the course would depend to a certain extent on the availability of suitable University lectures in the published lecture-lists, on whether or not permission were granted to our students to attend these lectures and on the amount of the fee to be paid.

The Chairman thanked Dr. Mandelbrote for the work done by his committee. It was agreed that the Report be accepted and that plans for the implementation of the course should proceed. The next steps to be taken should be :-

(a) to seek in formal terms the co-operation of the Hospital Authorities concerned, namely the United Oxford Hospitals Board and the Littlemore and Nuffield Hospital Management Committees;

(b) to enquire into the availability of grant aid, covering fees and maintenance, from local Education Authorities and other sources;

(c) to ascertain if students taking the advanced course would be permitted to attend appropriate University lectures, and on what financial terms.

Hugh Cassen
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Chairman

July 19 '67
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(Date)

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY.

Minutes of a meeting of the Board of Governors held at Harberton House on July 19th, 1967.

Present: Sir Hugh Casson (In the Chair)
Mr. G.R.F. Bredin.
Mr. K.D.D. Henderson.
Dr. E.F. Mason.
Mr. J.B. Talbot.
Sir Douglas Veale.
Mrs. G. Williams.

In attendance: Miss E.M. Macdonald (Principal)
Miss B.E.G. Collins (Vice-Principal).
Mr. H.L. Dennison (Secretary).

546
Minutes. The minutes of the meeting held on 27th February 1967 had been circulated and were confirmed.

Matters arising:- Final Accounts 1965/6.

The Secretary reported that the Auditor, after consultation with the School's Solicitor, had made two recommendations:

(i) that the rent payable by the School to the Casson Trust should be increased to £3,000 p.a. by an endorsement to the lease;

(ii) that the School should regard itself as empowered by its Memorandum of Association to make grants to the Casson Trust from time to time.

With regard to the first of these, it was agreed that the rent should be formally increased to £3,000 p.a. The Casson Trustees had already agreed to this, and the School's stamp was therefore affixed to the Endorsement.

As for the grants to the Casson Trust, the Auditor suggested that the amounts might be determined each year by the meeting of Governors which reviewed the annual account, and this suggestion was accepted. It was pointed out that it was to the benefit of the School and the Trust to repay the outstanding loans as quickly as possible, as this would reduce the interest chargeable, and the Secretary was therefore authorised to make such payments to the Casson Trust as the School's financial position should from time to time permit. These payments would be taken into account when the amount of the grant was decided upon.

547
Mrs.A.Nugent-Young. The Chairman informed the Governors that Mrs. Nugent-Young had indicated that she wished to resign from the Board because the state of her health rendered travel to and from meetings a very difficult matter. The Governors agreed that the resignation should be accepted albeit with the deepest regret, and placed on record their sincere appreciation of and gratitude for a very long period of service to the School in many ways.

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548. Financial Statement.

The Secretary, commenting upon the Statement of Accounts for the period 1st September 1966 to 30th April 1967, pointed out that a comparison between the Budget Estimate for the year and the actual position indicated that the surplus predicted would be exceeded by an amount of the order of £2,000. It was particularly noteworthy that expenditure at the Hostel was some £250 less than had been anticipated. The Governors accepted the Statement and complimented Miss Christer, the Warden of the Hostel, on her economical housekeeping.

549. Advanced Training Course.

The Principal reported that progress had been made along the lines of action suggested at the previous meeting (v. Minutes 545). Promises of co-operation had been received from the hospitals which would be directly concerned in the operation of the course; this was particularly valuable since without the willing help of these hospitals it would be almost impossible to arrange the practical side of the course.

In the matter of grant aid for students taking the advanced training, there was relatively little success to report. The Goldsmith's Company had generously offered to make grants to some of the students taking the course who had no other source of income, and this offer had been gratefully accepted. However, the majority of the students would still require assistance. An approach to the Department of Education and Science had elicited the information that no assistance from that Department was available. The next step to be taken was to visit Sir William Alexander, Chairman of the Association of Local Education Authorities, to see if he would be willing to recommend the member Authorities to make discretionary awards to students taking the advanced course as a continuation of the basic Occupational Therapy Course. In the case of qualified Occupational Therapists returning from practice to take the course, there was a possibility that the paid study-leave might be allowed by Regional Hospital Boards, subject to the approval of the Ministry of Health. It was therefore proposed to visit the Ministry of Health to enquire whether, in principle, approval of study-leave for the purpose of taking an advanced O.T. course might be granted.

Enquiries had been made as to the possibility of advanced O.T. students being permitted to attend University lectures. It seemed likely that this permission would be granted subject to the payment of an appropriate fee, but no concrete proposal had as yet been made.

Summing up the position at the moment, the Principal said that the outcome of the proposal to establish the course depended upon the availability of grant aid for all the students wishing to take it. Without this, such small numbers could afford to take the course that it would be economically unsound.

550. Nominations to the Board of Governors.

It was suggested, and accepted by the Governors, that it would be of advantage to the School to increase the numerical strength of the Board and at the same time to broaden the scope of the interests represented by its members. For example, a representative of the Regional Hospital Board would provide a useful link with the administration of the hospital service in the Oxford area. While an educationalist, preferably with tutorial experience, would be a valuable replacement for Mr.Loukes.

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550 (Cont'd). Several names were suggested, and it was agreed that these people should be approached informally to see if they would be willing to accept an invitation to join the Board.

551. The Casson Trust. Mr. Bredin, Chairman of the Casson Trustees reported that the Trustees had been giving attention to the question of providing a new hostel for junior students. Harberton House offered dormitory-type accommodation which compared unfavourably with the current trend in hostel accommodation; the house could be modernised but there were other problems which modernisation would not solve, e.g. the increasing difficulties of recruiting domestic staff, the expense involved in maintaining large grounds, the relatively isolated position at the end of Pullens Lane which meant that students could not walk to the hostel during the evening without the real possibility of being molested. Moreover, it would be more convenient for the School and the students if the hostel and the School buildings could be close together.

A first proposal for replacing Harberton was based on the purchase of seven three-bedroomed houses on London Road, immediately opposite to the School. This would have involved a change of use from domestic to hostel accommodation which the Planning Committee would not permit.

The Architect, Mr. Whitehouse, had then been asked to investigate the possibility of constructing a hostel in the School grounds. This had proved to be practicable and a brochure, explaining the Architect's idea, was placed before the Governors. The building comprised three three-storey blocks, each containing twenty students; these were located on either side of the existing woodwork and metalwork block, and above the latter was alinking unit which would provide further accommodation.

The total cost was estimated at £65,000. A Bank loan would be required to bridge the gap between this figure and the amount realised on the sale of Harberton. The Trustees were confident that such a loan could be obtained and were disposed to ask the Architect to proceed to obtain outline planning permission.

The Governors considered the plans and approved them as offering a realistic and economic solution to the problem of providing a new hostel. They suggested that some internal replanning would be advisable to afford the wardens a means of supervising the entrance to the building, and also that the opportunity should be taken of providing additional teaching space in the School. Subject to these conditions, they concurred with the Trustees' intention to instruct the Architect to proceed to the next stage of planning. They also suggested that the Architect be asked to submit a bill for his fees to date, so that if the project had to be abandoned at a later stage there would not be too large a bill outstanding in this respect.

552. Principal's Report. Commenting on the report which had been circulated, the Principal drew attention to the achievement of Miss G. Hewan, a Dorset House student, who had been awarded the 'Student of the Year' Prize by the Association of Occupational Therapists; this was warmly commended by the Governors.

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552 (Cont'd). The Principal said that she was disappointed that there was no progress to report in the matter of the re-organisation of the course and the examination procedures. This had seemed to offer a useful step towards the development of progressive training methods.

553. Students Union. It was proposed that a fee of 10/- per term should be charged via the school bill to all students to provide funds for Students Union activities. These funds would be at the disposal of the Students Union, subject to the supervision of the School, and they would be required to keep accounts which would be scrutinised by the School's Accountant.

The Governors agreed that this item should be charged in the School bills with effect from September 1967.

554. Next Meeting It was agreed that the next meeting should be held on November 20th 1967 and that it should be followed by a sherry party at which the Governors could meet the teaching staff and others associated with the training of the students including the lecturers and clinical practice supervisors.

Hy M Camm

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Chairman.

20 Nov.

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(Date).

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Harberton House on November 20th, 1967.

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
Mr. J. Talbot
Sir Douglas Veale
Mrs. E.T. Williams

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

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555
Minutes

The minutes of the meeting held on July 19th 1967 had been circulated and were confirmed.

556.
Final Accounts 1966/67

The Final Accounts for the year ended 31st August 1967 were presented and commented upon by the Auditor and the Secretary. It was pointed out that the surplus for the year was approximately £1,000 more than had been anticipated; this was principally due to the fact that the expected increase in teachers' salaries had not been approved by the Burnham Committee.
It was noted that certain small deficits, amounting in total to £29.19.9. had arisen in the Harberton Petty Cash Account and it was agreed that these should be written off.
It was further agreed that a grant of £6,000 should be made to the Casson Trust from the nett surplus of £7,547, to assist in the repayment of the loan from Barclays Bank Ltd.
The Accounts were then formally adopted.

557
Budget Estimate 1967/68

The Estimates for the year ending 31st August 1968 were presented by the Secretary. They were based on the experience of previous years, but allowance had been made for the overdue wages and salaries increases; it was now expected that the teachers' increase would be of the order of 7½%
It was also recommended that additional payments should be made to certain members of the staff who had recently obtained appropriate professional qualifications, as follows:-

Miss D.N. Grellier - Teaching Diploma of the A.O.T. - £100 p.a.
Miss B.R. Anstice, Miss J.D. Edwards, Miss S.F. Maclure - Technical Teachers Certificate awarded by the City and Guilds Institute - £50 p.a. each.

The Governors approved the Estimates and further resolved that, with effect from September 1st 1967, the post of Accountant should be regarded to that of Bursar, in recognition of the additional responsibilities now accepted by Mr. Dennison and that the salary for the post be increased to £1484 p.a. The Vice-Principal's salary should also be increased to £1484 in consequence of the creation of this new post.
The Principal informed the Governors that the Association of Occupational Therapists was considering a re-organisation of the approach to crafts and activities in the training course; to implement this might require additional tutorial assistance and some adjustment of the hours worked by the craft staff. It was agreed that the staff of the school should be informed of any necessary changes as soon as possible after the Association's decision was announced.

558
Advanced Training Course

The Principal reported that an interview had been obtained with Sir William Alexander, Chairman of the Association of Local Education Authorities, to ascertain his views on the likelihood of grant assistance from educational funds being made available to students undertaking this course. Although sympathetic to the aims of the course, he stated that he would be unable to recommend to the members of the Association that they should extend the three-year grant for the basic course for a fourth year, suggesting that in the case of a specialist training of this nature, the financial liability should lie upon the Ministry of Health, rather than on the Education service. The next step was to approach the Ministry of Health to ask if the Ministry's existing arrangements for paid study-leave would allow practising occupational therapists to attend this course. There were also other hurdles to surmount: for example, hospital authorities would be reluctant to lose the services of experienced members of staff for a year; a locum would be needed to cover such a long period of absence, and would have to be paid.
It was agreed that all possible steps should continue to be taken in the attempt to provide appropriate financial support for the course.

559
The Casson Trust

The Chairman of the Trustees reported that a preliminary approach had been made to Oxford planning authorities, and it appeared likely that planning permission could be obtained for the proposed hostel in the School grounds.
An initial request to the Bank for a loan had produced an encouraging initial response. However, to reduce the amount of such a loan, an appeal was to be made to various charitable Trusts, a list of which had been obtained from the appeals organisers who had guided the original appeal. Sir Hugh Casson and Mr. Talbot offered to approach the Max. Rayne Trust and the Dulverton Trust, respectively; the other foundations would be formally approached by the Trustees.

560
New Governors

It was reported that Dr. Davies, formerly Senior Medical Officer to the Oxford Regional Board, who had been proposed as a Governor, had now left Oxford, and at the present time was unlikely to accept an invitation to join the Board.
Dr. Rosemary Rue, Assistant S.M.O. to the Regional Board, was proposed; she might be able to give useful assistance in the task of improving hospital practice facilities within the region. The names of Lady Linstead and Lord Segal were also put forward.
It was agreed that enquiries should proceed, but that no formal invitations to join the Board should be issued at the present time.

561
Principal's Report

The Report had already been circulated. Commenting upon it, the Principal conveyed to the Governors the students' thanks for the establishment of the Students' Union Fund, based on a contribution of 10/- per term per student.
The Principal asked for the Governors' comments in the case of Miss Barson, a student who had been involved in a car accident before entry to the school and who was beset with family problems. Both in School and in hospital, her work was immature and unreliable and she appeared unsuited to work of this nature. It was recommended that she be advised, prior to the termination of her course, to apply to re-commence a course of art training which she had left in order to join the School.
The Principal drew attention to various forthcoming events in the School's calendar, namely the inspection of the School by a panel of inspectors representing the State Registration Board, which would take place on either January 29th or February 5th, 1968, the Hospital Practice Conference on March 8th, and Open Day and Founder's Day on July 12th and 13th respectively. She asked that

the Governors should come to meet the Inspectors at a sherry party, either on January 30th or February 6th, the date to be confirmed as soon as possible; the support of Governors with medical interests would also be particularly welcome at the Hospital Practice Conference. Mrs. Williams agreed to preside at the Open Day on July 12th, and the Chairman at Founder's Day, July 13th.

H M Cann

Mar 25.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Meeting of the Governors held on Monday, 25th March, 1968, at Harberton House.

Present: Sir Hugh Casson (in the Chair)
Dr. B. M. Mandelbrote
Mr. J. B. Talbot
Sir Douglas Veale
Mrs. E. T. Williams

Apologies for absence were received from Mr. G. R. F. Bredin, Mr. K. D. D. Henderson and Dr. E. F. Mason.

In attendance: Miss E. M. Macdonald (Principal)
Miss B. G. Collins (Vice-Principal)
Mr. H. L. Dennison (Secretary)

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562. Minutes

The minutes of the meeting held on 20th November, 1967, had been circulated and were confirmed.

563. Appointment of New Governors

Consideration was given to the qualifications and interests of several persons who had been proposed as possible members of the Board of Governors. Dr. Davies was still resident in the Oxford area but his principal interest at the present time lay in the field of post-graduate medical training in London. Lady Linstead, Principal of a Teacher Training College, would be able to present the views of an educationalist, but had not yet been approached, while it was understood that Lord Segal's interests in the medico-social world were restricted principally to the problems of sub-normal intelligence. Dr. Rosemary Rue, a Senior Officer of the Oxford Regional Hospital Board, was warmly commended as a person likely to make an active contribution to the work of the school in her own right, and it was resolved that she should be invited by the Chairman to become a Governor.

564. Financial Statement

The Secretary presented a Statement of Account, which compared actual expenditure for the Michaelmas Term, 1967, with the amount of the Budget forecast. It indicated that the Budget figures were being improved upon for both the School and the Hostel, and the Governors accepted the Statement as showing that the School's finances were in a satisfactory condition.

The Governors were asked to consider the amount of the Tuition Fee charged to the students. It was pointed out that the sum allocated to the Casson Trust Grant in the 1967/68 Budget was £2,500, as compared with £6,000 in the previous year, and that the estimated nett surplus was no more than £219. Moreover, the School was committed to paying salary and wages increases which would cost some £2,500 per annum, while all other costs also tended to increase. It was agreed that the need to raise the level of the Tuition Fee was clear, since this was the School's only source of income, and it was resolved that the fee should be increased by 6 guineas per term to 66 guineas, with effect from the Michaelmas Term, 1968; this would produce an additional income of approximately £4,000 per annum.

565. Principal's Report

The Report has already been circulated. After commenting upon it, the Principal drew attention to several further matters.

(i) Elementary Nursing Aide Training.

The Matron of the Nuffield Orthopaedic Centre had offered to arrange a six-month course, which would include the elements of first-aid, nursing, hospital routine and basic orthopaedics. This course would offer valuable experience for intending students and would be acceptable as one of the qualifications for entry to the school. The Governors warmly commended the project and thanked Miss Stone for her work in this matter.

(ii) Language Difficulties.

The Principal reported that some foreign students, particularly from the Scandinavian Countries, experienced difficulty in the use and comprehension of English. To ensure that intending students had attained a reasonable standard of proficiency in these subjects, the British Council had offered to supervise appropriate examinations at local Centres, and success in these examinations would be a pre-requisite for entry to the course.

(iii) Occupational Therapy Teacher Trainees.

The School was presenting two candidates for the Teaching Diploma of the Joint Council of Associations of Occupational Therapists, and it had been noted that the panel of examiners included some without a formal teaching qualification. The Governors agreed that, without casting any aspersions as to the examiners' ability as occupational therapists, this was to be deprecated, and suggested that the attention of the Joint Council should be drawn to the situation.

(iv) Advanced Training Course.

An interview had been arranged with Sir George Godber of the Ministry of Health, to enquire if practising occupational therapists could be granted paid study-leave to attend the advanced course proposed by the School. The answer given was, in effect, that the Ministry, although sympathetic to the School's aims, was itself giving attention to providing courses of this nature and would therefore prefer not to recommend the award of such leave; the Ministry, however, would not oppose the creation of such a course if the School decided to proceed with the project. It was agreed that efforts should continue to be made to provide financial aid for students from private sources.

566.

Inspection by State Registration Board

Reference had already been in the Principal's Report to the Inspection on behalf of the Occupational Therapy Board of the Council for Professions Supplementary to Medicine, and the Inspectors' Report had been circulated to the Governors. The Governors noted that the general tone of the Report was one of warm commendation and congratulated the Principal and Staff on maintaining the School at such a high and continuing level of efficiency.

The Report was considered in some detail and it was noted that it contained certain minor factual inaccuracies which, it was hoped, could be corrected in the final draft. Various suggestions and criticisms were also considered and the comments of the Principal and Vice-Principal noted. It was felt that several of the points raised in the Report arose because of the short time allowed for the inspection, which militated against a complete assimilation of the very complex training programme. The Report concluded with a list of eight formal recommendations, which are summarised below:-

1. Greater student participation in teaching of Applied Occupational Therapy.

2. Regular visiting of hospital departments offering clinical practice.

3.(a) Clinical Supervisors to discuss progress with each student;

(b) Students to read and sign final reports.

4. The Dorset House Quarter to be absorbed into the general teaching programme so as to complete the course in three academic years.

5. Appointment of a peripatetic tutor for clinical practice and extra-mural courses.

6. Senior students to be offered a mid-day meal in School.

7. Fire drills to be held at convenient intervals, especially at Harberton.

8. Discussion periods on general topics to be included in the time-table.

Discussion of these points revealed that the School agreed with the recommendations numbered 1, 2, 3, 5 and 7, and that action had either been taken or would be taken to implement these suggestions.

With regard to No. 4, the Governors pointed out that the necessity for the Dorset House Quarter arose primarily because of the examination dates, which were arranged to suit schools taking only one intake of students per year. Moreover, the performance of Dorset House students, not only in examination but after qualification, has been such as to indicate that the Dorset House Quarter produces valuable results. The Governors wonder, therefore, if there is specific merit in conforming to the orthodox standard of three academic years. As for No. 6, it is pointed out that the non-resident students have already been offered the possibility of a mid-day meal in School and have declined it; if the hostel arrangements are changed, however, it may be possible to renew this offer.

Finally, the Governors feel that interests outside the School Curriculum are well catered for by the wide range of University Societies and by the talks and discussions arranged by the Students Talks and Recreation Committee; however, this matter should be referred to the Students' Union for their comments.

The Principal undertook to incorporate into one document the minor corrections and the Governors' feelings with regard to the matters raised in the Report, and to forward this to the Inspectors on behalf of the Governors.

Hyde Cassen
July 29th.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Meeting of the Board of Governors held on Monday, 29th July, 1968, 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)

567.
Dr. R. Rue — Opening the meeting, the Chairman offered a formal welcome to Dr. Rue, attending her first meeting as a Governor. Warmly supporting the welcome, the Governors expressed their pleasure that Dr. Rue had found it possible to accept the invitation to join the Board.

568.
Minutes — The minutes of the meeting held on 25th March, 1968, had been circulated and were confirmed.

Matters arising:

Nursing Aide Training

The Principal reported that only a small proportion of intending students had expressed a desire to take this course. However, it was possible that the forthcoming results of 'A' level examinations might have some effect on this situation, and it was still hoped that an adequate number of enrolments would be received.

569.
Financial Statement — The Secretary presented a financial statement covering the period September, 1967 to April, 1968, which indicated that expenditure was somewhat less than had been anticipated and that receipts from tuition fees and hostel charges were markedly better than the Budget estimate. This implied that the marginal surplus of £218 forecast in the estimates for 1967/68 would be substantially increased. The Governors accepted the statement and commended in particular the efforts of the Warden and her staff to keep expenditure at the Hostel within the Budget figures.

570.
Principal's Report — The Report had already been circulated. Commenting upon it, the Principal drew attention to the impending retirement from full-time teaching of Mr. Maggs, the Woodwork Instructor. The Governors expressed their warm thanks to Mr. Maggs for this long and loyal service. In this connection, the Secretary reported that, during the past four years, Mr. Maggs had ceased to contribute to the Sun Life Pension Scheme in accordance with its terms; however, superannuation contributions had been deducted during that period and now amounted in total to £792.14. 9d,

including £184. 2. 0d employee's contributions and £608.12. 9d from the School. Mr. Maggs had asked if at least a part of this sum might be paid to him in cash, as this would offer the greatest benefit to him. The Governors agreed that the whole of the accrued total should be given to Mr. Maggs in cash; it was pointed out, however, that a simple payment of the employer's share might well attract income tax, and the Secretary was requested to investigate this matter.

The Governors noted with pleasure Miss Collin's appointment as First Alternate Delegate to the World Federation, and congratulated her upon her election as Chairman of the Education Committee of the Federation. Referring to the recent Open Day and Founder's Day, the Governors warmly commended the Principal, the staff and the students for the careful organisation and enthusiasm which made possible such a striking presentation of the School's work.

571.
Reorganisation & Curriculum

The Principal informed the Governors that the Association of Occupational Therapists had now agreed that the system of unit levels for craft and other activities should be discontinued. Hitherto, each activity, and,in some cases, varying levels of attainment within an activity, had been allocated a number of units, and each student had to offer a total of ..... units for examination purposes. Under the new arrangements, each School was permitted to select the activities to be taught and the level of attainment to be reached in accordance with its capabilities, ideas and ideals, subject only to an examination of the standards attained every two years. This made it possible for the Schools to experiment with discretion in introducing new activities, and techniques and ideas, and so to act in some measure as pathfinders for the whole profession. The School's timetable for the academic year commencing in September, 1968, had been completely revised to give effect to the new system which the School approached with a good deal of enthusiasm.

In general, the Governors welcomed this decision by the Association. It was agreed that some activities required treatment in depth, and that there was an increasing demand for higher levels of attainment in academic subjects; however, it was felt that, in general terms, breadth of knowledge over a wide field was to be preferred to depth in a more limited field, and it was pointed out that recent trends which brought art and music, for example, within the purview of the occupational therapist might be taken as evidence of this. Furthermore, any undue tendency towards specialisation would restrict members of the profession to a more limited range of posts, which might have undesirable long-term results both for individuals and for the profession as a whole. It was to be hoped that the new arrangements might stimulate an approach towards a more liberal attitude to education within the profession.

572.
Advanced Training

The Principal reported that it had not been possible to make any significant progress towards the aim of obtaining grant aid for students taking this course. The present position was that scholarships had been offered from private sources for a small number of students, although these would probably not cover the whole cost of the course, and that it appeared unlikely that grants would be available from public funds, either via the Health Service or Local Education Authorities.

In connection with the need to provide a wide range of experiments for students, Dr. Rue referred to the development of the local Health Centres whose staff would include doctors and members of other professions allied to medicine. It might be possible to arrange for the attachment of students to such integrated teams, at least on an experimental basis, and this work should offer valuable training.

573.
New Hostel

Mr. Bredin, Chairman of the Casson Trustees, informed the Governors that the Trustees had once again considered this matter. He recounted the various reasons why the School needed a new hostel, and said that the Trustees felt that this project should be given the highest priority in the School's programme of development. With the Governors' approval, the Trustees proposed to make an application for outline planning permission for a new hostel for 60 students, to be erected in the School grounds.

The Governors agreed that the proposal to erect a new hostel should be given the highest priority, and concurred with the Casson Trustees' intention to seek outline planning permission.

With regard to the financial side of this operation, Mr. Bredin stated that approaches had been made to several charitable Trusts; some had been unsuccessful, but the Coulthurst Trust had made a donation of £275, and there might be some hope of assistance from the Pilgrim Trust and the Max Rayne Trust. In addition, there had arisen, through the good offices of Mrs. Williams, a possibility of obtaining from the Nuffield Provincial Hospitals Trust a bridging loan, free of interest, which would cover the gap in time between beginning to pay for the new hostel and the sale of Harberton. The Governors agreed that such a loan would be of very great assistance and thanked Mrs. Williams for her part in putting forward the idea. The Secretary was instructed to prepare a formal application for such a loan, suitably documented, for submission to the Nuffield Trust.

574.
Next Meeting

It was agreed that the next meeting should be held on Monday, 18th November, 1968, and that it should be followed, in the early evening, by a sherry party at the School, at which the Governors could meet both staff and lecturers and representatives of the student body.

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Chairman.

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(Date).

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Meeting of the Board of Governors held on Monday, November, 18th, 1968, 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
Mr. J. Talbot
Sir Douglas Veale
Mrs. E. T. Williams

Apologies were received from Dr. E. R. Rue.

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

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575. Minutes

The minutes of the meeting held on July 29th, 1968, had been circulated and were confirmed.

576. Final Accounts 1967/68

Commenting on the School Income and Expenditure Account the Secretary said that expenditure followed quite closely the pattern predicted in the budget for 1967/68. The principle item of note was the increase in the cost of salaries and wages, some £3,000 greater than in the previous year. This was due to the Burnham increases which were also paid to staff on Whitley scales in order to maintain the School's salaries differentials. Income from tuition fees had been £2,700 more than forecast and the net result was a surplus of £5,500 on the School Account.

With regard to Harberton House, here also salary and wages increases had been paid and, in addition, an unusual amount of property repair work had been necessary. It was, however, worthy of note that the Warden had succeeded in keeping the cost of provisions to a level slightly below that of the previous year. In total, however, the hostel account showed a deficit some £1,000 greater than in the previous year.

As for the combined account it should be noted that the balance shown as net surplus, £3,466, made no provision for any payment to the Casson Trust in addition to the basic rent of £3,000 for the School premises.

The Auditor also commented upon various aspects of the accounts and stated that he had no formal criticism to offer in the shape of points arising from his audit.

The Governors agreed that a grant of £3,500 should be paid to the Casson Trust from the balance standing on the Income and Expenditure Account, and agreed further that the sum of £3,117 shown in the balance sheet as due from the Casson Trust on current account should also be written off against the Income and Expenditure Account balance.

The accounts were then formally adopted.

577. Budget Estimates 1968/69.

Introducing the estimates the Secretary said that the figures were based largely upon the previous experience and that the principal factor affecting them was the increase in the level of tuition fees, from 60 to 66 gns. per term, which took effect from the beginning of the Michaelmas term, 1968. This was responsible for the increase in the anticipated surplus on the School account to £8,000. It was not to be anticipated that there could be any major reduction in the deficit on Harberton House, but the surplus available from the School should make it possible to make a larger payment to the Casson Trust during the year. Taking this into account, the Secretary anticipated a net surplus of some £1,500 at the end of the financial year.

The budget estimate for the year was then formally adopted.

578. Mr. S.J. Maggs.

The Principal reported that, as a result of changes in the School curriculum, it had been necessary to ask Mr. Maggs, the Woodwork Instructor, to undertake part-time work from the beginning of the Michaelmas term, 1968, as opposed to the full-time post he had previously occupied. The Governors agreed that, in recompense for the loss of earnings so incurred, Mr. Maggs should be paid the sum of £650, and further, that his personal superannuation contributions should be refunded to him on ceasing full-time employment.

579. Principal's Report.

The report had already been circulated and the Principal commented upon it verbally, amplifying certain points. She then drew the Governors attention to a problem which had recently caused her much anxiety, that of a student who had been found to be pregnant during her final term in the School. In such circumstances as these the School was affected by conflicting loyalties, on the one hand to the student who had otherwise behaved sensibly, and on the other to the doctors with whom she would work and to the profession of occupational therapy as a whole. The wisest course had seemed to be to defer giving final approval to the award of the Diploma to this student; to this end, with the approval of the Association of Occupational Therapists, she had been allowed to sit the written examination with the understanding that she might present herself for the viva examination after a period of two years when she might be expected to have achieved a more complete maturity. This problem was discussed in general terms, and it was recognised that present day students are affected by many pressures; they have different responsibilities which are reflected in the changing senses of values with regard to many aspects of life. It became clear that some Governors did not wholly agree with the policy of using the examination system as a means of enforcing discipline. However, Miss Macdonald's action in the particular matter was approved, and it was agreed that, in general terms, such cases could only be decided by reference to the individual circumstances of the person involved, having full regard to the value of the past record.

580. Having New Hostel

The Governors were informed that the Nuffield Provincial Hospitals Trust had made an offer of an interest-free loan of £50,000, which would bridge the period of time between commencement of work on the new building and the sale of Harberton House. It was agreed that Mr. Bredin, Chairman of the Casson Trustees, should write on behalf of the Trustees and the Governors of Dorset House School to express their sincere gratitude for this most generous offer. Mr. Bredin then outlined to the Governors the results of the Casson Trust's consideration of this matter earlier in the day. It has been agreed that an approach should be made to Barclays Bank Ltd. to enquire into

the possibility of a further loan to cover the additional sum required of £31,000, and that the Architect should not be instructed to proceed to the next stage of planning until the result of this approach was known. The Governors concurred with these decisions. It was reported that the Oxford City Planning Committee had given outline planning permission for the construction of the new hostel; this was subject to ratification by the full Council in December, although this is normally regarded as a formality.

March, 1969.

H McCallum
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Chairman.

March 24.
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Date.

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)

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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.

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 the Meeting of the Board of Governors held on Monday, June 16th 1969, at Harberton House.

Present:
Mr. G.R.F. Bredin (in the Chair)
Mr. K.D.D. Henderson
Dr. B. M. Mandelbrote
Dr. E. F. Mason
Dr. E. R. Rue
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)

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588. Minutes

The Minutes of the meeting held on March 24th, 1969, and of the Extraordinary meeting held on May 15th, 1969, had been circulated and were confirmed. Brief reference was made to the adoption of the principle of accepting one intake of students each year instead of two smaller intakes, and acceptance of this proposal was confirmed.

589. Financial Position

A financial statement was placed before the Governors, comparing actual income and expenditure with the budget estimates. It showed that, for both the school and the hostel, income was greater than had been anticipated, and that expenditure was less than the amount estimated. This indication of a satisfactory financial position was accepted by the Governors.

The Governors were informed that revised salary scales for occupational therapists and for teachers had been announced by the appropriate Whitley Council and the Burnham Committee respectively. A schedule detailing these increases, with corresponding adjustments for members of the administrative staff, was placed before them, indicating that the total additional cost during the current year would be approximately £800. It was agreed that these revised rates of salary should be paid in accordance with the published scales.

590. Principal's Report

Commenting on the report which had been circulated, the Principal paid tribute to the report submitted by Dr. Bradbury which had been of great assistance in revising the School's methods of anatomy teaching.

The Governors noted that Miss Anstice and Miss Edwards were leaving the staff to take up posts overseas, and asked the Principal to thank the two tutors for their service to the School.

The Principal reported that, during the recent examinations, the Invigilator had set out psychology papers for candidates taking a psychiatry examination, the psychology paper being intended for the following day's examination. The mistake had been corrected before the candidates had looked at the papers, and it seemed unlikely that the security of the psychology paper had been comprised. The Principal considered it improbable that there should be any repercussions affecting the School's students.

She informed the Governors that the Association of Occupational Therapists was concerned that there appeared to be differing standards of training in the occupations and techniques section of the syllabus between the various Occupational Therapy Schools. Two assessors were to be appointed to investigate this situation, as it was considered essential to maintain adequate standards of teaching, and they would visit the School in October of this year.

591.
Founder's Day

The Principal reported that, during a recent Students' Forum discussion of the arrangements for Founder's Day, the students had suggested that she, herself, should be the principal speaker, and that she should take as her subject the trends of future development of occupational therapy. The Governors warmly commended this proposal, considering that the subject would be of great interest both to the students and to their parents.

592.
New Hostel

Mr. Bredin informed the Governors that, in accordance with the wishes of the Extraordinary meeting, he had discussed with Sir Hugh Casson the decisions taken at that meeting in the light of Sir Hugh's comments on the Architect's plans for the new hostel. Following this discussion, the Architect had been instructed to amend his plan by re-incorporating the original roof design instead of the Mansard type of roof recently proposed; he was then to send a copy of these plans to Sir Hugh for his approval, together with detailed elevations showing the relative sizes and positions of the School buildings and the proposed hostel, and to make a formal application for full planning permission, followed by the various stages leading to obtaining tenders. It was anticipated that the hostel should be ready for occupation in September 1970, which was a very convenient time from the School's point of view, as it coincided with the arrival of the first of the "single entry" intakes.

Suggestions made by the Architect for re-arranging the internal accommodation of the Wardens' block of the hostel were considered and approved, as offering a more practical and convenient design.

593.
The Bursar's Health

The Governors and Principal have been concerned about Mr. Dennison's health and the fact that, in his loyalty to the School, he has not, perhaps, taken sufficient breaks which were due to him. The Governors decided that, although it could not be expected to affect the virus condition which would inevitably take time to clear up, they would wish to encourage Mr. Dennison to take a really good holiday, and they stated that they wished to meet an account for this up to £100.

Hyn Casson
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Chairman.

Oct 20.
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Date.

October, 1969.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Harberton House on Monday, 20th October, 1969.

Present:
Sir Hugh Casson (in the Chair)
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. S.W. Bayliss (Auditor)
Mr. R.W. Whitehouse (Architect)
Mr. S. Yakeley (Architect)
Mr. H.L. Dennison (Secretary)

Apologies for absence were received from Mr. G.R.F. Bredin

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594. Minutes

The minutes of the meeting held on June 16th, 1969, were placed on the table and, after being read, were confirmed.

595. Final Accounts 1968 - 69

It had been found possible to complete the audit for the year ended 31st August, 1969, and the Final Accounts were presented to the Governors. Commenting on them, the Secretary noted that the Income and Expenditure Accounts had followed quite closely the pattern predicted in the estimates; it had been possible to make additional payments totalling £6,000 to the Casson Trust, and in general the Accounts appeared to indicate that the School's finances were in a satisfactory condition. Two items affecting the School Income and Expenditure Account and the Balance Sheet required adjustment, stock figures having been miscalculated in the haste to complete the audit; the net result would be to increase the surplus by £267. Mr. Bayliss also commented on the Accounts, and stated that he found them satisfactory and that there were no formal matters to be raised as a result of the audit.

It was agreed that the Accounts should be accepted, subject to the incorporation of the amendments to the stock figures, and that the grant of £6,000 to the Casson Trust was confirmed.

596. Future Plans

The Chairman reviewed briefly the circumstances which had led to the need to re-examine the decision to build a new hostel block on the lawn behind the School. The proposed purchase of No. 1 Latimer Road would permit the construction of a new hostel block on the West side of the Casson Wing which would offer several advantages, including simplification of the problems inherent in the design of the new hostel, and the possibility of extending the School's teaching accommodation at some future date.

The architect, Mr. Whitehouse, had prepared sketch plans which indicated that it would be feasible to construct a three-storey hostel, capable of housing some 60 students, on the new site, assuming that No. 1 Latimer Road would provide accommodation for

the Principal and the Wardens. The cost of the new building would be approximately £61,000, and the total amount of the long-term loan needed would be about £63,000.

The financial aspects of the proposal were examined, and it was noted that it would be necessary to make further substantial increases in tuition fees to meet the servicing of a loan of this magnitude. The Governors were informed that Barclays Bank were unable to assist the School at the present time; Mr. Cole, the School's Solicitor, and Mr. Riley, a financial consultant, had been asked to examine the possibility of financing the project by means of a mortgage loan, but neither had been able to offer any hope of borrowing money at a reasonable rate of interest.

It was resolved that the Oxford Planning Committee should be consulted, in the first instance on an informal basis, to see if there might be any insuperable objection to the proposal; this could be tested at a meeting of that Committee early in November. It was also agreed that further enquiries should be made concerning the possibility of borrowing money to finance the project. Sir Douglas Veale undertook to sound the University Chest authorities to see if they might be willing to make a long-term loan; if this failed, it would be necessary to approach some such body as the Barclays Bank Pension Fund Trust, which had already offered to make an appropriate loan but at a high rate of interest. Provided that these two hurdles of planning permission and finance could be surmounted, it was agreed to proceed with the purchase of No. 1 Latimer Road in view of the several advantages which would accrue from ownership of this property.

597.
Principal's Report

Commenting upon the report which had been circulated, the Principal stressed the importance of the problem of 'career tasting' which was a constant source of anxiety; it made forward planning much more difficult as regards both staffing and finance, and was particularly distressing in view of the impending development in the School's structure.

While discussing the staffing position the Principal drew attention to the fact that the next congress of the World Federation of Occupational Therapists was to be held in Switzerland in June, 1970. Both Miss Collins and herself would be required to be present, at different times, and it seemed possible that other members of the staff might also wish to attend. It was agreed that two senior tutors might be given special leave with pay for one week for this purpose, and that a grant towards expenses of not more than £10 might be paid, if necessary.

The Principal then drew attention to the case of a student in her probationary term who had been found to be pregnant. She had left the School to seek an abortion, and it seemed possible that she might wish to return to the course after an appropriate period of, say, two years. The Governors considered that, without entering into moral judgement, it was to be preferred that she should enter another school if she wished to return to Occupational Therapy training before such a period had elapsed; if, however, she wished to return to Dorset House, the Principal should consider the application on its merits, if and when it was made.

The Governors agreed that the Dorset House Students Union should be allowed to entertain representatives of the National Occupational Therapy Students' Association in the School, for a meeting of the Association to be held in January, 1970.

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Chairman.

January, 1970.

.....
Date.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Dorset House School on December 11th, 1969

Present: Mr. G.R.F. Bredin (in the Chair)
Mr. K.D.D. Henderson
Dr. B.M. Mandelbrote
Sir Douglas Veale
Mrs. E.T. Williams

In attendance: Miss E.M. Macdonald (Principal)
Miss B.G. Collins (Vice-Principal)
Mr. R.W. Whitehouse (Architect)
Mr. H.L. Dennison (Secretary)

Apologies for absence were received from Sir Hugh Casson, Dr. E.F. Mason, Dr. E.R. Rue and Mr. J. Talbot

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598.
New Hostel

The Chairman opened the meeting by remarking that it had been called in order to reach a firm decision as to the type of hostel accommodation to be provided in future for Dorset House students. There appeared to be some five possible courses of action open to the Governors.

In the first place, it could be decided to maintain Harberton House in its present state. However, in view of the difficulties of administration associated with this hostel, its somewhat remote situation, and the increasingly apparent discontent displayed by the students towards the dormitory-type accommodation, it was clear that this course must be abandoned.

A second possibility was to remodel the interior of Harberton House so as to provide double study/bedrooms, and to build a small new block to bring the number of residents up to about sixty; part of the grounds could be sold to defray a portion of the cost of this work. The architect had examined Harberton House to assess the feasibility of such an operation, and had expressed the opinion that it would be possible. From the financial point of view, the nett result would be that the Casson Trust would need to borrow a sum of approximately £59,000. This course of action, while retaining the pleasant position of Harberton House and allowing possible future extension of the teaching facilities at the School, involved, on the other hand, the inconvenience of the remote situation of the hostel and would not permit the hoped-for use of School and hostel as an integrated whole.

The three remaining courses of action all involved building a new hostel on the London Road site. The first of these had already been examined by the Governors and envisaged the construction of the hostel on the lawn behind the School. This would provide accommodation for fifty-two students and two wardens, and it was estimated that the Trust would require a long-term loan of about £46,000. The principal disadvantages of this scheme were, firstly, that it removed the possibility of extending the teaching space available to the School and, secondly, that the close proximity of the School and Hostel buildings would result in loss of amenity to both of them.

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The next two schemes both pre-supposed the purchase of No. 1 Latimer Road, Headington, at a cost of £15,500. In one case, it was proposed that this house should be used to provide accommodation for the Principal and two wardens at an estimated additional cost of some £4,500. A hostel for sixty students could be built on the West side of the Casson Wing at a cost of approximately £61,000. The total loan required by the Trust in this project would be £63,500.

The final proposal approached the problem from a different angle; it was assumed that the final loan should be not more than £40,000, and from this figure it had been calculated that it would be possible to purchase No. 1 Latimer Road which could accommodate seven students and one warden and, in addition, to build a new hostel for thirty-six students and one warden. This scheme possessed the advantages that an integrated school and hostel would be provided, that there would be room for expansion of teaching facilities at some future date, and that the long-term loan would be restricted to a reasonable amount; it must be accepted, however, that in this case the School would no longer be able to provide accommodation for the Principal.

Following the Chairman's summary of the situation, the financial aspects of the various proposals were examined. It was accepted that in no case could the hostel be expected to be self-supporting insofar as the repayment of the loan was concerned, and that the School must bear a share of this burden. To meet this liability it was noted that it would be necessary to increase tuition fees for students entering the school in September, 1970, to £80. per term, and that this would need to be increased again to £85. per term in September, 1972. These increases did not take any account of other increases in costs, such as salary awards, etc.

The architect was then invited to present his plans to the meeting. He reminded the Governors that planning permission had already been obtained for the erection of the hostel on the lawn behind the School, and stated that the Planning Committee had informally approved the principle of building a hostel on the West side of the Casson Wing. An objection had been received from the owner of No. 1A Latimer Road to the original plan for a three-storey hostel block in this position, but this had been overcome by breaking up the three-storey block into two units, one of two storeys, the other, of four storeys, being moved further away from No. 1A Latimer Road. The Planning Committee had accepted this amendment, again on an informal basis, and had also indicated that they would not object to the use of No. 1 Latimer Road for the accommodation of six or seven students. With regard to the fifth possible course of action mentioned by the Chairman, which imposed a cost limit of £48,000 on the new hostel plan, Mr. Whitehouse stated that it should be possible to provide accommodation for thirty-six students and one warden within this figure.

After a general discussion of the relative merits of the courses proposed to them, the Governors agreed to recommend to the Casson Trustees that No. 1 Latimer Road should be purchased at the price quoted of £15,500 and that scheme number five should be implemented, which called for the erection of a hostel whose price should be not more than £48,000. This scheme, providing accommodation for a total of forty-three students and two wardens, appeared to offer the best compromise between the need for new hostel accommodation in the modern manner, and the need to keep the School's indebtedness to a level which would not unduly strain its resources.

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Chairman.

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Date.

January, 1970.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Special Meeting of the Board of Governors held on Monday, 16th February 1970, at Harberton House

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Present: Sir Douglas Veale (in the Chair)
Dr. B. M. Mandelbrote
Dr. E. F. Mason
Dr. E. R. Rue
Mrs. E. T. Williams

In attendance: Miss E. M. Macdonald (Principal)
Miss B. G. Collins (Vice-Principal)
Mr. R. W. Whitehouse (Architect)
Mr. S. Yakeley (Architect)
Mr. H. L. Dennison (Secretary)

Apologies were received from Mr. G. R. F. Bredin, Sir Hugh Casson, Mr. K. D. D. Henderson and Mr. J. Talbot.

599

Hostel Plans. The Chairman pointed out that the meeting had been called to deal with certain problems which had arisen during work on the plans for the new hostel; they could be considered under two main headings, matters of design of the building, and financial implications.

The design points had been referred to the Governors for discussion by Sir Hugh Casson after his recent examination of the plans, and were as follows:-

(i) proportion of single to double rooms; the plan allows for fourteen double and four single rooms. The Principal said that the students had expressed a preference for double rooms. It was also noted that the present plans provided places for a smaller number of residents than both the existing hostel and the original plans for the new one, and that a higher proportion of single rooms would tend to reduce the total number even further. It was therefore agreed that the architect's plan be accepted in this respect.

(ii) room size in comparison with University Grants Committee standards; it was noted that building to U.G.C. standards would be more expensive, and would reduce the number of resident places available within a restricted site. The architects had set out sample rooms to the full size indicated in the plans, and the Governors agreed that, although more space would be pleasant, the sizes proposed were entirely adequate.

(iii) the sample room lay-out mentioned above had included furniture arranged in accordance with the architect's suggestions, and this was accepted as being satisfactory. It was noted that the architect was to discuss this matter with the students at a later date.

(iv) While examining the size and furniture-arrangement of the bed/study rooms, the Governors also considered the question of the windows to be provided. The architect explained his reasons for recommending the T-shape configuration, which gives plenty of light, a reasonably wide view of the outside from within, and a restricted view of the inside from outside, thus ensuring a degree of privacy; it also allowed wall-space behind the work-tables, which was thought to be a useful feature. The Governors agreed that this window arrangement was satisfactory.

(v) necessity for two staircases and their arrangement within the central area of the building; the architect stated that the Fire Prevention Officer considered it advisable to have two staircases, and the Governors accepted this recommendation. They agreed with Sir Hugh that the heads of the staircases at first floor level should be more widely separated, and instructed the architect to proceed with the redesign of the staircases.

(vi) size and appearance of entrance hall; the architect considered that the plan could be improved in this respect and was instructed to do so.

(vii) type of heating system; at present, it is envisaged that electric radiant ceiling heating will be installed, hot water being provided by electric night storage, and all cooking facilities being electric. This type of ceiling heating had the advantage of low installation cost, but a final decision would depend on a comparison of running costs between ceiling heating and conventional oil-fired central heating; these figures were not yet available.

(viii) the undesirability of north-facing common-rooms; the Governors agreed that it was unfortunate that such communal rooms should face in this direction, but felt that the necessity for it was dictated by the site. It was pointed out that the situation was somewhat improved by the fact that there was a relatively large open space in front of these windows, looking towards London Road; moreover, the rooms themselves would receive additional daylight from the glazed "lean-to" roof lights. It was agreed that the orientation of the common rooms must be accepted as it could not be altered without completely redesigning the building, which was impracticable at this stage of development.

(ix) the cramped nature of the site; this was seen as an important point of criticism, as the plans bring the new building to within 4 feet of the workshop block, about 3 feet from the rear boundary, and about 8 feet from No. 1, Latimer Road. Apart from the over-crowded appearance of the site, the price obtainable for No. 1, Latimer Road would be very much reduced, should resale prove necessary, especially as part of the garage was to be demolished to make room for the hostel block.

Sir Hugh suggested that it would be possible to reduce the size of each wing of the proposed hostel by one module of 3 feet; this would have the results of reducing the number of resident places by four, and of reducing the areas of the common-rooms and the Wardens' flats.

The only other way of answering this criticism was to redesign the hostel from scratch, and the architect stated that there would not be time to do this if the building was to be ready by September, 1971.

After full discussion of all the factors involved, it was agreed that the hostel plan should proceed as designed, without any reduction in area or in the number of resident places.

Attention was then given to the financial aspects of the situation. The architect reported that it had proved impossible to keep the cost of the building within the previously stipulated total of £48,000, and that the best estimate available indicated that the cost would be approximately £54,000. It was noted that the additional interest

charges and capital repayment incurred as a result of this increase could appropriately be met by further increasing tuition fees by £2.10.0d per term, in addition to the increases already forecast; this would produce a small surplus which would go some way towards meeting the cost of future salary increases.

The Chairman reminded the Governors that the constant upward trend of tuition fees involved an element of risk for the School's future, and that a choice must be made between the alternative courses of action of abandoning the plan for an integrated school and hostel, or of going ahead in the expectation that the thorough training given by the School would continue to justify its high reputation.

The Governors agreed that the development of the London Road site should proceed, and that the plans presented by the architect should be accepted, subject to certain minor internal amendments, such as, for example, the provision of adequate linen storage facilities, and adjustment of the relative sizes of kitchens to be provided for students and wardens. They also accepted the implication that tuition fees would need to be further increased to meet the revised estimate of the cost of the new hostel.

Hugh Cathcart

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Chairman.

May 6.

April, 1970.

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Date.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Meeting of the Board of Governors held on Wednesday, May 6th, 1970, at Harberton House

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Present: Sir Hugh Casson (in the Chair)
Mr. G. R. F. Bredin
Mr. K. D. D. Henderson
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)

Apologies for absence were received from Dr. E. F. Mason, Dr. B. M. Mandelbrote and Dr. Rosemary Rue.

The Principal had asked for an opportunity of speaking confidentially to the Governors before the formal business of the meeting began. She reminded the Governors that, as long as two years ago, she had talked of her retirement. Quite unexpectedly, we had heard that the matter was being openly discussed and that this was leading to vague speculation as to the future of the School. Miss Macdonald felt that it was important to check such rumours by an official statement, as the security and continuity of the School would depend very much on the smoothness of the changeover. She referred to the scarcity of teachers in the profession, particularly of those likely to be interested in taking over the responsibility of running a big school. She felt that she might be taking a liberty in expressing a strong belief that the ideal appointee would be her present deputy, Miss B. G. Collins, who had worked so harmoniously with her for fifteen years, and who was most able and popular in the profession, and equally popular and well-trusted by staff and students in the School. Miss Macdonald did not wish to press this suggestion unduly if the Governors, themselves, felt that any other line should be taken, but the unanimous opinion of the meeting was that they would wish to appoint Miss Collins as Principal. Miss Macdonald tendered her resignation verbally and offered to withdraw while the Governors invited Miss Collins to the meeting to discuss these matters. Miss Collins was offered the Principalship from the beginning of the School year in September 1971 and accepted the post.

It was agreed that the staff and students of the School, and the hospitals which Dorset House students attend for clinical practice, should be informed as soon as possible. The Vice-Chairman was asked to prepare an appropriate statement and kindly agreed to inform the School himself.

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600. Minutes — The minutes of the meeting held on February 16th, 1970, had been circulated and were confirmed.

601. Future Plans — Mr. Bredin, Chairman of the Casson Trustees, informed the Governors of various matters which had been discussed by the Trustees. Attention had been given to various proposals which affected the privacy and amenity of the Harberton Mead estate and the private road which serves it. These proposals included a suggestion that the private section of Jack Straw's Lane should be closed to through traffic, which would have the effect of increasing the amount of traffic

using the Harberton Mead road, and that a large area of ground including the Harberton estate should be designated a Conservation Area, which might have an adverse effect on the value of Harberton House and its grounds. In deciding not to support these proposals, the Trustees' aim had been to avoid any action which would detract from the value of Harberton House, and to protect the amenity of the whole estate on behalf of the present residents and of any purchaser of Harberton House.

Mr. Bredin reported that the Trust had purchased another property, 60, London Road, adjoining the School on its eastern boundary. A small, semi-detached house, it had been purchased for £4,750, but a good deal of renovation would need to be done and it was estimated that the total cost would be approximately £6,500. It was intended that this house should provide accommodation for eight students, with a communal sitting-room and facilities for some communal catering. The Governors welcomed this addition to the School's hostel accommodation, and it was agreed that this house and 1, Latimer Road should, if possible, be brought into use to provide accommodation for the students entering the School in September 1970. Mrs. Williams kindly undertook to assist with the arrangements for furnishing these houses.

The prospect of providing accommodation for students at approximately £800 per place had prompted a joint proposal from the Principal, Vice-Principal and Bursar, that, instead of proceeding with the building of a new hostel in the School grounds, four more houses, similar in type to 60, London Road, should be purchased. This would provide approximately the same number of student-places as the hostel project, but the total cost would be materially reduced; this would have the advantages of reducing the School's long-term indebtedness to the Bank and of imposing a lighter burden on the School's revenue by way of repayment of the loan. The Governors appreciated the beneficial financial implications of the proposal, but considered that they were outweighed by the uncertainty as to the availability of suitable properties, by the expense of their upkeep, and, most important, by the value of integrating the School and hostel on one site. It was agreed that the plan for the new hostel should proceed as already approved.

602. Financial Position

The Secretary commented upon the School's income and expenditure during the period September 1969 to April 1970. Comparison between actual figures and the budget estimate for the year indicated that expenditure was approximately £1000 less, and income £1100 more, than the estimated amounts. This implied that the School's finances were in a satisfactory condition and that the estimated surplus of £2,081 would be exceeded.

603. Salaries and Wages

The Governors were informed that new salary scales for Occupational Therapists had been approved by the Whitley Council, and for teaching staff by the Burnham Committee; both of these new scales came into effect on April 1st, 1970. The Governors agreed that the new scales should be implemented, and that, in order to maintain existing differentials, other monthly and weekly paid staff should receive increases of approximately 10%; this being the average rate of increase on the Burnham scales. It was noted that the additional cost of these increases would be approximately £2,100 during the current year.

604. Budget Estimates 1970 - 71

A forecast of income and expenditure presented to the Governors in December 1969 had indicated that in September 1970 it would be necessary to increase tuition fees to £77.10.0d for existing students and to £80. for new entrants. The Secretary now reported that, as a result of an increase in the estimated cost of the new hostel, of the purchase of 60, London Road, and of salary increases at a much higher rate than had been anticipated, the level of tuition fees mentioned above would not meet the School's expenditure. It would be necessary to raise the fee to £87. per term if the anticipated expenditure were to be met by increases in tuition fees alone, though this figure could be reduced if the present hostel charge of £7. 7. 0d could be increased to, say, £7. 17. 6d or £8. per week. It was noted that the students due to

enter the School in September 1970 had recently received confirmation that the tuition fee would be £80. per term, and that the hostel fee would be £7. 7. 0d per week. After discussion, it was agreed that the tuition fee for existing students should be increased to £85. per term from September 1970, that new entrants at that time should pay £80. for the first term and £85. thereafter, and that the hostel charge should be £7. 7. 0d per week for the first term and £8. thereafter.

605.

Portuguese O.T. School

It was reported that a letter had been received from the Director of the Medical Rehabilitation Centre in Estoril, Portugal, expressing gratitude for the help given by Miss Macdonald and the School in training two Portuguese teachers of occupational therapy, and also for Miss Macdonald's assistance in establishing the examination procedures for this qualification. The Governors congratulated Miss Macdonald on the success of this undertaking, and the Chairman agreed to reply in appropriate terms.

H Lyn Cann

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Chairman.

Nov 23.

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Date.

November, 1970.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Meeting of the Board of Governors
held at Harberton House on Monday, November 23rd, 1970

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
Mr. J. Talbot
Mrs. E. T. Williams

In attendance: Miss E. M. Macdonald (Principal)
Miss B. G. Collins (Vice-Principal)
Mr. S. W. Bayliss (Auditor)
Mr. J. W. Beasley (Surveyor)
Mr. R. Carter Jonas (Surveyor)
Mr. H. L. Dennison (Secretary)

606.
Minutes — The minutes of the meeting held on May 6th, 1970, had been circulated and were confirmed.

607.
Future Plans — Mr. Bredin, Chairman of the Casson Trustees, informed the Governors about various matters discussed at a meeting of the Trustees earlier in the day. (i) The Traffic Committee of the City Council had proposed to close Staunton Road and the Trustees, fearing that this might lead to an increase in the amount of traffic using the Harberton Mead Road, had instructed Mr. Richard Carter Jonas to make a formal objection, on the grounds that the Mead Road was unsuitable for increased traffic, and to preserve the amenity of the estate for the residents. (ii) It had been decided that Harberton House should be sold by auction, and that the sale should take place in September 1971; the legal formalities should be completed, and possession handed over, some two or three months later. (iii) Certain questions concerning the Harberton Mead road awaited decision; the Mead residents were anxious to exercise control over the road after the departure of the Trust and Dorset House School, Professor Duthie wished to purchase the freehold of the Harberton back lane, and the developers of the High Wall estate wished to negotiate for permission to have access to the Mead. The Trustees considered that they would be in a better position to deal with these matters when they knew what planning permission they could offer to prospective purchasers in respect of the Harberton property, and they have, therefore, instructed the architect to prepare two sets of tentative plans for the Harberton development; one set based on the assumption that Harberton House will remain in its present form, the other that it will be demolished to make way for house plots. Application for outline planning permission will be made on the basis of the plan selected by the Trustees, and when this is obtained, it will be possible to decide how the Mead road question should be dealt with.

608.
Final Accounts — The Final Accounts for the year ended 31st August, 1970, were presented for the first time in the modern vertical format and, in order to explain this new method to the Governors, Mr. Bayliss commented upon the accounts, supplementary explanations of points of detail being given by the Secretary. It was noted that the accounts followed the pattern anticipated in the Budget Estimates for the year, the major discrepancy occurring under the heading of Salaries and Wages, due to the fact that salary increases, awarded

at a national level, had been much higher than expected. The Governors congratulated Miss Christer on her economical management of the Hostel, which had shown a small surplus.

The Governors agreed that a grant of £4,500 be made to the Casson Trust, and approved the accounts, subject to the incorporation of this item and to a minor adjustment of the Stationery stock figure.

609.
Budget Estimates 1970 - 1971

The Secretary reported that, owing to pressure of work, it had not been possible to have the Estimates typed for presentation to the Governors. The draft had been prepared which indicated that, if present trends continued, a surplus of approximately £5,000 might be expected; this took into account the increases in tuition fees and hostel charges which had already been announced.

The Governors accepted the forecast, but directed that the Estimates should be presented in full at the next meeting.

610.
Future Plans - Training

The Principal drew attention to a recently-published Report on the Remedial Professions and suggested that it would be of advantage to the School to continue to look into ways of collaborating with other professions in basic training programmes. It was pointed out that the establishment of a School of Physiotherapy in Oxford offered an opportunity of sharing basic teaching in anatomy, that collaboration with the Department of Social Work at Littlemore Hospital could be of value to Dorset House, and that, on a different level, post-graduate work might be organised through the medium of the Oxford Polytechnic.

The Governors agreed that these ideas should be examined further, and authorised the Principal to conduct exploratory talks with Dr. Oddy, of the Oxford Regional Hospital Board.

611.
Principal's Report

The Report had been circulated. Commenting on it, the Principal paid a special tribute to the assistance given by Miss Bowen in the teaching of anatomy in the School, and the Chairman agreed to write to thank her for her long and valuable service. A short account of the Congress of the World Federation of Occupational Therapists in Zurich was given, during which the Governors were informed that Miss Macdonald had been elected to an Honorary Fellowship of the World Federation, and offered their warmest congratulations on this signal distinction.

It was confirmed that the Re-union of former students would be held on Friday, July 23rd, 1971, at the Goldsmiths' Hall, and Sir Douglas Veale was thanked for his help in making it possible for the function to take place in this setting.

Hyn Casson
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Chairman.

Mar 29.
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Date.

March, 1971.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Harberton House on March 29th, 1971

Present: Sir Hugh Casson (in the Chair)
Dr. Rosemary Rue
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)

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612. Minutes

The Minutes of the meeting held on November 23rd, 1970, had been circulated and were confirmed.

613. Financial Position

The Secretary presented the Estimates for the year 1970/71 which were not available in time for the previous meeting. The effect of the increase in tuition fees to £85 per term in September 1970 is shown in the anticipated increase of £5,000 in income; this was made necessary by the sharp rise of over £4,600 in wages and salaries for the year. After allowing for additional payments to the Casson Trust, it was anticipated that there would be a surplus of approximately £1,200. The Governors agreed that the Estimates should be accepted.

The Secretary also presented a statement showing the financial position for the Michaelmas Term 1970, which indicated that expenditure was £300 lower, and income £1,600 greater, than had been estimated. For the first part of the year, the anticipated surplus was being exceeded. The statement was approved.

614. Future Plans

The Chairman informed the Governors of various matters which had been discussed at the preceding meeting of the Casson Trust.

The Architect had succeeded in obtaining Outline Planning Permission for the development of the Harberton property at a density of not more than four houses per acre and subject to the general conditions laid down in the Planning Committee's Statement of Policy for the whole area.

The property was to be sold in two lots, one being the Lodge and its garden, the other the hostel and the remaining grounds. It was expected that the gross amount realised at auction would exceed £65,000. The question of access for development purposes to the property had not yet been settled, and until the position was clarified, it was not possible to give a firm answer to Professor Duthie's offer of £500 for the freehold possession of the back lane. However, if this lane should prove to be not required for access to the estate, the Trustees had agreed in principle to sell the land to the Professor, subject to the approval of Lady Pim who also had access to this lane.

It was understood that the Harberton residents were to form an Association, and the Trustees had expressed their willingness to negotiate with this body for the sale of the Mead road, on the basis of a value of not less than £6,000. This sale was to be separate from the sale of the remainder of the Harberton property and was not to be undertaken until the successful completion of the auction.

The Trustees had authorised Mr. Richard Carter Jonas to negotiate with the English China Clay Company for the sale of a short length of the Mead road at its Western end, at a price of not less than £5,000. This would allow an access to the High Wall estate, and after the Mead gate had been moved back by some sixty feet, would enable the owners of the Mead Road to maintain the privacy and amenity of the Mead.

615.
Principal's Report

The Report had been circulated, and after commenting upon it briefly, the Principal once again drew attention to the advisability of collaboration with other professions in certain aspects of training. There was a possibility that a Physiotherapy School might be established in Oxford in 1972/73, and there were obvious advantages in combining physiotherapy and occupational therapy students for basic anatomy teaching. Common ground might also be found with other professions, such as orthoptics and radiography, while collaboration with the nursing profession in training students for work in the field of mental subnormality, might also be possible.

In addition to development of this type, the Principal suggested that it was essential to provide opportunity for post-qualification work so that a career in the realm of rehabilitation should be no less rewarding, in every sense, than other careers. It might prove advisable to follow the pattern in teacher-training which offered a basic three-year qualification course, with the possibility of proceeding to a B.Ed. degree. In our case, the degree would have to be awarded through the Council for National Academic Awards, the degree work being arranged through the medium of the Polytechnic. The Principal did not wish to imply approval of proposals for training hybrid therapists, trained in several disciplines; she considered that occupational therapy should be retained as a separate profession because it had so much to offer in the field of psychological and psychiatric work.

It was agreed that more time must be devoted to consideration of these possible lines of future development at a later meeting.

Future Events

The Governors were reminded of various dates of importance in the School's Calendar during the coming months:-

June 14th - Governors' Meeting, followed by Sherry Party.
July 10th - Founder's Day.
July 23rd - Dorset House Reunion at the Goldsmiths' Hall, London.

Hyn Came
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Chairman.

June 14
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Date.

May, 1971.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Harberton House on Monday, 14th June, 1971.

Present: Sir Hugh Casson (in the Chair)
Mr. G.R.F. Bredin
Mr. K.D.D. Henderson
Dr. E. F. Mason
Dr. Rosemary Rue
Mrs. E.T. Williams

In attendance: Miss E. M. Macdonald (Principal)
Miss B. G. Collins (Vice-Principal)
Mr. H.L. Dennison (Secretary)

616.
Minutes — The minutes of the meeting held on March 29th, 1971, had been circulated and were confirmed.

617.
Financial Statement — A statement was presented to the Governors showing the School's financial position for the period September 1970 to April 1971. This showed that, as far as the School was concerned, there was a very small overspending in relation to the Budget Estimate; on the other hand, Miss Christer had succeeded in keeping the Hostel expenditure below the estimate, and income had significantly exceeded the anticipated amounts for both the School and the Hostel. It therefore appeared likely that there would be a substantial improvement on the anticipated surplus for the year. The statement was approved.

The Secretary reported that new salary scales for Occupational Therapists had recently been agreed by the appropriate Whitley Council, and it was understood that the Burnham Committee had approved increases in teachers' salaries; although details of these awards were not yet available, it was believed that the increases were of the order of 10%. It was noted that provision had been made for these increases in the Estimates for the year, and the Governors agreed that the new scales should be implemented when the appropriate authorisation was received, with appropriate increases for other members of the staff not covered by the new arrangements.

The Governors' attention was drawn to the financial situation after the completion of the new hostel. The Bank had requested that the long-term loan which financed the building of the new hostel should be repaid at the rate of £5,000 per annum, and it was clear that a repayment of this magnitude could not be obtained from the residents of the new hostel and the two subsidiary hostels.

It was proposed that the charge to the residents in the new hostel should be £6.50 per week; for the subsidiary hostels the charge would be £5.75, plus an additional charge for gas and electricity actually consumed. Bearing in mind the difficulty of estimating the running cost of the new building, it is envisaged that these charges may produce a surplus of approximately £700.

The balance of the annual repayment to Barclays Bank, £4,300, must be found from the School's other income, and after making allowance for probable changes in staff and student numbers, price increases, etc., it appeared that tuition fees would have

to be increased by not less than £4 per term.

The Governors agreed to the proposed hostel charges, as specified above, and resolved that the tuition fee should be increased to £90 per term with effect from the Hilary Term 1972.

618. Casson Trust Report

The Chairman of the Casson Trustees, Mr. Bredin, informed the Governors about various matters discussed at the earlier Trust meeting. No firm decision had been made about the future of the Mead road because the Mead Residents' Association had not decided whether to buy the road or not. It seemed likely that the price asked (£6,000) was higher than they wished to pay; however, the Trustees were willing to consider a reasonable offer or to reach an appropriate compromise, e.g. a nominal immediate payment plus a proportion of any sale of rights of access to the Mead in the future. It would be necessary to make a decision about the sale of the road in the near future so that the plans for the auction sale could be completed; if the residents declined to buy, the road would be included with the main property, as one lot. The Trustees were determined that the road should not be sold separately to an outside developer.

A reserve price of £58,000 had been decided upon, and it seemed likely that this would be approved by the Charity Commissioners. If this amount were realised, it would enable the Trustees to discharge various obligations, chief among which was the repayment of the bridging loan from the Nuffield Trust.

619. Change of School's Name

The reasons for the proposal to change the School's title were discussed. The School is often referred to as "the Oxford School" by occupational therapists in this country, but on the other hand, it was equally well known as 'Dorset House' not only in this country but abroad. A further complication was the fact that present-day students preferred to speak of it as 'the College.' Various combinations of names were proposed, but none found universal approval, and it was decided to defer further consideration of the matter until a later meeting.

620. The Oddie Report

The Principal informed the Governors that it might be premature to make any decisions about the School's future development in the light of the Oddie Report, because the Tunbridge Committee Report should be available in the near future, and its recommendations would have an important influence on the development of occupational therapy. The Governors agreed that consideration of the Oddie and Tunbridge Reports should be deferred until the Autumn meeting of the Governors, when it should be regarded as the main item of business, and that Miss Macdonald be invited to attend this meeting to discuss this matter with the Governors.

621. Principal's Report

The Report had been circulated. While commenting upon it, Miss Macdonald drew particular attention to one aspect of the redundancy situation created by the impending move to the new hostel, namely, that certain members of the staff, whose services would no longer be required, were not officially entitled to payments under the Redundancy Fund regulations. The Governors agreed that, in these cases, a money present should be paid in lieu of redundancy pay, and the Secretary was requested to prepare a list of the people concerned, showing their service and a suggested amount of presentation, for circulation to the Governors.

While describing the successful Clinical Practice Study Course, the Principal reported that no charge had been made by the Nuffield Orthopaedic Centre or by the Warneford Hospital for the facilities they had provided, and the Governors agreed that an appropriate donation should be made to the hospitals' special funds in token of the School's gratitude for the assistance given.

622.
Miss E. M. Macdonald

At the conclusion of the meeting the Chairman, recording that this was the last occasion on which Miss Macdonald would be attending as Principal, presented her with a piece of inscribed silver plate as a personal gift from the Governors of the School, and as a token of their high regard and of their appreciation of the most distinguished service which she had rendered to Dorset House over 33 years.

Hyde Cann
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Chairman.

NOV 15.
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Date.

November, 1971.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Dorset House School on Monday, 15th November, 1971.

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. Rosemary Rue
Mr. J. B. Talbot
Mrs. E. T. Williams
Sir Douglas Veale

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

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622. Minutes. The minutes of the meeting held on June 14th, 1971, had been circulated and were confirmed.

623. Accounts. The Secretary reported that, as a result of pressure of work following the move into the new hostel, it had not been possible to prepare the books in time for Mr. Bayliss to complete the audit. It was agreed that the Final Accounts for the year 1970/71 should be considered at the next meeting of the Board during the Hilary Term 1972. The Budget estimates for the year 1971/72 would also be presented at that meeting since they were largely based on the experience of the previous year's accounts.

624. Casson Trust Report. The Chairman of the Trustees informed the Governors that Harberton House had been sold at auction on October 7th. The Harberton Mead residents had decided against buying the freehold of the Mead road, and the property had been offered as one lot, including the main house, the Lodge and the road. The purchasers were a firm of property developers, named New Ideal Homes Ltd., who were the only active bidders and had secured the property for the sum of £59,000. The sale was to be completed by December 31st, and in the meantime the School had been able to use the building as a temporary hostel for a small group of students who had had great difficulty in finding suitable accommodation.

The removal from Harberton House to the new hostel had been completed during August, and a new intake of students had taken up residence in Mary Macdonald House at the beginning of September; they appeared to be very pleased with the facilities available and the hostel as a whole seemed to be settling down very well. There had been various problems, particularly in connection with the drainage and sanitary arrangements, which had not been completely solved, and the School authorities were very concerned at the rate of consumption of electrical power, the cost of which threatened to be much higher than had been anticipated; this was a matter to be borne in mind when the amount charged to the students was reviewed.

Mr. Bredin also informed the Governors that the Trustees had agreed to contribute £25 per annum for five years towards the cost of instituting an Elizabeth Casson Memorial Lecture to be delivered annually on the occasion of the Annual General Meeting of the Association of Occupational Therapists.

While thanking Mr. Bredin for his report, Sir Hugh Casson, Chairman of the Governors, offered the thanks of the Governors and the School to the Casson Trust for providing the excellent new hostel building. The Governors had had an opportunity of inspecting Mary Macdonald House before the meeting and had expressed their satisfaction with the accommodation provided.

625. Future Developments.

The Tunbridge Report on the Remedial Professions was still not published, and it was therefore impossible to formulate any concrete proposals for the future development of training in Occupational Therapy. At the present time, the Department of Health appeared to have no settled policy with regard to the training of its professional staff; there was evidence of a tendency to transfer this responsibility to the Department of Education, where, unfortunately, there was insufficient appreciation of the importance of the medically-orientated aspects of such training.

The Oddie Report had recommended the establishment of multi-disciplinary schools. Although this was an attractive idea there were various practical problems involved, and the effects of some of these problems might be observed in the recently-established Cardiff School. It seemed likely that the right conditions existed in Oxford for a successful combined training school, and the United Oxford Hospitals had prepared plans for the eventual establishment of such a School.

At the advanced level there was a possibility of a link between such a School and the University, though the initial creation of such a link might be difficult. Failing this, co-operation with the Polytechnic or the Open University might be possible.

Further discussion of these matters was deferred until the next meeting.

626. Students' Union.

The Governors considered the proposals, recently published by the Department of Education, for changes in the method of supplying funds to Students' Unions generally, and the widespread opposition to these proposals both from students and from university and college authorities. It was agreed that this was not an appropriate time for making alterations to the relationship between the School and its Student Union.

627. Change of School's name.

The question of changing the School's name was again discussed. The title, "Dorset House, Oxford College of Occupational Therapy" appeared to have the triple advantage of retaining the historical association while linking the School with Oxford and satisfying the students' desire to be associated with a college, but it was agreed that no change in the School's name should be made at the present time.

628.

Principal's Report.

The report had already been circulated. Commenting upon this, her first report as Principal of the School, Miss Collins considered that two particular debts of gratitude were owed to Miss Macdonald, firstly, for the immense energy she had applied to the tasks of applying pressure to the builders to get the hostel completed in time and of organising and implementing the removal from Harberton, and secondly, for the painstaking care with which she had organised the transfer of the post of Principal to her successor, so making it much easier for Miss Collins to take up her new duties. The Governors warmly supported Miss Collins' expression of thanks to Miss Macdonald.

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Chairman.

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Date.

February, 1972.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Dorset House School on Monday, 13th March, 1972.

Present: Mr. G.R.F. Bredin (in the Chair)
Mr. K.D.D. Henderson
Dr. E. F. Mason
Sir Douglas Veale
Mrs. E.T. Williams

In attendance: Miss E.M. Macdonald
Miss B. G. Collins (Principal)
Miss D. J. King (Vice-Principal)
Mr. S. W. Bayliss (Auditor)
Mr. H.L. Dennison (Secretary)

Apologies for absence were received from Sir Hugh Casson, Dr. B. M. Mandelbrote, Mr. J. B. Talbot and Dr. E. R. Rue.

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629. Minutes

The minutes of the meeting held on November 15th, 1971, had been circulated and were confirmed.

630. Accounts

The Final Accounts for the year ended 31st August 1971 had been prepared and were presented by the Auditor, Mr. Bayliss, with additional comments on points of detail by the Secretary. It was noted that the surplus for the year amounted to £4,286, and on this basis it was agreed, firstly, that a grant of £2,000 should be paid to the Casson Trust, and secondly, that the provision for bad debts should be increased by £1,000 and that permission be given to write off ninety-two old debts, all arising earlier than 1966 and amounting in total to £1130.13. The Accounts were formally adopted.

631. Fees and Charges 1972/73. (a) Tuition fees

The Secretary drew attention to the fact that negotiations were in progress for salary increases which would be likely to affect both teaching staff and occupational therapists employed by the School. It was clear that the present level of tuition fees (£90. per term) would not support a substantial increase in salary levels, especially now that the School was committed to an annual payment of £5,000. by way of rent for the premises. If the increases were of the order of 10%, it would be necessary to increase the tuition fee by approximately £6. per student per term.

A proposal to allocate a small proportion of the School's income for the sole purpose of purchasing new teaching equipment was also placed before the Governors. The proposal was approved and a figure of £300. per annum was agreed upon.

Bearing in mind the imminent salary increases, the new equipment fund and the continuing general rises in costs, the Governors agreed that the tuition fee should be increased to £100. per term, with effect from the beginning of the Michaelmas Term 1972.

(b) Hostel Heat and Light

It was reported that the rate of electricity consumption in the new hostel continued to cause concern. The latest estimate available indicated that the hostel charge for 1972/73 would have to be increased by at least £1. per week; alternatively, the cost of heat and light could be excluded from the basic weekly charge and charged to the hostel residents as a separate item on their school bills. It was agreed that

this latter method should be adopted; the basic charge should be £5.75 per week, the amount to be recovered from the students for heat and light being based upon actual consumption of electricity.

632. Casson Trust Report

Mr. Bredin, as Chairman of the Casson Trustees, informed the Governors that the sale of Harberton House had now been virtually completed, although it had at one stage appeared that the sale of the property to New Ideal Homes might have been cancelled in consequence of their extreme reluctance to complete the sale.

As for the new hostel itself, a substantial list of obvious but relatively minor defects outstanding at the end of the six-months maintenance period had been sent to the architect for his attention, and some other problems awaited a complete solution; the high rate of consumption of electricity had already been referred to, the sanitory fittings were not fully satisfactory, and the dual-purpose lamps in the students' bedrooms had proved an expensive but unsuccessful answer to a problem. However, these various troubles were being dealt with and would be put right, and in general the hostel was running smoothly and well.

633. Principal's Report

The report had already been circulated. While commenting upon it, Miss Collins drew particular attention to Miss Soane's second failure in the Anatomy paper of her Teacher's Diploma examination. She felt that this result did less than justice to Miss Soane's ability and to her work in preparing for the examination, and asked if the Governors would be willing to make a gesture to reflect the School's estimate of Miss Soane's value as a teacher. The Governors, agreeing to this, decided that Miss Soane's salary should be raised by £50. per annum with effect from January 1st 1972 and that the School should re-imburse to her the cost of fees and expenses incurred in re-taking the examination.

634. Future Developments

Miss Macdonald explained that the field of enquiry covered by the Tunbridge Committee had extended beyond the original terms of reference, and the work of the Committee had been considerably delayed. In place of the anticipated formal Report, a relatively short Statement had been issued with the approval of the Secretary of State, although it was noteworthy that it was stressed in the foreword that the Department of Health was in no way committed to support the contents of the document.

The evidence given to the Committee indicated that the remedial professions faced four major problems which required urgent attention. These were: (i) Remuneration, which should be at a level sufficient to attract suitable candidates of both sexes to the professions and to retain them; (ii) the Career Structure which should be so arranged as to offer increased prospects of advancement through professional skill; (iii) the Professional Role, which should be re-aligned so as to make more efficient and satisfying use of the skills and experience of these professions through closer liaison with the medical profession; (iv) Research, which is urgently needed, both in a critical assessment of the techniques used by the remedial profession and in their relationship one to another and to other sectors of the Health Service.

The Statement then enumerates various steps which might be taken in dealing with these problems; these steps included

the active participation of the profession in policy-making decisions, attention to staffing difficulties and the concentration of local departments into integrated units.

In conclusion, the Statement points out that a review of the training methods used by the professions should be examined as part of the process of adapting them to the changing needs of society. The Committee favours the creation of combined training schools with as much training in common as may prove to be practicable; such schools should be associated with other centres of higher education, and also with the major centres for clinical training. The importance of teacher training is also stressed, not only for the schools but also in the field of clinical supervision.

During discussion of the Statement, it was pointed out that, although none of the suggestions it offered was new, a good deal of preparatory work would be required before a combined training programme could be set up. One encouraging factor in the situation was that the Chartered Society of Physiotherapists now appeared to be somewhat more flexible in their approach to the problems of combined training. The importance of making the best possible use of the facilities offered by Universities and Polytechnics was again stressed, both in the normal training courses and in teacher training. In criticism of the Statement, it was said that its recommendations were too vague; however, they could be treated as signposts of a general direction of advance and should be valued as such.

635. Next Meeting — The 17th July 1972 was selected as the date for the next meeting.

Hyn Cann

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Chairman

July 17 1972

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Date

June, 1972.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Dorset House School on Monday, 17th July, 1972.

Present: Sir Hugh Casson (in the Chair)
Mr. G.R.F. Bredin
Mr. K.D.D. Henderson
Dr. E. F. Mason
Dr. B.M. Mandelbrote
Sir Douglas Veale
Mrs. E.T. Williams

In attendance: Miss B. G. Collins (Principal)
Miss D. J. King (Vice-Principal)

Apologies for absence were received from Dr. Rue and Mr. Talbot.

Before the business of the meeting, the Chairman drew attention to the fact that the photograph of Miss Macdonald had now been framed and was to be hung in the hall of Mary Macdonald House. The Governors agreed that it was an excellent portrait, worthy of the subject and of the situation.

The Chairman also informed the Governors that the Association of Occupational Therapists had gladly accepted an offer made by the Casson Trustees to contribute up to £25. per annum towards the cost of an annual lecture in honour of Dr. Elizabeth Casson to be delivered at the Annual General Meeting each year by a distinguished speaker.

636. Minutes — The minutes of the meeting held on 13th March, 1972, had been circulated and were confirmed.

637. Financial Statement — In the absence of the Secretary, Mr. Bredin informed the Governors that the sale of Harberton House had now been completed, including the transfer of the Harberton back lane to Professor Duthie, and that the Casson Trust's overdraft now stood at just over £26,000.

With regard to the School's accounts, Mr. Bredin reported that, at the end of the Hilary Term, it appeared that the estimated Budget surplus of £400. was being improved upon by some £2,500; however, salary increases were to be implemented, costing approximately £2,000, but despite these, it appeared likely that a surplus would be shown at the end of the financial year.

638. Principal's Report — Before commencing her report, Miss Collins was congratulated by the Governors on the excellent arrangements for the recent Founder's Day, and in particular, on the demonstration of occupational therapy techniques by the students.

Referring to the number of students in the School, the Principal noted that the 'career-tasting,' which had been noticeable in recent years, now appeared to be on the decline. Of the September 1971 intake of 82, 7 had left, and they were, in fact, clearly unsuitable for this type of work. Unfortunately, it was not possible to make a completely accurate assessment of a candidate's temperament and academic ability during a relatively short interview, and the only protection against losing as many as seven students from one intake was to be even more ruthless during the selection process.

Even though large numbers of applications for training continue to be received, the Governors were concerned that information about careers in occupational therapy and other remedial professions did not seem to be generally available to school-leavers from their careers advisers. It was noted that steps were being taken to improve this state of affairs, for example, by radio and television programmes on rehabilitation, and by the activities of the A.O.T.'s Regional Public Relations Officers, but a good deal remained to be done.

During a discussion on staff matters, the Governors welcomed the return of Miss King after her prolonged period of illness, but heard with regret of the deteriorating condition of Mrs. Sage, a former art teacher in the School. Miss Collins referred particularly to the assistance given by the Senior Tutor, Miss Preston, during Miss King's illness, and the Governors asked that their warm thanks should be conveyed to her for her support of Miss Collins during this unusually difficult period.

Miss Collins also reported that the recently-appointed Hostel Sub-Warden would be leaving at the end of the term for personal reasons, and that, so far, a replacement had not been found. This was giving rise to some anxiety, as it was essential to provide a suitable assistant for Miss Christer.

639. Future Development

Opening the discussion, Miss Collins pointed out that the various committees examining the future role of the occupational therapist were also concerned with methods of training, not only in this profession but in other allied professions. The provision of suitable clinical practice was seen as a most important part of the training, though one which might in practice be the weakest link in the educational train. This might well be due to the varying degrees of ability and interest shown by the clinical staff in hospitals, although this condition might be corrected either by the employment of clinical supervisors by the hospitals, whose primary responsibility would be the training of students as opposed to the treatment of patients, or by the appointment by the Association of Occupational Therapists of peripatetic supervisors whose task would be to ensure that standards were maintained, not only in methods of training but also in methods of assessment of student performance; the latter was important because the continuous assessment technique was likely to assume increased importance in the process of qualification for the Diploma.

Another recommendation is that clinical practice should be organised on a local basis, which might not be to the advantage of Dorset House. In the past, the school has chosen the hospitals which offered the best clinical practice, regardless of location, and in fact it seemed unlikely that sufficient adequate practice for our large number of students could be offered by the hospitals in the Oxford area alone for some time to come. Moreover, there would be a danger of losing the help of a number of smaller departments where specialised methods of treatment offered a type of experience not available in the Oxford area. The Governors considered that, wherever possible, greater use should be made of the facilities offered by local hospitals and that, if necessary, the school should be willing to combine with other schools in using certain valuable clinical practice affiliations.

A further recommendation from the Tunbridge committee was that the age of entry to training schools should be reduced to 17. Miss Collins felt that this was not wise because, despite a veneer of sophistication, many of the students entering at present over the age of 18 are still relatively immature, and this problem could well be increased if the general age of entry were reduced. However, it might occasionally be desirable to admit a student under 18 to meet special circumstances, and the

Governors agreed that this situation could most readily be met by stating that students are "normally" accepted at age 18.

The Governors also considered other matters which would require attention if Dorset House were to become part of a multi-disciplinary school, including alterations to the examination system, and a possible extension of the course to include a fourth year. It was agreed that no action need be taken on these subjects in the immediate future.

The Governors noted that Dr. Rue, on behalf of the Regional Hospital Board, was planning to convene a meeting to consider future projects in the region, which would include the possibility of establishing a multi-disciplinary school in Oxford. It was clear that such a project would undoubtedly have far-reaching effects on Dorset House, and it was generally agreed that, if possible, the integration of the School into the larger entity should be achieved by a process of gradual evolution, rather than by revolution. It was expected that Dr. Mason and the Principal would be invited to join the committee, and the Governors agreed that a special meeting of the Board should be called if the outcome of the Committee's deliberations appeared to warrant it.

It was noted that Miss King, in company with other occupational therapists, was to meet Sir Keith Joseph to discuss the recommendations of the Tunbridge Report insofar as they affected the profession, and it was suggested that she might stress the importance of providing suitable training facilities for teachers of occupational therapy, for this was seen as an urgent priority in the proper development of the profession.

G R F Bud

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Chairman

November, 1972.

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Date

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Dorset House School on Monday, 20th November, 1972

Present: Mr. G. R. F. Bredin (in the Chair)
Dr. E. F. Mason
Dr. E. R. Rue
Mr. J. B. Talbot
Sir Douglas Veale
Mrs. E. T. Williams

In attendance: Miss B. G. Collins (Principal)
Miss D. J. King (Vice-Principal)
Miss E. M. Macdonald
Mr. S. W. Bayliss (Auditor)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Sir Hugh Casson and Dr. Mandelbrote.

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640. Minutes — The minutes of the meeting held on July 17th, 1972, had been circulated and were confirmed.

641. Final Accounts — The accounts for the year ended 31st August 1972 were presented by the Auditor, Mr. Bayliss, who stated that, although the Accounts showed the School to be in a sound financial position from a general point of view, he recommended them for acceptance by the Governors subject to two reservations. These were, firstly, that the Reserve for Bad Debts was inadequate in view of the total of debts now outstanding, and secondly, that there appeared to be a need for additional assistance in the Bursar's office where pressure of work had produced several minor errors. It was noted that the accounts as presented to the Governors proposed an allocation of £1,700 to the Bad Debts Reserve from the surplus for the year, and this was approved. With regard to the second point, it was agreed that Mr. Bredin should discuss the matter in detail with Miss Collins and Mr. Dennison and inform the Governors of any decisions made. It was also agreed that a grant of £3,000 should be made to the Casson Trust. The Accounts were then formally adopted by the Governors.

The Estimates for 1972/73 were presented for consideration. The Secretary pointed out that a deficit was to be expected on the hostel account because the whole of the loan repayment could not be recovered from the hostel residents; however, the increased tuition fee of £100. per term should cover this, and a surplus of some £6,000 was to be anticipated. The Governors agreed that the Estimates should be accepted.

642. Future Plans — It was pointed out that, although the impetus towards the establishment of multi-disciplinary training schools for the remedial professions had been provided by the recommendations of advisory bodies, such as the Tunbridge Committee and the Occupational Therapy Registration Board, there had been no official statement of the Government's intentions with regard to these recommendations.

Dr. Rue described the administrative machinery which would be set up in consequence of the re-organisation of the National Health

Service, and pointed out that responsibility for training Health Service staff would rest with the new Regional Authorities. Moreover, there was a growing demand for training in all the remedial professions and an urgent need for other projects to be started, such as teacher training, refresher courses and research. The ability to achieve these objectives might well depend on the most economical use of available resources, and collaboration in basic training could be an important step in this direction. Oxford had been nominated as a suitable location for one of the proposed multi-disciplinary schools, but neither the Regional Hospital Board nor the Teaching Hospital had any capital provision for the establishment of such a school, although scope for development was available. Interest in the project was evident in the area, and it had therefore been thought proper to call a meeting of all interested parties with the intention of formulating an approach to be made to the Regional Authority upon its inception, but without entering into any commitment at this stage. It seemed certain that the creation of such a school must affect Dorset House, and it was therefore advisable that the School should be represented at the meeting, and also that it should take steps to inform the existing National Health Service authorities of its interest in the subject of collaboration in some form.

Dr. Mason commented that the United Oxford Hospitals were still interested in the possibility of opening a school for the remedial professions in the area, although financial considerations had forced them to delete the appropriate buildings from the plans for the new hospital. He remarked that, as Oxford University had shown no active interest in a suggestion for a degree course in remedial work, the Polytechnic might be willing to act as the co-ordinating authority for a combined training school. Miss Macdonald replied that, although there was a possibility that a combined school might be started in Belfast under the aegis of the Polytechnic, other centres, such as Cambridge and Birmingham, were looking to collaborate with teaching hospitals, and she suggested that this offered a more appropriate milieu for training in the remedial professions because the Polytechnics had, as yet, no secure tradition of work in the social and medical fields.

Sir Douglas Veale was concerned lest collaboration in a multi-disciplinary school should adversely affect Dorset House School's independence, which had been an important factor in the School's survival and development. It was felt that some loss of independence, if not of identity, was inevitable in any proposal for co-operation, although the methods by which co-operation was implemented could be designed to minimise the loss; it was also pointed out that financial considerations might perhaps compel the abandonment of complete independence.

It was agreed that, although the Board was willing in principle to consider proposals for collaboration in the establishment of a multi-disciplinary school, no useful purpose could be served by attempting detailed planning at this stage. It was, however, important to inform both the Regional Hospital Board and the Teaching Hospital of the School's interest in the scheme, and the Governors accepted Dr. Rue's offer to prepare a letter, stating this interest, for the Chairman's consideration; they also asked Miss Collins to represent the School at the meeting to be called by Dr. Rue to discuss the whole question.

643.
Principal's Report

The Report had already been circulated. Commenting upon it, Miss Collins pointed out that it seemed likely that the number of students wishing to withdraw from the September 1972 intake would be higher than in recent years. This was due in the main to the attitude of the individual students concerned who appeared to prefer to evade problems and difficulties rather than to make the necessary effort to overcome them.

She also informed the Governors of a proposal to offer to the older students of each new intake the opportunity of living in the hostel. Hitherto, it had been the practice to allocate hostel places to the youngest students, but now that all newcomers to the School were, technically at least, adults, there seemed to be no reason to give the support of the hostel and its staff to any particular age group. The Governors agreed that this was reasonable.

Hugh Cassen.
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Chairman

Mar 28.
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Date

March, 1973.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Dorset House School on Wednesday, March 28th, 1973

Present: Sir Hugh Casson (in the Chair)
Mr. G.R.F. Bredin
Mr. K.D.D. Henderson
Dr. B.M. Mandelbrote
Dr. E.R. Rue
Mr. J. Talbot
Sir Douglas Veale
Lady Williams

Apologies for absence were received from Dr. E. F. Mason.

In attendance: Miss B.G. Collins (Principal)
Miss D.J. King (Vice-Principal)
Miss E.M. Macdonald
Mr. H.L. Dennison (Secretary)

644.
Minutes — The minutes of the meeting held on November 20th, 1972, had been circulated and were confirmed.

645.
Future Plans — Dr. Rue described to the Governors a meeting of various parties interested in the possibility of multi-professional training which had been convened by the Oxford Regional Hospital Board. The meeting had shown that all the professions involved were willing to pursue the question to see how far such a combined training might be practicable, and it had been agreed that the Regional Board would collect certain essential items of information such as likely staffing requirements in the Oxford Area, and would collate the syllabuses of the various training courses. A committee would then be set up to formulate plans on the basis of this information for the establishment of a multi-disciplinary school, to be placed before the new Area Board, which would be responsible for organising staff training under the new Health Service arrangements.

It was noted that a similar approach to this matter was being adopted in other regions, and that a national pattern would probably emerge which would require the involvement of the professional associations concerned. Some concern was expressed lest the development of a national pattern should lead towards uniformity in such schools as opposed to what some Governors saw as a desirable degree of variety, such as was shown by the present range of Occupational Therapy schools. Miss Collins assured the Governors that her immediate objective was to establish such purely practical steps as sharing lectures with other disciplines; if further steps towards the integration of Dorset House into a multi-disciplinary school could be shown to be desirable or necessary, they would need to be considered as a separate issue at a much later stage.

The Governors were informed that consideration was being given to the establishment of a degree course in Human Biology and Science at Surrey University; this would include the possibility of taking a professional training lasting some fifteen months as part of the course, and Dorset House had been selected by the Association of Occupational Therapists to take part in this project.

The Chairman, on behalf of the Governors, welcomed this interesting development and thanked the Regional Board for its initiative in promoting the discussion of the matter of multi-professional training, and for undertaking the task of collecting and co-ordinating information.

646.
Financial Position

Mr. Bredin, Chairman of the Casson Trustees, informed the Governors that the Trust's Accounts for the year ended 31st August, 1972, showed that the total cost of the new hostel now stood at £65,500, while the Trust's overdraft was approximately £28,700.

With reference to the School's financial position, the Secretary stated that expenditure for the Michaelmas Term 1972 was in line with the Budget Estimates, while income had been somewhat higher than anticipated; this satisfactory situation was reflected in the Hostel's accounts which showed a similar pattern.

647
Principal's Report

The Report had already been circulated. Commenting upon it, the Principal paid particular attention to the problems associated with the high rate of failure in a recent Anatomy examination, and described the steps being taken to prepare the students for their next attempt at the examination.

Miss Collins also informed the Governors that the State Registration Board's Inspectors would visit the School on June 6th and 7th, and would welcome an opportunity to meet the Governors; a sherry party had been arranged for this purpose on June 6th at 6.00 p.m. and it was hoped that as many Governors as possible would attend.

The Governors noted with concern the deterioration in Miss Christer's health, and asked that arrangements should be made to send flowers to her on their behalf.

648
Proposed Staff/ Student Council

Describing the background to this proposal, Miss Collins said that she had continued the practice, started by Miss Macdonald, of meeting the officers of the Students' Union each week. She had felt for some time that this was not, now, the best way of conducting the relationship between the School and the student body, and was, therefore, disposed to welcome the proposal by the President of the Students' Union to establish a formal Council with members drawn from both staff and students. After consultation with the Chairman of the Governors, Miss Collins had invited the President to prepare a draft constitution for the proposed council, and this document was now placed before the Governors for their consideration. Certain parts of the constitution were noted as requiring amendment or clarification, and the President and Secretary of the Students' Union were then invited to attend the meeting to present the document formally to the Governors.

It was agreed that the Board of Governors accepted the principle that a Staff/Student Council should be established; however, the draft constitution required some minor amendments, and certain clauses required redrafting to give effect to the following stipulations:

1. It must be recognised that the ultimate responsibility for the establishment of internal policy and for the administration of that policy must rest with the Principal.

2. The Governors reserve the right to treat certain highly-confidential matters as "reserved subjects" for the purposes of the Agenda at their meetings, and

the representatives of the Council will not be invited to be present during discussion of such subjects.

3. It must be recognised that the making of the decision to terminate a student's course is a responsibility undertaken by the Principal.

The Students' Union officers agreed to undertake the necessary redrafting of the Constitution, these amendments being then submitted to the Principal for approval. When this was completed, the work of the Council might proceed at once.

Hugh Casson
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Chairman

July 17
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Date

July, 1973.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Dorset House School on Tuesday, July 17th, 1973.

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
Sir Douglas Veale
Lady Williams

In attendance: Miss B. G. Collins (Principal)
Miss D. J. King (Vice-Principal)
Miss S.F. Maclure) Staff/Student Council
Miss M. Betsworth) Representatives
Mr. H.L. Dennison (Secretary)

Apologies for absence were received from Mr. J. Talbot.

The Chairman welcomed Miss Maclure and Miss Betsworth who were attending the meeting as the representatives of the Staff/Student Council.

649. Minutes

The Minutes of the meeting held on March 28th 1973 had been circulated and were confirmed.

650. Financial Position

The Secretary described the financial position at the end of the first two terms of the financial year. Both income and expenditure were following quite closely the pattern predicted in the Estimates for the year, and at the present time the position appeared satisfactory.

He pointed out, however, that salary increases of the order of "4% plus £1. per week" had been approved for teachers on the Burnham scales, that similar increases were proposed for Occupational Therapists, and that increases on a similar scale were due for the office and domestic staff. The total cost of these adjustments would be approximately £4,000 for a full year. In addition, it was thought desirable that two items, at present charged to the students via their craft materials bills, should be included in the tuition fee; these items were, firstly, a fixed charge of £2. per term for the use of apparatus, and secondly, a handling charge of 10% based on the cost of materials purchased by each student. To make these transfers without loss to the School would require the addition of £2. per term to the tuition fee. Finally, it must be remembered that costs of all kinds were increasing steadily and it seemed advisable that, if fees were to be increased, an amount of £1. per term should be added for this purpose.

The Governors agreed that the appropriate salary increases ought to be implemented, and that the other adjustments mentioned should also be taken into account in determining the level of tuition fees. It was resolved that the fee should be increased to £110. per term, to take effect from January 1st 1974, subject to the approval of the Prices Board which administered the Counter-Inflation Act 1973. The Secretary was instructed to take the necessary steps to obtain this approval.

Mr. Bredin, Chairman of the Casson Trustees, informed the Governors that the Trust's overdraft at the Bank now stood at £24,500; it was hoped that a significant reduction of this debt might be made during the current term.

651.
Principal's Report

The Report had already been circulated.

The Governors noted with deep regret the death of Miss Christer shortly before the official date of her retirement, after serving the School for some twenty-five years as Warden of Harberton House and lately of Mary Macdonald House. They recalled with gratitude her interest in the students both as individuals and as potential occupational therapists, and her constant effort to make their stay in the hostel, not only as pleasant as circumstances permitted but also a meaningful part of their training. She is remembered with the warmest affection by those who worked with her and by hundreds of students who came under her care.

Referring to the inspection of the School on behalf of the State Registration Board and the Association of Occupational Therapists, the Principal said that it had proceeded very smoothly and had been characterised by a relaxed and friendly atmosphere which had particularly impressed the Inspectors. It appeared that they were satisfied by the work done by the School, and this was confirmed by the Governors who had been able to meet the Inspectors, and who were able to convey to Miss Collins the unofficial congratulations of the Inspectors on maintaining the standard of excellence for which the School is known.

652.
Staff-Student Council

The Governors expressed their pleasure that the Staff/Student Council had commenced to function. A report of the meetings held so far indicated that the matters considered by the Council included luncheon arrangements for non-resident students, the question of obligatory attendance at lectures, and a discussion of the type of dress appropriate to various work situations. Accepting the report, the Governors wished the Council well in its future activities.

653. World Congress 1974

The Principal informed the Governors that the next Congress of the World Federation of Occupational Therapists was to be held in Toronto in August 1974. It was certain that attendance at the Congress would involve a good deal of expense for anyone without official support, and she asked if the Governors would be willing to offer a measure of financial assistance to members of the staff who might wish to be present. The Governors agreed that it was desirable that teaching staff should be able to attend such functions, and it was resolved that a total of £300 should be made available to be divided among those wishing to make the journey.

654. Miss F. Ferris

The Chairman informed the Governors that he had received from the mother of a third year student a letter which claimed that the School had a responsibility to protect the moral welfare of its students and that it had failed in this duty, as was shown by the student's attitude towards her parents.

Miss Collins stated that there was no evidence available to the School of any irregularity of conduct on the part of this student. She had received good reports during her clinical practice and since her return to School during her third year, had impressed the staff by the maturity of her attitude and of her approach to her work. Moreover, the School no longer stood in loco parentis to its students and could take action only if a student's private life involved either criminal activities or a degree of irresponsibility which would render her unsuitable as a member of the profession.

It was agreed that the Principal should write to the parents in these terms and that the letter should be sent by the Chairman together with a covering letter from him.

655. Future Plans

Dr. Rue reported that a good deal of progress had been made in the assessment of the staffing requirements of the area, and that a meeting with representatives of the Chartered Society of Physiotherapists had been held to clarify their attitude towards the projected multi-disciplinary school. A further meeting of all interested parties was to be called during early autumn to discuss possible further developments.

Hyn Cassen

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Chairman

Nov 20.

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Date

November, 1973

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held on Tuesday, 20th November, 1973, at Dorset House School

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Present: Sir Hugh Casson
Mr. G. R. F. Bredin
Dr. B. M. Mandelbrote
Dr. E. F. Mason
Lady Williams

In attendance: Miss E. M. Macdonald
Miss B. G. Collins (Principal)
Miss D. J. King (Vice-Principal)
Mr. S. W. Bayliss (Auditor)
Miss S. M. Maclure (Staff Representative)
Miss M. Betsworth (Students' Union Representative)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Dr. Rue and Mr. Talbot.

All present regretted the absence of Sir Douglas Veale, who died on 27th September, and whose presence will be sadly missed.

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656. Minutes — The Minutes of the meeting held on July 17th, 1973, had been circulated and were confirmed.

657. Finance — The Final Accounts for the year ended 31st August, 1973, were presented by the Auditor, with additional comments by the Secretary. It was noted that the surplus of £10,814 indicated that the Budget estimate had been improved upon, and it was agreed that a grant of £7,000 to the Casson Trust should be approved. The Auditor raised two points in connection with the accounts; firstly, the lease between the Casson Trust and the School related to the situation which existed prior to the building of Mary Macdonald House, and it might be advisable that the lease should be brought up to date. It was agreed that this should be done, if necessary. The second point concerned the apparent discrepancy in the Balance Sheet between the Superannuation Fund (£2,456) and the Superannuation Deposit Account (£993). The Secretary pointed out that the Balance Sheet assumed, incorrectly, that payments to the Department of Education and the Sun Life Company were made from the Deposit Account. This was not the case, and if this misconception were adjusted, the discrepancy between the Fund and the Deposit Account was much less dramatic than appeared to be the case. It was agreed that the Accounts should be adopted.

658. Casson Trust — The Chairman of the Trustees informed the Governors of the death of Mrs. Esther Reed, who had been an annuitant under Dr. Casson's will. On the cessation of the annuity, the sum of £5,688 had accrued to the Casson Trust, and this, together with the additional grant from the School, had reduced the overdraft to just under £12,000, and this made it possible for the Trust to consider the purchase of another property to provide additional student accommodation.

659. Appointment of New Governors — After due consideration, it was resolved that Mrs. M. McCallum and Mr. J. F. Wyatt, Principal of Culham College, should be invited to join the Board of Governors.

660. Report of School Inspection

The Inspectors' Report had already been circulated, and the Governors congratulated Miss Collins on this gratifying tribute to her success as Principal.

The Report contained five recommendations for the School's consideration; namely, the maintenance of an appropriate balance between the physical and psychological aspects of the School's tuition, the use of audio-visual aids in relation to the library, fire precautions, the value of the Littlemore clinical practice, and the possibility of an interchange between School and Hospital staffs. Miss Collins explained what had already been done, and what was proposed, to meet these recommendations, and these measures were approved. It was noted that the question of interchange, although desirable from many points of view, might not prove easy to accomplish because of practical difficulties.

661. Miss Christer's Legacy

The Principal informed the Governors that the School had been named as the residuary legatee in Miss Christer's will, with the proviso that the money should be applied for the purposes of the library. Miss Collins proposed, and it was approved by the Governors, that the sum received, £3,246, should be spent, partly on a research project to determine how audio-visual aids could best be used for the general teaching situation and in the library itself, partly on the provision of such equipment as might be found necessary, and partly as a reserve fund for future needs. The Governors expressed their gratitude for this last token of Miss Christer's goodwill to, and affection for, the School.

662. Principal's Report

The Report had already been circulated. It was noted with pleasure that the first-year students, who had just entered the School, appeared to have settled down much more readily than the previous year's entry, and that it seemed likely that there would be many fewer withdrawals.

The ill-health which had caused the premature resignation of the Art instructress, Mrs. Brockbank, was much regretted. It was noted that a replacement, Mrs. M. Smith, had been found and had already taken up the duties.

The Governors heard with pleasure that a book written by Miss James, describing her attitude towards occupational therapy as a career, had recently been published, and asked Miss Collins to convey their congratulations to Miss James.

663. Staff-Student Council Report

The Governors received the Report submitted by the Council and asked the representatives to convey their congratulations to the Council on the successful commencement of its work. It was noted that no action by the Governors was required in respect of the Report.

655A
Future Plans

Miss Macdonald informed the Governors that the Report prepared by the Burt Committee, after its consideration of the future development of the professions supplementary to medicine, had been approved by the Secretary for Health and Social Security. With regard to training, it continued to support the trend towards combined training courses for these professions, and following from this, plans were being prepared in several centres for such courses, organised in conjunction with local University or Polytechnic facilities, and in some cases, leading on to degree courses.

Another suggestion put forward by the Burt Committee proposed a career structure based on three stages of training, which might be seen as a matter for serious concern by all the remedial professions. An initial training of eighteen months would lead to a certificate and the title of "therapist", empowered to practise under supervision in the areas common to all these professions; further periods of training would lead to a specialist diploma and, for suitable candidates, to degree status. It was to be noted that the McMillan Committee, whose function was to consider recommendations arising out of the Tunbridge Report but whose report was not yet published, was understood to be in favour of this three stage project.

Commenting upon the progress of the negotiations to establish a combined training course in Oxford, Miss Collins stated that a difficulty had arisen in the form of a reluctance on the part of the Chartered Society of Physiotherapists to establish new training schools. However, she understood that Dr. Rue considered it possible that the Society might support the Oxford project as there is no physiotherapy school in the area.

Miss Macdonald suggested, as an alternative line of advance for occupational therapy, the setting-up of a State-Enrolled O.T. qualification, based on a two-year training, which could result in the profession acquiring the services of useful, practically-minded people who might be debarred by the higher academic level of the Diploma course. She also urged that the School should enquire into the possibility of extending the Diploma course to encompass the degree level.

The Governors decided that it would be advantageous to await the publication of the McMillan Report, and asked the Principal and Vice-Principal to consider this document and its implications, and to report to the Governors at their next meeting.

655B.
School Inspection

The Principal pointed out that the Report, as prepared by the Inspectors, contained certain references to people in the School who were readily identifiable. She asked that, in order to produce a Report which could be shown to the staff and the Students' Union representatives without causing any embarrassment, these references, to Mr. Nott and Miss Aste, might be omitted. The Governors agreed that this should be done.

655C.
42 London Road

The Governors were informed that the Casson Trustees proposed to enter into negotiations for the purchase of this property which is situated at the corner of Latimer Road and London Road, and would provide accommodation for eight students. The Governors agreed to support this proposal, subject to the maximum of £19,000 which had been fixed by the Trustees.

Hy Casson
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Chairman

27 Feb.
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Date

Feb. 1974

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held on Wednesday, 27th February, 1974, at Dorset House School

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Present: Sir Hugh Casson
Mr. G. R. F. Bredin
Mrs. M. McCallum
Dr. B. M. Mandelbrote
Dr. E. F. Mason
Mr. J. B. Talbot
Lady Williams

In attendance: Miss B. G. Collins (Principal)
Miss D. J. King (Vice-Principal)
Miss S. F. Maclure (Staff Representative)
Miss C. Toase (Students' Union Representative)

Apologies for absence were received from Mr. Henderson, Dr. Rue and Mr. Wyatt.

Mr. Dennison was absent through illness.

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664. Minutes — The Minutes of the meeting held on 20th November, 1973, had been circulated and were confirmed.

665. Finance — In the Bursar's absence, the last Michaelmas Term's accounts were not available.

666. Staff-Student Council Report — The Governors endorsed the views expressed in the Staff/Student Council Report that candidates accepted for training at Dorset House should receive more preliminary information regarding academic requirements of the course and the amount of study-time likely to be needed. Lady Williams suggested that interviewees should complete a questionnaire on how advice and information concerning O.T. as a career had been obtained.

667. Hostel — Mr. Dennison was to be asked to obtain estimates for the double-glazing of the hostel windows.

668. Miss Christer's Legacy — It was agreed that the investigation into Audio-Visual material should be left in abeyance as research by other bodies is already in hand. A sum not to exceed £500 should be made available for immediate requirements from the Alice Christer Memorial Fund.

669. McMillan Report — The Governors heard that the general professional opinion is that the report is administratively satisfactory but inadequate in terms of clinical training, particularly in the Psychiatric field. The Report's comments on the present situation are acceptable but relate more to Physiotherapists than Occupational Therapists.

There was a general discussion on the Report relating to specific items. It was noted that the Report stressed the desirability of attracting male entrants to the profession, and the Governors agreed that the School should be willing to accept suitable male students for training.

Miss Collins was asked to draw up a letter expressing the Governors' views on particular points, to be sent to the A.O.T. and the Secretary of State for Social Services.

670.
Future Plans

Miss Macdonald informed the Governors of courses planned in various parts of the country, based on polytechnics, universities and colleges, leading to a first degree in, for example, "Biology" or "Life Sciences" with an option in Occupational Therapy. The major problem is one of finance for the additional $1\frac{1}{2}$ years required over the usual 3 years. The Governors present adopted the idea that, in view of the length of such a course and its associated financial difficulties, the Oxford Polytechnic should be approached on an informal basis with suggestions for a possible three-year course leading to a C.N.A.A. degree in Paramedical Sciences (O.T.) or Rehabilitation Sciences (O.T.), sponsored jointly by Dorset House and the Polytechnic and operating on a module system.

The possibility of a two-year State-enrolled course to be run by Dorset House was also discussed.

671.
42 London Road

It was reported that the Casson Trustees' offer of £19,000 for this property had not been accepted, and that no further action was contemplated at the moment.

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Chairman.

4/v/74
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Date.

5/74

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held on Tuesday, 4th June, 1974, at Dorset House School

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Present: Mr. G. R. F. Bredin (in the Chair)
Dr. E. F. Mason
Mrs. M. McCallum
Dr. E. R. Rue
Lady Williams
Mr. J. F. Wyatt

In attendance: Miss B. G. Collins (Principal)
Miss E. M. Macdonald
Miss D. J. King (Vice-Principal)
Miss A. M. Spencer (Staff Representative)
Miss C. Toase (Student Representative)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Sir Hugh Casson, Dr. Mandelbrote and Mr. Talbot.

672.
Resignation of Mr. K.D. D. Henderson

The Chairman informed the Governors that Mr. Henderson had decided, with great regret, that he was unable to continue as a member of the Board. Accepting the resignation, the Governors noted with gratitude the value of Mr. Henderson's work for the School and his interest in its welfare, both as Bursar and as a Governor.

673.
Minutes

The Minutes of the meeting held on February 27th had been circulated and were confirmed.

674.
Future Plans

The Principal reported that she had, as instructed at the previous meeting, summarised the views expressed by the Governors during their consideration of the Macmillan Report and had sent them to the British Association of Occupational Therapists. It appeared that the profession, as a whole, was in agreement with the School's views although there was, as might perhaps be expected, a general preoccupation with career prospects rather than with the problems of education and training of new entrants.

675.
Finance

Commenting on the School's financial position after the first two terms of the academic year, the Secretary noted that, for both the School and the Hostel, estimated income had increased and expenditure had decreased, and this implied that the budget surplus of £8,500 might be increased by approximately £1,800. However, salary increases had been announced for both Whitley and Burnham staff, and if these were approved by the Governors, the salaries and wages bill would be increased, which would reduce the surplus.

Looking forward to the year 1974/75, the Secretary pointed out that salaries and wages might be increased by some £4,000, and that the School would still be feeling the financial effect of the unusually large numbers of students who had left the course from the 1972 intake. These factors, together with other increases in costs, would mean that an additional sum of £8,000 must be found. On the other hand, the overdraft resulting from the building of the new hostel was almost cleared, and it would therefore not be necessary to budget for a large surplus.

The Governors agreed that the Whitley and Burnham salary increases should be implemented, with equivalent increases for staff not covered by negotiating machinery, and that parents and grant authorities should be given one term's notice that the tuition fee would be increased by £7. per term, to take effect from the Hilary Term 1975. It was noted that the Halsbury Committee might well recommend substantial salary increases for occupational therapists, following upon its consideration of nurses' pay; if so, then the effect on the School's finances would be considered when the amount of the award was known.

676.
Principal's Report

The Report had already been circulated. Commenting upon it, the Principal referred to a suggestion that a central clearing house should be established to deal with applications for O.T. training, which would operate on similar lines to the organisation which deals with candidates for University places. The Governors agreed that this would provide a useful service and that the School should support such a proposal.

Miss Collins also stated that she was now more optimistic about the prospect of providing appropriate clinical practice for the 1973 entry of students.

677.
Student/ Staff Council Report

Accepting the Report, the Governors complimented the Council representatives on the successful continuation of their work, and thanked them for the useful service performed by the Council in helping to maintain good relationships between the School and the student body.

677A.
Hostel Administration

The Principal recounted to the Governors the changes which had been brought about in the administration of the hostel as a result of the granting of the age of majority at eighteen. The rules affecting the students' conduct in the hostel had been progressively liberalised after consultation with the students, but they were frequently ignored. The Warden was faced with the thankless task of deciding whether or not to obtain adherence to the rules at the expense of a hostile atmosphere in the hostel; moreover, if she did enforce them in the hostel, this produced unfortunate comparisons between the treatment of hostel residents on the one hand, and on the other, of those living in 60 London Road, 1 Latimer Road, and in outside lodgings who were not under her immediate supervision.

In an attempt to avoid the resentment caused by the imposition of rules, it had been suggested that the students should control the day-to-day administration of their own affairs through the medium of an elected house-committee with the assistance of two members of the staff who would act as Counsellors, and Miss Collins asked for the Governors' comments on the proposal.

Mr. Wyatt pointed out that this was a problem familiar to everyone concerned with student hostels, and described the arrangements at Culham Teacher Training College. Here, a non-resident Warden acted as adviser to a house committee and served as a two-way channel of communication between the Principal and the students. Matters such as cleaning and maintenance were in the hands of a Domestic Supervisor.

It was agreed that the method of self-government, as described by the Principal, should be put into operation as a pilot-scheme for the remainder of the Trinity Term; if it appeared to work successfully, it might be continued for the new entry of students who would come to the hostel in September 1974, including any modifications which might be necessary in the light of experience.

677B.
Future Plans

The Principal stated that she had refrained from making any approach to the Oxford Polytechnic, in the hope that Dr. Rue might have some new information concerning the proposed multi-disciplinary school in the Oxford area.

Dr. Rue informed the Governors that there was no specific progress to report. Discussions between the interested parties had continued, but one major impediment to progress was the shortage of suitably qualified teaching staff; when these could be found, more positive planning could begin. It seemed likely that funds to finance the project would be made available.

Miss Macdonald suggested that in this somewhat uncertain situation, it might be advisable to profit from the experience of others; similar proposals were under consideration in Birmingham and Wessex, and she recommended that Dorset House should wait to see how these proposals develop. The Governors agreed that it was not possible to proceed with planning at the present time, and that any future action must await developments from outside the School.

Hyn Cassen
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Chairman.

Nov 27
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Date.

11/74

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held on Wednesday, 27th November, 1974, at Dorset House School

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Present: Sir Hugh Casson (in the Chair)
Mr. G. R. F. Bredin
Dr. B. M. Mandelbrote
Dr. E. F. Mason
Mrs. M. McCallum
Dr. E. R. Rue
Mr. J. B. Talbot
Lady Williams
Mr. J. F. Wyatt

In attendance: Miss B. G. Collins (Principal)
Miss E. M. Macdonald
Miss D. J. King (Vice-Principal)
Miss A. M. Spencer (Staff Representative)
Miss V. Beasley (Student Representative)
Mr. S. W. Bayliss (Auditor)
Mr. H. L. Dennison (Secretary)

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678. Minutes

The Minutes of the meeting held on June 4th, 1974, had been circulated and were confirmed.

679. Final Accounts 1973/74

The Accounts were presented by Mr. Bayliss and were commented upon in detail by him and by the Secretary. Attention was given to the disturbingly large amount which it had been thought advisable to write off as bad debts, and the Governors recommended that students or their parents who showed persistent reluctance to pay bills should be approached through the School's solicitor in order to obtain payment. Mr. Bayliss considered that, in general, the Accounts indicated that the School was in a sound financial position, and it was noted that the surplus for the year amounted to £8,433. An additional payment of £8,000 had been made to the Casson Trust and the Governors agreed that this should be regarded as a grant to the Trust. The Accounts were then formally adopted.

680. Casson Trust Report.

Mr. Bredin, Chairman of the Casson Trustees, informed the Governors that the Trust's overdraft now amounted to £424, which would be cleared in the near future. He expressed to the Governors the Trust's gratitude for the accelerated payments which had made possible the repayment of the bank loans incurred during the building of the School and Hostel, and stated that the Trustees had agreed that the rent payable by the School in respect of these buildings should be reduced to £1,000 per annum with effect from the beginning of the current academic year. It had also been decided not to undertake any extension of 60 London Road.

The Governors expressed their gratitude to the Trustees for the generous gesture in reducing the rent, which would be of considerable assistance in facing the financial difficulties ahead, and concurred with the decision to avoid any further commitment to building works at the present time.

681. Budget Estimate 1974/75

In presenting the Budget, the Secretary pointed out that the School faced the prospect of substantial increases in the cost of Salaries and Wages during the current year. Neither the final recommendations of the Halsbury Committe nor those of the Burnham review of teachers' salaries were, as yet, available; however, after making what seemed to be a reasonable allowance for these, and for the cost of implementing the system of "threshold" payments in respect of changes in the cost of living, it appeared that it would be necessary to charge a tuition fee of £145. per term.

The Governors agreed that the threshold payments should be made from the beginning of the current academic year, and that the new salary scales should be implemented as they were announced, with appropriate adjustments for other non-professional members of the School's staff. The necessity to increase the tuition fee to £145. per term was accepted, and it was agreed that this should take effect from the beginning of the Hilary Term 1975; it was noted that to give the customary term's notice of this change would result in an unacceptable financial loss to the School, and it was thought that the warning of an impending increase, given at the beginning of the Michaelmas Term 1974, must be regarded as sufficient notice, even though the exact amount could not then be quoted.

682. Future Plans

The Governors were informed that there were no new developments to report, arising from the McMillan Report on the problems of education and training for the professions supplementary to medicine. It was noted, however, that a pilot scheme had been put into operation in London which would give an insight into the practical problems of running a combined training scheme for physiotherapists and occupational therapists, and the results obtained were awaited with much interest.

683. Principal's Report

During discussion of the report, which had already been circulated, attention was given to the disappointingly high failure rate in the Psychiatric Viva examination. In addition to the reasons mentioned in the Report, the Vice-Principal reminded the Governors that each external examiner visits only two schools; this inevitably produces different standards of marking, and the widely differing methods of approach adopted by individual examiners can have a marked effect on students approaching what is, at the best, a tense situation.

The Principal informed the Governors that Miss Alicia Mendez, President of the World Federation of Occupational Therapists, had accepted an invitation to give the principal address for Open Day in 1975. This was welcomed by the Governors who considered that the insight which Miss Mendez could give into the problems facing occupational therapy at international level would be of great interest to the students and their parents.

684. Staff/Student Council Report

Receiving the Report, the Governors thanked the Council for its work in promoting harmonious relations between the School and its students. During discussion of the Report, Miss Beasley drew attention to the fact that some of the problems arising in connection with the Junior Common Room arose from its being physically too small for the number of people wishing to use it. However, it was considered that the cost of extending

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the room would be too great in relation to the amount of time during which it is in use.

685.
Dr. Huir Gray

Dr. Gray, a Community Physician appointed by the Area Health Authority, was described to the Governors as a man with great enthusiasm for his work, and for the role which occupational therapy might play in it. His particular interests are anthropometrics, and the design of housing for the elderly and disabled, which he pursues in conjunction with the schools of architecture in the University and the Polytechnic. The Governors agreed that they were in general sympathetic towards his aims, and that the School might co-operate with him as far as seemed practicable.

686.
Clearing House for Student Enrolment

The Principal reported that the British Association of Occupational Therapists were examining the possibility of establishing a clearing house to deal with applications for training in the profession, and a further announcement would be made at a later date.

686A.
Anatomy Examinations

The Principal recalled that, on several occasions during recent years, anatomy examinations had been set which appeared largely irrelevant to the needs of occupational therapists. For a time, matters had improved, but the paper set for the November 1974 examination had reproduced some of the less desirable aspects of earlier ones. Six other Schools had associated themselves with a formal protest, and the criticisms levelled at the examiners included the charges that they were out of touch with the requirements of the syllabus, that they declined to consult the Schools' teaching staffs, and that they appeared to give little attention to the demands of other subjects in the syllabus. Mr. Wyatt commented that examination procedures should be designed to ensure that candidates have attained the level of achievement considered to be necessary; if the anatomy papers did not meet this criterion, then it was the responsibility of the Association to take the appropriate action. It was noted that the Board of Studies would discuss the matter at its next meeting.

686B.
Future Plans

It was noted that the syllabus for the training course was in the process of revision, following the amalgamation of the British Association and the Scottish Association of Occupational Therapists; further, the Government's views on the McMillan Report had not yet been published, possibly as a result of the change of Government, although it seemed likely that they would be issued during the next few months. It was agreed that any further decisions concerning the School's future development should await the outcome of these deliberations.

Hyla Cann
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Chairman

Mar 5th
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Date

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at

Dorset House School on March 5th, 1975

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Present: Sir Hugh Casson (in the Chair)
Dr. E. F. Mason
Dr. B. M. Mandelbrote
Mr. J. Talbot
Lady Williams

In attendance: Miss B. G. Collins (Principal)
Miss D. J. King (Vice-Principal)
Miss A.M. Spencer (Staff Representative)
Miss J. Hutchins (Student Representative)
Mr. H.L. Dennison (Secretary)

Apologies for absence were received from Mr. G.R.F. Bredin, Mrs. M. McCallum, Dr. R. Rue and Mr. J.F. Wyatt.

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687.
Minutes

The Minutes of the meeting held on November 27th 1974 had been circulated and were confirmed.

Matters arising:

(1) Clearing House

The Principal reported that the Association was reluctant to take an active part in this project, mainly because additional accommodation and staff would be required. Moreover, the Chartered Society of Physiotherapists was not willing to allow other remedial professions to participate in the clearing-house arrangements it had created, and in any case, the Society was not wholly satisfied with the procedures adopted and the results obtained. It was agreed that the Principal should raise the matter for discussion by the Committee of Heads of O.T. Schools.

(2) Anatomy Examination

It was reported that the results of the Anatomy exam. held in November 1974 were better than had been anticipated. However, arrangements were to be made for the Supervising Examiners to meet the staffs of the Schools to discuss the examination and the results, and to decide upon any action to be taken to avoid future difficulties in this matter.

(3) Dr. Muir Gray

It was reported that the Vice-Principal had taken part in seminars arranged by Dr. Gray on the subject of Design for the Disabled, and that he was to lecture to Dorset House students on the environmental factors affecting the disabled, both from the physical and psychological aspects.

In this connection, the Principal informed the Governors that Miss McLean had undertaken to introduce the students to an exploration of the effects of environment on patients. For this purpose, room 33 had been modified so as to permit experiment with coloured light, textures, room sizes, etc.

688.
Financial Statement

The Secretary, introducing the statement which covered the Michaelmas Term 1974, pointed out that, although it appeared to show a satisfactory state of affairs in which income had exceeded the Budget estimate by some £850, it did not take into account the full effect of the salary alterations to be awarded by the Halsbury and Burnham Committees, and that the statement for the following term might well show a different picture. The statement was accepted.

689.
Principal's Report

Commenting upon the Report, which had been circulated, the Principal pointed out that the numbers of students in the last two intakes, in September of 1973 and 1974, were being well maintained. It seemed likely that the 1972 intake, which had suffered a very large drop in numbers, included an unusually large proportion of students who were not fully aware of the demands of the O.T. course, and also of some talented people who found that this training did not offer sufficient scope for their creative abilities. Acting upon the experience gained from this group of students, the full implications of the course were now stressed during interview, and even more care was taken during the selection procedures to exclude candidates who might be thought to possess less than the necessary committment to occupational therapy as a career. In addition, consideration was being given to the desirability and possible advantages of introducing educational and psychological tests to the interview procedure.

690.
Staff-Student Council Report

The Governors thanked the Council's representatives, both for the work performed by the Council and for the reports submitted. It was agreed that, although it would be desirable to extend the Junior Common Room so as to reduce overcrowding, there were problems insofar as finance and planning permission were concerned. Moreover, the room itself was in intensive use for only a relatively short period each day, and the maximum inconvenience occurred only during the Michaelmas Term, when first and second year students were in School. For these reasons, it was thought inappropriate to undertake such an extension at the present time.

The sale of text-books by finalist students was also considered. While sympathising with the desire to dispose of unwanted books, the Governors felt that there was some risk that first-year students, who would be the most likely buyers of such books, might find themselves with inaccurate books since, in the medical field especially, text-books quickly become obsolete. Further, some text-books are required on arrival in the School, and there might be difficulties if new students arrived at the School expecting to be able to buy second-hand books which might not be available in sufficient numbers. It was agreed that further consideration should be given to this problem.

691.
Future Plans

The Principal reported that, at the present time, there was no new major factor to be considered. The Association's Committee was still engaged on the syllabus revision which had been undertaken following the combination of the English and Scottish Associations, but it seemed unlikely that the content of the syllabus would vary in any material way; it was probable that the changes to be anticipated would consist of slight pruning and changes of emphasis, although it was

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hoped that the opportunity would be taken to allow greater flexibility for individual schools within the framework of the prescribed syllabus. It was proposed that the Diploma should be awarded on the attainment of sufficient standard in continuous assessment throughout the course, in clinical practice and in a final examination; the latter would include elements of the present intermediate examinations which would no longer be necessary, and is envisaged as being a test in problem-solving rather than of memory. The Governors commended the measure of flexibility proposed, and the removal of the intermediate examinations; it was suggested that modern educational thinking might dispense with the necessity for a final examination if the course assessment were reliable and accurate. Criticism was again levelled at the present system of viva examinations which, in view of the differing standards inevitably adopted by the several external examiners, and of the possibility of disagreement between internal and external examiners, cannot be seen as a satisfactory culmination of a three-year course.

692. Next Meeting

It was agreed that the next meeting should be held on July 16th, 1975.

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Chairman

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Date

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Dorset House School on Wednesday, 16th July, 1975

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Present: Mr. G.R.F. Bredin (in the Chair)
Dr. E. F. Mason
Dr. B. M. Mandelbrote
Mrs. M. McCallum
Dr. R. Rue
Mr. J. Talbot
Lady Williams

In attendance: Miss B. G. Collins (Principal)
Miss E. M. Macdonald
Miss D. J. King (Vice-Principal)
Mrs. D.R. Wharton (Staff Representative)
Miss O. Cooper (Student Representative)
Mr. H.L. Dennison (Secretary)

Apologies were received from Sir Hugh Casson and Mr. J.F. Wyatt

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693. Minutes

The Minutes of the meeting held on March 5th 1975 had been circulated and were confirmed.

694. Finance

The Secretary presented a financial statement covering the Michaelmas and Hilary terms of the current financial year. The principal and most alarming feature was the overspending of some £5,000 under the heading of Salaries and Wages; this was due to the fact that salary increases awarded by the Halsbury and Burnham Committee for occupational therapists and teachers respectively had been significantly larger than anticipated, and in addition, a further, although smaller, round of salary increases had been awarded to occupational therapists and teachers. These factors, together with increases in other costs due to the general level of inflation, meant that the school's accounts would show a deficit over the year 1974/75.

Turning to the following academic year, the Secretary noted that the group of students who had recently sat their final examinations had shrunk to an unusually small number; when these were replaced by a full intake in September 1975, the additional income produced should make it unnecessary to increase tuition fees in the immediate future. The Governors' attention was also drawn to the case of the office and domestic staff whose rates of pay were not controlled by professional bodies; it was agreed that, with effect from September 1st, the rate of pay of office staff should be increased by 10%, and that of domestic staff to 70p per hour, subject to the over-riding maximum permitted increase of £6. per week.

695. Clearing House for Student Enrolment

The Principal reported that she had discussed with the Principals of other O.T. Training Schools the idea of establishing a clearing-house system on the lines of the scheme employed by the Universities, and that the proposal had been enthusiastically welcomed. Miss Howie, Principal of the Liverpool School, was making enquiries into the way the system might operate, and would report to a meeting to be held in September. Foreseeing that the scheme would save time and trouble for the schools and for intending students, and that it would help to ensure that all schools received their full complement of students, the Governors re-affirmed their support for the proposal, even at the cost of making a contribution towards the expense of its operation.

696.
Principal's Report

Commenting upon the Report which had been circulated, the Principal drew attention to the fact that a male student had been accepted for the course commencing in September 1975. This was a new departure for the School which would doubtless produce some minor problems, but there was no valid reason why the School should discriminate against male entrants to the profession.

Referring to staff changes, Miss Collins noted that a member of the staff, Miss James, had been appointed to the new Paediatric Unit at the Churchill Hospital; Dr. Mason hoped that it might be possible for Miss James to maintain a link with the School when the unit was properly established. It was also reported that Mrs. Grime, a part-time O.T. at the Churchill Hospital, had accepted a part-time teaching post in the School; this development was seen as a useful link between the clinical and teaching situations which might have valuable results both from the standpoint of maintaining the students' interest in the clinical field and as a possible way of overcoming the reluctance expressed by many occupational therapists to enter the teaching side of their profession.

Miss Collins reported that the recent Founder's Day had proceeded smoothly and the Governors offered their congratulations to her and to the staff on the maintenance of the high standard of the display. The Ball which took place on the evening of Founder's Day had been a pleasant and happy occasion, enjoyed by the students and by the many parents who attended, and it was felt that its success justified a repetition of the experiment in future years.

697.
Staff-Student Council Report

Mrs. Wharton, introducing the Report, drew particular attention to the success of the proposal to make the School's working day start and finish half-an-hour earlier; this had been much welcomed by staff and students alike. For the Governors, Mr. Talbot commented that it was interesting and useful to see the Reports of the Council's work and to know the students' attitude towards various matters affecting the School's life, while Mr. Bredin complimented Miss Cooper on her work as Secretary to the Council.

698.
Braithwaite Report

This report, commissioned by Lady Hamilton and the Disabled Living Foundation, was intended to help to overcome the desperate shortage of occupational therapists and included a survey of the educational facilities available for training in the profession. It was agreed that consideration of this Report should be placed on the agenda for the next meeting.

699.
Health Students Report

The Governors examined with interest a Report prepared by the Health Students branch of the National Union of Students, and, in particular, approved of the section dealing with the aims of the movement which showed that the welfare of the patient was properly regarded as being of the highest importance.

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It was agreed that the next meeting should be held on November 26th, 1975.

699A. Future Developments for Dorset House School

In presenting this matter for consideration by the Governors, the Principal explained that there had been a period of anxiety during recent months in case local education authorities, in a desperate search for ways of reducing expenditure, might decide that the category of discretionary grants for further education might offer a suitable field for economies. Two authorities had, at the beginning of this period, offered to students commencing their course in September of this year, grants which were significantly smaller than the standard amount, and it seemed possible that if this pattern were repeated on a national scale, a number of intending students might be unable to take up the places allocated to them, which would place the School in an extremely difficult financial position. In the event, these two L. E. A.'s had proved to be exceptions to the general rule, and there was no immediate crisis as far as the September 1975 intake was concerned.

However, the existence of the discretionary grant system implied a continuing possibility that grants for courses such as occupational therapy might be drastically reduced. A recent meeting between representatives of the British Association of Occupational Therapists and officers of the Departments of Health and Education had discussed, among other subjects, the desirability of awarding a mandatory grant for training in occupational therapy on account of its social value, but it was far from certain that this objective would be achieved. Moreover, despite the fact that the great majority of new occupational therapists were trained by the independent schools, their future status was somewhat uncertain because of the present Government's educational policy. In these circumstances, it would appear prudent for these schools to look to their future and to examine the possibility of creating links with appropriate local educational institutions.

At an early stage during the period of concern, Miss Collins had informed the Chairman of the situation and had been authorised by him to make entirely informal approaches to various bodies which might be interested in the welfare of the School. As a result of these exploratory conversations, it appeared unlikely that the University would be able or willing to assimilate Dorset House into its existing structures, while the Area Health Authority, in addition to the general question as to whether it should enter the educational field, was itself beset by financial difficulties. The remaining possibility was that the School should amalgamate with the Oxford Polytechnic; the recent merger between the Polytechnic and the Lady Spencer-Churchill College demonstrated that this was a practicable process. It had been indicated that there should be no formal impediment to such an amalgamation, and that the Polytechnic might well be interested in the creation of a Department of Health Services which could include occupational therapy, using the School buildings and retaining the School's staff; other paramedical training courses might also be included in such a Department. Other advantages were that it appeared likely that the Health Authority would welcome such a development which could facilitate the provision of other courses necessary for the Health services in the area, and, in addition, expansion of the School's training programmes in various ways should become more possible, including the attainment of a degree qualification through the C. N. A. A. procedures.

It was stressed that there was no immediate urgency in this matter as far as the School was concerned, although it was noted that the Minister of Education had announced that, as an economy measure, it might be necessary to restrict Further Education courses not leading to a degree. However, it was highly unlikely that courses already started would be interrupted by a reduction in grant aid. The fact that Dorset House students continued to be able to obtain discretionary grants was due very largely to Miss Macdonald's foresight in obtaining recognition of the School's efficiency by the Department of Education; students from some other schools were finding difficulty in obtaining even discretionary

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awards, and these schools were experiencing problems in other areas such as superannuation.

Miss Macdonald spoke of Dr. Casson's intentions in creating the Casson Trust whose primary function was to support Dorset House School as an independent institution. Should the School's status change, the Trust was then charged with the duty of promoting occupational therapy in a wider sense, using the funds made available through ownership of the buildings. This implied that Dr. Casson had been prepared to see the School move in a different direction, but it was certain that she would have been unwilling to approve any change which would involve abandonment of the link between occupational therapy and the medical field.

It was noted that, at the present time, the Polytechnics were probably the only institutions to have funds available for expansion; they were thus able, through their Social Services departments, to provide courses of value to society in general. In this connection, it was remarked that there appeared to be no official recognition of the social value of the paramedical services, and it was suggested that the support of medical authorities might be sought in a campaign to obtain mandatory grants for training in this field.

Dr. Rue commented that, in general, it was not the policy of the Area Health Authority to act as a self-contained education authority, but rather to make use of any local education facilities which might be available, and she could, therefore, assure the Governors that the Authority would welcome and give support to the proposal that further approaches should be made to the Polytechnic. She also added that, in the event of a situation arising in which the School appeared to be in imminent danger, the Authority would be willing to examine the position to see if any assistance might be made available.

It was noted that the students would almost certainly welcome the wider experience with larger and different groups of students which would result from an amalgamation between the School and the Polytechnic. They had already expressed interest, both at local and national level, in the principle of an integrated training for the various Health Services disciplines and would be certain to support the concept of a Department of Health Studies which might result from the proposed negotiations.

Attention was also given to the suggestion by Dr. Mason that the Polytechnic might be even more interested in a proposal for the establishment of a multi-disciplinary school concerned with the whole field of Health education. It was pointed out, however, that the negotiations between the various professional bodies might well be protracted, and that, if there should be any threat to the School's future, it could not afford to await the outcome of such negotiations. Moreover, as Miss Macdonald pointed out, there was the precedent of the Department of Health Studies at Belfast which had started with an occupational therapy school and had then been successfully extended to include other disciplines.

It was agreed that the Principal should be authorised to pursue these investigations by arranging an interview with Dr. Lloyd, Principal of Oxford Polytechnic, to talk informally and confidentially about the possible development of a closer liaison between the School and the Polytechnic.

699B.
Death of Mrs. Nugent Young

It was reported that Mrs. Alison Nugent Young had died on March 31st 1975. Mrs. Young had been invited by Dr. Casson to serve as a member of the School's Governing body and of the Casson Trust, and tribute was paid to the devoted and able service which she had rendered to the School in both capacities. It was agreed that a donation of £25. should be sent on behalf of the Governors, staff and students of the School for the benefit of a disabled child at Dr. Barnardo's Home, Edinburgh, and with the concurrence of the Trustees present, that a similar donation should be sent by the Casson Trust.

699C.
Death of Mr. John Tapsfield

Miss Macdonald informed the Governors of the death of Mr. Tapsfield who had been Secretary of the Council for the Professions Supplementary to Medicine and of the Occupational Therapists' State Registration Board and who had rendered valuable service to occupational therapy in these posts. The Governors approved Miss Collins' action in sending a floral tribute on behalf of the School.

699D.
Gift from Mrs. Natalie Barr

Miss Collins reported that Mrs. Barr, a former student of the School, had written a book on Splintmaking; she had presented a copy to the library and had also arranged that any royalties accruing from the book after her death should be donated to the School. The Governors gratefully accepted these gifts and suggested that it would be advantageous if the royalties involved were paid to the Casson Trust; Miss Collins agreed to write to Mrs. Barr in these terms.

699E.
Parental Representation on the Governing Body

Mr. Talbot suggested that, in line with current practice, it might be desirable to appoint a student's parent to serve as a Governor. The Governors accepted the value of parental opinion although it was pointed out that this was now of reduced importance as the students are adults in their own right. It was agreed that the matter be deferred for consideration at a later meeting.

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Hugh Casson
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Jan 21.
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DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Dorset House School on Wednesday, January 21st, 1976

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Present: Sir Hugh Casson (in the Chair)
Mr. G. R. F. Bredin
Dr. B. M. Mandelbrote
Dr. E. F. Mason
Mrs. M. McCallum
Dr. E. R. Rue
Lady Williams
Mr. J. F. Wyatt

In attendance: Miss B. G. Collins (Principal)
Miss E. M. Macdonald
Mrs. D. R. Wharton (Staff Representative)
Miss V. Beasley (Student Representative)
Mr. Stone (Auditor)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Mr. J. Talbot

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700. Minutes — The Minutes of the meeting held on July 16th, 1976, had been circulated and were confirmed.

701. Final Accounts — It was reported that Mr. Bayliss was unable to present the Accounts because of an illness which had resulted in partial paralysis. The Governors asked that their best wishes for his recovery be conveyed to Mr. Bayliss, and welcomed his colleague, Mr. Stone, who explained the accounts in detail. Commenting on the overall deficit of £5,559, the Secretary pointed out that this was due to overspending under two headings, salaries and wages and property repairs. Salary increases which had not been anticipated had cost some £4,000 more than the budget estimate, and repairs to the lecture-room roof and extensive heating system overhaul had cost approximately £2,000 more than had been allowed for repairs. The Governors thanked Mr. Stone for his very clear exposition of the accounts, and it was agreed that they should be formally adopted.

Attention was then given to the estimates for 1975/76. The Secretary noted that the 1972 intake of students, which had dwindled in number from 80 to the unusually low level of 50, had now left the School and had been replaced by a full group; in consequence, the total income from tuition fees should increase sufficiently to make it possible to keep the fee at the present level of £145 per term, even allowing for anticipated salary and wages increases and a continuing rise in costs. The estimate indicated that a surplus of some £1300 was to be expected, and the Governors agreed to accept the budget estimate.

702.
Principal's Report

Commenting upon the Report which had already been circulated, Miss Collins stated that five students of the new intake had left the course after the probationary term; this represented a somewhat smaller than average loss at this point. The School's first male student had been unable to start the course in September because of grant difficulties. Referring to the death of one of the first-year students, Joy Denley, Miss Collins paid tribute to the great assistance rendered to her parents by Miss Margaret Dawson, the Head Occupational Therapist at the Radcliffe Informary. Miss Dawson had given similar aid to Miss Spencer, a member of the School staff, who had suffered a cerebral aneurism in early December, with loss of speech and a right-hand side paralysis. Medical opinion was that a good recovery was likely, but Miss Spencer was making only slow progress and her condition had given rise to much anxiety. The Governors asked that their best wishes should be conveyed to Miss Spencer.

Reference was made to the work of the Staff/Student Council, the Chairman singling out for especial mention the work done by the students in redecorating the J.C.R., which had his full approval.

703.
Braithwaite Report

The Principal briefly summarised the report which dealt with the shortage of trained occupational therapists, and pointed out that it had in fact been overtaken by events. Many of its recommendations had already been implemented and others were under active consideration. It was agreed that no action need be taken in this matter.

704.
Clearing House

The Principal reported that, following the work done by the Heads of Training Schools Committee, the Association was now taking an interest in the project and a budget estimate was in process of preparation. There was a suggestion that office space and staff time might be available in the offices previously used by the Scottish Association, which would be helpful in reducing the capital outlay. In addition, it was possible that the Department of Health and Social Services might provide a subsidy towards the cost of running the scheme; a precedent existed in the subsidy paid by the Dept. of Education to the educational Central Clearing House.

Next Meeting

Before closing the meeting, the Chairman expressed on behalf of the Governors their appreciation of the opportunity to meet the staff, external lecturers and students at lunch. They also recorded their thanks to Mrs. Horton, the hostel Housekeeper, for the splendid meal prepared and served under difficult circumstances. It was agreed that the next meeting should be held on May 19th, 1976.

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704A.
Miss Collins' Retirement

The Principal reminded the Governors that she was within sight of her 60th birthday, in March 1977. She would prefer to retire at 60, rather than at 65, and in addition, it might be thought desirable that a younger person should be appointed to take the School over the threshold of the new developments in its history which were at present under consideration. She would be willing to serve for a few months after March 1977 if this should prove to be necessary to allow for an overlap for the incoming Principal.

The Governors warmly thanked Miss Collins for her consideration in raising this matter, and agreed that an overlap would be desirable. It was noted that one potential candidate for the post, who was at present engaged on research into the future role of occupational therapy and the training of occupational therapists, had already expressed an interest in submitting an application; there were, of course, other members of the profession who might be found to be suitable.

It was agreed that the vacancy should be advertised and a sub-committee consisting of Mr. Bredin, Mrs. McCallum and Mr. Wyatt was appointed to draw up an appropriate advertisement, to decide upon the method of advertisement, and with the help of Miss Collins and Miss Macdonald as assessors, to prepare a short list of candidates who might be invited to attend for interview at a later stage. It was suggested that a member of the staff might be invited to sit as a member of the interview panel, and this was referred to the sub-committee for decision.

704B.
Future Plans

The Principal had prepared a Report describing her meetings with Dr. Lloyd, Principal of the Oxford Polytechnic, and with Mr. Norris, a member of H.M. Inspectorate of Schools with responsibility in the field of higher education. It was evident from these meetings that any merger or measure of integration between Dorset House and the Polytechnic must take place on the basis of long-term, rather than short-term, planning.

Among recent developments of interest to the School, it was reported that an approach had been made to the Polytechnic by the Mary Marlborough Lodge authorities who had enquired into the possibility of arranging an eighteen-month course in rehabilitation, based on the Polytechnic, and similar in scope to the advanced diploma in rehabilitation at Southampton University. It was thought that this might lead the way to the foundation of a C.N.A.A. degree course in Occupational Therapy.

It was also noted that there was a possibility that the Dept. of Health and Social Services might take over the responsibility for students grants in the paramedical field in 1978. This was not yet a firm decision, but it would be welcome inasmuch as it would avoid the uncertainties inherent in the discretionary grant system. It was agreed that, pending the establishment of clear aims which would enable long-term planning to proceed, the School should enquire into the possibility of using more of the courses currently available at the Polytechnic; collaboration of this nature might point the way towards the establishment of an integrated course of training for the paramedical specialties. It was also agreed that discussions might proceed on a somewhat more formal basis

to examine the possibilities for closer liaison and collaboration between the School and the Polytechnic.

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G.K.E. Board

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Chairman

19/v/76

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Date

5/76

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Dorset House School on Wednesday, 19th May, 1976.

Present: Mr. G. R. F. Bredin (in the Chair)
Dr. B. M. Mandelbrote
Mrs. M. McCallum
Dr. R. Rue
Mr. J. B. Talbot
Lady Williams
Mr. J. F. Wyatt

In attendance: Miss B. G. Collins (Principal)
Miss E. M. Macdonald
Mr. H. L. Dennison (Secretary)
Mrs. D. R. Wharton (Staff Representative)
Miss V. Beasley (Student Representative)

Apologies for absence were received from Sir Hugh Casson and Dr. E. F. Mason.

705.
Minutes — The Minutes of the meeting held on January 21st, 1976, had been circulated and were confirmed.

706.
Future Plans — It was reported that investigations into the possibility of closer liaison between the School and Oxford Polytechnic had continued, and Dr. Lloyd, Principal of the Polytechnic, had visited the School to talk to Miss Collins and Miss King. It seemed unlikely that any formal link was possible at the present time, but it had been suggested that certain courses or "modules", offered in the Polytechnic's prospectus, might be of value to Dorset House students; typical of these was a physiology module which would be appropriate for our needs. A prerequisite qualification for this course was the attainment of 'A' level in Biology, and it seemed likely that a group of some fifteen students might be available, the fee being £15 per head. Miss Macdonald commented that other courses might become available, such as psychology and social studies, although it would be essential to ensure that the contents would be appropriate to the needs of occupational therapy training. Dr. Mandelbrote considered that the physiology module would offer an interesting experiment in the value of co-operation of this nature, but Miss Beasley questioned whether Dorset House students might not find it difficult to work and to learn in the more varied surroundings of the Polytechnic.

The Governors agreed that they would support the Principal if she decided to proceed with the experiment.

707.
Finance — Commenting on the School's financial position at the end of the Hilary Term, the Secretary noted that income and expenditure were respectively higher and lower than had been anticipated in the budget, and it seemed certain that the estimated surplus of £1,300 for the year would be substantially increased.

Consideration was then given to the proposal that the tuition fee charged by the School should be increased, in order to meet the extra costs imposed by rising salaries and wages in particular and by rising costs in general. The Governors

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agreed that the increase could not be avoided if the School's standards were to be maintained, and that it should be implemented in one step, rather than in two or more smaller increases; if this caused hardship to a student paying her own fees, or to her parents, it was recommended that sympathetic consideration should be given to any proposal to pay the fees by instalments. It was resolved that the tuition fee should be increased to £175.00 per term, commencing at the beginning of the Michaelmas Term 1976.

708. Principal's Report

Commenting on the Report which had been circulated, the Principal informed the Governors that a full complement of 80 students had already been enrolled for the course commencing in September 1976. They included, for the first time in the School's history, three males, two in their early twenties and one older man of 45; the staff were looking forward with a great deal of interest to see how this experiment would turn out.

During a discussion of various methods of selecting candidates for courses such as occupational therapy training, Dr. Rue mentioned the 'no interview' technique, in which students were chosen on their record as shown on paper, and Mr. Wyatt described the "mass interview" method in use at Culham, in which two whole days per year were devoted to meeting and evaluating the whole body of possible candidates for the following year's entry. Miss Collins described the system in use at Dorset House, in which all candidates with appropriate paper qualifications were interviewed individually; in general, the results had been consistently successful for the School, although a great deal of the Principal's time was devoted to this work.

The Governors noted that Miss Spencer's entitlement to sick leave had expired and that she had formally resigned from her post. Accepting the resignation with regret, the Governors asked that a message should be conveyed to Miss Spencer, expressing their best wishes and encouragement for the continuing success of her treatment.

Miss Collins described to the Governors the meetings of tutors of all the Schools of Occupational Therapy which were held in order to discuss common problems, teaching methods, etc. The meetings were held twice each year, and the Principal asked if the Governors would consider making a contribution from School funds towards the expenses involved. The Governors viewed the request with approval and sympathy, but asked for more information about the amount of money which might be involved.

709. Clearing House

The Principal reported that the Council of the Association had approved the setting-up of a clearing-house system for intending occupational therapy students. It would commence operations in September 1977 in order to produce candidates for the course starting in September 1978; a fee of £5 would be charged to each candidate for registration with the Clearing House. The Governors expressed their satisfaction that the idea had been brought to reality and hoped that the system would work satisfactorily, not only for Dorset House, but for all other Occupational Therapy Schools.

709A. Appointment of New Principal

Mr. Bredin, reporting to the Governors on behalf of the Selection Sub-Committee, said that seven enquiries had been received, four of which had lead to firm applications for the post of Principal in succession to Miss Collins. One applicant, Miss B. R. Anstice, was employed in Australia until early 1978, and as it was necessary to make the appointment before then, this application was set aside.

The remaining three offered qualifications and experience which made them serious contenders for the post, and the sub-Committee recommended that they should be invited to attend for interview. The names of these applicants were:

Miss J. D. Edwards
Miss M. F. Keer
Miss D. J. King

The Governors agreed that these candidates should be invited to attend for interview at 2.00 p.m. on June 24th, 1976; in the case of Miss Edwards and Miss Keer, who were less familiar with the School than Miss King, it was recommended that they should be given an opportunity to visit the School prior to the interview, in order to ensure that they were fully aware of the problems and responsibilities attaching to the post.

The Governors also agreed to accept the recommendation from the Sub-Committee that it would be inappropriate for members of the staff to participate in the interview proceedings.

Next Meeting

It was agreed that the next meeting should be held on November 17, 1976.

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Hugh Cann
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Chairman

Dec 6.
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Date

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Meeting held on July 12th, 1976 at Dorset House School

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Present: Sir Hugh Casson (in the Chair)
Mr. G. R. F. Bredin
Dr. E. F. Mason
Dr. B. M. Mandelbrote
Lady Williams
Mr. J. F. Wyatt

In attendance: Mr. H. L. Dennison (Secretary)

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710.
Appointment of Principal

The meeting had been called for the purpose of interviewing three candidates for the post of Principal in succession to Miss Collins, who had expressed the wish to retire shortly after reaching her 60th birthday in March 1977.

The candidates were, in alphabetical order,:

Miss J. D. Edwards
Miss M. F. Keer
Miss D. J. King

Each in turn spoke to the Governors about her experience and its relevance to the post of Principal. Each was encouraged to outline her attitude towards the general problems inherent in the training of students for the profession of occupational therapy and also towards the future pattern of development of the School itself.

After consideration of the records of the candidates and the impression they had made upon the Governors, it was resolved that the post should be offered to Miss Edwards.

The offer was made and accepted verbally, and the Chairman undertook to write in formal terms to confirm the offer, after there had been opportunity to arrange such matters as the date of commencement of Miss Edwards' duties and the salary attaching to the post.

Mr. Bredin agreed to write to the unsuccessful candidates to thank them for their application and attendance at the interview.

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Hugh Casson
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Chairman

July 12.7.6.
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Date

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Dorset House School on Monday, 6th December, 1976

Present: Sir Hugh Casson (in the Chair)
Mr. G. R. F. Bredin
Dr. B. M. Mandelbrote
Dr. E. F. Mason
Mrs. M. McCallum
Dr. R. Rue
Lady Williams
Mr. J. F. Wyatt

In attendance: Miss B. G. Collins (Principal)
Miss D. J. King (Vice-Principal)
Mrs. D. Warne (Staff Representative
Miss J. Lake (Student Representative)
Mr. B. R. Sennett (Auditor)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Mr. J. Talbot

711. Minutes

The Minutes of the meetings held on May 19th and July 12th, 1976, had been circulated and were confirmed.

Matters arising from the Minutes:

(i) Proposed Physiology Course

The Principal reported that, after careful consideration, she had concluded that it would not be desirable to spend a substantial amount of money for the benefit of only a small group of students. The Polytechnic authorities had been very helpful, but they could not evade the necessity of charging £15 per head for the course, which is the standard fee for students who are not enrolled as full-time Polytechnic members; moreover, the fee for the following year would be increased to £30 per head.

The Governors agreed that the proposal was unjustifiable in that it would tend to create an elite sub-group of students, although they regretted that it was not possible to proceed with a practical demonstration of co-operation between the School and the Polytechnic. However, they noted with pleasure that the Polytechnic had agreed to provide a series of physiology demonstrations without charge, which maintained a link which might be expanded in the future.

(ii) Tutors' Meetings

The Principal reported that the tutorial staffs of the various O.T. Schools had been meeting on an informal basis to discuss problems common to all the Schools, teaching methods, etc. This loose arrangement had now been formalised and the tutors had constituted themselves as a special interest group, concentrating on the subject of education in occupational therapy; an annual subscription of £4. per head was to be charged, and as two meetings per year were to be held, it was likely that travelling expenses would be quite

considerable.

The Governors warmly approved of this initiative and agreed that the School should re-imburse the subscription of £4. to those members of the staff who joined the group, but that travelling expenses might be paid up to a maximum of £100. in any year.

712.
Casson Trust Report

Mr. Bredin, Chairman of the Trustees, reminded the Governors that the Trustees had agreed to accept a token rental of £1,000 per annum during the past two years in order to help the School to surmount a difficult financial situation. The Trustees were content to allow the rent to remain at the lower rate for the year 1976/77 but asked that the rental be restored to a more normal amount thereafter, possibly to £5,000 which was the sum previously charged. The Governors agreed that this would be acceptable and thanked the Trustees for their consideration in accepting the reduced rent.

Mr. Bredin also informed the Governors that negotiations for the purchase of 42 London Road had been re-opened; the owner had accepted the offer of £19,000 for the property, but planning permission had to be obtained for the change of use from domestic to hostel-type residential accommodation, and it was understood that permission was unlikely to be given as this would contravene the Council's declared policy on the subject. The application would be considered at the planning committee's meeting on December 15th.

713.
Clinical Practice Arrangements

The Principal described the method under which clinical practice for the students was organised in the Oxford area, stating that it was based on entirely informal arrangements. A feature of the present situation, and one which was somewhat embarrassing to the Area Board, was that numerous occupational therapists had applied for the Clinical Supervisors' allowance on the grounds that they were involved in the training of students. This arose as a result of a loose Whitley Council definition of the grade of Clinical Supervisor, the original intention being that one person in each department should be so designated.

The Board had approached the School with the suggestion that the whole clinical practice system should be placed on a formal basis. Although concerned lest a formal contract might prove to be excessively restrictive, the Principal had entered into informal discussions with officers of the Board, and now considered that there might well be advantages for the School in a formalised system, since goodwill alone might not necessarily be sufficient to ensure a continuity of suitable clinical practice. A sample contract was now being prepared which could be submitted to the School's solicitor and to the Governors for comment and, if appropriate, approval.

The Governors agreed that the School should proceed with this project and asked that, if possible, the draft agreement should be available for consideration at the next meeting.

714.
Final Accounts

The Final Accounts for the year ended 31st August, 1976, were presented by the Auditor and explained by him in detail. He considered that the accounts showed that the School had recovered very well from the loss of some £5,500 shown in the previous year's accounts, thanks to the increased tuition fee of £175. per term which had come into effect in September 1975.

He suggested that the amount of profit accruing from the sale of craft materials was rather high, and the Governors agreed that it should be restricted in future to a 5% margin. The Governors thanked Mr. Sennett for his services and for his lucid exposition of the accounts, and it was agreed that they should be formally adopted.

715. Budget Estimate 1976/77

In presenting the estimates for the current year, the Secretary pointed out that there was an element of uncertainty in the largest single item of expenditure, Salaries and Wages; it was likely that professional salaries would be increased in April 1977 but no information as to the amount was available, and it had been assumed, for the purposes of the estimates, that the increase would not exceed the £6. per week which was awarded in April 1976. It seemed likely that tuition fees could be maintained at the level of £175. per term for 1976/77, thanks to the anticipated small surplus on the hostel account and to the deposit account interest made available as a result of asking for the payment of tuition fees on an annual basis. The Governors agreed that the estimates should be approved. Looking further ahead, to 1977/78, the Secretary pointed out that it would almost certainly be necessary to increase the tuition fee; an advance forecast indicated that it would probably need to be of the order of £200. per term. The Governors accepted, with regret, that such an increase could not be avoided.

716. Sun Life Pension Scheme

It was agreed that consideration of a proposal to amend the scheme to bring it into line with current Government requirements should be deferred until a later meeting.

717. Principal's Report

The Report had already been circulated. Commenting on it, the Principal stated that it was now apparent that not more than five or six of the September intake would leave at the end of the probationary term; happily, this represented a somewhat smaller drop in numbers than might have been expected.

Arrangements for the Clearing House system were proceeding, although it had not been decided whether the main office should be in Scotland, where office space was already available, or in London where additional staff could be called upon in case of illness.

Miss Collins reported that Miss King and Miss Preston, the Senior Tutor, had been nominated to the panel of examiners for the Teaching Diploma; the Governors offered their congratulations on these marks of distinction and their thanks for the additional work and responsibility involved.

Their acceptance of

718. Staff-Student Council

The minutes of recent Council meetings had been circulated. Commenting on the Council's activities, Miss Lake spoke warmly of the improving relationship between the School and the Polytechnic, and also offered the Council's gratitude to Lady Williams and to the Warden of Rhodes House for allowing the 1976 Summer Ball to be held in such delightful surroundings.

The Governors agreed that the Council was clearly discussing many useful topics in a sensible way, and offered their congratulations and thanks for its work.

719.
Edinburgh Conference

The Principal reported that a European Congress of Occupational Therapists was to be held in Edinburgh in May 1977, coinciding with the Annual General Meeting of the British Association. The Governors agreed that the School should be represented at such an event by someone other than the Principal, who would be present in her official capacity, and decided that £40. should be allocated to registration fees for members of staff and £20. for representatives of the student body.

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Hazel Carson
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Chairman

May 5th 1977.
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Date

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Dorset House on Wednesday, 9th March, 1977

Present: Sir Hugh Casson (in the Chair)
Dr. B. M. Mandelbrote
Dr. E. F. Mason
Mrs. M. McCallum
Dr. R. Rue
Mr. J. B. Talbot
Lady Williams
Mr. J. F. Wyatt

In attendance: Miss B. G. Collins (Principal)
Miss D. J. King (Vice-Principal)
Mrs. D. ~~Wharton~~Harne (Staff representative)
Miss R. Brooking (Student representative)
Mr. H. L. Dennison (Secretary)

HC.

Apologies for absence were received from Mr. G.R.F. Bredin

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720. Minutes

The Minutes had been circulated. It was agreed that the following alterations should be made:

Minute 711, Matters arising (ii), 2nd paragraph: delete ".... that the School should re-imburse the subscription of £4. to those members of the staff who joined the group, and ...."

" 713; for "Area Board" read "Area Health Authority".

" 717; 3rd paragraph: amend last clause to read ".... their thanks for the acceptance of the additional work and responsibility involved."

The Minutes were then confirmed.

Matters arising:

Clinical Practice Draft Agreement.

The Principal reported that the draft agreement, intended to place the clinical practice arrangements on a more formal basis, had not been received from the officers of the Area Health Authority.

721. Finance

The Secretary reported that expenditure during the first term of the year had been slightly less than anticipated, and conversely, income had exceeded expectation; however, the critical factor in the year's financial progress would be the amount of salary increases which would undoubtedly be awarded in April 1977.

It was noted that there were several empty beds in the hostel as a result of students leaving at the end of the probationary term, and Lady Williams suggested that these might be used to provide short-term accommodation for parents wishing to visit their daughters during term; it was agreed that further consideration should be given to this proposal.

722.
Casson Trust

Lady Williams, on behalf of the Trustees, informed the Governors that the proposed purchase of No. 42 London Road had been abandoned as planning permission for the change of use had not been granted, and that the repairs to the hostel roof appeared to have been successful in curing the moisture in the first-floor ceilings.

She also reported that the Trustees had considered the question of the rent to be charged for the school and hostel premises, and had agreed to ask that it should revert to the previous figure of £5,000 per annum with effect from the beginning of the next financial year on September 1st, 1977; this amount might be compared with the figure of £20,000 per annum which had been put forward by Messrs. Carter Jonas as a reasonable commercial rent. The Governors agreed that the Trustees' proposal should be accepted.

723.
Principal's Report

The Report had already been circulated. Commenting on it, Miss Collins noted that, since the preparation of the Report, one more second-year student had left and that one first-year had temporarily withdrawn because of ill-health; it was hoped that she might re-commence the training at a future date.

The Principal reported with regret that Miss Linda Hance, a popular member of staff who had served the school for twenty-one years and who had retired in 1973, had died on March 4th, 1977.

Clinical practice continued to pose problems; it had been found desirable to withdraw students from the practice at Battle Hospital, as a temporary measure, and it would be necessary to find more places for the year commencing in January 1978. It was particularly difficult to find placements offering the requisite breadth of experience. Dr. Rue agreed to offer any assistance within her powers in finding suitable practice.

In connection with examination results, the Principal referred especially to the case of Miss Koutzoukis, a Greek student to whom the school had awarded a scholarship for tuition fees; a letter from the President of the Greek Red Cross expressed his Council's gratitude for the help given to Miss Koutzoukis, and the Governors hoped that she would be successful in passing, at the third attempt, the examination which would complete her qualification for the Diploma.

724.
Staff-Student Council

The Student Representative, Miss Brooking, spoke of the work of this Council and of student activities in general. It was noted that there was a good deal of interest in developing links with other schools and with the students of other disciplines within the Health Service; to pursue this interest, a multi-disciplinary conference was to be held in Dorset House during May, organised by Mr. R. Fenton, one of the male students whose training had commenced in September 1976, and it was hoped that a report would be available in time for the next meeting of the Governors.

725.
Founder's Day

The arrangements for Founder's Day, to be held on July 2nd, were discussed and it was agreed that, instead of inviting a guest speaker, both Miss Collins and Miss Edwards should be asked to speak;

this would afford the Principal-Elect the opportunity to expound on her aims as the new Principal of the School and her ideas as to the future of the profession.

The Principal hoped that as many Governors as possible would be present for Founder's day and also extended to them an invitation to the Ball, to be arranged by the students, which was to take place on the evening of Founder's Day.

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Date of next meeting

It was agreed that the next meeting should be held on Tuesday, June 14th, 1977.

Miss King informed the Governors that a re-union of past and present staff and students was being arranged to allow of a formal farewell to Miss Collins, and she hoped that some of the Governors might find it possible to attend. The date would be either July 22nd or 23rd, to be decided later, at 6.00 p.m.

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Hugh Cassen

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Chairman

Sept 20 '77

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Date

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Dorset House School on Tuesday, 20th September, 1977

Present: Sir Hugh Casson (in the Chair)
Dr. B. M. Mandelbrote
Dr. E. F. Mason
Lady Williams

In attendance: Miss B. G. Collins
Miss J. D. Edwards (Principal)
Miss D. J. King (Vice-Principal)
Miss S. F. Maclure (Staff Representative)
Miss M. Pace (Student Representative)
Mr. R. Fenton (Health Student Conference Rep.)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Mr. G.R.F. Bredin, Mrs. M. McCallum, Mr. J. B. Talbot and Mr. J. F. Wyatt

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726.
Minutes — The Minutes of the meeting held on 9th March, 1977 had been circulated and were confirmed.

727.
Finance — The Secretary reported that the work of preparing the final accounts for the year ended 31st August 1977 was well in hand. The auditors were expected to commence their work in the near future and it was to be anticipated that the accounts would be ready in time for the next meeting.

728.
Casson Trust — Reporting on the meeting of Trustees which had taken place earlier in the day, Sir Hugh Casson mentioned certain defects which had become apparent in the new hostel, including quite severe leakage of rain water through the Common-room windows, and damage to the flooring tiles on the ground floor. It was proposed to replace part of the wooden window-frames by metal frames, which should cure the problem of leakage, while some minor exploratory work was to be carried out to ascertain the reason for the failure of the tiles.

Sir Hugh also informed the Governors that Mr. Bredin had expressed his intention of resigning from his post as Trustee, probably within the next two years; further, he, Sir Hugh, would also be resigning in June 1978. The Trustees would be glad to have suggestions for replacements for Mr. Bredin and himself, so as to bring the Trust to its normal complement of four members.

729.
Principal's Report — Commenting on the Report which had already been circulated, Miss Collins drew particular attention to the results of the Group I Anatomy and Physiology examination. It seemed clear that there was a relationship between 'O' and 'A' level results, and performance in professional examinations; it seemed desirable that candidates seeking admission to the School should achieve stipulated grades of 'A' level pass, and that they should be required to offer one Science subject.

Miss Collins also described proposals, at present under discussion by the Association's Board of Studies, for the reformation of the whole system of training for the award of the Diploma. It was envisaged that the Association would lay down an outline syllabus and that each school should then prepare, in detail,

its proposals for achieving the desired objectives which would be submitted for approval by the Board of Studies. When this was obtained, the school could proceed with the training, monitoring the progress of its students by means of such internal examinations and assessment procedures as had been approved, up to the level of the final examination which would be conducted by the Association. These proposals offered an opportunity, both challenging and rewarding, for the schools to develop individual methods of approach to the training of occupational therapists, and the gain in flexibility would be of great value in arranging the course. It was unfortunate that progress appeared to be impeded by the difficulties of liaison between the Board of Studies, the Council of the B.A.O.T. and the State Registration Board, and it seemed unlikely that the proposals could be put into effect before the 1979 entry of students.

The Governors welcomed the proposals and asked that the Board of Studies be invited to do everything possible to expedite the inception of the system.

730. Clinical Practice Agreement

The Principal informed the Governors that, following discussions between officers of the Oxfordshire Area Health Authority (Teaching) and of the School, a draft agreement had been prepared, and copies were placed on the table. Such an agreement would have the effect of replacing an informal, friendly arrangement by a more formalised structure; among the advantages to be gained was the possibility that the School might be able to exert more influence on the way in which the clinical practice was conducted.

The draft agreement was examined in detail and approved subject to certain amendments, except that the final clause, relating to the legal liabilities of students, was considered to be imprecise. It was requested that clarification of this clause should be sought and that Mr. Talbot should be asked if he would be kind enough to examine this important matter from the legal standpoint.

731. Staff/ Student Council Report

The work of the Council during the Trinity Term was described by Miss Maclure. The Governors noted with particular pleasure that the second-year students had made preparations to welcome the new intake of students to the School and to help them with the problems that may arise, and thanked the Council for its work and its interest in the working of the School.

732. Student Working Party

Mr. R. Fenton described a Working Party, held in Dorset House for the Health Students section of the N.U.S. The theme of the week-end Conference was "The Patient as a Whole," and it was attended by delegates from other Occupational Therapy Schools, from Physiotherapy and Speech Therapy Schools, and by medical students. Dr. Nichols, Consultant Physician at the Mary Marlborough Lodge, had given a lecture on the problems and treatment of the severely-handicapped; there were workshop sessions on various activities relevant to the disabled, including Art, Drama, Music and Swimming, and finally there was a lecture on the sexual problems of handicapped people. Mr. Fenton reported that the Conference had been much appreciated by those who attended, and that a further one was to be held in Exeter in November. The Governors thanked Mr. Fenton for his initiative and enterprise in arranging the Conference which represented an interesting extension of the teaching programme.

733.
Appointment of new Governors

The Chairman informed the Governors that Mr. Bredin and he, himself, who had earlier been reported as resigning from the Casson Trust, would also be resigning as Governors, and that it be necessary to think of replacements. Sir Hugh suggested that, if it were thought desirable to maintain a link with Dr. Casson's family, it might be that either Mr. John Casson, his daughter Penelope, or Mr. Owen Read would be interested to join the Board, and he undertook to make informal enquiries. Other names proposed were those of Mr. Saunders, a member of the Community Health Council, Mr. Pearce, Director of Special Schools, and Professor Singer of the Northern Polytechnic, an educationalist in the paramedical field; it was agreed that Mr. Saunders should be invited to become a Governor and Lady Williams undertook to convey the invitation to him.

734.
Mr. John Chick

The Principal reported that the School's teaching staff had been augmented in an unusual way by the secondment of Mr. Chick, a designated District Occupational Therapist, based at Aylesbury, by the Buckinghamshire Area Health Authority to Dorset House for half-a-day each week; the School would be responsible only for the payment of his travelling expenses. The Governors, welcoming this generous and far-sighted action, asked that the Principal should write on their behalf to thank the Authority, and suggested that Mr. Chick should receive a formal letter of appointment as an Honorary Tutor.

735.
Miss Betty Collins

The Governors noted with regret that this was the last occasion on which Miss Collins would attend a meeting of the Board as Principal of the School. They expressed their warmest thanks for her loyal and devoted service to the School, beginning in 1954 as Vice-Principal and succeeding Miss Macdonald as Principal in 1971, and offered their best wishes that she might enjoy a happy retirement.

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Hugh Casson
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Chairman

Feb 1st.
. . . . . .
Date

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Dorset House School on Wednesday, 1st February, 1978

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Present: Sir Hugh Casson (in the Chair)
Mrs. M. McCallum
Mr. J. B. Talbot
Lady Williams

In attendance: Miss J. D. Edwards (Principal)
Miss D. J. King (Vice-Principal)
Miss J. Lake (Student Representative)
Miss S. Maclure (Staff Representative)
Mr. B. R. Sennett (Auditor)
Mr. H.L. Dennison (Secretary)

Apologies for absence were received from Mr. G. R. F. Bredin, Dr. E. F. Mason, Dr. B. M. Mandelbrote and Dr. Rosemary Rue.

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Before opening the meeting, the Chairman informed the Governors of the sudden death of Sir Christopher Nixon, Secretary of the British Association of Occupational Therapists. The Governors expressed their sympathy to his family and their regret at the loss to the profession of a gifted administrator and a wise guide.

736.
Minutes: The Minutes of the meeting held on September 20th 1977 had been circulated and were confirmed.

737.
Final Accounts 1976/77: The Final Accounts for the year ended 31st August 1977 were presented by the Auditor and commented upon by him in detail. He considered that the Accounts showed the School to be in a satisfactory financial position, with surpluses of £4,310 and £1,053 for the School and Hostel respectively. The Governors thanked Mr. Sennett for his very clear explanation of the Accounts and agreed that they should be formally adopted.

738.
Estimates 1977/78: The Estimates were presented by the Secretary, who explained that he had assumed that an increase of the order of 10% would apply to all expenditure except in the cases of Salaries and Rent. It was understood that a substantial salary increase was to be awarded to holders of the O.T. Teaching Diploma, and an allowance had been made for this, as also for the fact that the rent payable to the Casson Trust was to be increased from £1,000 to £5,000 p.a. In order to meet the additional expenditure, it had been necessary to increase the tuition fee to £205 per term. The Governors regretted the increase but agreed that the Estimates should be approved.

739.
Clinical Practice Agreement: Mr. Talbot informed the Governors that it had not been possible to achieve a clear definition of the legal liabilities attaching to the School's students during the clinical practice period. However, it now appeared that insurance cover would offer the best method of providing the necessary indemnity, as in the case of medical staff, and he intended to make further enquiries along these lines.

740.
Principal's Report: Commenting upon the Report which had already been circulated, the Principal referred to the progress of the Clearing House system. In many ways, this was operating successfully, but an important shortcoming was that the bulk of the interviewing of prospective candidates had to be done during the Michaelmas Term. The amount of time devoted to this meant that she was unable to take as large a part in the teaching programme as she would have wished, and this was particularly unfortunate inasmuch as the School was somewhat understaffed during this period. It was possible that certain small changes in the timing of the Clearing House programme would help to ease the problem by spreading the interviews over a longer period, but if this could not be arranged, it might be desirable to consider some alternative method of selection.

The Governors endorsed the thanks offered by the Principal to Mr. Bredin for his help and support during the Bursar's illness, and they asked that their gratitude should be conveyed to Mrs. Brown for the additional work and responsibility she had undertaken during this period.

The Principal informed the Governors of the steps taken in connection with the recommendation to the Norwegian student, Miss Sveinang, to seek entry to the Norwegian O.T. School because of the difficulty she experienced in writing English quickly and accurately. They were also told that an additional period of clinical practice and extra craft classes had been arranged which, it was hoped, would qualify her for entry to the Norwegian School. The Governors expressed their approval of these actions.

The Principal also spoke of the need for much closer co-operation between the School and the hospitals and other centres where clinical training took place; a need which arises partly because the student's level of achievement during clinical practice is directly related to the award of the Diploma, and also because, taking a wider view, it is considered that this part of the course could be made more productive and meaningful. It is against this background that the creation of a new post, that of clinical practice co-ordinator, is being considered; the list of duties of this post, as outlined in the 'job description' placed before the Governors, indicates that the School would expect to maintain a much closer liaison with the hospitals and that it would exercise much closer supervision of the students' work and progress than is possible at present.

741.
Staff/Student Council: The Governors accepted with pleasure the reports of the meetings of the Council which had been held during the Michaelmas Term and thanked Miss Lake and Miss Maclure, representing the members of the Council, for their interest in the work of the School and their concern for the welfare of the students.

742.
Appointment of New Governors

Further to the discussion on this matter which had taken place at the previous meeting, it was reported that Mr. C. R. Saunders, Vice-Chairman of the Oxfordshire Community Health Council, had expressed his interest in becoming a Governor, and it was agreed that he should be formally invited to join the Board. The Governors also considered it most desirable that the link between the Casson family and the School should be preserved, and Sir Hugh undertook to approach Mr. John Casson, who is the eldest nephew of Dr. Elizabeth Casson, to invite him to become a Governor.

The name of Mr. John Mercer, of the North London Polytechnic, who is concerned with the training of teachers for the paramedical professions, was suggested as a possible Governor, and it was agreed that he should be asked to supply a Curriculum Vitae for consideration by the Board.

Hugh Casson

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Chairman

July 4.

.....
Date

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Dorset House School on Tuesday, 4th July 1978

Present: Sir Hugh Casson (in the Chair)
Mr. G.R.F. Bredin
Mrs. M. McCallum
Dr. B.M. Mandelbrote
Dr. E.F. Mason
Mr. J.B. Talbot
Lady Williams

In attendance: Miss J.D. Edwards (Principal)
Miss S.F. Maclure (Staff Representative)
Miss S. Earl (Student Representative)
Mr. H.L. Dennison (Secretary)

Apologies for absence were received from Dr. Rue.

743.
Minutes: The minutes of the meeting held on 1st February 1978 had been circulated and were confirmed.

744.
Principal's Report: Commenting upon the Report which had already been circulated, the Principal drew attention to the difficulty of recruiting teaching staff. Repeated advertisements had failed to produce suitable candidates and, in order to overcome the apparent reluctance to enter the teaching side of the profession, direct approaches were being made to certain former Dorset House students who, having by now obtained the necessary experience in the clinical field, might be interested in joining the staff of the School; it seemed possible that these approaches might have some success in the future. In the meantime, it had been necessary to recruit part-time staff in order to continue with the teaching programme; their help was valuable and welcome but it was undesirable to have too high a proportion of part-time staff as this placed an unduly heavy load of responsibility on the full-time staff, particularly in the continuing administration of the students' progress.

The Principal noted that enquiries and applications to join the School continued at a very high level. Applications were normally accepted only from the Clearing House, but this system ceased to operate after the schools had completed their nominal quota of students, and after that point, direct applications could be considered. It was noticeable that a higher proportion of more mature people wished to start training, and in many cases, they had special qualities or abilities to offer; although no upper age-limit is stipulated, it was important to ensure that they appreciated the demands made by the course, and to test their degree of commitment to the profession.

745.
Staff/Student Council Report: The minutes of the Council's meetings held on 16th February and 27th April had been circulated. Speaking about the Council's work, Miss Earl drew attention to the desire of some students to use the Library at week-ends; information was still being collected about the number of students involved and their reasons for wishing to use the Library, although the matter was complicated by the fact that insurance cover would be inoperative while outer doors were unlocked. One possibility was to establish a rota of students for week-end duty who would accept responsibility for locking and unlocking the Students Union room door, and the feasibility of an automatic time-lock was also being investigated. The Governors approved of the steps being taken, and commended the work of the Council in general.

746.
Finance: The Secretary reported that the accounts for the first two terms of the academic year indicated that the surplus envisaged in the estimates for 1977/78 was being significantly exceeded. This was due partly to the fact that it had not been possible to maintain the full complement of teaching staff, and also because there had been fewer withdrawals from the first-year students than had been allowed for.

747.
Tuition Fee 1978/79: The Secretary reported that it was necessary to establish the tuition fee for the next academic year because the D.H.S.S. required this information. The fact that the estimate had to be prepared some months in advance of the completion of the year's accounts meant that it was somewhat more speculative, but at least the major item of expenditure, salaries and wages, could be estimated with reasonable accuracy. Assuming that other items would increase by no more than 10% during the year, it appeared that the tuition fee must be increased to £240 per term. The Governors regretted the necessity for the increase but agreed that it must be accepted, because the only alternative involved a lowering of the School's educational standards.

748.
Clinical Practice Agreement: Mr. Talbot reported that he was still negotiating with the School's insurance brokers to provide cover for the legal liabilities of students during their clinical practice, but no final agreement had been reached.

749.
Anatomy: The Principal informed the Governors that an Occupational Therapist had been appointed as supervising examiner in Anatomy, and hoped that this might result in the examination being conducted at a level more appropriate to the needs of Occupational Therapy.

750.
Casson Trust: Mr. Bredin, Chairman of the Casson Trustees, informed the Governors that, at a meeting held earlier in the day, the Trustees had agreed that they would continue to subsidise the Casson Memorial Lecture, which is delivered annually at the Annual General Meeting of the A.O.T., and that their financial responsibility for the cost of the Lecture should be increased from £25 to £50. It had also been decided that the original wooden-framed roof section of the bay windows in the hostel sitting-rooms should be replaced by metal frames, in the expectation that this would prevent further leakage during heavy rain.

751.
Election of Chairman: **Having considered the question of the election of a Chairman in succession to Sir Hugh Casson, the Governors agreed that Mr. John Casson should be invited to take up the post of Chairman after a period of one year and that Mr. Bredin should be Acting Chairman in the meantime.**

752.
New Governors: The Governors heard with regret that Mr. C.R. Saunders had felt unable to accept the invitation to join the Board, and in view of this feeling, Sir Hugh undertook to write to Mr. Saunders again, to ask if he might not be willing to reconsider his decision.

The Governors considered the curriculum vitae supplied by Mr. J. Mercer. It was clear that in view of his qualifications and background, he was admirably suited to be a Governor, and it was agreed that Mr. Bredin should write to issue a formal invitation to join the Board.

753.
Timing of Meetings: Mrs. McCallum suggested that it would be desirable if the full meeting of the Board of Governors, including the staff and student representatives, could begin at a fixed time; to make this possible, the Governors might meet before lunch to discuss any reserved items. It was felt that it would be inconvenient for many Governors to arrive early enough to make a pre-lunch meeting practicable, and the proposal was therefore not adopted.

754.
Salaries: It was agreed that the Bursar should continue to be paid on the same salary scale as the Vice-Principal, and that Miss Maclure and Mr. Cole should proceed, on a personal basis, to the O.T. Teachers' scale, subject to an eventual maximum of the third point on that scale, i.e. £5,418 at the present time.

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Chairman

14/x/78
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Date

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Dorset House School on Tuesday, 14th November 1978

Present: Mr. G.R.F. Bredin (in the Chair)
Mr. J. Casson
Dr. B.M. Mandelbrote
Dr. E.F. Mason
Mrs. M. McCallum
Mr. J. Mercer
Dr. Rosemary Rue
Lady Williams

In attendance: Miss J.D. Edwards (Principal)
Miss D.J. King (Vice-Principal)
Mrs. D. Warne (Staff Representative)
Miss J. Phillips (Student Representation)
Mr. B.R. Sennett (Auditor)
Mr. H.L. Dennison (Secretary)

Apologies for absence were received from Mr. J.B. Talbot.

Before the commencement of the business of the meeting, the Secretary asked permission to inform the Governors of a telephone conversation between an officer of the Bursaries Office of the Department of Health and Social Security and himself. It appeared that conversations were taking place within the D.H.S.S. to see if financial assistance could, or should, be offered to the private Occupational Therapy Schools. The Secretary had thought it proper to describe this incident to the Governors because, although in this instance there might be advantage to the School, it was disturbing that conversations affecting its future could be held without its knowledge. The Governors agreed that the incident should be noted but that no action should be taken in the matter.

755.
Minutes: The minutes of the meeting held on 4th July 1978 had been circulated and were confirmed.

Matters arising:

(i) Clearing House

During a further discussion on the operation of the system, the Principal stressed the importance of dealing with applications quickly so that, if unsuccessful, the papers could be forwarded to the next School designated by the candidate. On the whole, the Clearing House works well, but the task of interviewing so many candidates during the Michaelmas Term was formidable, and it would ease this pressure if some interviews could be arranged during the late summer; at present, the regulations did not allow this.

(ii) Library

It was agreed that investigation of ways of making the Library available to students after School hours should continue.

(iii) Chairman

The nomination of Mr. John Casson as Chairman of the Board of Governors, to take effect one year after his appointment as a Governor, was confirmed.

756.
Final Accounts 1977/78: The accounts were presented by the Auditor, Mr. Sennett, and commented upon in detail by him and by the Secretary. It was noted that the Hostel had shown a loss of £1,100 and that it would be necessary to increase the charge to cover this; the School had an overall surplus of income over expenditure of £9,975, this being

largely due to the fact that allowance had been made for a salary increase for the O.T. Teaching grades which had not yet been approved. The Governors agreed that the Accounts were satisfactory and that they should be adopted.

757.
Estimates 1978/79:

The amount of the tuition fee for the year 1978/79 had been fixed at £240 per term at an earlier meeting, in order to meet the requirements of the D.H.S.S. A detailed estimate made in the light of the figures available from the accounts for 1977/78 indicated that the income arising from this tuition should be sufficient to finance the School's operation during the year, but that the surplus would be very much less. It was agreed that the Estimates should be approved.

758.
Principal's Report:

Commenting upon the Report which had already been circulated, the Principal drew attention to the successful experiment of employing one of the summer finalists for the Michaelmas Term when the teaching load is heaviest. Miss Carter had made light work of the transition from student to staff and had been of great assistance in introducing the new entry of students to the course. Her help had been so valuable that it was intended to repeat the experiment next year; a useful long-term benefit might be that it could be regarded as an encouragement to younger occupational therapists to enter the teaching side of the profession.

The statutory visit by the representatives of the Occupational Therapists Board of the Council for the Professions Supplementary to Medicine had taken place on 2nd and 3rd November. The visitors appeared to be primarily concerned with the material side of the School; for example, they had been critical of the apparent shortage of storage space. They had shown little interest in the actual teaching carried on in the School, which had caused some disappointment among the staff, as the comments of such visitors can be very valuable. A preliminary report may be available within a month, but as the formal report will not be submitted to the Occupational Therapists Board until February, it will probably not reach the School before March.

Commenting upon the statement in the Report that it had been necessary to seek additional clinical practice placements outside the region, Dr. Mandelbrote pointed out that the clinical supervisors in the local hospitals offering psychological practice felt that they had reached saturation point. This was partly due to staffing difficulties and partly to the need to give training to other groups such as nursing students and the St. Albans Art Therapy course students; this meant that there was less time available for O.T. students.

It was noted that, although these distant placements would involve heavier travelling expenses, the D.H.S.S. would reimburse all such expenses in excess of the amount of £34 which was included in the basic maintenance grant for this purpose.

759.
Student/Staff Council Report:

Mrs. Warne gave a short account of the matters considered by the Council at its last two meetings. Thanking her, Mr. Bredin complimented the Council on its work which performed a useful function in providing a forum in which staff and students could discuss subjects of common interest. The Governors asked that the Council's minutes should be circulated before their meeting, accepting the fact that the minutes of the latest Council meeting would not have been approved.

760. Health and Safety Committee: The Secretary reported that a Health and Safety Committee had been established, consisting of a nominated Safety Officer, Mr. Dennison, and two members elected by the staff, Mrs. V. Brown and Mr. R. Cole. A policy statement had been formulated which expressed the School's intention to provide a safe environment within which its employees could perform their various duties, and to ensure that the students receive instruction in appropriate safety practices and procedures as part of their training.

However, the School could not possibly teach every technique or demonstrate every piece of equipment which might be encountered in the departments which the students would visit, and it was expected that the hospitals would be willing to provide any necessary specialised safety training. Dr. Rue stated that she was sure that hospitals would accept responsibility for providing appropriate training in such circumstances.

761. Hostel Warden: The Principal informed the Governors that Mrs. Horton, Warden of the School's hostel accommodation, was to retire at the end of the current academic year. The Warden, who occupies a flat in Mary Macdonald House, is primarily concerned with supervising the 'house-keeping' aspect of the hostel, and has no responsibility in respect of disciplinary matters which are dealt with by the students' House Committee. In selecting a successor to Mrs. Horton, consideration might be given to the appointment of a married couple, the wife performing the normal duties of the Warden, and the husband being willing to deal with the sort of emergency situations in which a man's presence might be desirable. It was also relevant to note that the Welfare Officer would retire one year later, and that there was a possibility of combining the two posts into one if an appropriate reshuffling of duties could be arranged.

The Principal stated that a married couple had already appeared as possible candidates. Mr. Arthur Harrison, a third-year student who was eager to find an O.T. post locally, and his wife would be very suitable, but their family, consisting of a young child and a teenage daughter, would require additional accommodation which would reduce the number of rooms available to students. The Governors agreed that a working party, consisting of Mrs. McCallum, two student representatives, the Principal and the Secretary, should meet to consider this matter and to make any agreed recommendations for the Governors' consideration.

762. Casson Trust: Mr. Bredin, Chairman of the Trustees, informed the Governors that the Trustees had given attention to the problem of overcrowding in the woodwork room; designed to accommodate fifteen students, it was now accepting seventeen which was, at the least, inconvenient and, at the worst, dangerous. The Secretary had been asked to consult the Architect to obtain plans and estimates for an extension to this room, the area of which would be determined by the limitations of the site.

763. Reserved Items: It was agreed that if any Governor wished to put forward a subject for private discussion by the Governors, the Secretary should be informed, who would refer to the Chairman for approval. It might then be advisable to arrange an informal meeting at some time other than the occasion of the normal Governors' meeting.

764.
Founders Day: It was noted that Founders Day will take place on 2nd June 1979 and it was agreed that Mr. Macdonald Spencer of the University Institute of Education, and a member of the Occupational Therapists Board of the Council for the Professions Supplementary to Medicine, should be invited to be the guest speaker.

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The dates of the next two meetings were confirmed as follows:

8th February 1979;
14th June 1979.

J R F Brodman
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Chairman

8/i/79
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Date

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DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Meeting
of the
Board of Governors
held at
Dorset House School
on
8th February, 1979

Present: Mr. G. R. F. Bredin (in the Chair)
Dr. B. M. Mandelbrote
Dr. E. F. Mason
Mrs. M. McCallum
Dr. Rosemary Rue
Mr. J. B. Talbot
Lady Williams

In attendance: Miss J. D. Edwards (Principal)
Miss D. J. King (Vice-Principal)
Mrs. D. Warne (Staff Representative)
Miss M. Pace (Student Representative)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Mr. J. Casson and Dr. J. Mercer

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765.
Minutes

The minutes of the meeting held on November 14th, 1978, had been circulated and were confirmed.

Matters arising:

(i) Library

It was agreed that further consideration of keeping the library available to students outside School hours should be deferred until the appointment of the new Warden.

(ii) Hostel Warden

Reporting on the meeting of the working party, Mrs.McCallum said that the student representatives had expressed a very clear desire that there should be a resident Warden, and that the Principal and Secretary had supported this view. The accommodation available would be suitable for a single person or a married couple; a couple with children could not be accepted because this would necessitate using student accommodation, and this was undesirable.
Mrs. McCallum also noted that it might be possible to link the posts of Warden and Welfare Officer, although considerable re-arrangement of duties would be required.
The Governors thanked Mrs. McCallum and agreed that the working party's recommendations be accepted.

(iii) Woodwork Room

Mr. Bredin informed the Governors that the Trustees had agreed in principle to extend the woodwork room, although the exact size and the number of windows was still to be decided.

766.
Staff/Student Council

Commenting on the meeting which had taken place on February 1st, Mrs. Warne noted that the Students Union was again investigating the possibility of selling second-hand text-books, while the sale of uniforms from third-year to first-year students was already an established practice. Some delay in the supply of new uniforms had been experienced, but this might be due to the need to await "A" level results in the case of students who had been offered provisional places. With regard to the Summer Ball, the student body was to be consulted to see if there was support for holding the Ball, and if so, what form it should take. Mr. Bredin thanked Mrs. Warne for the report and commended the work of the Council; it was desirable that the Governors should be aware of the interests and anxieties of the students.

767.
Principal's Report

The Report had already been circulated. As the main items were dealt with in the C.P.S.M. Report, it was agreed to proceed directly to consideration of this Report.

768.
C.P.S.M. Report

The statutory quinquennial visit by representatives of the Council for Professions Supplementary to Medicine had taken place in November 1978 and the Report by the visiting team had now been received. It was agreed that it should be considered in detail, and the following comments were made.

Paragraph 4.

The Principal noted that, although in general the staffing position was better, the School was still waiting for a suitable replacement as Senior Tutor for Miss Freston so that she can take up the duties of Clinical Co-ordinator.

In relation to the Report's comments on the size of the School, Miss Edwards pointed out that it was one of the tasks of the C.P.S.M. to assess the numbers of students needed, using the present schools and possibly opening new ones; it was possible that a 5% increase in the size of the existing schools might produce the desired increase in student numbers, although there might be difficulties in finding appropriate clinical placements if more students were accepted.

The Principal noted that some Occupational Therapists used the method of 'projective techniques' in which art and drama are linked at a highly sophisticated level. Because of the problems and difficulties associated with the method, it was not taught in the School, and was thus not understood by the students who encountered it in clinical training. Dr. Mandelbrote commented that the more sophisticated techniques might well produce emotional turmoil in a student and it was desirable for a student to be no more than an observer unless she wished to become involved in the treatment. It was agreed that there was a need for continuing contact with the Clinical Placement field in order to monitor this situation.

Paragraph 5.

The Visitors' suggestions concerning the use of staff to teach more than one class at the same time were not clearly understood and it was agfeed to ask for clarification of this proposal.

The Principal agreed that the division of a year's intake into six groups might have advantages in some ways, e.g. time-tabling, and the size of each group; however, it would involve the staff in repeat teaching, which is undesirable.

With regard to the suggestion that the School should build a lecture-theatre to enable a larger annual intake to be accepted, Mr. Bredin informed the Governors that the Casson Trustees had considered this during their meeting earlier in the day. In view of the continuing possibility that O.T. education might move towards a Polytechnic-centred basis, and also because of the high cost - probably in the region of £50,000 - the Trustees felt that it would be unwise to proceed with such a project at the present time; the Governors concurred with this decision.

Paragraph 6.

It was noted that certain comments had already been referred to the Safety Committee, and that the Trustees had approved the installation of a 'panic button' system in the woodwork room, which disconnected power from all electrical machinery by means of control buttons spaced around the room.

Consideration was given to the students' comments on the hostel heating system which, in addition to being expensive to run, was less than satisfactory. The Secretary reported that an initial estimate of the cost of installing a gas-fired central-heating system was of the order of £15,000, and the Trustees had felt unable to undertake work of this magnitude.

Paragraph 9.

On the subject of the Clearing House, the Principal reported that the bulk of the interviewing had to be done during the Michaelmas Term; this was unfortunate because this term was already the busiest of the school year; she thought it desirable that the interviewing should be delayed until the Hilary Term if possible, and she also questioned the practicality of establishing a firm closing date for applications.

The Governors noted that at the height of the interviewing period, eight candidates per day were received, and that this represented virtually the whole of the Principal's working day; they affirmed, however, that they wished the Principal to be directly concerned with the selection of suitable candidates, although other staff might be involved to a limited extent.

It was recognised that the Clearing House system tended to restrict the candidate's ability to see several schools before placing them in order of preference, and the Governors regretted this. If possible, intending students should be encouraged to visit schools, and to this end, they commended the Dorset House custom of holding an Open Day which allowed local school-children, at least, to see the work of the School.

Paragraph 10.

On the subject of collaboration with other educational institutions, it was noted that financial restrictions made it impossible for the Oxford Polytechnic and the College of Further Education to offer any direct assistance to the School. However, they provided various specialised courses for Dorset House students, including Work Study, Laboratory demonstrations, Printing and Clerical Techniques; some other scheduled courses, such as Physiology, had been examined but had been found to be inappropriate to our needs.

Paragraph 11.

It was pointed out that the Report's comments on examination results were inaccurate in that some failures had been recorded during the periods in question.

The Governors supported the general criticism that text-books appropriate to Occupational Therapy students were not available and urged the Council to encourage the provision of material of the right type and at the right level.

Paragraph 13.

It was noted that the Library Fee was to be doubled to £10 per annum per student, and that this would be paid by the D.H.S.S.

Paragraph 14.

On the subject of health care for students, the Governors agreed that the Dorset House method of allowing students to select a local general practitioner was to be preferred to the introduction of a student medical centre type of organisation.

It was agreed that the Chairman, with the assistance of the Principal and Secretary, should write to the Chairman of the C.P.S.M., setting out the comments made by the Governors on the Visitors' Report.

It was also warmly agreed that, in view of the complimentary nature of the Report in general, the Principal and her staff deserved the congratulations of the Governors.

769.
Examination Results

The Governors expressed their pleasure at the excellent results obtained in the Summer 1978 examinations and Mr. Bredin agreed to write to both the staff and students to convey the Board's congratulations.

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Chairman

14/V/79
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Date

5/79

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

MINUTES of a MEETING of the BOARD OF GOVERNORS

held at Dorset House School on June 14th 1979

PRESENT:- Mr. G. R. F. Bredin (in the Chair)
Mr. J. Casson
Dr. B. M. Mandelbrote
Dr. E. F. Mason
Mrs. M. McCallum
Dr. J. Mercer
Dr. R. Rue
Mr. J. B. Talbot
Lady Williams

IN ATTENDANCE:-
Miss J. D. Edwards (Principal)
Miss D. J. King (Vice-Principal)
Mr. R. F. W. Cole (Staff Representative)
Miss F. McElderry (Student Representative)
Mr. H. L. Dennison (Secretary)

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770 Minutes — The minutes of the meeting held on 8th February 1979 had been circulated and were confirmed.

771 Principal's Report — The Report had been circulated and the Principal, commenting upon it, drew attention to the recent increase of interest in the teaching side of the profession; with the addition of Mrs. M. Gottwald, a tutor on the physical side who would take up her duties in September, the staff/student ratio was now on a much more satisfactory level. Miss Edwards also spoke of the difficulties facing students in finding suitable accommodation in Oxford, and was supported in this by Miss McElderry who referred particularly to the problem of returning to Oxford in January after the year in clinical practice; the most satisfactory way to deal with this was to hand lodgings on from one group of students to the next but this was not always easy to arrange.

772 Staff/Student Council Report — The Council's minutes had been circulated to the Governors. Mr. Cole drew attention to the need for a part of the library to be available for discussion groups; it had been agreed that one room should be set aside for this purpose, the remainder of the library accommodation being reserved for silent study. He also spoke of the work being done in re-drafting the Students' Union Constitution. Much thought had been given to this, both by the Council and by the Students Union, and it was hoped that the draft of the new Constitution would be available for consideration by the Governors at their next meeting.
Mr. Cole also referred to the activities of the Health Students organisation which had arranged a two-day conference on the educational problems facing O.T. students, and to the one-day conference for the Health Students section of the National Union of Students, which had considered the problems of the multi-racial society in relation to health care.
Mr. Bredin thanked Mr. Cole for his report and congratulated the Council for the active and useful part it played in the life of the School.

pp. 133 and 134 Omitted in Error.

JD.

773
Casson Trust

Mr. Bredin, as Chairman of the Trustees, informed the Governors that the Trustees, at their meeting earlier in the day, had authorised the construction of the extension to the Woodwork room, this would provide an additional area of two hundred and forty square feet and the amount of window area had been increased compared with the original plan. The cost would be approximately £6,000.
The School's heating system had also been discussed, and it had been agreed that it should be converted from oil to gas firing; the possibility of extending the system to heat at least the sitting-rooms in the hostel was to be investigated, and other methods of heating the hostel were to be considered, including calor-gas heaters and gas convector heaters. Attention was being given to the problem of heating in the hostel in an attempt to help the students who had expressed concern at the amount of their heating bill for the Hilary Term; in a number of cases, payment of the bill was being with-held, pending a request to the D.H.S.S. by the students for assistance in meeting the debt. The Trustees had expressed the view that there was no alternative to requiring the bills to be paid, as the electricity had in fact been consumed; the Governors accepted this opinion and approved it.

774
Dates of future Meetings

It was agreed that meetings during the academic year 1979-80 would be held on the following dates:-

8th November 1979
14th February 1980
19th June 1980

775
Chairmanship

Mr. Bredin reminded the Governors that this was the last meeting at which he would take the Chair, and that, as had already been agreed, Mr. John Casson would undertake the duties of Chairman at the next meeting. The Governors warmly thanked Mr. Bredin for acting as Chairman on an interim basis, and confirmed and welcomed Mr. Casson as the new Chairman.

776
"Sun Life" Pensions

A letter from the Chairman, supported by a memorandum from the Secretary, had been circulated, drawing attention to certain shortcomings in the level of pensions provided. It was agreed that a panel consisting of Mr. Bredin, the Principal and the Secretary should consider this matter and make any necessary recommendations, and take action to implement them.

777
C.P.S.M. Teaching Resources Report

Introducing this Report, the Principal explained that it had been prepared by the Educational Development Officer to the Council for the Professions Supplementary to Medicine, as part of a national survey of the teaching resources available for the training of occupational therapists. Mrs. Stewart had spent a week in the School, collecting data, and the present report was submitted for consideration and any necessary amendment, prior to being incorporated into the national survey.
The Governors noted that the frequently-repeated accusation of over-regimentation appeared once more, and it was remarked that the students would inevitably make the comparison between Dorset House and the University and expect that the standards and techniques found in the University would also apply in the School. The Principal commented that the demands of syllabus

requirements, of student numbers, of facilities available and of the time needed to learn skills and activities, were almost always mutually conflicting, and a closely-structured time-table was a virtual necessity. She pointed out that a greater degree of freedom and informality had been introduced into the final two terms of the course, when the students had returned from clinical practice; this was much appreciated and appeared to be producing satisfactory results.
Consideration was given to placing attendance at lectures on a voluntary basis; the importance of a sense of responsibility in the student was stressed, and it was felt that more extensive library facilities than are at present available would be required.
The Governors agreed that the Report should be accepted.

..... Chairman

.....8/11/79.. Date

10/79

REPORT OF THE PANEL ENQUIRING INTO THE WORKING OF THE SCHOOL PENSION SCHEME.

The Panel, appointed ad hoc by the Governing Body of the School under Minute 776 of the Meeting of June 14th, consisted of:-

The Chairman
The Principal
The Bursar

Their terms of reference were:-

(i) To make an urgent enquiry into the rate at which pensions are being paid to retired members of the non-tutorial staff, and to make such adjustments as they consider fit.

(ii) To make recommendations for consideration by the Governors of possible amendments to the rules of the existing Pensions Scheme in order to meet the current economic situation.

To take these in turn:-

(1) REASSESSMENT OF CURRENT PENSIONS

After full discussion the members of the Panel were firmly of the opinion that, in justice to the retired members of the School's Staff and to its reputation as a good employer, provision must be made for the reassessment of pensions so as to keep pace with the rising cost of living.

Having agreed on this principle the Panel went on to consider how it would affect the members of the Staff now on pension.

A. MISS E.M. MACDONALD retired in 1970 after 32 years' service on a pension of £647 which has remained unchanged. Official figures show that since her retirement the cost of living has increased three-fold. In order to keep up with this her pension should now be £1941.
Following their accepted principle the Panel decided that as from 1st July 1979 Miss Macdonald's pension should be paid at that figure until the rising tide of inflation called for its re-assessment.

B. MRS L. KUEMMEL retired in 1963 after 20 years' service on a pension of £115, which has remained unchanged. Since then the cost of living has risen four-fold. This means that her current rate of pension should be £460 and the Panel directs that it should be paid at this figure as from 1st July 1979 until further adjustment is called for.

Turning to the question of members of the staff who are due for retirement soon the Panel noted that MRS V.F. HORTON, the Hostel Warden, would be leaving in August 1979, after seven years' service, on a pension of £98. Under present rules this figure is assessed according to the level of her salary five years before retirement. This, in these days of rapidly rising costs, the Panel regards as inequitable, and directs that the assessment be made on the basis of her present salary, bringing the figure up to £198.

The increased cost to the School of these decisions, (i.e. in the cases of Miss Macdonald, Mrs Kuemmel and Mrs Horton) amounting to around £1739 in the year 1979/80, was not foreseen when the estimates were prepared and the scale of fees was announced. It may therefore result in a deficit in the income and expenditure account of the School at the end of the financial year. The Panel consider that such a shortfall, if it occurs, could properly be met against the School's accumulated surplus.

(11) RECOMMENDATIONS FOR THE FUTURE

(A) The Members of the Panel wish to record their view that the Governing Body should, under the changed circumstances of the present day, consider amending the Rules of the School Pension Scheme in the following respects:-

(a) Calculation of pension to be based on retiring salary, not on that drawn five years previous to retirement.

(b) The principle be accepted that the scale of pensions paid should keep pace with the cost of living index.

(c) Following on (b) above, pensions should be reviewed periodically.

(B) The "Supplementary Payments" (i.e. excess over the liability of the Insurance Company under the Scheme) required by this Note will, as things now are, have to be met by the current income of the School.

SUMMARY

1. Using the authority given to them by the Governing Body the Panel have directed that the following increased individual pensions should operate as from 1st July 1979:-

(a) Miss E.M. Macdonald . . . . . £1941.
(b) Mrs L. Kuemmel . . . . . £ 460.

2. Similarly the Panel have directed that the assessment of pension in the following case be made on the basis of "retiring salary" thus producing the figure below:-

Mrs V.F. Horton . . . . . £ 198.

3. The Panel recommends that the Governors should consider amending the present Pension Rules by:-

(a) Calculating pensions on "retiring pay".

(b) Accepting the principle of pensions being "index-linked".

(c) Arranging for pensions to be reviewed periodically.

4. The Panel suggests that the Governing Body might consider the practicability of building up a "Pension Fund" although it is recognised that this would require a larger sum of money than the School might be able to command.

G.R.F. BREDIN
Chairman of Panel

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Meeting of the Board of Governors held at Dorset House School on 8th November, 1979

Present:-

Mr. J. Casson (in the Chair)
Dr. B. M. Mandelbrote
Dr. E. F. Mason
Mrs. M. McCallum
Lady Williams

In attendance:-

Miss J. D. Edwards (Principal)
Miss D. J. King (Vice-Principal)
Mr. H. L. Dennison (Secretary)
Mr. R. F. W. Cole (Staff Representative)
Miss F. McElderry (Student Representative)
Mr. B. R. Sennett (Auditor)

Apologies for absence were received from:-

Mr. G. R. F. Bredin
Dr. J. Mercer
Dr. R. Rue
Mr. J. B. Talbot

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778 Minutes

The Minutes of the meeting held on June 14th 1979 had been circulated and were confirmed.

Matters arising:-

Heating

The Secretary reported that an estimate of £11,000 had been accepted for the conversion of the School's central-heating from oil to gas burning, and it was planned that the work should be carried out during the Christmas vacation. Estimates had also been obtained for the extension of the School's heating system to the Hostel, and these would be considered at the next meeting of the Casson Trustees.

779 Final Accounts 1978/79

The Accounts for the year ended 31st August 1979 were presented and commented upon in detail by the Auditor, Mr. Sennett. He pointed out that the surplus of income over expenditure, some £21,000, was the result of an increase in fees and of an increased number of students in attendance, and concluded that the School appeared to be in a sound financial position. In view of this satisfactory result the Governors agreed that a grant of £21,000 should be made to the Casson Trust in respect of the costs of the heating conversion, the woodwork extension and the repairs to the hostel windows. It was then resolved that the Accounts be adopted.

780 Principal's Report

Commenting upon the Report which had been circulated, the Principal referred particularly to the difficulties created by the uncertainty as to the number of bursaries available for the September 1980 intake.

A severe cut in intake could have serious repercussions on the School's financial position and on its future. Under these circumstances, the high level of wastage among O.T. students was of concern to the heads of all O.T. Schools, but it was difficult to deal with this matter in general terms. Health and personal problems were the principal causes of students leaving the course; these could only be treated on an individual basis, and they would be virtually impossible to discover during the selection procedure. In this connection, Miss McElderry suggested that a minimum of one year's general experience between leaving school and starting O.T. training would be valuable; it was felt that this, although desirable, might be difficult to achieve in all cases.
With regard to the recent resignation of the caretaker, the Principal pointed out that it was desirable to have people living permanently on the premises, to deal with emergencies during non-working hours and to act as a deterrent against burglars and prowlers; it also rendered it possible to make the libraries available to students during week-day evenings. However, the cottage could, alternatively, offer accommodation to four students, and in view of the increasing difficulty in obtaining lodgings, this might be a more desirable way of using it. The general feeling among the Governors was that a caretaker was desirable, but it was agreed that a working party, consisting of a Governor, one representative each of the staff and students, the Principal and the Bursar, should meet to consider the matter and recommend such action as might seem necessary. Lady Williams agreed to represent the Governors.

781
Staff/Student Council Report

Miss McElderry described the work of the Council since the last meeting of the Governors, and apologised for the delay in producing the revised Constitution of the Students Union; it was hoped that it would be completed in time for the next meeting of the Governors. She also drew attention to the concern of a number of second-year students at the delay in forwarding maintenance grant cheques from the D.H.S.S. It was understood that this was due to staff cuts in the Grants Section, but it now seemed that the problems had been resolved. Accepting the Report, the Chairman thanked Miss McElderry for presenting it, and the Council for its work on behalf of the School.

782
Dorset House 50th Anniversary

The Principal reminded the Governors that the year 1980 would mark the School's 50th anniversary, and she asked for their help in suggesting some appropriate way of commemorating Dr. Casson's pioneering spirit.

783
Sun Life Pension Scheme

The Working Party deputed to consider the operation of the Sun Life scheme had prepared a Report which had been circulated. The Governors accepted the Working Party's recommendations and approved its proposals for adjustments in individual rates of pension for the former members of staff.

There being no further business, the meeting closed at 3.30 p.m.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

MINUTES of a MEETING of the BOARD OF GOVERNORS held at Dorset House School on 14th FEBRUARY, 1980

Present:-

Mr. J. Casson (in the Chair)
Dr. B. M. Mandelbrote
Dr. E. F. Mason
Mrs. M. McCallum
Dr. Rosemary Rue
Mr. J. B. Talbot
Lady Williams

In attendance:-

Miss J. D. Edwards (Principal)
Miss D. J. King (Vice-Principal)
Miss S. F. Maclure (Staff Representative)
Miss P. Jeffreson (Student Representative)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Mr. G. R. F. Bredin and Dr. J. Mercer.

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783 Minutes

The Minutes of the Meeting held on 8th November, 1979 had been circulated and were approved.

784 Principal's Report

Commenting upon the Report which had been circulated, the Principal reported that one further student had left the first-year group, reducing the total to 78.
She also reported that notification had been received of the proposal by the Area Health Authority to close the Farnham Park Rehabilitation Centre owing to shortage of funds. This was unfortunate from the School's point of view because the Farnham Park practice was very good of its kind. The School would need to find alternative placements, and it might be wise to do this sooner rather than later, as there would probably be pressure on the students while the closing-down procedures were followed.
Still on the subject of clinical practice, the Principal noted that it was now possible for a student to fail in this part of the qualifying procedure as a result of unsatisfactory performance, although as a result of Miss Freston's appointment as Clinical Co-ordinator, there was now a much more satisfactory flow of information between the School and the various hospitals which made it possible to monitor the progress of students in general and to deal with problems much more quickly.

785 Staff/Student Council Report

It was noted that the reference to the numerous articles by Dr. Casson in such journals as the Lancet and the British Medical Journal involved the collection of these articles for the benefit of the School, rather than for publication. The Principal stated that she already has a list of these articles and would seek for more later in the year.
The Governors considered the draft of the proposed Students Union Constitution and approved it in general. However, it was

thought that paragraph 2, which defines the method by which the various posts are to be transferred from one set of officers to their successors, was not entirely clear, and that minor amendments to the wording would clarify the intention. They also asked that a further item should be added to the Constitution, which should specify the way in which possible future changes were to be effected and should include the requirement that such changes must be approved by the Governors.
The Governors discussed a proposal that there should be a Returning Officer, possibly nominated by the Principal, to supervise the conduct of Students Union elections; it was agreed that this should be referred to the Students Union for their consideration.

786
Casson Trust Report

Lady Williams, on behalf of the Casson Trustees, informed the Governors that the conversion of the School's heating system from oil to gas-firing had been substantially completed; a decision as to whether the system should be extended to include the hostel had been deferred until an estimate of the likely running cost could be obtained.
The extension to the woodwork-room was proving to be most satisfactory, the additional space being most welcome; similarly, the reglazing of the hostel sitting-room windows appeared to have been successful in preventing the leaks which had been a recurring nuisance since the building was completed.
The Principal informed the Governors that during the conversion of the heating system, the School had been able to continue to function by virtue of the loan of a number of calor-gas heaters from Rhodes House; they warmly supported her request to Lady Williams to convey the School's gratitude to the Warden of Rhodes House for this generous help.

787
Golden Jubilee

The Principal reported that it had been decided to hold a Reunion for past staff and students on June 7th 1980. Lunch would be provided by an outside caterer and Sir Hugh Casson and Miss Macdonald would be the principal speakers. The event was to be advertised in the Occupational Therapy Journal and in the Daily Telegraph.
The Governors were informed that the students had expressed a desire to mark the occasion of the Jubilee by purchasing a piece of equipment to be presented to the School; at the present time, they had in mind the purchase of a set of video-recording apparatus. The Governors asked Miss Jeffreson to convey to her fellow-students their deep appreciation of this generous gesture, and the Chairman undertook to enquire into the cost of buying such equipment, and into the problem of compatibility between different makes of recorder.
It was agreed that the Chairman should be invited to be the principal speaker on Founder's Day and Mr. Casson was pleased to accept the invitation.

788
Dates of future meetings

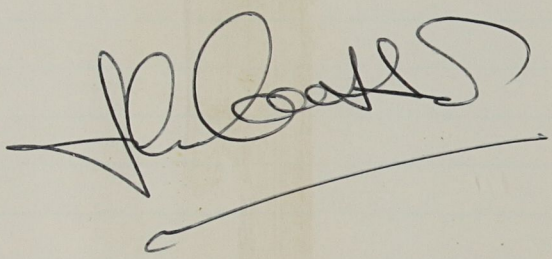
The dates of future meetings were decided as follows:-

Thursday, November 13th 1980
Thursday, February 19th 1981
Thursday, June 25th 1981

There being no further business the meeting closed at 3.00 p.m.

789
D.H.S.S. Training Bursaries

The Principal reported that Mrs. Warne, the Welfare Officer, was due to retire at the end of the Trinity Term 1980, but would be glad, for personal reasons, to continue on a part-time basis for a further two years.
At the present time, the number of bursaries to be offered by the Department of Health and Social Security for the September 1980 intake is still unknown; if there should be a severe cut in numbers, it may be necessary to look for substantial economies which could only be achieved through staff cuts. It would be preferable to avoid redundancies among the teaching staff, as far as possible and this would mean looking for possible reductions among the office and ancillary staff; in these circumstances, it would be desirable to retain Mrs. Warne on a part-time basis rather than to appoint a full-time replacement.
The Governors accepted that a substantial reduction in student intake might necessitate some staff cuts, but agreed that no decisions could be taken until the number of bursaries to be made available was known.



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DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

MINUTES of a MEETING of the BOARD OF GOVERNORS held at Dorset House School on 19th June, 1980

Present:- Mr. John Casson (in the Chair)
Mrs. M. McCallum
Dr. B. M. Mandelbrote
Dr. R. Rue
Dr. J. Mercer

In attendance:- Miss J. D. Edwards (Principal)
Miss D. J. King (Vice-Principal)
Miss S. F. Maclure (Staff representative)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Mr. Bredin, Dr. Mason, Mr. Talbot and Lady Williams.

The Governors noted with regret that the student representative was unable to be present, and suggested that it might be advisable to nominate a deputy to be available for such emergencies.

790
Minutes

The Minutes of the meeting held on February 14th 1980 had been circulated and were confirmed.

Matters arising:-

Clinical Practice

The Principal reported that a sufficient number of suitable clinical placements was now available. It was, of course, possible that, as a result of unpredictable staff changes, any placement might be unable to offer adequate supervision and in these circumstances, the students would have to be transferred to another centre, but at the present time, all appeared to be well.

Hostel Heating

It was noted that the Trust meeting which was arranged for February 14th had not taken place and that no decision had been made in the matter of the extension of the central heating system to the hostel.

Video Recorder

The Secretary reported that the cost of video recording equipment was much greater than had been anticipated and that this project had therefore been reluctantly abandoned. As an alternative, the students had suggested that an overhead projector might be a useful piece of equipment and enquiries were to be made to find a suitable model.

Golden Jubilee Re-union

The Governors expressed their appreciation of the care and effort devoted to preparing for the Re-union which had made it a most successful and enjoyable occasion.

791
Principal's Report

Commenting upon the Report which had been circulated, the Principal noted that applications for training had been coming in rather more slowly than was desirable; this appeared to be

due to a misinterpretation of the School's A-level requirements by the Clearing House. However, it seemed likely that the eighty bursaries allocated to the School would all have been taken up before the commencement of the Michaelmas Term.
The Principal informed the Governors that the School's proposals for conducting its own examinations in Psychology and in Anatomy & Physiology had been approved in principle by the Board of Basic Studies, subject to some minor amendments. The Governors noted that an appeals procedure had to be laid down so that a student who felt dissatisfied by an examination result might ask for a review of the case by the Principal and then by the Chairman of the Governors. It was also noted that after failing in a retaken examination, a student had three options - to withdraw from the course, or to repeat the relevant year's work, or to sit the examination set by the College of Occupational Therapists.
Among the members of staff who were resigning, Miss Edwards drew particular attention to Miss Nicklin whose teaching had been largely based on traditional exercises; she had required a degree of discipline which seemed unusual by present-day standards but which was nonetheless valuable. The Governors commended Miss Nicklin and asked that their gratitude for her long service should be conveyed to her.

792
Staff/Student Council Report

The minutes of the Council's meetings were presented and commented upon by Miss Maclure. In accepting the Report, the Governors thanked Miss Maclure and commended the Council for its interest in the welfare of the School.

793
Future Plans

Opening the discussion the Principal noted that the profession was engaged in consideration of its future development and that the question of degree status was one of the subjects of debate. A small minority believed that the profession should be all-graduate, but this seemed unlikely to be achieved in the near future. It was more widely agreed that a first degree should be acceptable as a qualification for entry and some Occupational Therapy schools were already preparing a degree course. This appeared to lead towards a tiered profession, with a relatively small number of graduates supported by a grade of staff equivalent, perhaps, to the State Enrolled Nurse, who might appropriately receive a two-year training. Miss Edwards commented there was no possibility that Dorset House would be able to present a degree course as an independent School.
Dr. Mercer pointed out that a recent D.H.S.S. discussion document dealing with the future of the paramedical professions had suggested that a suitable proportion of graduate staff might be of the order of ten per cent, although the physio-therapists were working towards an all-graduate profession as a long-term aim. He recognised that Dorset House would be reluctant to be wholly absorbed into the state system, but cited the example of the School of Physiotherapy for the Visually Handicapped which continued to retain a large measure of independence despite its association with the North London Polytechnic. Dr. Mercer suggested that if the School wished to explore the possibility of arranging a degree course, it would be essential to approach either the University or the Oxford Polytechnic.
The Governors considered it unlikely that the University would be willing to co-operate with the School in such a venture, Dr. Rue commenting that the University had declined to give assistance in setting up a nursing degree course.
It was agreed that the Principal and Dr. Mercer should arrange an informal meeting with the Principal of the Polytechnic to enquire into the possibility of creating a degree course in Occupational Therapy.

794
Training Bursaries

The Principal informed the Governors that, as a result of the required staff reductions in the Civil Service, it seemed likely that the administration of the Training Bursaries scheme would be removed from the central D.H.S.S. offices and re-organised on a regional basis. As yet, no decision had been made as to the way in which this would be achieved, so that it was impossible to predict how the Occupational Therapy schools would be affected, but the proposal did raise some uncertainties about the future, and it seemed unlikely that the change would improve upon the service which the D.H.S.S. had given.

The Meeting closed at 3.50 p.m.

Chairman .....

Date 13/11/80

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

MINUTES of a MEETING of the BOARD OF GOVERNORS
held at Dorset House School on 13th November 1980

Present: Mr. John Casson (in the Chair)
Mr. G.R.F. Bredin
Dr. B.M. Mandelbrote
Dr. E.F. Mason
Lady Williams

In attendance: Miss J.D. Edwards (Principal)
Miss D.J. King (Vice-Principal)
Miss S.F. Maclure (Staff Representative)
Miss P. Jeffreson (Student Representative)
Mr. B.R. Sennett (Auditor)
Mr. H.L. Dennison (Secretary)

Apologies for absence were received from Mrs. McCallum, Dr. Mercer, Dr. Rue and Mr. Talbot.

795
Minutes

The minutes of the meeting held on 19th June 1980 had been circulated and were confirmed, subject to the addition of the name of Dr. Mercer to the list of those present.

796
Final Accounts 1979-80

The Accounts for the year ended 31st August 1980 were presented and commented upon in detail by the Auditor. The principal features of the Income and Expenditure Account were the increase in income due to the new tuition fee of £1,000 per annum which was matched by the increased cost of salaries, and the substantial increase in Deposit Account interest. The Secretary explained that the latter was mainly due to the fact that the D.H.S.S. had paid the fees on an annual basis, early in the financial year, so that the School had had the use of the money for several months. In total, the Accounts showed that the School was in a sound financial state; agreeing with this comment, the Governors offered their congratulations to the staff on achieving such a splendid result during difficult times. It was agreed that the Major Repairs Fund, which was too small to be of real value, should be transferred to the General Reserve Fund. The Accounts were then formally adopted.

797
Future Plans

The Principal described the meeting between Dr. Mercer and herself and Dr. Lloyd which had considered the possibility of arranging a degree course in association with the Oxford Polytechnic. A report on the meeting and a copy of a letter received from Dr. Lloyd had been circulated, both indicating that although the Polytechnic would be interested in such a development in principle, it was unable to enter into any such commitment at the present time because it had reached its planned total of student numbers and had no resources available for new projects.

It was noted that Dr. Lloyd, his colleagues and Dr. Mercer all considered that Dorset House should adopt as its ultimate

objective the presentation of a degree course, preferably of four years; this was in line with C.N.A.A. thinking for the para-medical professions. It was recognised, however, that under the financial circumstances likely to prevail for some time to come, it was unlikely that the D.H.S.S. would be willing to provide grants for a four-year course.

During consideration of the value of a degree, the Principal pointed out that there were several areas - e.g. in educational circles, in research or in management - where the status offered by a degree would be of advantage to an occupational therapist. The fourth year of a degree course might include specialised training in the techniques of research or management or it could be devoted to studies leading directly to improved patient care; for example, an understanding of the more sophisticated techniques now used in treating neurological conditions would be of value, as would a course similar to the Psychodynamics training now offered at Littlemore.

Miss Edwards suggested that as an alternative to approaching the degree question through the Polytechnic, it would be worthwhile to explore the possibility of achieving degree status through the Open University, perhaps ~~via~~ the teacher-training course. It seemed feasible that a student might leave Dorset House with a Diploma and having obtained ~~three-quarters of the~~ credits required for an Open University degree. This would have the additional advantage that the School's staff would benefit from the need to operate at Open University levels.

– along the lines of –

– four of the six

The Governors felt that an occupational therapist should not necessarily be at a disadvantage in possessing only a Diploma, and that this grade or its equivalent would represent the main body of the profession for some time to come. However, if the Diploma were eventually phased out, there would almost certainly be a need for a grade of staff for whom a two-year training would appear to be appropriate, and Dorset House would be well able to offer such a course *~~without the need for the major changes which would be required in order to mount a degree course~~.

* although a change to either a diploma course or a two-year course would clearly require the School to make changes in its pattern of working.

The Chairman suggested that it would be useful to have a report summarising the reasons for working towards a degree course, and the possible methods of achieving it.

798
Casson Trust Report

Mr. Bredin, Chairman of the Trustees, informed the Governors that Miss Macdonald had thought it desirable to resign from the Trust because of uncertain health and the difficulty of travelling to meetings. The Trustees had received her resignation with great regret because it was sad that such a long association, dating back to the foundation of the Trust, should be broken. The Trustees had assured Miss Macdonald of their admiration and affection and the Governors warmly supported this.

The project of extending the School central-heating system to include the main hostel had again been discussed. It was clearly desirable that this should be done but the Trustees had asked for further facts and figures about the proposal. Mr. Bredin pointed out that the rent of £5,000 for the School and hostel premises had remained constant since 1977 and that the Trustees considered it appropriate to review this amount for the next financial year.

799
Principal's Report

Commenting on the Report which had been circulated, Miss Edwards drew attention to the fact that the D.H.S.S. was once again unable to confirm the number of bursaries allotted for the September 1981 intake until April 1981, and was also mentioning the possibility that the number might be significantly reduced. For this reason, consideration was again being given to foreign students who could pay their own fees.

More applications had been received than at the same time last year, and interviewing had already started; so far, only one male student had been accepted. The same criteria were being applied as in previous years, namely, academic ability as demonstrated by examination results, a good health record, and satisfactory references; for foreign students, proficiency in the use and understanding of the English language was also required.

The Principal referred to the number of withdrawals from the course; as always, it was not possible to identify a general cause, and each case could only be treated on an individual basis. The transfers between groups were due to examination failure or to ill-health, the latter being one of the reasons for the attention now given to the candidate's health record during the selection procedure.

800
Staff/Student Council Report

Miss Jeffreson confirmed that the necessary amount of money had been raised for the Student Union's donation of £100 towards the cost of a new overhead projector.

She presented for the Governors' consideration a revised version of the Students' Union Constitution. The amendments suggested by the Governors on an earlier examination of the document had been incorporated; the wording relating to the election of officers had been changed for the sake of clarity, the introduction of the post of Returning Officer had been approved and machinery had been set up to allow changes to be made to the Constitution when necessary. These amendments having been made, the Governors approved the draft of the Constitution.

It was also reported that the Constitution of the Staff/Student Council had been amended to permit alternative representatives to attend meetings of the Board of Governors, and these posts had been filled.

The Chairman thanked Miss Jeffreson for her account of the Council's work, which was formally accepted.

801
Dates of Future Meetings

The dates of meetings for 1981 were arranged as follows:

19th February 1981
25th June 1981
26th November 1981.

802
Future Plans

The Principal informed the Governors that the Department of Education and Science was considering a proposal to withdraw recognition from independent schools of further education, which would have the effect of preventing the staff of such schools from participating in the Teachers' Superannuation arrangements. Both existing staff and potential future members are naturally concerned to build up their superannuation entitlement during their service at Dorset House and the loss of this facility would make it virtually impossible to retain or recruit staff, thus placing the future of the School in jeopardy. It was hoped that consultations might be arranged between the British Association of Occupational Therapists, the Department of Health and Social Security and the Department of Education and Science to see if this threat could be averted.

The Governors agreed that this was a potentially dangerous development which must be borne in mind in formulating future plans and asked that a careful watch be kept on the situation.

The Meeting closed at 3.45 p.m.

Chairman .....

Date .....19/2/81.....

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

MINUTES of a MEETING of the BOARD OF GOVERNORS
held at Dorset House School
on Thursday, FEBRUARY 19th 1981

PRESENT: Mr. J. Casson (in the Chair)
Dr. B. M. Mandelbrote
Dr. E. F. Mason
Mrs. M. McCallum
Dr. J. Mercer
Mr. J. B. Talbot
Lady Williams

IN ATTENDANCE: Miss J. D. Edwards (Principal)
Miss D. J. King (Vice-Principal)
Miss M. F. Wood (Staff Representative)
Miss J. Robinson (Student Representative)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Mr. G. R. F. Bredin and Dr. R. Rue

803
Minutes

The minutes of the meeting held on November 13th 1980 had been circulated and were confirmed, subject to the following amendments:
Minute 797, para.4:
line 4: "... via ..." should read "... along the lines of...".
line 6: "...obtained three-quarters of the..." should read "...four of the six...".
lines 8, 9: "...without the need...degree course" should read "...although a change to either a degree course or a two-year course would clearly require the School to make changes in its pattern of working."

804
Future Plans

The Principal had circulated a statement describing various factors which must be taken into account in considering the future development of the School. Speaking to this, Miss Edwards pointed out that there was an opinion, widely held and formally expressed by the Department of Health & Social Security, the Council for Professions Supplementary to Medicine and the College of Occupational Therapists, that the O.T. educational process should extend to degree level. However, there was as yet no common acceptance of the methods by which this should be achieved, nor of the role which the degree would assume within the profession.
A recent C.P.S.M. report, "The Next Decade", emphasises the need to utilise the resources offered by polytechnics and similar institutions, and in this connection the Principal noted that the type of training that Dorset House could provide must inevitably be linked to, and restricted in scope by, the facilities available here. Further, as had already been reported, any link between the School and the Oxford Polytechnic in the near future was rendered impossible by the financial constraints under which the Polytechnic operates.
It was agreed that further consideration must be given to the

creation of a long-term strategy for the School which should include the possibility of providing a degree course for a proportion of students.

805
Principal's Report

Commenting upon the Report, the Principal expressed disappointment at the number of first-year students who had left during the first term. The new examination system places students under pressure from a very early point in the course and it is possible that some of them are not ready to accept this degree of pressure so quickly. Another possible reason for early withdrawal is that if a student contemplates transferring to another course, one term is the maximum which can be spent in Dorset House without prejudicing the student's right to grant aid for the second choice.
Miss Robinson, the Student Representative, suggested that a number of candidates for selection had no very clear idea of what is involved in occupational therapy. It appeared to be common to over-estimate the importance of craft activities, and to suppose that O.T. training was less demanding than, for example, the physiotherapy course.
In answer to Dr. Mason who asked if additional students could not be enrolled to replace those who left during the first term, the Principal replied that it would be virtually impossible. It has always been the case that too much ground is covered in the first term for it to be practicable for new students to be able to catch up without a great deal of help from the staff, which cannot be made available; the early pressure created by the new syllabus makes the difficulties even more formidable.
The Principal reported that the first meeting with the Clinical Supervisors to discuss the new syllabus and its possible effects on the pattern of clinical practice had proved very helpful. They had been glad to be consulted and were interested and willing to co-operate in any changes which might be found necessary.

806
Staff/Student Council

Miss Robinson commented upon various items which had been considered by the Council, and also drew attention to the fact that some finalist students regretted that Physical Education was no longer included in the curriculum. The Principal replied that, following the resignation of Miss Nicklin, the P.E. instructor, drama had been included as a partial replacement for Physical Education; it was also available as an optional subject for finalist students. The tutor, Miss Beer, was an examiner in Drama at 'A' level but she was not involved in Drama Therapy and it was not intended that her teaching should serve as anything more than an introduction to the techniques involved.
Accepting Miss Robinson's Report, the Governors thanked the Council for its work and also offered their congratulations to the students who had so successfully worked on the collage in the canteen.

807
Casson Trust Report

Mr. Talbot, on behalf of the Trustees, informed the Governors that the Trustees, having considered the costs involved in reducing the very heavy electrical consumption in the hostel, recommended that the School's central-heating system should be extended to the hostel, and that a gas-operated hot-water

system should be installed. The cost of operating these new systems would be met by a fixed charge of £3 per week which would be added to the weekly rent, while the cost of electricity for cooking, lighting, etc. would be charged, as at present, on the current actually used.
The total cost of installation would be approximately £19,000 and the Trustees were unable to meet this from their own resources. It would therefore be necessary to ask the Governors to make this sum available as a grant from the School's accumulated reserves and the Governors agreed that this should be done.
Mr. Talbot also drew attention to the rent charged by the Trust for the School and Hostel buildings. Some three years earlier, the estate agents, Carter Jonas, had recommended a rent of £20,000 per annum. The Trustees did not wish to operate on a purely commercial basis, but it was clear that the present rent of £5,000 per annum was entirely artificial. The Trustees wished to build up a reserve against future needs, without making too great an impact on the level of tuition fee which must be charged and they therefore asked that the rent should be increased to £10,000 per annum for the coming year. This, also, was approved by the Governors.

808
Photocopier

The Governors approved the purchase of a Mitsubishi photo-copying machine at a cost of approximately £3,200 and agreed that the Chairman should have discretion to approve expenditure on items of this nature.

809
Miss J. D. Edwards

The Governors offered their warmest congratulations to Miss Edwards on the award of the degree of M.Sc. by Manchester University in respect of her Thesis "Occupational Therapy Role and Education".

810
Future meeting

A decision as to the date of the meeting to take place in February 1982 was deferred until the next meeting.

811
Future Plans

The Principal informed the Governors that there had been no further development in respect of the proposed restriction of the privilege of participating in the Department of Education and Science superannuation scheme. It appeared that this must be seen as a cost-cutting exercise; there could be no doubt but that the D.E.S. must be aware of the importance of superannuation arrangements to institutions such as Dorset House.
The Governors considered that Dr. Rue might be the person most likely to offer information and advice, and the Chairman under-took to make an informal approach to her on this subject.

25/6/81

Dated:

Chairman:

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

MINUTES OF A MEETING

OF THE

BOARD OF GOVERNORS

held at Dorset House School on

25th JUNE, 1981

Present: Mr. J. Casson (in the Chair)
Mr. G. R. F. Bredin
Dr. B. M. Mandelbrote
Dr. E. F. Mason
Dr. J. Mercer
Mrs. M. McCallum
Lady Williams

In attendance:

Miss J. D. Edwards (Principal)
Miss D. J. King (Vice-Principal)
Miss M. F. Wood (Staff Representative)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Dr. Rue and Mr. J. Talbot

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812
Minutes

The minutes of the meeting held on 19th February, 1981 had been circulated and were confirmed.

813
Principal's Report

Commenting upon the Report which had been circulated, the Principal noted that the term was following a normal pattern. The finalists had left the School on Founder's Day; those seeking employment immediately had, for the greater part, found posts because there is still an overall shortage of occupational therapists although at the present time the great majority of vacancies are concentrated in the less-favoured and less-fashionable parts of the country.
Clinical practice appeared to be running satisfactorily, on the whole, due to a large extent to the fact that the Clinical Practice Co-ordinator was now able to devote more of her time to the smooth running of the system.
The Principal confirmed that eighty D.H.S.S. bursaries had been allocated to the School for the 1981 intake; so far, seventy-six offers of a place had been accepted but many of these offers were conditional upon A-level results; the process of replacing those who did not reach the required standard had necessarily to take place somewhat hurriedly during the summer vacation, after the publication of the results. It was becoming noticeable that there is an

increasing tendency for candidates to withdraw after accepting a place; in such cases, the place here is perhaps seen, in the context of the present economic situation, as an insurance against failure to be accepted for some other course. Unfortunately, such withdrawals involve extra work for the School.

Turning to staff matters, Miss Edwards drew attention to the imminent retirement of Mrs. Vera Brown and Mrs. Dora Warne. Mrs. Brown had served the School almost continuously since 1951; during this long period, her work as a Secretary, as Welfare Officer and latterly as Assistant Bursar had been greatly valued and she herself is held in much esteem and affection by both staff and students. The Governors asked that their warmest thanks be conveyed to Mrs. Brown for this remarkable record of service, and agreed that she should be invited to lunch on the occasion of the next Governors' meeting when an appropriate presentation could be made in token of their appreciation of her work for the School.

Mrs. Warne took up the position of Welfare Officer in 1973 and had filled this demanding post with much success, not only in the normal course of duty but in active and enthusiastic assistance with functions such as School dances. Again, the Governors asked that their thanks be conveyed to Mrs. Warne for her tireless work for the School.

814

Staff-Student Council Report

It was noted that the Student Representative had asked to be excused attendance at the meeting because she was required to sit the Group I Psychology examination on the following day.

On behalf of the Council, Miss Wood outlined various matters which had been discussed by the Council. She drew particular attention to the question of a leaving ceremony for finalist students, which might be seen as a formal end to the course and which might include the presentation of the Diploma. At present, Founder's Day, which is not specifically dedicated to the finalists, represents the end of the course and the Diplomas are sent by post. A significant number of the present finalists had indicated that they would welcome such a ceremony but there were still certain major questions to be decided before any plans could be made. The place at which the ceremony should be held was still undecided, some students thinking that it might more conveniently be held in a hall in Oxford rather than in Dorset House; similarly, there was no agreement as to a suitable date, nor even to an approximate date. The Governors noted that decisions on these matters had been deferred pending further discussion, and thanked Miss Wood for her report and the Council for its work for the School.

815

Casson Trust Report

The Chairman of the Trustees informed the Governors that a gas-operated hot-water system had been installed in Mary Macdonald House during the Easter vacation and appeared to be working satisfactorily. The Trustees had approved the installation of central-heating there, at a cost of approximately £10,800 which would be supplied from the School's central-heating boiler; the work would be done during the

Summer vacation. It was not proposed to attempt to recover the capital cost by way of increased hostel fees because the funds required for the work had been accumulated from a surplus on tuition fees. Mr. Bredin also reported that attempts to cure the leaks in the ground floor bedrooms in the main hostel building continued to be unsuccessful. To withdraw these rooms from use might be an extreme step; certainly, some way should be found of indicating that they were not up to the standard of the remainder of the hostel accommodation.

816
Future Meetings

It was agreed that meetings should be held on February 18th, and June 17th, 1982.

The meeting closed at 3.10 p.m.

817
Future Plans

It was reported that Dr. Rue's enquiries had established that the Schools already participating in the Teachers Superannuation Scheme under the Accepted Schools Rules would be permitted to continue to do so.

Chairman .....

Date 24/11/81

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

MINUTES OF A MEETING OF THE BOARD OF GOVERNORS
held at Dorset House School on 24th NOVEMBER, 1981

Present: Mr. J. Casson (in the Chair)
Dr. E. F. Mason
Dr. J. Mercer
Mr. J. B. Talbot

In attendance: Miss J. D. Edwards (Principal)
Miss D. J. King (Vice-Principal)
Miss M. F. Wood (Staff Representative)
Miss T. Lawson (Student Representative)
Mrs. R. Prevett (Auditor)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Mr. Bredin, Dr. Mandelbrote, Mrs. McCallum and Lady Williams.

818
Minutes

The Minutes of the meeting held on 25th June, 1981 had been circulated and were confirmed.

819
Final Accounts

The Final Accounts for the year ended 31st August, 1981 were presented by Mrs. R. Prevett, of William Bayliss & Co., the School's Auditors; she explained the various sections of the Accounts, giving detailed commentary where necessary. It was noted that the increase in tuition fees from £845 to £1,000 per annum was largely responsible for an increased surplus of £25,000 on the School Income and Expenditure Account, while the fact that the D.H.S.S. paid the fees in total in the early part of the financial year meant that the substantial sum of £18,555 had been received as interest on the Deposit Account.

Mrs. Prevett suggested that the Accounts indicated that the School was in a sound financial position. Accepting this judgment, the Governors thanked Mrs. Prevett for her very clear explanation of a complicated document, and it was agreed that the Accounts for the year 1980-81 should be adopted.

820
Principal's Report

Speaking on the Report which had been circulated, the Principal commented on the results of the examinations taken by students during the summer. On the whole, these were satisfactory but she pointed out that in the case of the Group I examinations, it was no longer possible to make a direct comparison between the School's performance and the national average because Dorset House now conducts its own examinations at this level.

The Principal also drew attention to the fact that the College of Occupational Therapists now normally permits only one retake following failure in any qualifying examination, permission for a second retake being given only in exceptional circumstances. This places additional pressure on students to do well in examinations, but it also weeds out those who find difficulty in coping with the academic side of the course.

Miss Edwards described the progress of the experiment of interviewing a group of fifteen prospective students. So far, the candidates invited had appeared to find the visit to the School to be less daunting and more interesting than was the case with a more formal interview, although it was desirable to prevent the atmosphere from becoming too relaxed.

The Principal noted that it would be several months before the School was informed of the number of bursaries available for the intake commencing in September 1982; these bursaries would be supported by the D.H.S.S. but it seemed certain that the bursary scheme for the 1983 intake would be financed by Regional Authorities. Dr. Mercer stated that, in the educational field, colleges had been informed that their quota of new students for 1982 would remain at the same level as the previous year, which might be taken as a guideline to the number of bursaries likely to be allocated to Dorset House.

821
Staff/Student Council Report

Introducing the Report, Miss Wood said that consultation with students as to the advisability of arranging a leaving ceremony had not produced a conclusive result. There was no certainty that a majority would wish to attend such a ceremony but discussion of the matter was to continue.

Miss Lawson reported that the Council had also given attention to the possibility of changing the format of Founder's Day, especially in view of the proposed change of date to March 20th. It was claimed that there was a strong feeling among the student body that some change would be desirable, but a small committee of staff and students had not recommended any major changes to the existing pattern. If the event took place in March, it was unlikely that a marquee would be suitable for the formal part of the proceedings which would then have to be held in the lecture rooms; this would perhaps reduce the numbers present and Founder's Day might move closer to an 'At Home' atmosphere.

The Governors considered that it would be a pity to abandon an established tradition and recommended that Founder's Day should be held during the Trinity Term as usual. They agreed, however, that some changes might be made; for example, the proceedings might start earlier, and the number of speeches be reduced so that visitors would have more time to see the work of the School.

The Governors thanked Miss Wood and Miss Lawson for their report, and the Council for its attention to the business of the School.

822
Casson Trust Report

On behalf of the Casson Trustees, Mr. Talbot informed the Governors that a gas-operated hot-water system had been installed in the hostel, and that the School's central-heating had been extended to include the hostel; both were working satisfactorily, apart from one minor difficulty, and the heating system in particular was much appreciated by the residents.

He also reported that the leaks through the ground-floor windows which had been a constant problem had at last been traced and appeared to have been due to poor workmanship during construction. One elevation of the building had been treated to correct the defects and the trouble appeared to have been cured. It was now proposed to obtain estimates for treating the other elevations.

823
Microcomputer

A memorandum had been circulated, outlining some of the benefits which might be obtained through the purchase of a microcomputer system, and giving an estimate of the likely cost. The Governors discussed the proposal and agreed that a decision should be deferred until the next meeting.

824
Future Meeting

It was agreed that the Michaelmas Term meeting should be held on 25th November, 1982.

The meeting closed at 3.35 p.m.

Chairman .....

Date 18/2/82

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

MINUTES OF A MEETING OF THE BOARD OF GOVERNORS
held at Dorset House School on 18th FEBRUARY, 1982

Present: Mr. J. Casson (in the Chair)
Dr. B. M. Mandelbrote
Dr. E. F. Mason
Mrs. M. McCallum
Mr. J. B. Talbot
Lady Williams

In attendance: Miss J. D. Edwards (Principal)
Miss D. J. King (Vice-Principal)
Mrs. J. P. Hanford (Staff Representative)
Miss P. Jeffreson (Student Representative)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Mr. G. R. F. Bredin, Dr. J. Mercer and Dr. Rosemary Rue.

825
Minutes — The Minutes of the meeting held on 24th November, 1982 had been circulated and were confirmed.

826
Principal's Report — Speaking on the Report which had been circulated, the Principal commented that, so far during the year, the work of the School was proceeding smoothly and quietly. Relatively few of the first-year students had left, and the third-years appeared to have coped better than usual with the demands of the year of clinical practice which they had recently completed. Miss Edwards described the value of the grading system used to assess a student's performance during each of the four placements; these assessments are used in determining the final grade which is recommended to the College of Occupational Therapists in connection with the award of the Diploma.

During the latter part of the Michaelmas Term, it had been possible to free Miss Freston, the Clinical Co-ordinator, from her duties in School in order to undertake a locum post at Rivermead Hospital. She had very much appreciated the opportunity to work in the clinical field again, and it was hoped that it might be possible to make similar opportunities for other staff to enjoy a renewal of clinical experience.

The Principal reported that the 80 bursaries allocated to the School for the 1982 intake had been offered; further candidates were being interviewed so as to create a waiting-list to meet the withdrawals which would inevitably take place. When possible, other members of staff were being introduced into the interviewing procedure, partly to spread the burden of this time-consuming task and partly as useful experience for them.

827

Staff/Student Council Report

The recent work of the Council was introduced by the Staff Representative, Mrs. Hanford, who referred briefly to the various matters considered. The Governors accepted the Report and thanked Mrs. Hanford for her presentation of it.

828

Casson Trust Report

At the meeting of the Trust held during the morning, the Trustees had heard with pleasure that the repairs to the South-facing elevation of the hostel appeared to have cured the problem of rain penetration, and it had been agreed that the West-facing elevation should be similarly treated.
The Trustees had also considered the matter of the theft of bicycles and their equipment from the cycle-shed. Because of the somewhat isolated position of the present shed, it was virtually impossible to enforce any degree of security, and they recommended that another location should be sought, preferably closer to the hostel since the cycles most at risk were those belonging to the hostel residents.

829

Microcomputer

It was agreed to accept in principle that the school should purchase a microcomputer. The Secretary was to evaluate new machines coming on to the market and compare them with the one originally recommended, and to report to the Governors when a final choice was made.

830

Mrs. V.E.Brown

The Governors received a letter from Mrs. Brown, thanking them for their gifts on the occasion of her retirement.

831

Future Plans

It was noted that Dr. Rue, whose apologies for absence had been received, had questioned whether she should continue as a Governor in view of her heavy commitments to her work as the Oxford Regional Medical Officer. Miss Edwards said that she valued Dr. Rue's advice and interest in the School and would be sorry if she were to leave the Board.
Consideration of Dr. Rue's position lead to a discussion as to whether the School required a larger governing body in the light of possible future developments.
The Principal reminded the Governors that it appeared likely that a proportion of future occupational therapists would be of degree status; the figure of 25% had gained some acceptance. There was a real possibility that Dorset House could find itself in a position of isolation if it continued to provide only a Diploma training in the traditional style, and hence there was some pressure to continue the informal inquiries which had started with the approach to the Oxford Polytechnic. She also proposed to consult Professor Duthie, to see if the Medical School would be willing to be involved in some appropriate development towards a degree course, and Dr. David Boswell, of the Open University, to examine the possibility of directing part of the Occupational Therapy training towards the award of an O.U. degree. The problem of financing the fourth year of training remained unresolved.
The Governors agreed that there was a need for a more outward-looking attitude in the School and that Miss Edwards should continue her exploratory conversations. They also considered that Dr. Rue's service as a Governor was of great value to the School and that they would not wish her to resign. With regard to the appointment of new Governors, it was decided that it would be appropriate to wait until the direction of development was known.

The meeting closed at 3.10 p.m.

Chairman .....

Date 17/6/87

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

MINUTES of a MEETING of the BOARD OF GOVERNORS

held at Dorset House School on 17th JUNE, 1982

Present:
Mr. J. Casson (in the Chair)
Dr. B. M. Mandelbrote
Dr. E. F. Mason
Mrs. M. McCallum
Dr. J. Mercer
Dr. R. Rue
Mr. J. B. Talbot
Lady Williams

In attendance:
Miss J. D. Edwards (Principal)
Miss D. J. King (Vice-Principal)
Mrs. J. P. Hanford (Staff Representative)
Miss A. Newton (Student Representative)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Mr. G. R. F. Bredin.

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832 Minutes

The Minutes of the meeting held on 18th February, 1982 had been circulated and were confirmed.

833 Principal's Report

Commenting on the Report which had been circulated, the Principal noted that the work of the school was proceeding normally. The clinical practice programme was functioning well, despite the fact that there had been difficulties in some hospitals due to staff shortages; in all cases, alternative placements had been found.

Miss Edwards reported that, in addition to the 80 bursaries which had been the normal annual allocation to Dorset House in recent years, four extra bursaries had been allotted to the school for 1982, additional funds having been made available so as to increase the number of occupational therapy students in training. Further, it seemed likely that some candidates for training would be sponsored by Regional or District Health Authorities, so that the number starting the course in September 1982 would be unprecedently large.

A total of 844 applications for training had been received, of which 227 had been invited for interview; this selection was based on educational attainment, a medical report, a school reference and the general presentation of the application.

Miss Edwards informed the Governors that the British Association of Occupational Therapists celebrated its Golden Jubilee this year and that she had represented the school at a reception held to mark this anniversary. She and Miss King had attended the Annual Meeting of the Association in Edinburgh, the student body being represented by Miss Newton and Miss Lawson. The Casson Memorial Lecture, delivered by Miss Judith Farrell, President of the World Federation of Occupational Therapists, had referred to the contribution made to the profession by Dr. Casson and by Dorset House, and had stressed the need to assist patients in practical matters using practical methods, urging a scientific approach to the use of activities.

The Principal reported that it had been found possible to allow

two members of staff, Miss Wood and Mrs. Peach, to undertake part-time locum posts in the John Radcliffe Hospital in the latter part of the term. This represented a useful method of co-operation between the School and the local hospitals and offered the staff the interesting and refreshing experience of working with patients once more.
The Report was accepted.

834 Staff/Student Council

The Staff representative, Mrs. Hanford, described the principal matters which had been considered by the Council during its recent meetings. Important among these was the question of a leaving ceremony; a survey of student opinion indicated the majority were in favour of such an event, and it had been recommended that it should take place during the Michaelmas Term, provided that the present finalists gave adequate support.
A party of French students and staff from the Occupational Therapy School in Nancy had spent two days in school at the end of March. This had proved a happy and successful occasion in spite of language difficulties, due largely to the enthusiastic help of Mr. Arthur Harrison, of the School's staff.
The Report was accepted.

835 Casson Trust Report

The Governors were informed that the repairs to the cavity trays in the South and West facing elevations of Mary Macdonald House had been completed, and had successfully withstood the test of recent heavy rain.
The Trustees had agreed that more cycle storage should be available and the Secretary was to consult the hostel residents to decide on the best way of providing better facilities within a target figure of £1,000.

836 Founder's Day 1982

The Governors expressed their thanks to the staff and students on the happy and successful Founder's Day on May 22nd and their appreciation of the great deal of hard work involved.

837 Miss B. G. Collins

The Governors noted with pleasure the award of an M.B.E. to Miss Collins who had served the School as Vice-Principal from 1954 until 1971 and then as Principal until her retirement in 1977, and asked that their congratulations on this honour should be conveyed to her.

838 Future Meetings

It was agreed that the meetings for 1983 should take place on the following dates:

Thursday, 17th February 1983
Thursday, 23rd June 1983
Thursday, 24th November 1983

839 Superannuation

The Governors were informed that, following investigation by Dr. Rue, it had been established that the teaching staff of the School, including new appointments, would continue to participate in the Teachers' Superannuation Scheme.

840 Salaries

The Principal drew attention to the fact that, against the background of the general dis-satisfaction concerning salaries within the Health Services, occupational therapists were aware that professional colleagues in Social Services departments were paid on higher scales, and Occupational Therapy Teachers in some schools were aware that professional colleagues in Polytechnic based schools were paid on Burnham scales which have tended to be higher than Whitley scales.

Dorset House has applied Whitley scales, but with discretion and due regard to individual circumstances; for example, an experienced occupational therapist who joins the staff with the intention of working towards the Teacher's Diploma would not be expected to accept the official 'Student Teacher' scale which is very low. When making a new appointment, the Principal takes into account the anticipated value to the School and also the length of experience and present salary, when assessing the salary to be offered.

Evidence of some degree of discontent among the School's staff is provided by the fact that two members will be attending interviews for new posts in the near future; in one case, a higher salary is the principal cause for leaving, and in the other, the higher salary being offered is certainly not a matter of indifference.

The Principal stated that, although she did not wish to present the situation as being one of desperate urgency, she considered it necessary that the Governors should be aware of the position. The Governors agreed that the School's staff should not be at a disadvantage as a result of being employed here, and asked that they should be kept informed of any relevant developments.

The Principal also mentioned other aspects of the application of staff resources which had been under consideration. One idea was intended to increase the sense of involvement of first-year students with the hospital setting, and this might be achieved through the attachment of a member of the School's staff to a hospital for, say, one day a week. This could allow closer contact between the hospital and the School and its students which could be of great value. At present, shortage of staff time represents a major obstacle to any such development.

Another possibility is that of a joint appointment under which a person would become a part-time member of both the School staff and of some other body. Recently, there had been the possibility of such co-operation between the School and the Berkshire Social Services Department. Berkshire offers a very good community service, and such an appointment would have provided a member of staff who would be well-qualified to supervise the 'community' aspect of the course. Unfortunately, the current financial difficulties had resulted in the post being 'frozen' by the Berkshire authorities and the idea had therefore been deferred. The Governors welcomed these ideas and commended their adoption whenever it might become possible.

The meeting closed at 3.00 p.m.

Chairman .....

Date 25/11/82

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

MINUTES of a MEETING of the BOARD OF GOVERNORS

held at Dorset House School on November 25th 1982

Present: Mr. John Casson (in the Chair)
Dr. B. M. Mandelbrote
Dr. E. F. Mason
Mrs. M. McCallum
Dr. J. Mercer
Mr. J. B. Talbot
Lady Williams

In attendance: Miss J. D. Edwards (Principal)
Miss D. J. King (Vice-Principal)
Mrs. J. P. Hanford (Staff Representative)
Miss A. Newton (Student Representative)
Mr. B. R. Sennett (Auditor)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Mr. G. R. F. Bredin and Dr. Rosemary Rue.

841
Minutes

The minutes of the meeting held on June 17th 1982 had been circulated and were confirmed.

842
Final Accounts 1981-82

The Accounts for the year ended 31st August 1982 were presented by the Auditor. After commenting on the Accounts and explaining the various aspects in detail, he stated that the Accounts were straightforward and showed that, from the financial point of view, the year had been very successful. It was agreed that the sum of £20,000 should be transferred to the Trust in the form of a grant, and it was also agreed that the sum of £3497 should be transferred from the General Reserve Account to the Retained Profit Account. The Accounts were formally adopted.

843
Principal's Report

The Report had already been circulated. Commenting upon it, the Principal noted that an unusually large intake of 93 had been accepted; while staff were available, it appeared desirable to build up the School's funds and to maintain the allocation of bursaries at the highest possible level, and to this end a good deal of effort had been given during the first week of the term to filling seven places, which had been left vacant as a result of 'A' level failures. One consequence of the large intake had been that it was not possible to find psychiatric clinical practice placements for all first year students in occupational therapy departments and it had been necessary for a few students to spend part of their psychiatric placement in nursing rather than in occupational therapy. This shortage of suitable placements was doubly unfortunate in as much as it had been hoped that the design for the new Diploma course might contain more clinical

practice during the first year.
The Principal informed the Governors that the minimum educational standard for entry required six 'O' level passes with two subjects at 'A' level; she did not consider that this standard was too low because failure to cope with the academic side of the course did not constitute a major reason for students leaving during the first year; there was, indeed, no set pattern or reasons for such withdrawals. The Student Representative stated that, to her knowledge, few students found the course very difficult, and those who had problems were identified at an early stage by the continuous assessment procedures so that additional help could be given in good time for the important Group I examination.
The Principal reported that the Department of Health & Social Security had decided that the proposed decentralisation of the student bursary scheme should not take place. Because the existing system worked very well, this was welcome news, but there was now a further proposal that a part of the bursary procedures would be handled by a computer, and it appeared likely that the standard of service to students would decline in some ways.
The Governors thanked the Principal for the Report which was accepted.

844
Staff/Student Council Report

Among the matters discussed had been a suggestion by two members of staff, Miss Hobson and Mr. Harrison, that the students might welcome an opportunity to become acquainted with various recreational activities such as darts and badminton, which might well be used during clinical practice but which were not included in the normal course. This would be organised on an entirely voluntary basis and might take place in School on one evening per week. Initial reaction from the students had not been encouraging but a vote was to be taken to see how many students would be interested. Miss Newton pointed out that students had access to sports facilities at the Oxford Polytechnic, and that Wednesday afternoon was now available for such activities. In reply to Mrs. McCallum's enquiry, Miss King replied that Physical Education no longer featured as a formal part of the course, although activities of this type might be used during the first year. Because of the demands of the syllabus and the resulting pressure on the timetable, it had been decided, with reluctance, that at present, it was not possible to include Physical Education in the programme.
The Governors accepted the Report, thanking the Council for its work on behalf of the School.

845
Microcomputer

The Secretary reported that, because of the constant stream of technological developments and improvements, it was difficult to select the computer which would best serve the School's needs. At the present time, an American machine entitled the 'Sirius' appeared to be the most suitable. The Governors agreed to support the Secretary's judgement in this matter.

846
Casson Trust Report

Lady Williams reported that the Trustees had discussed a wide range of topics, but had reached no firm conclusions on them. It had been agreed that the Architect should be asked to conduct a feasibility study of the possibility of erecting a purpose-built

library on the lawn behind the School, and it was expected that his ideas would be ready for discussion at the next meeting of the Trustees.

The meeting closed at 3.25 p.m.

Chairman E. Thomson

Date Feb. 17th 1983

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

MINUTES of a MEETING of the BOARD OF GOVERNORS held at Dorset House School on FEBRUARY 17th 1983

Present:- Dr. E. F. Mason (in the Chair)
Mrs. M. McCallum
Lady Williams

In attendance: Miss J. D. Edwards (Principal)
Miss D. J. King (Vice-Principal)
Miss S. F. Maclure (Staff/Student Council Representative)
Miss R. Norris (Staff/Student Council Representative)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Mr. G. R. F. Bredin, Mr. J. Casson, Dr. B. M. Mandelbrote, Dr. J. Mercer, Dr. Rosemary Rue and Mr. J. B. Talbot.

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847 Minutes

The minutes of the meeting held on November 25th 1982 had been circulated. It was agreed that the following amendments should be made:-

Minute 843 Line 17 (1st line,2nd para.) : insert "at Dorset House" after ".... Governors that".

Minute 846 Line 3 : change "... that the Architect ..." to "... that an Architect ...".

The minutes were then confirmed.

Matters arising:-

1. Microcomputer

The Secretary noted that it was becoming a matter of urgency to introduce the subject of computers into the curriculum. It had recently become known that the D.H.S.S. had supplied the B.B.C. microcomputer to four hospitals to allow evaluation of the potential uses of a computer in an occupational therapy department. It seemed possible that this machine might become standard equipment and it was desirable that the students should be familiar with it; further, the basic machine was capable of expansion and could then be used for administrative purposes, and there were advantages in standardisation within the school. It had therefore been decided to approach the subject of computers in a somewhat more cautious way than had originally been contemplated by buying, in the first instance, one B.B.C. 'B' microcomputer at a cost of approximately £530.

848 Principal's Report

On the subject of clinical practice, the Principal noted that the Southampton & South-West Hampshire Health District takes five students and is able to offer the requisite breadth of physical and psychiatric practice within the district. For some students, the sense of stability and security offered by this system is beneficial, although others might welcome the challenge of meeting new

circumstances.
Conversations are at present in progress with two London Districts to see if similar arrangements are possible.
High professional standards are required of Occupational Therapy departments for Dorset House clinical training - this is of value for the students during the training and is of value also when they apply for jobs after qualification. On the other hand, it is easy to become accustomed to high standards and it can be disappointing to find lower standards when starting work.
It is becoming increasingly usual for Dorset House students to come into contact with students from other schools; at one time, this was discouraged because of the problems arising from the fact that different schools organised the broad timetable of training in different ways. However, all schools have broadly similar standards, and the fact that clinical supervisors now are trained for the job, helps to alleviate the problems arising from the different patterns of training; it therefore seems desirable that students should mix when possible as this helps to broaden their outlook.

No confirmation of the number of new bursaries has been received. The normal allocation is 80 and the Principal is working on the understanding that we will receive this number. She has it in mind to accept 4 additional candidates from other parts of the British Isles, and to restrict the entry to 84, the previous year's intake of 93 having proved to be very unwieldy.
She asked for the Governors' views on the desirability of accepting foreign students and to what extent. A few foreign students had been accepted during recent years and had coped successfully with the demands of the course. On the other hand, it might be thought that priority should be given to training U.K. candidates for the National Health Service.
After general discussion, the Governors concluded that the matter was of sufficient importance to merit discussion by a full meeting and it was therefore deferred to a later meeting.

849
Staff/Student Council Report

Among the items discussed by the Council, the Governors were particularly interested in the suggestion to invite guest speakers to address students. It was suggested that the cost might be significantly reduced by calling on the wealth of expertise available in Oxford, covering a wide field of interest.

With regard to the proposal to form a multi-disciplinary Health Students Group in Oxford, the Governors wished the idea well, although it was pointed out that in Cardiff and Newcastle, for example, where the occupational therapy school was part of a larger organisation, there was relatively little mixing between the various Health-orientated disciplines except on the social and general interest level.

850
Casson Trust Report

Lady Williams informed the Governors that, unfortunately, it had not been possible to hold the meeting which should have taken place earlier in the day. It was hoped to arrange a special meeting in the near future to consider the proposed new Library building.

The meeting closed at 3.45 p.m.

Chairman .....

Date 23/6/83

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

MINUTES of a MEETING of the BOARD OF GOVERNORS held at Dorset House School on 23RD JUNE 1983

Present:- Mr. John Casson (in the Chair)
Mr. G.R.F. Bredin
Dr. E.F. Mason
Mrs. M. McCallum
Dr. J. Mercer
Dr. Rosemary Rue
Mr. J.B. Talbot
Lady Williams

In attendance: Miss J.D. Edwards (Principal)
Miss D.J. King (Vice-Principal)
Miss S.F. Maclure (Staff Representative)
Miss R. Norris (Student Representative)
Mr. H.L. Dennison (Secretary)

Apologies for absence were received from Dr. B.M. Mandelbrote,

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851
Resignation of Mr. G.R.F. Bredin

Before the formal commencement of the meeting, Mr. Bredin informed the Governors that, having reached the age of 84, he no longer felt able to take an active part in the affairs of the School, and therefore wished to resign from his position as Governor. The Governors accepted Mr. Bredin's resignation with regret, and thanked him in the warmest terms for his work for the School, and for the invaluable service he had rendered in bringing it to its present state.

852
Minutes

The minutes of the meeting held on February 17th 1983 had been circulated and were confirmed.

Matters arising from the minutes:-

Foreign Students

The Principal noted that this matter had received prominence because the Secretary of the College of Occupational Therapists had suggested that preference should be given to residents of the United Kingdom, rather than to foreign students, because of the shortage of occupational therapists within the National Health Service. However, Dorset House has accepted numerous foreign students in the past, has been enriched thereby, and has helped to promote the development of occupational therapy in other countries.

Dr. Rue suggested that it was desirable to maintain this degree

of flexibility in the distribution of any available training places, and the Governors agreed that there was no good reason for changing the policy of the School in this matter.

853
Principal's Report

The formal Principal's Report for the Trinity Term 1983 had been circulated. Commenting upon it, Miss Edwards noted that the life of the school was following a normal pattern.

With regard to the proposals for the re-organisation of the syllabus in terms of the Diploma 1981 regulations, the Principal reported that a good deal of thought had been given to the requirements of clinical practice, which might require some changes in the pattern of clinical practice in the future. The Governors offered their congratulations to the Vice-Principal on her election as a Member of the Council of the College of Occupational Therapists and as a member of the Executive Board of the College.

854
Staff/Student Council Report

The minutes of the Staff/Student Council had been circulated. Commenting upon them, the Student Representative noted that various social functions had been held or were planned in connection with the Student inter-disciplinary group.

With regard to the use of the computer, she felt that more attention would be given to it, when the more immediate requirements of the Group I examinations had been met.

855
Casson Trust Report

Reporting on behalf of the Casson Trust, Mr. Bredin informed the Governors that a good deal more thought should be given to the proposal for the provision of a new library for the School. The Trustees considered that both Staff and Students should be consulted, and that it would be advisable to examine other existing libraries, before any decision was made.

The Trustees had agreed to proceed with the proposed extension to Room 30 of the Dorset House building to improve the facilities available to the School.

856
Degree Course

The Principal referred to the document entitled "The Case for a Degree in Occupational Therapy", which had been tabled for the Governors' consideration.

She pointed out that there was a need for the School to upgrade itself to the standards of Higher Education, which would involve more staff, improved salary scales, and the provision of time for staff education.

Miss Edwards asked that these matters should be taken into consideration in conjunction with the proposals for the new library, bearing in mind that more study-time would be required if the change to a degree course were implemented, and that improved library facilities would then be of particular importance.

The meeting closed at 2.45 p.m.

for Chairman .....

Date 24.11.83

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

MINUTES of a MEETING of the BOARD OF GOVERNORS held at Dorset House School on NOVEMBER 24th 1983

Present:- Mr. J. B. Talbot (in the Chair)
Dr. B. M. Mandelbrote
Dr. E. F. Mason
Mrs. M. McCallum
Lady Williams

In attendance:- Miss J. D. Edwards (Principal)
Miss D. J. King (Vice-Principal)
Miss S. F. Maclure (Staff Representative)
Miss R. Norris (Student Representative)
Mr. P. Brown (Auditor)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Mr. J. Casson, Dr. J. Mercer and Dr. Rosemary Rue

857 Minutes

The minutes of the meeting held on June 23rd 1983 had been circulated and were confirmed.

858 Accounts 1982-83

The final Accounts for the year ended 31st August 1983 were presented by Mr. P. Brown, on behalf of the Auditors, W.M. Bayliss & Co. He commented upon the accounts in detail, noting that £1435 had been spent on Audio-visual aids material and that the sum of £23,771 had been received by way of Bank interest, due to the use of the Bid Deposit scheme. The Governors were concerned that the cost of Heat and Light appeared to be unreasonably high, compared with the previous year, and asked that the Secretary should consult the heating engineer to see if the efficiency of the heating system could be improved. The Principal and Bursar were also asked to enquire into the reason for the unusually high increase in the costs of telephone charges and of cleaning materials.

It was agreed that a grant of £20,000 should be made to the Casson Trust, and the accounts were then approved, subject to certain minor alterations.

859 Principal's Report

The report, dealing with the work of the School during the Michaelmas Term, had already been circulated. Commenting upon it, the Principal drew attention to the results of examinations held during the Summer Term. The Governors agreed that these were good, in comparison with the national figures, and offered their thanks and congratulations to the staff; it was noted that, at the national level, there was concern that there should be a failure rate of 11% in the Group II examination in Psychiatry. The Principal reported that applications for the course commencing in September 1984 continued to arrive at a steady rate and that, so far, 51 offers of a place had been made; she confirmed that the intention was to offer eighty places on the assumption that D.H.S.S. bursaries would be

made available for them, as in previous years, and in addition three or four more places might be available for candidates funded from different sources.

860
Staff/Student Council Report

The Student Representative, Miss Norris, spoke briefly of the various matters which the Council had considered, outlined in the minutes of its meetings. The Governors commended the work of the Multidisciplinary Group and hoped that this useful venture will continue. They also agreed that lunch-time snacks should continue to be available and hoped that with increasing use, it might be possible to cover the cost of providing this facility.

861
Casson Trust Report

Lady Williams informed the Governors that Dr. Leggate had arranged for a working-party, consisting of herself, the Principal, the School's Librarian and the Secretary, to visit the Cairns Libraries in the Radcliffe Infirmary and the John Radcliffe Hospital, the Cherwell School Library and the Royal Hampshire County Hospital Library. All of these had interesting features, but the one which seemed to offer the nearest parallel to the School's needs was the Royal Hampshire Library which served the needs of the Nursing School and the post-graduate Medical School, and enquiries were to be made of the Architect and the Librarian to obtain more information about it, in preparation for the next meeting.

862
Diploma 1981

The Principal reported that the work done so far on the School's preparation for the new Diploma course had lead to the presentation of the 'Outline Submission of Proposed Course', copies of which had been circulated. This had been approved in principle, but a good deal of work remained to be done on the details of the proposals. It is anticipated that the new course will commence in 1985.

863
Death of Mr. G.R.F. Bredin

The Governors heard with the deepest regret of the sudden death of Mr. Bredin on 30th September, shortly after his retirement from the Board, and once more placed on record their appreciation of his great interest in the School and his work on its behalf, both as a Governor and as a member of the Casson Trust.

864
Degree Courses

The Principal spoke of the concern felt in the profession that no degree course in Occupational Therapy is available; it is seen as essential that this development should take place in order to preserve the standing of Occupational Therapy in relation to other paramedical professions.

With regard to the implementation of a degree course in Dorset House, the Principal pointed out that a great deal of time and effort would be involved and it would not be possible to undertake this task concurrently with work on the Diploma '81 project. This implies that it would be several years - perhaps ten years - before a degree course could start. Accepting the need for a degree course and this time-scale, the Governors agreed that such a course might most readily be realised through an association with the Oxford Polytechnic; it seemed likely that the Polytechnic would in principle be interested in the creation of a Health Services Department, and they considered that negotiations and conversations should continue at any appropriate time.

865
Acceptance for Training

The Principal reported that recent events had shown that certain loopholes existed in the regulations concerning the award of the Diploma of the College of Occupational Therapists; further, work was in progress to prepare a document defining professional responsibility.

With these things in mind, attention had been given to preparing a revised version of a document setting out the Conditions of Acceptance for Training, which all intending students are required to read and accept. The Governors approved this document.

The Principal reminded the Governors that the School does not operate a formal 'grievance procedure'. The existing procedure is that if a student appears to be falling short of the required standard, he/she will be interviewed by the personal tutor who will discuss the problems. If no improvement becomes apparent, the student will be interviewed by the Principal and this will be followed by a formal written statement of the matters in which performance is less than satisfactory. If this, in turn, does not lead to the desired result, a further interview takes place, which the student's parents may attend, before any final decision is made.

The Governors agreed that this procedure was reasonable and satisfactory, bearing in mind that it did not exclude the student's right to approach the Chairman of Governors if this was thought to be justified.

The meeting closed at 4.20 p.m.

Chairman .....

Date 23/2/84

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

MINUTES of a MEETING of the BOARD OF GOVERNORS held at Dorset House School on 23rd FEBRUARY, 1984

Present: Mr. John Casson (in the Chair)
Dr. B. M. Mandelbrote
Dr. E. F. Mason
Mrs. M. McCallum
Mr. J. B. Talbot
Lady Williams

In attendance: Miss J. D. Edwards (Principal)
Miss S. F. Maclure (Staff Representative)
Miss D. M. Glass (Student Representative)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Dr. J. Mercer and Dr. Rosemary Rue.

866
Minutes

The minutes of the meeting held on 24th November, 1983 had been circulated and were confirmed.

867
Principal's Report

Commenting upon the Report which had been circulated, the Principal drew particular attention to the success of the scheme for arranging the whole of a student's long clinical practice within one District, thanks to a large degree to the interest shown in the idea by District staff. The students appeared to prefer this system to the traditional pattern of four different placements in four centres; there is a sense of continuity in being a part of one community and in addition it is often possible to obtain a wider range of practice from the facilities available within a District. Progress is also being made in the matter of providing more community placements; if negotiations now taking place are successful, about half of each intake will have the opportunity of experiencing the application of occupational therapy in this field.

The Principal reported that further applications for training had been received since the Report was prepared and the Clearing House had been asked to refrain from sending more. A further nineteen candidates are to be interviewed for waiting-list places to ensure that the September intake will be full, despite the inevitable withdrawals.

The Principal informed the Governors that the Occupational Therapist members of the staff had voted in favour of being represented by a Shop Steward and had elected Miss M. C. Taylor. This might be seen as offering a useful channel for official information on such matters as conditions of service, salary scales etc. The Governors accepted the staff's decision in this matter.

The Governors noted with concern the accident to Miss King and asked that their best wishes for a speedy recovery should be sent to her, and to Mrs. Hanford. They also offered their thanks to all the members of staff who are helping to cope with this difficult situation, and in particular to Miss Freston who has taken on a great deal of extra work.

868
Casson Trust Report

On behalf of the Trustees, Mr. Talbot informed the Governors that the new store-room extension to Room 30 was virtually completed.
The Trustees considered it desirable to see an alternative to the plans prepared by Perry Associates as part of the feasibility study, and it had been decided to invite Mr. J. Lankester, Surveyor to the University, to put forward his ideas for a new library building.

869
Staff/Student Council Report

The Staff Representative, Miss S. F. Maclure, outlined various matters which had been discussed by the Council. She noted that meetings were to be held with representatives of the first and third year students to make plans for Founder's Day; Miss Glass added that it was hoped to present as many aspects of Occupational Therapy as possible so as to make the event more interesting and informative for visitors.
Attention had been given to certain aspects of the course, in particular to a request that Anatomy and Physiology, which are taught in the first year, should be more closely related to second-year work. Understanding of subjects such as Occupational Therapy applied to Physical Conditions might be facilitated if they could be related to the academic work of the first year. The Principal had agreed to see what could be done to help matters.
The Governors thanked the Council representatives for the Report and the Council for its useful work.

870
New Governor

During discussion of the desirability of appointing new Governors, Lady Williams pointed out that community care was likely to be of increasing importance in the future and that this would lead to an expansion of the domiciliary occupational therapy service. It could be of value to the School to have a link with the community service and she therefore suggested that a General Practitioner should be appointed. Lady Williams noted, further, that there was a tendency for the Governors to appoint new members of their own age-group and she thought it advisable to look for a younger person so as to maintain a degree of continuity.
The Governors approved of this proposal in principle, and the Principal was asked to consult the Head Occupational Therapist of the Oxford Domiciliary Service to see if she could recommend a suitable General Practitioner who would be interested to accept an invitation to join the Board.

871
Clinical Practice

The Principal informed the Governors that a difficult situation had arisen in relation to the allowances paid to the occupational therapists who supervise students during clinical practice. New regulations had recently been introduced which fixed these allowances at a rate considered quite inadequate by the occupational therapy staff concerned. The School is affected by this dispute to the extent that occupational therapists are unwilling to supervise student training, and the Principal is to meet the Administrator of the John Radcliffe Hospital and the Personnel Officer to discuss this matter. At the present time, it seems possible that it may be necessary to reduce the amount of time given to clinical practice during the first year of the course for the 1984 intake; there is no significant threat to the long period of clinical practice during the second year. The College of Occupational Therapists is collecting information on the subject and, if the evidence justifies it, may make an approach to the Department of Health and Social Security to try to have the scale of payment reviewed.

Date ..... Chairman .....

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

MINUTES OF A MEETING

OF THE

BOARD OF GOVERNORS

held at Dorset House School on

28th June 1984

Present: Mr. John Casson (in the Chair)
Dr. B.M. Mandelbrote
Mrs. M. McCallum
Dr. J. Mercer
Dr. Rosemary Rue
Lady Williams

In attendance:
Miss J.D. Edwards
Mrs. D.R. Wharton
Miss S.J. Thompson (Student Representative)
Mr. H.L. Dennison (Secretary)

Apologies for absence were received from Dr. E.F. Mason and Mr. J.B. Talbot

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872 Minutes

The Minutes of the meeting held on 23rd February 1984 had been circulated and were confirmed.

873 Principal's Report

The Report had already been circulated. Speaking to it, the Principal noted that the term was following the normal pattern. The finalists had completed the Final Examinations and were now awaiting publication of the results; 3 of them are occupied in completing the required number of clinical practice hours missed through illness while a further 4 are repeating unsatisfactory practices. The second year students are continuing the clinical practice year and appear to be making good progress. It was pleasing to be able to report that the one-year District placement still appears to offer a very satisfactory way of obtaining clinical experience.

There continue to be problems associated with the Clinical Training Allowance scheme. The Allowance itself has been increased but some Districts are unable to pay it and this has created the situation that one Hospital will not be able to accept students during 1985 and some Oxford hospitals may also be affected. The clinical training programme should not be affected, however, and it is intended to try to make allowance for this problem while arranging the clinical practice element of the 'Diploma 1981' course. This new training programme is to come into operation in September 1985, and the 1984 intake will take a modified course which will contain some of the ideas to be incorporated in the new course.

The Principal drew attention to the fact that a joint Staff/Student committee had been responsible for organising the arrangements for Founders Day on May 19th, and that their idea of using demonstrations to illustrate the work of Occupational Therapists had worked very well. The Governors agreed with this and offered their thanks to all those whose efforts had helped to produce a successful and interesting display.

874 Casson Trust Report

On behalf of the Casson Trustees, Lady Williams reported that, during their meeting earlier in the day, the Trustees had considered two alternative plans for the new Library which had been submitted by Mr. J. Lankester, the University Surveyor. The first of these envisaged building an extension to the front of the main building. This plan had some attractive features but it was estimated that it would cost a good deal more than the Trustees were able to allocate for the new Library.
The second plan proposed the construction of a basically rectangular building on the back lawn. In order to include the facilities required by the School, this building would occupy approximately half of the lawn, and it would also be necessary to remove the beech tree and other trees; however, it did offer a simple but pleasing design which was similar to a library which the Working Party had seen and admired at Winchester. Moreover, the estimated cost was within the Trustees target figure of £120,000. The Trustees had agreed to accept the basic principle of this plan, but had decided that, before proceeding to the next stage of planning, it would be proper to hear the views and feelings of the staff and students. They had therefore asked the Principal to make it possible for discussion and consideration of the plan to take place, and to report back to the next meeting of the Trustees.

875 Staff/Student Council Report

The Report was presented by Miss S. Thompson. She mentioned several matters which had been considered by the Council, including the sale of second-hand uniforms, difficulties with the time-table which resulted in apparent unfairness to some groups of students and the possibility of setting up a 'Market Day' at which Occupational Therapists from various hospitals might meet finalist students to talk about the posts which would be available in the near future. A matter which had engaged a good deal of attention was the shortage of space in the J.C.R. and the Canteen, especially at break times. Several suggestions had been put forward; it had been proposed to place some comfortable chairs in the Canteen, but it was pointed out that this would have the effect of reducing the total number of seats available; the possibility of re-introducing 'staggered' breaks had been examined but it was thought that this might have a divisive effect between the first and second year students, and in any case, there were formidable time-tabling difficulties. So far, no easy solution seemed to be available. The Governors thanked Miss Thompson for her Report, and the Council for its interest in the work of the School.

877 New Governors

Lady Williams informed the Governors that the Trustees had considered this matter at their meeting earlier in the day. They had decided to defer appointment of a new Trustee for the time being, and during their discussion had mentioned the names of several doctors in general practice who might be interested in joining the Board of Governors and whose experience of work in the community would be of value to the School. Among these names were Dr. Godfrey Fowler, Reader in General Practice to the University whose practice includes a large number of undergraduates: Dr. Peter Lawrence, Community Physician to the District Health Authority and recently retired; Dr. Birch, Dr. Padfield and Dr. Marcus, all of whom are in practice at Thame, and Dr. Richard Lloyd.

The Governors agreed that a general practitioner would be able to make a valuable contribution to the work of the School and gladly accepted Lady Williams' offer to make enquiries among the people who had been named.

878 Salaries

The Principal drew the Governors' attention to the matter of the salary scales used for the School's teaching staff. For many years, Whitley Council scales had been used for O.T. members of staff and Burnham Secondary scales for the activities staff, although the latter had now been transferred to Whitley scales. However, staff employed in Occupational Therapy schools based in Polytechnics or other Higher Education institutions were paid on Burnham Further Education scales and, as the Principal showed, these scales are significantly higher than Whitley scales. On the one hand, this discrepancy is having the effect of making it difficult to recruit members of staff, particularly among the candidates with better-than-average qualifications, while it is possible that existing staff may be experiencing some disquiet on comparing the two rates of pay for basically similar work. The Principal informed the Governors that the staff have faced a good deal of additional work and increased responsibilities recently in connection with the development of the 'Diploma 81' programme, and these pressures will increase when the new system comes into operation.

After considering the Principal's remarks, the Governors recognised that it was necessary that the School should not be handicapped by paying uncompetitive rates of pay and agreed in principle that teaching staff should be paid on the Burnham scale appropriate to their appointment in the School and their qualifications and experience. The Principal was advised to transfer staff to the new scales, as and when it became possible and appropriate.

879 Staff Matters

It was noted that Miss King would shortly complete the period of six months at full pay, following her accident early in the year and would then become entitled to a further six months at half pay. The Governors, exercising their discretion, extended the period of full pay for a further six months and sent her their good wishes for her continuing recovery.

The Principal drew attention to the fact that Miss Freston had taken on a great deal of additional work and responsibility during Miss King's absence and the Governors agreed that, to indicate their appreciation of this, Miss Freston should receive an extra allowance equal to 50% of the difference between her salary and Miss King's, dating from the time of the accident.

876
Staff
Leaving

It was agreed that when members of staff were to leave they should be invited to meet the Governors for a glass of sherry on the occasion of the most convenient meeting of the Governors.

880
Mr. Bredin

It was agreed that the sum of money contributed by the Governors should be set aside until the new Library was completed, when some specific item of equipment might be purchased to be associated with his name.

The meeting closed at 3.30 p.m.

..... Chairman

22/4/84 ..... Date

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

MINUTES OF A MEETING

OF THE

BOARD OF GOVERNORS

held at Dorset House School on

22nd November, 1984

Present: Mr. John Casson (in the Chair)
Dr. B.M. Mandelbrote
Dr. E. F. Mason
Mrs. M. McCallum
Dr. J. Mercer
Mr. T. B. Talbot
Lady Williams

In attendance:
Miss J.D. Edwards (Principal)
Miss D. J. King (Vice-Principal)
Mrs. D.R. Wharton (Staff Representative)
Miss S.J. Thompson (Student Representative)
Mr. B. R. Sennett (Auditor)
Mrs. V. Broadhurst (Principal's Secretary)

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881 Minutes

The Minutes of the meeting held on 28th June, 1984 had been circulated and were confirmed, subject to the written addition of "F.E." to Minute No. 878 Reserved Item.

882 Accounts 1983-84

The Final Accounts for the year ended 31st August 1984 were presented by Mr. Sennett, on behalf of the Auditors, Wm.Bayliss & Co. He commented on the accounts in detail, noting that £24,625 had been received by way of Bank interest, which in his opinion was due to the careful handling by the Bursar, in the use of the Bid Deposit Scheme. The Governors were very concerned that the cost of cleaning materials, and particularly paper towels and laundry bills,, continued to rise so dramatically. The Principal assured them that these items would be carefully monitored.

It was agreed that the sum of £20,000 be paid over to the Casson Trust. The Accounts were then formally adopted.

883 Casson Trust

Lady Williams reported that the Trustees had considered four plans and had finally decided, in principle, on a single storey plan submitted by Perry Associates, which proposed a single storey library occupying the Eastern side of the back lawn; this plan did not require the felling of the beech tree. Certain interior details and the means of access between the school and the library remained to be settled and it had been agreed that the Working Party should meet Mr. Perry in the near future to consider these matters. It was noted that the target price of £120,000 included many of the fittings.

The new building would offer a considerable improvement on the library facilities which the school now possesses, and had the

additional advantage of freeing four rooms in the school for other much needed purposes. It was hoped that the work on the plans would proceed as quickly as possible.

883 Principal's Report

The Report had already been circulated. Speaking to it, the Principal noted that there were exactly the same number of students in the school at the start of this academic year, as last year; and of the first year intake of 82, one had left training for personal reasons. In order to facilitate the phasing in of changes planned for 'Diploma 1981', the 1984 first year intake were following a different course, which was attached to the Report as Appendix I. A new subject, Professional Forum, introduced to this intake, which is to be evaluated by the tutors involved, is detailed in Appendix II. The second year students are preparing to go on clinical practice in January and of the third years, currently on practice, most are doing well, only one being off sick for an extended period.

Sixty one of the Summer 1984 finalists have qualified. Unfortunately a number of finalists had failed one Group III examination; however, no-one had failed two examinations. The full Summer 1984 examination results were attached as Appendix III. The Principal commented that compared to the National results, the Dorset House results were fairly satisfactory, although the schoolwould wish to have less people failing a Group III examination.

Mr. Casson had presented the Diplomas at the recent Ceremony and Miss King, who had returned to the school this term, had also participated.

The Principal commented that the Clinical Supervisors Day held on 1st November had been extremely well attended and a good discussion had taken place on the course and plans for 'Diploma 1981' clinical practice. Miss Freston has taken a lot of responsibility in the school and with visiting clinical placements, and it was evident that the clinical supervisors appreciated this.

Commenting on staffing, the Principal explained that despite advertising for some time, the school had not yet managed to recruit an experienced community occupational therapist. This might relate to the differential in salaries and also that community occupational therapists have less desire to come into teaching. However, the school had appointed Mrs. Rosemary Conway, a past student working locally, to teach occupational therapy applied to psychiatric conditions, and had also been very fortunate in gaining a Canadian occupational therapist, Mrs. Jennifer Brooks, for one year while Mrs. Sue Peach is on sabbatical leave with her husband in the United States.

Mr Talbot noted that the Anatomy & Physiology examination results had improved immensely.

884 Staff/Student Council Report

Mrs. Wharton speaking to the Minutes of the Meeting held on 12th July, 1984, commented on the First Year students' concerns about the pressure of work especially during the third term. Staff have made every effort to reduce the pressure as far as is reasonably practicable.

Regarding these Minutes, Lady Williams, pointed out that Minute 5(b) was incorrect. It should be made clear that"the proposal"to build a library on the back lawn was approved, not "the plan", which in fact had only today at the Casson Trust Meeting been approved, with reservations. An assurance was given to Lady Williams that the Minute would be corrected.

Miss Thompson speaking to the Meeting held on 1st November, 1984 described the degree of overcrowding in the Junior Common Room and the Canteen. Efforts were being made to improve the situation by re-arranging furniture and also by using the Students' Union Office particularly as there are a number of smokers this year. Regarding the possibility of a visit to a French Occupational Therapy School, Miss Thompson reported that her year was very interested and the Students' Union would be getting in touch with Mr. Harrison, who had kindly offer to help in setting it up.

885 Dates of Future Meetings

It was agreed that the meetings for 1985 should take place on:
14th February, 1985
16th May, 1985
5th December, 1985

The following Reserved items were dealt with after staff and student representtives of the Staff/Student Council withdrew:-

886 Salaries

It was confirmed that it had been agreed in principle that teaching staff salaries should be paid on the Burnham Further Education Scales and that a proposal concerning the date of implementation should be brought before the next meeting.

887 New Governor

The Governors accepted with regret the resignation of Dr. Rue and considered the curriculum vitae submitted by Dr. Dulcie Gooding, who had been suggested as a Governor by Dr. Rue herself. The Governors agreed that they would be glad to invite Dr. Gooding to join the Board and asked that she be invited to the school to meet the Principal and to have lunch with her and any Governors who might be able to attend. Following this meeting, a formal invitation could then be issued.

888 Visits by Governors

Lady Williams suggested that as a means of becoming more involved in the school and with the students, Governors might like to take it in turn to spend an informal day in the school, once a year, visiting classes and lunching with the students. This idea was met with warm approval; the Principal commenting that staff would appreciate this and mentioning how welcome the two-day visit had been of Dr. Mercer, who had talked to the staff at the start of the "Diploma 1981" discussions.

889 C.P.S.M. Visit

The Governors discussed their meeting with two members of the Council for Professions Supplementary to Medicine team. The Principal indicated that the Report was expected before the New Year and that Governors would at that time be asked by the C.P.S.M. for their comments.

The meeting closed at 3.40 p.m.

.....Chairman

14th February, 1985 Date

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

MINUTES OF A MEETING

OF THE

BOARD OF GOVERNORS

held at Dorset House School on

14th February, 1985

Present: Mr. John Casson (in the Chair)
Dr. D. G. Gooding
Dr. B.M. Mandelbrote
Dr. E. F. Mason
Mrs. M. McCallum
Lady Williams

In attendance:
Miss J.D. Edwards (Principal)
Miss D. J. King (Vice-Principal)
Miss M. C. Taylor (Staff Representative)
Miss S. Hilton (Student Representative)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Dr. J. Mercer and Mr. J. Talbot.

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890 Minutes

The Minutes of the meeting held on 22nd November, 1984 had been circulated and were confirmed.

Matters arising:

887 New Governor

The Governors accepted with pleasure the statement by the chairman that Dr. D. G. Gooding, Community Medicine Specialist to the Oxford Regional Health Authority, had accepted the invitation to become a Governor, and welcomed Dr. Gooding to the Board.

888 Visits by Governors

The Principal reported that both staff and students had welcomed the proposal that a Governor should spend a day in the School in order to promote mutual understanding, and it was agreed that an early opportunity should be taken to arrange such visits.

891 Principal's Report

Commenting upon the Report which had already been circulated, Miss Edwards noted that of the three students who had so far withdrawn from the course, one had done so for personal reasons and the other two had decided that occupational therapy was not the career they had thought it to be. It was sad that, at a time of national shortage in the profession, training places were wasted in this way; attempts can be and are made at interview to ensure that candidates understand the nature of the work they are undertaking, but it is always difficult to know the true reason for early withdrawal.

On the subject of staff matters, the Principal noted that two new members of the teaching staff had been appointed - Mrs. S. Fairburn at present employed at the Nuffield Orthopaedic Centre, and Miss E. A. Atkinson, an Adviser for the handicapped to the Greenwich Social Services Department; both would take up their duties in September 1985. Miss Edwards mentioned that a good deal of office staff time had been lost recently because of illness, which was especially unfortunate because of the urgent need to complete the 'Diploma 1981' submission; however she was pleased to thank other members of the teaching and office staff who had given generously of their time to keep this and the everyday work of the School moving smoothly.

892

Casson Trust Report

Lady Williams reported on behalf of the Trustees that the Working Party had met the Architect to discuss the changes to the original plan which the Trustees had required, and that he would apply for Planning Permission on the basis of this amended plan.

893

Staff/Student Council Report

Miss Taylor and Miss Hilton reported on the Council's activities in terms of the minutes of the Council's meetings. Two matters had been of especial concern; the first had to do with the problems of accommodation during the Summer Term; it had been arranged that Miss Freston should speak to the whole First Year to explain how the various parts of the course fitted together, and the D.H.S.S. had been asked to provide confirmation that, in the event of a student needing to pay two rents, the Grant Section would be willing to refund the lesser of the two costs.

The second difficulty was concerned with the method of reporting absence. During the first part of the year, a register system had been in force and it was thought that this did not provide an accurate record of attendance. As an alternative, it was proposed that an absence book should be provided in which, on any day, a student's absence through illness or for any other reason might be recorded. If, on returning to the School, students see that they have been recorded as absent, they may then sign themselves back in. This system had been started only at the beginning of February and it was therefore too early to tell if it was working satisfactorily.

The Governors thanked the Council representatives for their report.

894

Clinical Practice

Miss J. M. Freston, the Clinical Practice Co-ordinator, explained the principles on which a student's placements are arranged under the present College of Occupational Therapists syllabus. The aim is to provide a wide range of experience which is so arranged that the student should be prepared for the Second-Year examinations which take place during the clinical practice year.

Two Third-Year students who had recently completed their clinical practice then spoke about their experiences. Miss J. Carr had been allocated to four different hospitals, while Miss N. Hankinson had spent the whole year in the Tower Hamlets District in London. Each mentioned the types of work they had done and the patients they had treated, and described how the clinical work related to the course as a whole.

It was noted that the 'Diploma 1981' course would provide for an alternation between School and clinical practice; it is intended that this should facilitate a better relationship between theory and practice.
The Governors thanked Miss Freston, Miss Carr and Miss Hankinson for this interesting account of an important part of the School's work.

895
C.P.S.M. Report

The Governors received the Report on the statutory visit to the School on November 20th and 21st 1984 and agreed to defer detailed consideration of its findings until the next meeting.

.....Chairman

...16/5/85.....Date

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

MINUTES OF A MEETING

OF THE

BOARD OF GOVERNORS

held at Dorset House School on

16th May, 1985

Present: Mr. John Casson (in the Chair)
Dr. D. G. Gooding
Dr. B.M. Mandelbrote
Dr. E. F. Mason
Mrs. M. McCallum
Dr. J. Mercer
Lady Williams

In attendance:
Miss J.D. Edwards (Principal)
Miss D. J. King (Vice-Principal)
Miss M. C. Taylor (Staff Representative)
Miss K. Galpin (Student Representative)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Mr. J. B. Talbot

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896 Minutes — The Minutes of the meeting held on 14th February, 1985 had been circulated and were confirmed.

897 Principal's Report — The Report for the Summer Term, up to the date of the meeting, had been circulated. Commenting on it, the Principal noted that so far, six of the present first years had left the course, one for personal reasons, the remainder because of dissatisfaction with the School, the course or the profession. The Governors were concerned that the latter figure was so high and wondered if such uncertainties could be brought to light before the course started. It was noted that there is now a requirement that intending students will be required to spend up to a week as an observer in an O.T. Department, in the hope that they might start the course with a more realistic concept of what is involved in the profession.
On the subject of the new appointments mentioned in the Report, the Principal spoke with pleasure of the appointment of the District Occupational Therapist, Miss R. Bowden, who is known to be interested in educational matters. This appointment should be of value to the School in that, in dealing with such matters as clinical practice arrangements, it will be easier to speak to one person having responsibility for the district than to negotiate with a number of occupational therapists in individual hospitals. She also welcomed the assistance of Dr. Douglas Bennett and Dr. Fraser Shaw as advisers to the Behavioural Sciences committee and the Anatomy & Physiology committee respectively. Their experience and knowledge will provide invaluable guidance on an internal basis, although the courses are subject to supervision by moderators appointed by the College of Occupational Therapists.

The Principal informed the Governors that the final draft of the proposed 'Diploma 1981' course had been submitted to the Validation Panel who were to visit the School on 4th June. It did not appear that there was any reason to doubt that they would accept it in principle, and it appeared realistic to expect that the 1985 intake would start under the new scheme.

898
Casson Trust Report

On behalf of the Casson Trust, it was reported that self-closing fire doors and an emergency lighting system had been installed in the hostel.
The planning application in respect of the new Library was to be considered at the June meeting of the Planning Committee, and it was hoped that building would begin in September or early October. In the meantime, further consideration was being given to the internal arrangements, to ensure that the School's requirements were met.
The problem of dampness in the caretaker's cottage had been investigated. A number of measures had been recommended by the Architect; the Trustees had approved these in the hope that the problem would be permanently cured.

899
Staff/Student Council Report

Miss Taylor, reporting on the meeting held on 14th March, noted that a new system of absence recording which required students to sign themselves back after a period of illness, appeared to be much more satisfactory than the previous daily "signing-in" procedure and there now appeared to be few problems in this regard.
She also referred to the fact that some students, in order to ensure that they have lodgings to return to after a period of clinical practice, could find it necessary to pay two rents. The D.H.S.S. Grants Section had agreed to re-imburse the lesser of two such rents, provided that the School was ready to agree that this was necessary under the individual circumstances.
Miss Galpin noted that the meeting on 5th May had discussed the question of making the lecture-room chairs more comfortable. After a number of experiments, it had been agreed that a one inch thickness foam cushion provided the best compromise between expense and comfort, and it was hoped to supply these.
During the latter part of the Hilary Term, students had been concerned about a wave of petty pilfering, mostly of small items but also including the robbing of a collecting box for the blind. It now appeared to have subsided, possibly because a careful record was being kept publicly of any such incidents.
The Governors thanked the Council for its work on behalf of the School and for the Report.

900
C.P.S.M. Report

A team of visitors, representing the Occupational Therapy Board of the Council for the Professions Supplementary to Medicine, had conducted the quinquennial statutory visit to the School in November 1984. Their Report already had been circulated to the Governors.
The various matters mentioned in the Report were considered in the light of the Principal's comments on these items.
The Governors were pleased to see that the team concurred with the decision to build a Library, offering much-needed study-space, rather than the lecture-theatre which had been suggested at the previous visit.

It was noted that the team and the Board had shown especial interest in matters affecting clinical practice. The Principal pointed out that the School was, in effect, staffed to teach two years of students and that it was therefore difficult to provide staff time for the amount of clinical visiting which might be desirable. She proposed to discuss this with the D.H.S.S. to see if they could offer any help; further, it was hoped that the re-arrangements necessary in the implementation of the 'Diploma 81' course might make it possible to set aside more time for visiting. The minimum aim would be that each student should be visited at least once during each placement.

The Governors agreed that liaison between the School and the clinical departments was important in that the understanding of the material taught in School depends on the way it is seen to be applied in the clinical setting; clearly, it is desirable that the academic and clinical sides of the training should present an integrated whole. One possible impediment to this lies in the problem created in some areas by uncertainty and inconsistency in the payment of the clinical supervisor's allowance. Another cause of concern lies in the secondment of student/pupil nurses to O.T. departments which is seen as being at the expense of the amount of time available for training O.T. students; the Governors agreed with the Board that this should be taken up as a national issue.

At the present time, liaison between the School and the departments is achieved by means of one main meeting each year, attended by representatives from a number of the O.T. departments which accept our students, together with the additional meetings with local occupational therapists. This is less than satisfactory, and it is intended that, under 'Diploma 81', there shall be a meeting each term with representatives of the clinical supervisors.

The Governors noted with pleasure that the appointment of the Clinical Practice Co-ordinator continued to facilitate the administration of the clinical practice programme; it was found to be advantageous for clinical supervisors to deal with one specified person who was familiar both with the students and with the problems faced by the hospitals.

With regard to the recommendations offered by the visiting team, the Governors noted that some, for example, the re-siting of the pottery kiln, had already been done, while others, such as the refurbishing of the Cottage, were in hand. The suggestion that there is a need for reappraisal of all non-teaching staff is already under consideration by the Governors in view of the forthcoming retirement of the Bursar in 1986, while the suggested appointment of an audio-technician, though recognised as desirable, may not be easy to achieve because of financial constraints. As for the comment that too many students are required to undertake clinical placements in isolation, the School is well aware that this is undesirable, but to remedy it depends on finding suitable placements which are willing to accept more students; it is possible that the use of further district placements may help to solve this problem. Finally, the Governors noted that the requirements of the 'Diploma 81' course would inevitably lead to a complete reappraisal of the teaching programme so as to cover the additional tasks to be imposed on the staff.

It was agreed that the Secretary, in consultation with the Principal, should prepare a draft letter for the Chairman's consideration, to express the Governors' views on the outcome of the visit.

901
Sun Life Pensions

The Secretary reported that it was now four years since the last review of the pensions paid to certain former non-teaching members of staff. The Governors agreed that the same panel, consisting of the Chairman, the Principal and the Bursar, should consider what changes need to be made in these pensions and take any necessary action.

902
Miss D.J. King

The Governors noted with regret that, following her serious car accident in January 1984, Miss King had been unable to carry out satisfactorily the strenuous duties of Vice-Principal, and her appointment would therefore be terminated on September 4th 1985. The Governors decided that they wished to make an ex-gratia payment to Miss King of £4,000 as a token of goodwill and of their appreciation of her personal qualities from which the School, its teachers and students, their parents and all other persons connected with the School had benefitted over the years.

.....Chairman

5/12/85 Date

REPORT OF MEETING OF WORKING PARTY ON FUTURE OF DORSET HOUSE,

held on 20th JANUARY, 1986

PRESENT: Miss J. Edwards, Miss J. Freston, Miss A. Mendez, Dr. D. G. Gooding and Dr. J. Mercer.

POLICY IN RELATION TO DEGREES:

It was agreed to recommend to the next Governors' Meeting the following recommendations:

1) Dorset House should follow the long term policy of the College of Occupational Therapists and plan for an all degree course.

2) This should be prepared within five years.

3) A feasibility study of association with the modular courses offered by Oxford Polytechnic should be prepared in outline during Autumn 1986.

4) This study should not preclude a trial degree course for a minority of students.

5) This study should attempt to accommodate a degree within three years.

6) It would be necessary at some stage for the Chairman of Governors to formally approach the Director of Oxford Polytechnic for association.

POLICY IN RELATION TO IN-SERVICE TRAINING FOR UNQUALIFIED O.T. HELPERS IN OXFORD REGION:

It was agreed that Dr. Gooding and the Principal should seek clarification from the Regional Personnel Manager as to how many Helpers might be suitable and wish to train on a part-time basis, and what provision the Region would be prepared to make towards such a course.

OTHER MATTERS:

The Principal was requested to liaise with the Nursing Officers over possible modular courses at Oxford Polytechnic.

Any proposed degree would have to include a clinical element of requisite length and experience.

The Working Party affirmed that the founder's aim to produce suitably qualified occupational therapists should be maintained in a changing pattern of provision and need.

John Mercer
20th January, 1986

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Dorset House School on 5th December, 1985.

Present:

Mr. J. Casson (in the Chair)
Dr. D. Gooding
Dr. E. F. Mason
Mrs. M. McCallum
Dr. J. Mercer
Miss A. Mendez
Lady Williams
Dr. B.M. Tandlbrok.

In attendance:

Miss J. D. Edwards (Principal)
Miss J. M. Freston (Vice-Principal)
Miss M.C. Taylor (Staff Representative)
Miss K. Galpin (Student Representative)
Mr. B. R. Sennet (Auditor)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Mr. J. B. Talbot. While sending his apologies, Mr. Talbot asked that the Governors should be informed that the day he had spent in School had been interesting and rewarding. He had been greatly impressed by the standard of teaching and by the degree of application shown by the students, and would recommend other Governors to repeat the visit.

903
Minutes

The minutes of the meeting held on May 16th, 1985 had been circulated and were confirmed.

984
Student Funding

A proposal had been put forward by the National Advisory Board that the responsibility for funding the training of students in the paramedical professions, such as occupational therapy, physiotherapy, etc., should be transferred from the D. H. S. S. to the Department of Education. It was claimed that there would be advantages in treating this training as part of the general educational process, but the School had found from experience that the D. H. S. S. Grants Section , with a direct interest in producing as many occupational therapists as possible, had been exceptionally helpful in many ways; for example, the year's fees had been paid in advance instead of one term at a time - the interest on this payment had made a significant contribution to the School's finances.

985
Accounts 1985/86

The Accounts for the year ended August 31st, 1985 were presented and commented upon in detail by the Auditor. He noted that the Income and Expenditure Accounts showed a significant reduction in the overall surplus as compared with the previous year, and explained in some detail how this had come about. The increased income produced by increased tuition

fees had been largely swallowed up by the anticipated changes in wage and salary rates; another item which had doubled over the previous year was Repairs and Renewals, although the various items were all necessary expenditure. Despite this reduction, however, the Accounts showed that the School was in a sound financial position.
It was agreed that the Accounts should be adopted.

986
Principal's Report

The Report had already been circulated. Commenting on it, the Principal reminded the Governors that the intake which had commenced the course in September were the first to take the new 'Diploma 81' course in which assessments and examinations would be set and marked in School, subject to moderation by representatives of the C. O. T.. So far, the new course appeared to be running well. Smaller intakes had been accepted during the last two years in preparation for the additional work which 'Diploma 81' was likely to produce, and it was note-worthy that the smaller numbers made things easier in several ways - the task of marking was significantly reduced, for example. It was likely that the difficulties of transferring to the new system had been experienced by other Schools although there was no evidence about this.
Miss Edwards also drew attention to the high drop-out rate among the second-year students; this may well be due in part, at least, to the fact that they have sensed that they are in between two different ways of training and that this has induced a feeling of uncertainty.
The Governors welcomed Miss J.M. Freston, attending the first meeting of Governors since her appointment as Vice-Principal.
The Report was accepted.

987
Casson Trust

The progress made in the construction of the new Library was outlined. Some alteration to the original plans had been necessitated by the introduction of new Regulations which required that access to the building should be available for the disabled. It had also been agreed that provision should be made for the possible introduction of telephone links to external sources of information.
The repairs needed for the caretaker's cottage had proved to be more extensive and expensive than had been originally thought, but this work was seen as an investment for the future.
The Report was accepted.

988
Staff/Student Council Report

The Report was introduced by Miss Taylor, the Staff Representative. Two meetings had been held since the last Governors' meeting. At the first, on June 6th, it was noted with relief that the wave of petty pilfering appeared to have stopped. Another item of concern to students was that the D. H. time-table did not co-incide with that of the Poly, with the result that D. H. students were unable to attend lunch-time meetings at the Poly and were unable to join Poly societies. The Principal had replied that an effort would be made to see if the problems inherent in

changing the time-table might be overcome.
At the meeting on October 24th, it was reported that D. H. students had been granted reciprocal membership of the Poly; this meant that they were now formally entitled to join Poly societies, although they might not always have voting rights; conversely, Poly students could also join D. H. societies although at present there were none.
With regard to the question of aligning the School lunch-hour with that at the Poly, it was pointed out that Wednesday afternoon was always available; in addition, it was hoped to make this possible on two afternoons per week. The staff would consider if it might be possible to extend this to other days, provided that the resulting problems could be overcome.
The Governors thanked the Council for the Report which was accepted.

989
Future Meetings

The dates of meetings for the coming year were agreed as follows:

March 6th, 1986
May 8th, 1986
November 27th, 1986

It was noted that Founder's Day had been arranged for Saturday, 17th May, 1986.

990
Miss D. J. King

The Principal reported that a part-time teaching post had been offered to Miss King but that she had felt unable to accept it. It seemed clear that she wished to maintain her independence by earning her living, and had not applied for a retirement pension. It was noted that the full extent of legal compensation could not be assessed until a state of medical finality had been reached.
Dr. Mason informed the Governors that, in drafting the letter to Miss King which accompanied the payment of £4,000, he had taken advice from the accountant and the solicitor to ensure that the payment should not be seen as in any way a recompense for the accident; it would therefore not affect any sum she might ultimately be awarded by way of compensation.
It had also been necessary to draft a minute which stated the Governors' decision concerning this payment in order to provide authority for making it.
It was agreed that if, for any reason, neither the Principal nor the Secretary were present during an item of business, the Chairman should write the necessary minute.

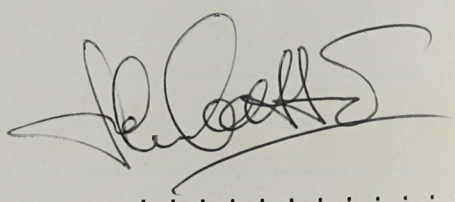
991
Appointment of new Bursar

The Governors discussed the question of the role which the new Bursar might perform in the life of the School, with a view to assisting in the writing of the job description. The Principal suggested various items which might be included in this document, such as employment and data-processing legislation, statistical work in connection with the examination system, the administrative side of the selection process, the development of the computer system, etc.
The Governors approved these things in general but advised that the Bursar should not be involved in such matters as appeals procedures. Much would depend on the talents and abilities of the person appointed, and adaptability should be one of the qualities sought.

It was agreed that the post should be advertised in the Oxford Times and a national newspaper such as The Times. Interviews should take place early in the New Year, and a Selection Committee was appointed, consisting of Mr. Casson, Dr. Mandelbrote, Dr. Mercer and the Principal; the job-description should be circulated to the Committee for their approval.

992
Future Plans

The Principal drew the Governors' attention to a conversation she had recently held with the Assistant Director of the Oxford Polytechnic with a view to exploring the possibility of a closer affiliation between the Poly and Dorset House and the creation of a degree course. This approach was advisable because it is clear that the O. T. profession as a whole considers that there should be at least some degree courses available for students; if the School is to survive in the forefront of O. T. training, it is necessary that the various options should be examined, and that decisions, in principle at least, should be reached in the not-too-distant future.
The Governors accepted that this was necessary, and a Working Party consisting of Dr. Gooding, Miss Mendez and Dr. Mercer. the Principal and the Vice-Principal was nominated to consider these matters. It was agreed that it should meet on January 20th, 1986, and should report back to the next meeting of the Board in March.



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Chairman

13th March 1986

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Dorset House School on 13th March, 1986.

Present:
Mr. J. Casson (in the Chair)
Dr. D. Gooding
Dr. E. F. Mason
Dr. B. M. Mandelbrote
Mrs. M. McCallum
Dr. J. Mercer
Mr. J. B. Talbot
Lady Williams

In attendance:
Miss J. D. Edwards (Principal)
Miss J. M. Freston (Vice-Principal)
Miss M. C. Taylor (Staff Representative)
Miss B. Foley (Student Representative)
Mr. H. L. Dennison (Secretary)

Apologies for absence were received from Miss A. Mendez.

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993
Minutes

The minutes of the meeting held on December 13th 1986 had been circulated and were confirmed, subject to the addition of the name of Dr. Mandelbrote to the list of those present.

994
Principal's Report

The Report had already been circulated. Commenting on it, the Principal spoke of the disappointing results of the Winter 1985 examinations taken by the third-year students. It was difficult to find any wholly convincing explanation for this; these students were following the traditional course, the teaching programme had not been changed and as a group, their results in the Summer 1985 examinations had been good. Among possible reasons for the poor showing, Miss Edwards mentioned the fact that several lecturers had been concerned in the series of medical lectures which might have been unsettling, that the Medicine and Surgery paper had paid little attention to neurology on which the School places a good deal of emphasis, and also that perhaps a degree of complacency may have been present. Appropriate revision schedules were being arranged and it was hoped that the majority of those who had failed would pass on re-take.
The results of the clinical practice year, recently completed by the second-years, were reasonably good; it was noticeable that, increasingly, a higher standard of competence was demanded. In answer to a question, the Principal stated that she was satisfied with the quality of supervision given to the students.
It was reported that about eighty offers of places for the course commencing in September had been made, and it was hoped to have a waiting list of about twenty. It was anticipated that eighty-one bursaries would be alloc-

ated to the School as in previous years; if more bursaries were available, the School might accept eighty-eight students, although this would have repercussions, not only on the teaching staff but also on office facilities.
The Governors thanked the Principal for the Report.

995
Casson Trust Report

Lady Williams reported that Mrs. Natalie Barr, a former student of the School, had made provision in her will for a bequest which would, on her death, provide a sum of £50 per year to be used for the purchase of books.
The Trustees had been informed that the building was now some six weeks behind schedule, due to bad weather and to delays in obtaining materials; pressure is being placed on the builders to reduce the delay.
It had been agreed that a Book Fund should be set up to commemorate the opening of the Library and ex-students are to be invited to contribute towards this.
It had been arranged that samples of the chairs to be provided in the Library should be made available for testing and it was hoped that stuadents would comment on them.
Lady Williams informed the Governors that the Trustees had asked her to open the new Library, and that she had gladly agreed to do so.
The major part of the work on the caretaker's cottage had now been completed, and it was hoped that the building now stay warm and dry.
The Governors thanked Lady Williams for the report.

996
Staff/ Student Council Report

Miss Taylor commented on the meeting held on December 12th 1985. The matters dealt with included a consideration of problems of accommodation for students, and a proposal to replace the term 'chairman' by 'chairperson', which had been approved. A report had been received on the National Union of Students' Conference; it was felt that the Union does not adequately represent the Health Student sector, and moves were afoot to create links with Health Service students in other disciplines.
Miss Foley, speaking about the meeting held on February 6th, noted that a file had been prepared, giving information concerning a number of properties which offered accommodation to students. Other matters discussed included the provision of an alternative office for the Students Union, and the method of publishing examination results.
The Governors thanked the Staff and Student representatives for their reports and for the work of the Council.

997
Grievance and Disciplinary Procedures

Copies of proposed Grievance and Disciplinary Procedures had been circulated. The Principal noted that during the life of the School up to the present, there had been no need for such procedures to be invoked, but that it was necessary that formal machinery should be available for dealing with such situations.
It was agreed that the proposed Grievance Procedure was satisfactory, but that certain aspects of the Disciplinary Procedure needed further consideration.
Noting that the proposed procedure referred to staff and not to students, the Governors questioned what type of misconduct would be likely to be under consideration; it might be thought appropriate to have two procedures, one for teaching and one for non-teaching members of staff. This might be found necessary because in cases where this type of procedure is needed, it is the normal practice for teachers to be suspended, rather than dismissed.
It was also thought necessary that certain terms should be given further thought; for example, the circumstances in which 'gross misconduct' might be alleged should be examined, and the identity of an 'immediate superior' ought to be established, this being stated, perhaps, in the service contract.
The Governors recommended that these matters should be referred to the School's solicitor, and his advice incorporated in this document.

998
Working Party

A written Report had been circulated which summarised the Working Party's consideration of the future development of the School. In general, it accepted that occupational therapy should follow the precedent of physiotherapy and speech therapy and that, ultimately, a degree would take the place of the Diploma as the entry qualification to the profession. It was therefore necessary that Dorset House should begin to prepare itself to offer an appropriate course.
The design of such a course would depend to a large extent on its length. A four-year course, such as that offered at Ulster, was to be preferred as it offered the opportunity for a higher academic content. It was noted that the Edinburgh course, based in a College of Higher Education, was not far in advance of the standard Diploma in terms of content; however, a diploma does not entitle its holder to seek entry to higher degree courses or to research work.
The Principal commented that the degree level could be attained and the necessary amount of work done within three years; the price would be that terms would need to be longer and holidays shorter. There was a precedent in the three-year nursing degree course, and students might be willing to accept these conditions, although it was likely that the teaching staff would find it very onerous. If such a course were set up, it would be necessary to continue to recognise the importance of the clinical component of the training.
A principal obstacle to the creation of a four-year course

lies in the matter of financing it. The D. H. S. S. has been reluctant to accept the need for the additional year although this might be forthcoming if the D. E. S. were to take over the responsibility for paramedical training. The D. H. S. S. strategic plan calls for more Occupational Therapists, and one way of achieving this is to upgrade Helpers; it is possible that the degree level might prove to be too high for these would-be entrants to the profession.

It was agreed that the School must prepare to meet the need for a degree course, and the Principal was asked to proceed with her enquiries to make this possible.

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8th May, 1986

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Dorset House School on 8th May 1986.

Present: Mr. J. Casson (Chairman)
Dr. D. Gooding
Mrs. M. McCallum
Miss A. Mendez
Mr. J.B. Talbot
Lady Williams

In attendance: Miss J.D. Edwards (Principal)
Miss J.M. Freston (Vice Principal)
Miss M.C. Taylor (Staff Representative)
Mr. H.L. Dennison (Secretary)

Apologies for absence were received from Dr. Mason, Dr. Mandelbrote and Dr. Mercer.

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999
Minutes — The minutes of the meeting held on 13th March 1986 had been circulated and were confirmed.

1000
Principal's Report. — The Report had already been circulated. Commenting on it, the Principal stated that the D.H.S.S. had been asked to allocate additional bursaries to the School and that it was hoped to have an intake of eighty-eight for the next academic year: this would help to compensate for the possible limitation on the tuition fee to which reference had been made at the last meeting of the Governors.

While reporting on the progress of the 'Diploma 81' course the Principal noted that the Treatment Technique course was being extended to include not only straight-forward craft activities but also such subjects as computers and design, the ability to teach the latter being one of the qualities looked for in the appointment of Mr. Leggett, who would join the staff in September.

The role of the Moderators in relation to this new course was discussed. They are appointed by the College of Occupational Therapy and are responsible to it, not only for supervising the progress of the course, but also for maintaining the required professional standards. They report to the Validation Board which had approved the plan of the course proposed by the School, and a copy of their report will be submitted to the Governors.

While thanking Miss Edwards for her Report, the Governors congratulated the Principal and the School on the excellent results attained in the first 'Diploma 81' examinations, which had been held during the Hilary Term.

1001
Casson Trust Report

In presenting the Report, Lady Williams stated that the Trustees were disappointed and angry that the new library building was not yet completed and that they were considering invoking the penalty clause. The chairs specified by the architect had proved to be less than pleasing, probably in consequence of his wish to avoid exceeding the budget price, and it had been decided that the Librarian should make the final choice. She also informed the Governors that it had been agreed to undertake whatever work might be needed to bring the School buildings into line with current standards of fire safety.

The Governors thanked Lady Williams for the Report and agreed that it was essential to implement the recommendations of the Fire Safety Officer.

1002
Staff/ Student Council Report

In the absence of the Student Representative, Miss K. Galpin, who was engaged in revision for her examination, Miss Taylor described the two meetings held recently. At the meeting held on 20th. March 1986, the necessary steps had been taken to alter the Constitution of the Council in order to permit the use of the term 'Chairperson' in place of 'Chairman', and the Governors gave their approval to this change.

Miss Taylor pointed out that the Council offers a useful way of ascertaining student attitudes; a proposed change in the clinincal practice pattern, for example, would affect the students' feeling about the course, and their reactions can conveniently be presented via the medium of the Council.

It was noted that the Academic Board, to be set up as part of the 'Diploma 81' arrangements, would include student representation; this had been requested by the Validation Board.

Accepting the Report, the Governors thanked Miss Taylor for presenting it.

1003
Dates of future meetings

It was agreed that meetings should be held on the following dates:-

27th November 1986
26th February 1987
7th May 1987
26th November 1987

It was noted that Founders Day would take place on 16th May 1987.

1004
Further Training - Helpers

Dr. Gooding explained to the Governors that the strategic manpower plan for the Oxford Region required the provision of eighty additional occupational therapists by 1994; the need for these posts was occasioned by the increasing number of the elderly requiring care. It appeared unlikely that enough fully qualified staff would be available, and the only method of reaching this number was to train more O.T. Helpers. Some

helpers, capable of reaching Diploma or Degree status, could be seconded from their employment to take the full-time course; they would be required to offer appropriate academic qualifications and would presumably be financed from Regional funds.

At a somewhat lower level, advanced training courses for existing helpers could be arranged. It would be necessary to identify which areas of expertise would be most appropriate to such a course. Other matters for consideration would include the need to identify suitable candidates and to arrange a salary structure for this higher-level grade of helper.

Dr. Gooding said that she had already met the Regional Training Officer to discuss this project and further meetings were to be held before the summer to explore the proposal further. She had presented this account of the progress made up to the present in the hope that the School would be willing to take part in such a training programme.

The Governors agreed that in principle, the School should support the plan, but it was thought proper to defer any further consideration until more precise information was available. It would then be possible to judge how the provision of such a course would affect the normal work of the School, what resources would need to be provided and how these courses would be financed.

1005
New Governor

Lady Williams reported that, during discussions of the need to appoint a new Governor who could offer the financial expertise which Mr. Bredin had brought to the Board, it had been suggested that Mr. Brian Hulse, who had been Treasurer to the Oxford ~~Regional~~ District Health Authority, might be an appropriate choice, and that she had offered to approach him to see if he would accept an invitation to become a Governor. The Governors approved this suggestion, and agreed that if Mr. Hulse were willing, the Chairman should formally invite him to join the Board of Governors.

The meeting closed at 3 p.m.

After the meeting, in view of his impending retirement, the Governors thanked Mr. Dennison for his long service to themselves and to the School and presented to him a water-colour of the front of the School, painted by Sir Hugh Casson, as a token of their regard.

E. Thomas

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Chairman.

27th November 1986.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Dorset House School on 27th. November 1986.

Present:
Dr. E.F. Mason (Acting Chairman)
Dr. D.G. Gooding
Mr. B.E. Hulse
Dr. B.M. Mandelbrote
Mrs. M. McCallum
Miss M.A. Mendez
Dr. J. Mercer
Mr. J.B. Talbot
Lady Williams

In attendance:
Miss J.D. Edwards (Principal)
Miss J.M. Freston (Vice Principal)
Mrs. Z.B. Maslin (Staff Representative)
Miss B.M. Foley (Student Representative)
Mr. B. Sennet (Auditor)
Mr. B.A. Davies (Secretary)

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1006
Apology. An apology for absence was received from Mr. J. Casson.

1007
New Governor. The Chairman formally welcomed Mr. Brian Hulse to the Board of Governors of Dorset House School.

1008
Founder's and Diploma Days. Prior to the admission of staff and student representatives Mrs. McCallum expressed her disappointment at some aspects of the Founder's Day and Diploma Day ceremonies. It was agreed that some improvements may be possible. Dr. Mason undertook to discuss these with Mr. Casson.

1009
Minutes. Mr. Hulse pointed out that he had been Treasurer of the Oxford District Health Authority not the Regional Authority as indicated in the circulated minutes of the meeting held 8th. May 1986. After a correction to that effect the minutes were accepted as a true record of the meeting.

1010
Matters Arising.

(1) Principal's Report.

Dr. Mason asked if any additional bursaries had been obtained for this school year. The Principal explained that the September 1986 intake included 83 D.H.S.S. bursaries; in addition, there were 4 students sponsored by Regional Health Authorities, 1 sponsored by Christian Aid and 1 privately funded, making a total of 89.

(2) Dates of Future Meetings.

The Principal reported that Mr. Casson would not be available to attend meetings on any of the previously agreed dates in 1987. The following revised dates were agreed:-

26th. March 1987
11th. June 1987
19th. November 1987.

1011 School Accounts.

The final accounts for the year to 31st August 1986, which had been circulated, were commented on, in detail, by the Auditor. Explaining a surplus of income over expenditure of £7482 he pointed out that income from tuition and registration fees had increased by more than £38,000, but this had been offset by a corresponding increase in salary and wages costs. The surplus on craft materials was almost certainly due to some handout photocopying charges not being recorded in the craft account, while the surplus on Canteen sales did not include any allowance for staff wages.

A deficit in the Hostel income and expenditure account of £2084 compared with the previous year's surplus of £4636 was largely due to increased expenditure on essential repairs, cleaning materials, laundry and heat and light costs but was also contributed to by a reduction in income from rents. The Secretary explained that this was because the hostel had only been fully occupied for 2 terms. With the change in training pattern to the 'Diploma 81' courses the hostel had, during the summer term, been used mainly by 3rd. year students who were in the School for only 5 weeks. Replying to a question from Miss Mendez, the Secretary said that this problem would recur this year but the situation should improve from next year when all students were on the 'Diploma 81' course and the 3rd. year Summer term continues until July.

Moving on to the Profit and Loss Account, the Auditor stated that Mr. Dennison was to be congratulated on sound investment of the School funds which had produced more than £40,000 in bank interest. Allowing for a grant of £20,000 to the Casson Trust, which was approved by the Governors, there was a retained surplus of £25,636.

The Auditor pointed out that the D.H.S.S. had not approved the budgeted increase in tuition fees for the present year and this could seriously affect the 1986-87 Profit & Loss Account. The Secretary then explained that the estimated expenditure for the present school year called for an increase in tuition fees of £234 per head to £1914, but the D.H.S.S. had approved a fee of £1781, an increase of only £101; giving a shortfall of £30,500. He estimated that the salaries and wages bill alone would be some £43,000 above the 1985-86 figure and there would be above inflation level increases in heat and light and rates charges due to the new library. Overall it is likely that the School Income and Expenditure Account will show a deficit of approximately £26,000. Because of the expected poor take up rate for

accommodation during the Summer 1987 term, it was likely that there would be a deficit of approximately £5,000 in the Hostel Income & Expenditure Account. While it is not possible accurately to forecast interest rates it was hoped that the interest received from the School's Deposit Accounts would balance these deficits. A grant of £20,000 to the Casson Trust would however mean a large deficit in the overall Profit & Loss Account.

The Principal explained that the D.H.S.S. had supported the change to Burnham scales for teaching staff salaries but now that the changes had been implemented they were not able to fund the extra costs. The only way to save would be to reduce staff and, while there were no plans for redundancies, it would be necessary in future to take a careful look at how essential it was to replace staff who left for normal reasons. Replying to a question from Dr. Gooding, the Principal went on to explain how the School negotiated with the D.H.S.S. over the level of fees and said that this year they had adopted a basic policy of no increases above the level of inflation.

The Auditor then reported that the School had repaid, to the Casson Trust, the loan received to fund the new library and that the School's net current assets now stood at £201,723 an increase over 1984-85 of over £29,000. He then drew attention to the fact that the legacy of £5,000 from Miss A.B. Harrison had been made to the Casson Trust and that this sum should be transferred to the Trust accounts.

The Board agreed that after the transfer of the A.B. Harrison bequest had been completed the accounts should be adopted.

The Secretary was instructed to produce a budget statement for the next meeting.

1012
Barclays Payflow.

The Secretary described a system operated by ACT Computer Services on behalf of Barclays Bank by which montly paid staff would have their salaries transferred from the School's bank account direct to their own accounts. He said that the proposed change from the present system, whereby salary cheques were given to staff several working days prior to the end of each month, had been welcomed by staff. In addition, at present interest rates, it could increase the School's Deposit Account interest by as much as £300 per year. There are no setting up charges and transfer charges are less than those for bank giro transfers and cheques.

A copy of an agreement relating to the Barclays automated payment system known as Payflow was considered and approved and it was resolved that Mr. B.A. Davies be and is hereby authorised to sign the said Payflow agreement on behalf of the Company.

1013
Casson Trust Report.

Reporting on that morning's Casson Trust meeting, Lady Williams said that the new library had now been opened, equipped and named. The Trustees were well satisfied with the quality of the furnishings which, through the good offices of the Regional Health Authority, had been purchased at a discount. The Architect's report on the excessive delay in completing the building work had not yet been received, hence a decision on whether or not the penalty clause in the building contract would be invoked had been deferred.

Lady Williams stated that the Trustees realised that they would soon have to spend money on work to improve the fire safety standards of the School buildings. Details are not yet known but it is expected to be very costly.

Commenting on the Trustees decision not to increase the School and Hostel rents Lady Williams said that the present rental of £10,000, which had not been raised since 1982, was very modest, particularly now that the property included the new library. Serious consideration would have to be given to an increase in the future.

At the Trust meeting Lady Williams had asked that every effort be made to get rid of the wooden shed near to the library as it was an eyesore and, very likely, a fire risk.

1014
Principal's Report.

Commenting on the report, which had been circulated, the Principal explained the reasons for the withdrawal of three first year students. She then said that the second year students, who are the first to follow the 'Diploma 81' course, are now down to 72 but there are three temporary withdrawals who hope to re-enter training next year. Third year students who return from Clinical Practice in January will be the last to take the traditional College of Occupational Therapists final examinations in May. The results of those of last year's finalists who had to retake examinations in November will be known in January.

Replying to a question from Miss Mendez, Miss Edwards said that the national average for the number of withdrawals from training was not known, however the Dorset House record was good in relation to other schools.

The Principal reported that a Clinical Practice Supervisors Study Day, which included sessions relating to the implemen--tation of 'Diploma 81', had been welcomed by all concerned and had been very successful.

After advising the Governors that the number of applicants for places on the course starting in September 1987 was slightly down on this year's figure, Miss Edwards then described the revised assessment and interview procedures which she believed were leading to an overall improvement in the selection of suitable candidates.

Replying to a question from the Chairman, Mrs. Maslin said that she had found the Occupational Therapy Special Interest Group on Neurology course on current Occupational Therapy treatment of neurological patients to be very interesting and worthwhile.

During discussion on the pattern of examination and assessment results it was noted that Dorset House had had a higher than average failure rate in the Group III Communications and Management examination although the distinctions and credits obtained in the same subject were well above average. Mrs. Maslin said that the failure rate was disappointing however a review of the course had not highlighted any reason to believe that the teaching had been at fault. Asked by Lady Williams if teaching presentation methods could be improved by use of video or television programmes, Mrs Maslin said that she believed that the methods used were satisfactory and that some students had been a little complacent, thinking the subject to be a matter of commonsense.

Responding to a question by Dr. Mandelbrote about the relatively low number of merits obtained in the 'Diploma 81' Behavioural Sciences assessment compared with those in the other subjects, Miss Foley said that it was very likely because Behavioural Science was a new subject to nearly all students whereas most had some background knowledge of Human Biology and Occupational Therapy Studies was quite straightforward.

Following questions from Dr. Mercer, Miss Mendez and Mrs. McCallum, the Principal explained the procedure for replacing new students who withdrew from the course; adding that the last possible date that a replacement could be made was the first day of the course.

The Chairman concluded the discussion on the report by congratulating the School on keeping up its reputation for a high overall pass rate.

1015
Moderators Report.

During discussion on the Moderators' Report, which had been attached to the Principal's Report, Miss Edwards explained the changes from the College of Occupational Therapists set examinations to the assessment arrangements under 'Diploma 81' and the part played by the Moderators. The Principal added that, in addition to these annual Moderators' Reports, there would still be the quinquennial visits by the Council for Professions Supplementary to Medicine (C.P.S.M.) visitors. It was hoped that the latter would be run jointly with the Validation Board of the College of Occupational Therapists, to meet both the statutory requirements of the C.P.S.M. and the re-validation of 'Diploma 81' which is also required each five years.

It was stated by Dr. Mercer and agreed by the other Governors that the Principal and staff were to be congratulated on the high standards reflected in the report.

1016
Staff / Student Council Report.

The Staff / Student Council Report was presented by Mrs. Maslin and Miss Foley. The over-riding issue was that of book losses from the library, which had been reported as being in the order of £2,500 worth - almost a quarter of the annual library budget. Miss Foley stated that the library committee had suggested two ways of reducing losses; regular amnesties and the levying of a library deposit on all students. During discussion of the problem, the Secretary said that a deposit scheme could be administered however it seemed unfair to penalise the vast majority of honest students because of the dishonesty of a few. The Governors were disappointed and most concerned about the manner and value of the losses and Lady Williams asked the Staff / Student Council representatives to make the Council aware of the Governors' grave concern.

The Secretary was directed to assess the feasibility and likely cost of installing an electronic protection system for the library books.

1017
Future Plans.

The Principal said that the National Advisory Board had now published their findings, following the Consultative Document published earlier in the year, and that they were not in favour of implementing any new pre-registration degree courses in Occupational Therapy, Physiotherapy or Chiropody.

During discussion Dr. Mercer explained the role of the National Advisory Board and said he believed that they had been told by the Department of Education and Science that there was no more money available for degree courses.

Dr. Gooding said that Radiographers and Speech Therapists were moving toward 100% degree courses and that Occupational Therapists and Physiotherapists should parallel the other para medical professions. She believed that it should be the professions, the N.H.S. and the D.H.S.S. who should decide and not the National Advisory Board for Polytechnics.

Miss Mendez stated that the National Advisory Board question--naire circulated last year had raised hopes within the profession and it was now terribly disappointing to have these hopes dashed.

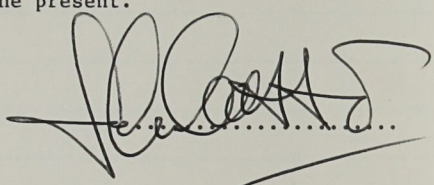
Dr. Gooding reported that the Oxford Regional Training Officer had arranged for 2 District Occupational Therapists, the Principal and herself to visit the Essex School which runs a scheme for training helpers on a four year in service basis. She regretted that she had in fact been unable to attend but was looking forward to meeting the group in January when it was hoped to explore the question of whether it might be possible to implement a similar scheme in Oxford.

The Principal indicated that she thought it was unlikely that such a scheme could be started in Oxford and that it might be preferable to look at methods to facilitate helpers joining one of the current Occupational Therapy Training Schools in the Region (Northampton and Dorset House). She also described an access scheme run by the Liverpool School which had made it possible for a few helpers to join the main course.

The Chairman thanked Dr. Gooding for the assistance that she had given to the Principal.

After the staff and student representatives had left, the Principal briefed the Governors on an informal conversation she had had with a representative of another educational establishment, which planned to start a degree programme. She proposed to investigate the possibility of links with that institution. In view of the tentative nature of these discussions and the ongoing liaison with the Oxford Polytechnic, it was decided that this topic should not be widely promulgated for the present.

The meeting closed at 1620



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Chairman

26th March 1987

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of Reserved Items from the meeting of Governors held at Dorset House School on Thursday 26th March 1987.

Present: As for the open meeting.

In attendance: Miss J.D. Edwards (Principal)
Miss J.M. Freston (Vice Principal)
Mr. B.A. Davies (Secretary)

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1018
Articles of Association

The Secretary explained that there were 2 areas where current practice appeared to differ from the procedures laid down in The Articles of Association:

a. The Articles make provision for Annual General Meetings (AGMs) of all members, shareholding and honorary. There are at present a number of shareholders who are not Governors. The last minuted AGM as such was held in 1967 and there are no explanations in those minutes or minutes of subsequent Governors meetings why further AGMs, separate from Governors meetings, have not been held.

b. Also in 1967 the practice of one third of the Governors retiring and, if they so wished, seeking re-election had ceased.

No one present could throw light on the apparent discrepancies however the Principal reported that Mr Talbot believed that the School solicitors, Cole & Cole, might be able to explain what had happened. It was proposed by Dr. Mason, seconded by Miss Mendez and carried unanimously "That the Secretary discuss the matter with the Solicitors and report back to the next meeting".

1019
Future Developments

A background paper, prepared by the Principal, outlining national policies and other issues that affect Dorset House and summarising various local discussions that have so far taken place had been circulated prior to the meeting. Also circulated in advance was a paper by Professor Vile, an advisor to Brunel University, which discussed the setting up of degree courses for Occupational Therapists at Brunel, which could involve participation by Dorset House. The Principal summarised the contents of the 2 papers and explained how involvement in the Brunel scheme could affect Dorset House.

The Brunel paper proposed a 4 year course, the first possibly starting in September 1988, with the first year, a foundation year, at Dorset House. The Principal had hoped that the proposals would have been for 2 years at Dorset House followed by 2 years at Brunel. She asked for the Governors views on whether or not to proceed with discussions; one problem being that Professor Vile was expecting a reply to his proposals within the next six weeks.

The Brunel paper had been received too late for most of the Governors to have had chance fully to work through the implications, however there was considerable discussion of the general issue of the level of qualifications required by Occupational Therapists and of the advantages and disadvantages of a link with Brunel. It was agreed that there would be a continuing need for the Diploma Course and Occupational Therapy Helpers as well as the requirement to offer a degree course opportunity for the more able recruits to the profession. It was also agreed that provided Dorset House was not "being used" there could be attractions, to staff as well as students, in being associated with a degree course.

Following a recommendation from the Principal, the Governors unanimously approved a proposal by Miss Mendez, seconded by Dr. Mason, "That a working party be formed to look at the Brunel paper, to submit a reply or counter paper if appropriate and to look at other aspects of future developments".

Dr. Gooding, Miss Mendez, Dr. Mercer, the Principal and Vice Principal agreed to be members of the working party.

1020
Invitation to H.R.H. The Princess Anne

Miss Mendez explained that H.R.H. The Princess Anne was now Patron of the College of Occupational Therapists and had made it clear that she wished her patronage to be of an active nature. Miss Mendez had suggested in a letter to the Principal that it might be a good idea to invite H.R.H. to visit Dorset House.

Following discussion on the potential benefits and problems associated with such a visit it was agreed that, in principle, it seemed a good idea to invite Princess Anne to visit the School, however the format and details of the visit would need careful consideration.

The Principal pointed out that the next diary setting meeting with H.R.H.'s Secretary was in May and then went on to explain that while both she and the Bursar would welcome Princess Anne visiting the School, it would probably be better if the visit was not before Autumn 1988.

A proposal by Miss Mendez, seconded by Dr. Mercer, "That the Secretary to the College of Occupational Therapists be informed that Dorset House is interested in inviting H.R.H. The Princess Anne to visit the School in the Autumn of 1988 and that further proposals would be submitted at a later date" was passed unanimously.

1021
Founder's Day

Introducing this item, the Chairman said that the question of the future of Founder's Day was to be raised later with the Staff and Student representatives present however he wished to give Governors the opportunity of some preliminary discussion. He went on to say that he believed that, provided the right format could be agreed, it would be a good idea to combine Founder's Day with Diploma Day.

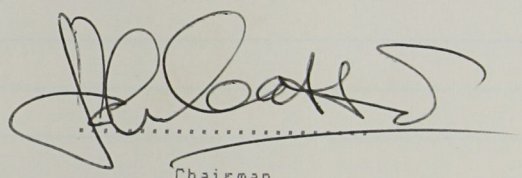
Dr. Gooding and Miss Mendez expressed agreement and Dr. Gooding went on to say that she would prefer a more intellectual level for Founder's Day, perhaps including a lecture. This could mean that an alternative venue was necessary. The Principal said that this had been considered and that the John Radcliffe Hospital Academic Centre was a possibility. She added that as far as Diploma Day was concerned, the students liked to have their parents present and wanted the opportunity to exchange news with their term mates.

A number of possible combinations of events for a joint Founder's and Diploma Day were considered, however it was agreed that the matter should be discussed in open meeting before any decisions were made.

1022
Confidential Minutes

The Governors agreed that the Secretary should produce, separate from the minutes of the open meeting, a set of confidential minutes covering the matters discussed as reserved items.

At 1449 the meeting was opened to the Staff and Student representatives.



Chairman.

11 JUNE 1987

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Dorset House School on 26th March 1987.

Present: Mr. J. Casson (Chairman)
Dr. D.G. Gooding
Mr. B.E. Hulse
Dr. B.M. Mandelbrote
Dr. E.F. Mason
Miss M.A. Mendez
Dr. J. Mercer

In attendance: Miss J.D. Edwards (Principal)
Miss J.M. Freston (Vice Principal)
Mrs. E.M. Burrows (Staff Representative)
Miss D.J. Duffield (Student Representative)
Mr. B.A. Davies (Secretary)

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1018 - 1022 Reserved Items.

1023
Apologies — Apologies for absence were received from Mrs McCallum, Mr. Talbot and Lady Williams.

1024
Minutes of Last Meeting — The minutes of the meeting held on 27th November 1986 were accepted as a true record of that meeting.

1025
Matters Arising

(1) School Accounts.

The Secretary explained the format of Income & Expenditure and Balance Sheet statements that had been promulgated prior to the meeting. Summarising the financial position for the school year to date he said that, for the School account, actual expenditure was down on that anticipated so that the end of year deficit would hopefully be less than the £12,538 originally predicted. Nevertheless a total School and Hostel operating deficit of more than £16,000 was likely. Interest on investments was expected to be in the region of £32,500 which, after covering the operating deficit, would not be sufficient to fund the usual annual grant of £20,000 to The Casson Trust without incurring an overall deficit in the full Profit & Loss Account.

Discussion on the question of a grant to The Casson Trust again highlighted the fact that the rent paid to the Trust for School and Hostel properties was well below the probable economic market value. Several Governors thought that the rent should be increased however the Secretary pointed out that at their last meeting the Trustees had decided against an increase, at least for this year. Dr. Gooding asked if the true rental value was known. The Principal explained that the rent was determined by The Casson Trustees, who some 2 years ago had been advised by the Auditor, at a Trust meeting, that the cost of a valuation to determine a realistic rent would be prohibitive. The Governors appreciated that the determination of the actual rent charged was a matter for The Trustees however it was agreed that the Governors ought to know the economic market rate. As the School income was restricted by

the D.H.S.S. and it is possible that the accounts could be subject to closer scrutiny by outside authority it was also agreed that, to avoid future complications in ensuring that The Casson Trust received a reasonable return from the School, a more realistic rent should be paid.

A motion proposed by Dr. Gooding and seconded by Dr. Mason that "A valuation for rental purposes be obtained" was carried unanimously and the Secretary was instructed to obtain a valuation, to be paid for by the School.

It was agreed that the Secretary should continue to prepare financial statements, in the same format, as a regular feature for future meetings

(2) Library Security.

The Secretary reported that the cost of installing an electronic security system would be well in excess of £10,000 with a further annual outlay of more than £500 for maintenance. Another major problem would be that any such system required a continuous staff presence - this would mean far less liberal opening hours. The Governors reiterated their concern about the losses from the library. The Principal explained that the Library Committee structure was being revised to encourage more active student participation and it was hoped that this would help. The situation would continue to be monitored and efforts made to obtain a more accurate figure of the value of publications lost.

1026
Principal's Report.

The Principal summarised the report which had been circulated prior to the meeting. Miss Edwards reminded the Governors that the current third year students were the last to follow the old syllabus and would be the last to sit the traditional College of Occupational Therapists Group III examinations. Two of the third year students who had twice failed Group II examinations were being permitted to resit again.

The current second year students were at present on clinical practice placements and the Principal was able to report a very high level of co-operation from the Clinical Supervisors concerned.

The number of applicants so far received for the course starting in September 1987 was less than at the corresponding time last year, a reflection on the reducing number of 18 year olds in the population. The number of D.H.S.S. bursaries to be granted to the School for this year was not yet known. The School would like 88 plus one or two sponsorships and it was expected that we would receive at least the 83 obtained last year.

Moving on to the staff list, the Principal reported with regret the early retirement of Mrs. Diana Wharton who had given enormously good service to the School for many years; the School wished her a very happy retirement. Mrs Wharton had been invited to lunch with the Governors prior to their next meeting. To fill the gap in the teaching staff it was intended to increase the number of hours of two of the current part time staff and also have some additional external lectures.

The Chairman on behalf of the Governors endorsed the Principal's comments and good wishes concerning Mrs. Wharton.

1027
Staff/Student Council Report.

The minutes of the last Staff/Student Council meeting were tabled, the minutes of the two previous meetings having been circulated prior to the meeting. The Staff representative, Mrs. Burrows, reported that the Council had been concerned with a number of issues notably the library, Founder's Day and preparations for the Ball. She also outlined the plan for a "Freshers Week" to be held early in the Autumn Term for the benefit of the incoming first years. This innovation, proposed by the current first year students, had been welcomed by the Council.

Miss Duffield, the Students representative, then went on to explain the proposals for the restructuring of the Library Committee whereby each student group would have one elected representative i.e. there would be four for each year. The primary aim of the restructuring was to improve the situation concerning losses from the library however, as elections had not yet taken place nor a formal constitution yet determined it was too early to say what improvements would result.

The Governors accepted the Staff/Student Council report.

1028
Future of Founder's Day.

Prior to the meeting the Principal had circulated a background paper which outlined the present arrangements for Founder's and Diploma Days, highlighted the problems raised by the change to the new 'Diploma 81' syllabus and offered suggestions for future arrangements.

The Chairman said that in principle he was in favour of combining Founder's Day with Diploma Day however he recognised that there were problems, the major of which could well be that of lack of space within the School to accommodate all who may wish to attend such a function. One answer to this was to seek an alternative venue for the event and he asked the students views on this possibility. Miss Duffield replied that the present first years had not yet experienced a Founder's Day hence she was not in a position to provide a proper answer and would like to take the matter back to the students for further discussion.

There was considerable discussion on the various ways of combining the present constituent parts of the two days - church service, demonstrations of school activities to families and local benefactors, presentation of Diplomas and family tea as well as the inclusion of a lecture. Some Governors felt that it would not be possible to fit everything into one day and that it may still be better to have two days to cover all of the activities. Miss Duffield believed that the idea of having an open day during the first term of the second year could well appeal to the students. It was agreed that the matter needed to go back to the Staff / Student Council for further discussion before a decision could be made. Miss Mendez pointed out that any discussion must include consideration of the logistic requirements involved.

1029
Other
Business.

The Principal reported that Miss Mendez had kindly donated a copy of her book on the history of the World Federation of Occupational Therapists to the School. The Chairman expressed the Governors' gratitude to Miss Mendez for her generosity.

The Secretary reported that the Librarian had purchased a Reference Text "Neuro-Psychological Rehabilitation" with the money donated by the Governors to mark the contribution that the late Mr. Bredin had made to the School.

The meeting closed at 1556

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Chairman.

11 JUNE 1987.

Confidential to the Governors of Dorset House School

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of Reserved Items from the meeting of Governors held at Dorset House School on Thursday 11th June 1987.

Present: As for the open meeting.

In attendance: Miss J.D. Edwards (Principal)
Miss J.M. Freston (Vice Principal)
Mr. B.A. Davies (Secretary)

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1030
Minutes of Last Meeting

The confidential minutes from the meeting held on 26th March 1987 were accepted as a true record of the reserved items discussed at that meeting.

1031
Matters Arising

(1) Invitation to H.R.H. The Princess Anne.

The Principal explained that she had written to the Secretary of the College of Occupational Therapists indicating that the Governors were interested in inviting Her Royal Highness to visit Dorset House in the Autumn of 1988 or shortly thereafter. The reply had indicated that the Princess's diary for Autumn 1988 would be set at a meeting towards the end of May next year. It was agreed that, if a visit was still considered feasible, a formal proposal would be submitted in time for that meeting.

1032
Articles of Association

The Secretary reported that the School solicitors believed that the Articles of Association relating to formal Annual General Meetings (AGMs) and the retirement in rotation of one third of the Governors at these meetings should be observed. The solicitors also agreed with the suggestion from the last meeting that those shareholders who were no longer Governors should be invited to transfer their shares to existing Governors.

It was proposed by Mr. Talbot, seconded by Dr. Mason and carried unanimously "That a General Meeting of the Shareholders should be held on the same day as the next Governors meeting and that such meetings should be held annually thereafter".

On the question of retirement in rotation of the Governors the Secretary explained that the Articles called for one third, to the nearest whole number, of the Governors to retire at each AGM. The Governors to retire each year were those who had held office longest since their election or re-election; all would be eligible to seek re-election.

It was proposed by Mrs McCallum, seconded by Dr Mercer and carried unanimously "That the practice of one third of the Governors retiring in rotation should be re-introduced, starting with the AGM to be held in 1987".

Post meeting note: The three Governors holding office longest since their election or re-election are Mr. Talbot, Dr. Mason and Dr. Mandelbrote.

The Governors authorised the Secretary to write to existing shareholders who are no longer Governors to invite them to transfer their shares to present Governors or to the School.

There having been some discussion outside general meetings of the matter of having a Vice Chairman, the Secretary sought to clarify the position by explaining that there was no specific mention in the Articles of the position of Vice Chairman however paragraph 96 of the Articles stated that "The Governors may elect a chairman of their meetings and determine the period for which he is to hold office, but if no such chairman be elected, or if at any meeting the chairman be not present within five minutes after the time appointed for holding the same, the Governors present may choose one of their number to be chairman of the meeting." This was noted by the Governors.

1033
Future Developments

The working party established at the last Governors meeting had produced a reply to Professor Vile's paper on the possibility of setting up degree courses for Occupational Therapists at Brunel University. Copies of this reply had been circulated to the Governors prior to the meeting. The Principal reported that there had, as yet, been no response from Professor Vile.

In addition to the working party meeting, Dr. Mercer and Miss Edwards had had discussions with Miss Dufton, the Assistant Director of Oxford Polytechnic, and had been alerted to the contents of a Government White Paper on Higher Education. The Principal explained that if the changes put forward in the White Paper were introduced it would mean, amongst other things, a change in the organisation of the Polytechnics. One likely outcome was that the Polytechnic might consider involvement in a degree course for Occupational Therapists only on a full cost basis.

Throughout discussion of the various possible ways ahead it was clear that, at present, everything was having to be considered more for its financial aspect than for its academic merit - a totally unsatisfactory situation. As Professor Vile's response to the working party letter had not yet been received and the organisation of the Polytechnic was subject to change, it was not possible, as yet, to see a clear strategy for Dorset House to follow. It was agreed that Professor Vile should be requested to respond by the end of June.

In view of the continued speculation Dr. Mercer suggested that the best course of action was to await Professor Vile's reply and to authorise the working party to react as necessary. This was agreed unanimously.

1034
Financial
Statement

Prior to tabling updated income and expenditure estimates for the year ending 31st August 1987 and the following year, the Secretary reported that there had been significant changes since the last meeting. Those members of staff on Whitley Council scales had been awarded a salary increase averaging 10% and it was believed that there would be a similar increase for those on Burnham Further Education Committee scales - all effective from 1st April 1987. At the same time the School had been informed that the DHSS were restricting the increase in tuition fees for the next school year to 4%. As teaching staff salaries accounted for approximately three quarters of school expenditure this imbalance was going to cause problems this year and next.

The Secretary estimated that the School would have an operating deficit of almost £14,000 for the current year and the hostel a deficit of just under £4,000. Capital expenditure totalled £13,000 so that after receipt of an estimated £35,000 interest on investments there should be an overall surplus of approximately £4,000. This implied that the Governors would not be able to make the usual grant of £20,000 to The Casson Trust.

The situation for next year was considerably worse. Based on present planned staffing levels, the estimated school deficit is just over £21,000 and that for the hostel more than £4,000. If interest rates continued to fall, as expected, it was probable that investment income would roughly equate to the sum of the operating deficits leaving nothing for capital expenditure and again nothing available for a grant to The Casson Trust.

A written submission for a more substantial increase in tuition fees had been made to the DHSS and two of the Department's officers had visited the School on 27th May. The initial impression given by the visitors was that the DHSS may be able to help offset the School's anticipated deficits however subsequent discussions revealed that, on the day of the visit, the Departmental budget had been cut. The net result was that, although not completely out of the question, further help by way of grant or increase in fees for next year was unlikely. Written confirmation of the DHSS decision on the level of fees and the availability or otherwise of extra capital had not yet been received but was expected within the next two or three weeks.

The Principal pointed out that a reduction in teaching staff was already planned inasmuch as Mrs Wharton was not being fully replaced when she left at the end of term. Miss Edwards further explained that she and the Bursar were actively considering ways of reducing expenditure in a number of areas however the only cuts that would produce significant reductions in expenditure were those affecting personnel. In addition the possibility of "hiring out" teaching staff on a part time basis was also being investigated.

In answer to a question from Dr. Mercer, Miss Edwards said that, if each student was counted as 0.85 full tine, the School's staff / student ratio was approximately 1 to 13.8 which was better than the recommended level of between 1 to 10 and 1 to 12. After discussion it was agreed that although further reductions in teaching staff level may have to be considered, the increased contact time for remaining staff could well result in less effectiveness. Any such reductions should be avoided if at all possible.

The Principal went on to say that the Bursar and herself were agreed that it should be possible to achieve some reduction in the number of domestic staff without reducing the appearance and cleanliness of the School to an unacceptable level. As many of the staff concerned were well passed normal retirement age it was hoped that reductions could be made through natural wastage rather than by having to make anyone redundant. Dr. Gooding and Miss Mendez believed that it was not unreasonable to expect those staff already over 70 years of age to retire and it was agreed that action to this effect would need to be taken if voluntary retirements did not produce sufficient reductions in the near future.

In answering questions from Dr. Gooding and Dr. Mason, the Principal explained that it was not possible to draw direct comparisons between the fees paid at Dorset House and those charged at other schools. Nevertheless the indications were that Dorset House was by no means the most expensive and that a number of other schools were costing the DHSS more per student.

It was agreed that in order for the School to be able to carry out any strategic planning a further representation should be made to the DHSS. This submission should await the written reply from the Department to the letter from Dorset House asking for an increase in fees and / or extra capital funding. The Secretary said that it might be appropriate for the next letter to the DHSS to come from the Governors and he sought their permission to ask Mr. Hulse to assist in the further assessment of the situation and the preparation of the letter.

Mr. Talbot proposed "That a sub committee should be formed to consider the financial position of the School and to formulate the best method of approach in further dealings with the DHSS". This was seconded by Dr. Mandelbrote and carried unanimously. Dr. Gooding, the Principal and the Secretary agreed to serve on the sub committee and it was agreed that Mr. Hulse should be requested to be a member.

There being no further reserved business, the meeting was opened to the Staff and Student representatives at 1512.

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Chairman.

19/11/87

Date.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Dorset House School on 11th June 1987.

Present: Mr. J. Casson (Chairman)
Dr. D.G. Gooding
Mrs. M. McCallum
Dr. B.M. Mandelbrote
Dr. E.F. Mason
Miss M.A. Mendez
Dr. J. Mercer
Mr. J.B. Talbot
Lady Williams

In attendance: Miss J.D. Edwards (Principal)
Miss J.M. Freston (Vice Principal)
Mrs. Z.B. Maslin (Staff Representative)
Miss B.M. Foley (Student Representative)
Mr. B.A. Davies (Secretary)

An apology for absence was received from Mr. Hulse.

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1030 - 1034 Reserved Items.

1035 Minutes of Last Meeting

The minutes of the meeting held on 26th March 1987 were accepted as a true record of that meeting.

1036 Matters Arising

(1) School Accounts - Valuation.

The Secretary explained that enquiries had indicated that the cost of obtaining a valuation for rental purposes would be between £2000 and £5000 and that he had therefore not yet proceeded with this matter. A recent insurance valuation had established a rebuilding valuation of the school and hostel properties as approximately one and three quarter million pounds. Although that did not represent the true commercial value of the premises it was likely that this value would be in excess of one million pounds. The present School rent represented a small return for the money invested in the property. The Secretary was instructed not to proceed with the valuation.

(2) Library.

Replying to a question from Dr. Mason, Mrs Maslin reported that the librarian was hoping to be able to carry out a full stock check during the month of August.

1037 Financial Statement

The Secretary reported that there had been significant changes in the financial situation since the last meeting. Those members of staff on Whitley Council scales had been awarded a salary increase averaging 10% and it was believed that there would be a similar increase for those on Burnham Further Education Committee scales - all effective from 1st April 1987. At the same time the School had been informed that the DHSS were restricting the increase in tuition fees for the next school year to 4%. As teaching staff salaries accounted for approximately three quarters of school expenditure this imbalance was going to cause problems this year and next.

The Secretary estimated that the School would have an operating deficit of almost £14,000 for the current year and the hostel a deficit of just under £4,000. Capital expenditure totalled £13,000 so that after receipt of an estimated £35,000 interest on investments there should be an overall surplus of approximately £4,000. This implied that the Governors would not be able to make the usual grant of £20,000 to The Casson Trust.

The situation for next year was considerably worse. Based on present planned staffing levels, the estimated school deficit is just over £21,000 and that for the hostel more than £4,000. If interest rates continued to fall, as expected, it was probable that investment income would roughly equate to the sum of the operating deficits leaving nothing for capital expenditure and again nothing available for a grant to The Casson Trust.

The Chairman explained to the Staff and Student representatives that the financial situation had been discussed in some detail during the earlier part of the meeting and that a committee had been formed to make a more thorough assessment of the situation.

1038
Casson Trust Report

Speaking on behalf of the Casson Trustees Lady Williams said that there were two items from that morning's meeting of the Casson Trustees that would be of interest to the School.

The Casson Trustees had granted an honorarium of £500 to Dr. Peter Leggate, the Librarian at The Cairns Library, in recognition of his advice and assistance to the School over a number of years. In particular Dr. Leggate had played a large part in establishing the optimum design and layout for the new library. In his letter thanking The Trustees, Dr. Leggate had said "The success of the project is due to the enthusiasm and effort of Jean Edwards, Sally Croft and other staff and to the strong support they have received from the Governors ..."

The Trustees had agreed that it would be necessary to increase the rent paid to The Casson Trust by the School and hostel. For the school year starting in September 1987 the School rent will rise by 20% to £7,800 p.a. and the hostel rent by 10% to £3,850 p.a. making a total of £11,650 for the year.

1039
Principal's Report

Miss Edwards summarised the contents of her report which had been circulated prior to the meeting.

This year's finalists, who departed after the Founder's Day ceremony, are the last to take the nationally set examinations of the College of Occupational Therapists. Except for a few of this group who have had examinations deferred and any who have to resit in November all Dorset House students will from now on be following the Diploma 81 course.

Following the first year assessments held at the end of last term and resit examinations for those failing first time, four students had had their course terminated. Replying to Dr. Mason, the Principal said that there was no obvious explanation for the high failure rate in the Human Biology examination as the School had a very good and caring Human Biology staff.

Overall it appeared that the A level grades of students starting the course were dropping and it may be necessary to adjust teaching techniques to cope with this. Miss Edwards confirmed Miss Mendez belief that the drop in standards was attributable to the declining number of 18 year olds. Dr. Mercer pointed out that it was likely that standards would continue to fall over the next 3 or 4 years as there would be even fewer 18 year olds with the better ones probably going to Universities.

The second year students are currently working hard for their intermediate assessments to be taken this term. The majority had successfully completed last terms clinical practice however two needed considerably more experience and had been deferred by one year. A further two would be completing an extra four week placement this summer.

The School has been allocated 88 DHSS bursary places for the 1987 intake. In addition one sponsorship has been agreed and a further three are being negotiated.

The Principal was sad to have to report that Mrs. Wharton will be taking early retirement at the end of the term. It was not intended to engage a full time replacement. Mrs. Wharton's subjects would be covered by an increase in hours for Mrs. Peach and Mrs. Norman and by Miss Freston teaching Human Biology.

In conclusion Miss Edwards thanked the Chairman for having opened the proceedings on Founder's Day, an event which had proved to be very successful.

1040
Staff/Student Council Report

Introducing the minutes of the last Staff / Student Council meeting, which had not yet been approved, Miss Foley explained the new format of the library committee which was designed to increase student participation. The committee, which meets once each term, would now include one student representative from each of the four groups in each year, a total of twelve students of whom eight should be in School at any one time.

Miss Foley went on to report that the Ball had been well attended and seemed to have been thoroughly enjoyed by all.

Mrs. Maslin stated that the Staff / Student Council had reconsidered the question of the future of Founder's Day and were agreed that they would like to see Founder's Day merged with the Diploma Presentation Day. It was recommended that the combined day should include a memorial service to Dr. Casson, followed by the presentation of Diplomas. All were agreed that the day should be known as Founder's Day. Other suggestions of the Council were that a separate memorial lecture should be considered and that School open days should also be held separately.

1041
Future of Founder's Day.

Discussion on this item followed naturally from the Staff / Student council report, the recommendations of which were much in line with the consensus of opinion of the Governors at their last meeting. There was general agreement that a combined Founder's and Diploma Day was feasible, that open days would need to be held separately and that a separate memorial lecture should be considered.

A proposal by Dr. Mercer, seconded by Dr. Mason "That, starting in 1988, Founder's Day be linked to Diploma Day, the day to be known as Founder's Day and to include a memorial service to Dr. Casson and a Diploma presentation ceremony." was carried unanimously.

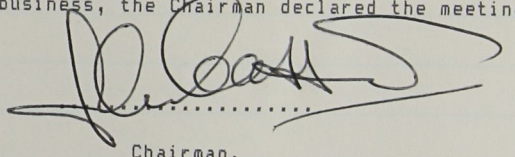
Replying to a question from Mrs. McCallum on how a memorial lecture would be financed, the Principal said that the organisation of such an event would need careful consideration. It would be necessary to pay a fee to the lecturer and there would also be the cost of refreshments, however it might be possible to use lecture hall facilities at the John Radcliffe Hospital academic centre at little or no cost. Mrs. McCallum thought that there might be some merit in trying to interest ex students in starting a fund to promote a memorial lecture. Lady Williams enquired whether it would be possible to use money from the Alice Christer fund for the purpose and the Secretary was asked to review the provisions of the bequest.

1042
Dates of Future Meetings

The date of the next meeting had already been set for 19th November 1987. It was agreed that the Governors would meet on the following dates in 1988:-

17th March
9th June
17th November

There being no further business, the Chairman declared the meeting closed at 1555.



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Chairman.

19/11/87

date.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Dorset House School on 19th November 1987.

Present:
Mr. J. Casson (Chairman)
Dr. D.G. Gooding
Mr. B.E. Hulse
Mrs. M. McCallum
Dr. B.M. Mandelbrote
Dr. E.F. Mason
Miss M.A. Mendez
Dr. J. Mercer
Mr. J.B. Talbot
Lady Williams

In attendance:
Mrs. J.D. Mitchell (Principal)
Miss J.M. Freston (Vice Principal)
Mrs. E.M. Burrows (Staff Representative)
Miss D.J. Duffield (Student Representative)
Mr. B. Sennet (Auditor)
Mr. B.A. Davies (Secretary)

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1043
Opening Remarks

The Chairman, on behalf of the Governors, congratulated the Principal on her recent marriage. On a sadder note the Chairman thanked Mrs McCallum, who had decided to retire from the Board, for the valuable contribution she had made during almost 14 years service as a governor.

1044
Minutes of Last Meeting

The minutes of the meeting held on 11th June 1987 were accepted as a true record of that meeting.

1045
Matters Arising

Founder's Memorial Lecture.
The Secretary reported that the terms of Miss Christer's bequest stipulated that the money should be used for the benefit of the school library, hence funding of a memorial lecture would appear not to be appropriate. After the Principal reported that the cost of such lectures would be relatively low, the Governors unanimously approved a resolution by Dr. Mercer, seconded by Dr. Mandelbrote, that the cost of founder's memorial lectures should be met from school funds.

1046
School Accounts

Mr. Sennet, the school auditor, summarised the accounts for the year to 31st August 1987, copies of which had been circulated prior to the meeting.

Contrary to what had been expected at the last meeting, the school and hostel Income & Expenditure accounts were both in surplus. The main reasons for the improvement were an additional D.H.S.S. grant of £9000 and phasing of the Burnham salary scale increase. Deposit account interest had yielded more than £36,000 so that after making provision for a grant of £20,000 to the Casson Trust the Profit & Loss account showed a retained surplus of £28,528 from the year's activities.

The Balance Sheet showed that the value of fixed assets had risen by just over £10,000 and there was an increase of almost £15,000 in the net current assets figure. There were changes in the status of some of the school funds - part of the Alice Christer fund had been capitalised as equipment and would be subject to depreciation while the Library fund had been over spent by £1662. The Secretary stated that he would like future library charges, received as part of the overall fee for each student, to be shown in the Income & Expenditure account in the same way as all other elements of the fee. The library fund would then be retained for specific donations or bequests. Mr. Sennet agreed that this was acceptable.

Mr. Sennett advised the Governors that, although he was not able to give an accurate assessment, the present rent paid to the Casson Trust was well below the market rate. Lady Williams reported that this had already been discussed at that morning's Casson Trust meeting and that the Trustees had agreed to abide by the increases communicated to the Governors at their last meeting - 20% increase for the school and 10% for the hostel.

In conclusion, Mr. Sennet asked if he could be given more notice of the date of the next Governors meeting at which the accounts were to be presented. He suggested that the Governors may wish to consider having a Finance Committee who could meet perhaps one week before the full Governors meeting to discuss the accounts in detail, thus obviating the need for a detailed presentation at the latter meeting.

The statement of accounts, certified by the Auditor, was approved for submission to the Annual General Meeting.

1047
Estimates for 1987/8

The initial budget estimates for the current school year which had been circulated prior to the meeting show a likely deficit of approximately £5000 on the income and expenditure accounts. The Secretary explained that the item most difficult to predict with accuracy was salaries, particularly as the award for the year from April 1987 had not yet been agreed. The estimates were based on the employer's offer of a 10% increase on the 1986 figure from September 1987 to March 1988 and a further 5% had been allowed from April 1988 on both Burnham and Whitley scales. The Secretary added that the D.H.S.S. had indicated that, like last year, they may be able to provide an additional grant to cover all or part of any deficit.

1048
Casson Trust Report

Lady Williams reported on the items discussed at the morning meeting of the Casson Trustees.

The Trustees had received preliminary reports on the requirements for work to improve the fire safety standard of the school buildings and had authorised the Secretary to instruct the architect to carry out a full feasibility study and budget estimate. It was likely that the work required to be done would prove to be very costly.

Another costly item that had been brought to the Trustees attention was the need to make repairs to or completely recover many of the flat roofs such as those on the hostel and the Casson teaching wing.

After their meeting in the morning the Trustees had visited the cottage to see the new kitchen equipment which they had found to be very satisfactory. The Trustees were aware that the success of the cottage improvement project owed much to the initiative and drive of Miss Atkinson and Miss Taylor in acquiring the equipment and to the hard work of Mr. Leggett who had installed the kitchen fittings. The Trustees expressed their thanks to each of them for their efforts.

1049
Principal's Report

Mrs Mitchell summarised the contents of her report which had been circulated prior to the meeting.

The new academic year had started with a total of 243 students including 93 in the first year. All students are now following the Diploma 81 syllabus. So far there had been two withdrawals from the first year. The second years have now completed their preliminary assessment and will be going to their first long clinical practice next term. The third years are currently on clinical practice. All but one have satisfactorily completed the intermediate assessment - the exception has been granted an extension of training to allow for a longer period of retake clinical practice.

The results of last year's finalists were very disappointing and 20 students had returned to school this term to sit retake or deferred Group III examinations. In all 56 students qualified for the College of Occupational Therapists Diploma this summer.

Diploma Day had proved to be very successful with a higher than ever number of successful candidates attending.

A Clinical Supervisors' Study Day, organised by Mrs. Burrows, had also proved very successful. As well as meeting the students who will go to their departments next year, the supervisors had held constructive discussions on how the clinical practice system might be improved. Miss Mendez congratulated the school on the increased number of visits made to students during their clinical practice periods. Thanking Miss Mendez, the Principal added that the potential workload justified two full time clinical practice co-ordinators though of course this was not practical within the present financial constraints.

There was considerable discussion about the low number of applicants for entry to next year's course. Although most of the other schools were experiencing a similar situation, Dorset House had slipped from a position some years ago of being equal first in popularity to the present fifth place.

Replying to a question from Dr. Mercer, the Principal stated that the C.O.T. had a responsibility for providing information to Secondary Schools about the profession as a career but they did not seem to be tackling the problem with sufficient enthusiasm. The Dorset House prospectus was being revised with a view to making it more attractive and a more aggressive recruitment policy, including advertising, was being adopted. Replying to Mrs. McCallum the Principal stated that Dorset House and other local O.T. staff attended careers conventions and that visits to the school by Careers Officers from the counties of Oxford, Berkshire and Buckinghamshire had been arranged.

Dr. Gooding believed that some change of emphasis towards attracting mature students could help fill the gap created by the declining number of available school leavers and that Dorset House should do more to improve its local image. As the gap was going to be with us for at least the next five years there could well be merit in establishing a recruitment job at Dorset House, perhaps combined with clinical practice co-ordinator, even if this meant stretching the budget.

The Governors shared the sadness felt by the School staff over the untimely death of Mr. Dennison the previous Bursar. He had served the School loyally for thirty-one years and will be greatly missed. Wreathes had been sent from the Governors and The Casson Trustees and Lady Williams had represented them at the funeral ceremony. Some donations towards a memorial had already been received and it was the wish of Mr. Dennison's family that whatever was purchased with such donations should be retained at Dorset House.

1050
Staff/Student Council Report.

The Staff/Student Council report was presented by Mrs. Burrows and Miss Duffield.

An ongoing item was the possible introduction of a new uniform for O.T. students on clinical practice. Many students had complained that the present uniform was often confused with that of other professions and two schools had already decided to change from the old navy blue with pale blue trim to a uniform with bottle green trousers and a plain white tunic. Dorset House students had been invited to complete a questionnaire on the topic and Miss Duffield reported that initial indications were in favour of the green and white uniform. The views of the Clinical Supervisors had been sought and 11 of the 13 who had so far replied voted in favour of a change to green and white. The matter was to be discussed further at the next Staff/Student Council meeting.

Mrs. Burrows reported that the Clinical Practice Committee had agreed to student representatives attending their meetings for selected items. There would be one representative for each year group.

The Governors were interested to hear Miss Duffield's report on the variety of student clubs that had been formed and congratulated the students on raising over £200 in aid of the Churchill Hospital Chest Unit.

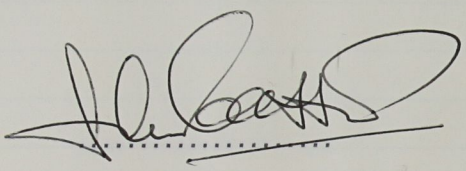
1051
Visiting Governor

The Principal reported that the informal visits of Governors had been much appreciated by staff and students and it was agreed that the practice should continue. Mr. Talbot said that the day he had spent at the school, visiting classes and lunching with students, had been very worthwhile and he believed that there should be one such visit each term. Mr. Hulse offered to make the next visit as it would be a good opportunity for him, as a new Governor, to become better acquainted with the school. The Governors agreed that one of them should visit each term and that Mr. Hulse should be the representative for next term.

1052
Date of Next Meeting — It was confirmed that the next meeting would be held on 17th March 1988.

1054
Accounts Review — Lady Williams referred the Governors back to the Auditor's suggestion about the Finance Committee reviewing the annual accounts prior to the full Governors meeting. It was agreed that a committee comprising Lady Williams, Miss Mendez and Mr. Hulse would undertake this task next year and that they would be known as "The Accounts Review Committee".

There being no further business, the Chairman declared the meeting closed at 1550.



Chairman.

17/3/88

Date.

Confidential to the Governors of Dorset House School

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of Reserved Items from the meeting of Governors held at Dorset House School on Thursday 19th November 1987.

Present: As for the open meeting.

In attendance: Mrs. J.D. Mitchell (Principal)
Miss J.M. Freston (Vice Principal)
Mr. B.A. Davies (Secretary)

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1054
Minutes of Last Meeting

The confidential minutes from the meeting held on 11th June 1987 were accepted as a true record of the reserved items discussed at that meeting.

1055
Matters Arising

Annual General Meeting.
The Secretary reported that none of the shareholders who were not current Governors had indicated that they would be attending the Annual General Meeting.

1056
Future Developments

The Governors discussed the contents of the report of the Working Party on Future Developments concerning their meeting with Mrs. Dolden and Mr. Dowe from the Department of Education & Science (D.E.S.).

The policy on future funding of occupational therapy students was to be the subject of high level discussions between officials of the D.E.S. and the D.H.S.S.

Mrs. Dolden's main recommendation was that Dorset House should open talks with Oxford Polytechnic about a fourth year leading to a degree.

Dr. Gooding stated that the working party members believed that a future linked to the Polytechnic was the right answer however before the School was committed to any such association the Governors must agree that this was the correct policy and develop a strategy on the terms of the association. This was probably the most important decision that the present Governors would have to take during their period of office. The Casson Trustees would also be involved as links with the Polytechnic may affect the future use of the school buildings.

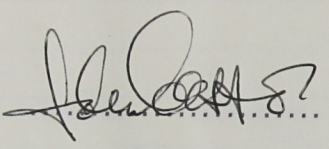
There was considerable discussion on the possible implications of links with the Polytechnic, the alternative line of staying independent, the format of a degree course and the issue of funding. Much could depend on whether the Polytechnic were able to accept another degree course and if so on what terms. Without this knowledge and without the answers to other questions such as the future funding policy, many Governors felt unable to reach a positive conclusion, at this stage, on whether a move towards the Polytechnic was the correct policy.

The Principal said that so far the talks with the Polytechnic had been of an informal nature with the Deputy Director and that the next step should be a meeting at the most senior level with Dorset House offering, at least, the outlines of a syllabus for a degree course.

Lady Williams believed that the syllabus for the four year degree course being offered by Kent University could well form the basis for future discussions between Dorset House and the Polytechnic.

The Governors unanimously approved a resolution by Lady Williams, seconded by Mr. Hulse, that "A meeting be arranged between the Dorset House Future Developments Working Party and the Director and Deputy Director of Oxford Polytechnic at which Dorset House propose a four year degree course based on the Kent University syllabus "

There being no further business, the chairman declared the meeting closed at 1642.



Chairman.

17/3/88

Date.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Dorset House School on 17th March 1988.

Present: Mr. J. Casson (Chairman)
Dr. D.G. Gooding
Mr. B.E. Hulse
Dr. B.M. Mandelbrote
Miss M.A. Mendez
Dr. J. Mercer
Lady Williams

In attendance: Mrs. J.D. Mitchell (Principal)
Miss J.M. Freston (Vice Principal)
Mrs. E.M. Burrows (Staff Representative)
Miss A. Richardson (Student Representative)
Mr. B.A. Davies (Secretary)

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Apologies had been received from Dr. Mason and Mr. Talbot.

1057
Minutes of Last Meeting

The minutes of the meeting held on 19th November 1987 were accepted as a true record of that meeting.

1058
Matters Arising

There were no matters arising from the minutes of the last meeting.

1059
C.P.S.M. Guidelines

The Secretary tabled a paper summarising the contents of a document recently received from the O.T. Board of the C.P.S.M. which laid down recommended standards for accommodation and staffing of O.T. Schools.

The Secretary explained that Dorset House School met most of the laid down accommodation standards however a number of the staff work rooms were smaller than recommended.

Replying to a question from Dr. Mercer, the Principal stated that the C.P.S.M. document was to be taken seriously as it was used as a baseline by the C.P.S.M. visitors when assessing the fitness of a school to be recognised for state registration.

Mrs. Mitchell went on to compare Dorset House staffing levels with the standards laid down in the document. The C.P.S.M. recommended a staff / student ratio (SSR) of between 1:8 and 1:11 with 1:10 as the norm; however, in exceptional circumstances for larger schools with good facilities and support services a SSR of 1:12 may be acceptable. The present whole time equivalent (WTE) number of teaching staff at the School is 16 including The Principal and external lecturers, giving a SSR of 1:14. To achieve a SSR of 1:12 would require 18.7 WTE teaching staff. Experience this year had shown that there was a need to increase staffing levels and we should endeavour to reach 18.5 WTE staff as soon as possible.

Dr. Gooding emphasized that if the D.H.S.S. were being asked to increase funding there would have to be detailed justification in support of the request.

The Principal added that, for economy reasons, a reduction of almost one WTE had been made following the retirement of Mrs. Wharton last year when in fact the additional work created by the first full year of Diploma 81 had justified an overall increase. As a result remaining staff were now at full stretch with a much reduced capacity to undertake such essentials as personal tutoring, staff and curriculum development and forward planning. The increasing workload associated with developing, organising, supporting and visiting clinical placements was alone sufficient to justify a second WTE staff member in support of Mrs. Burrows. Mrs. Mitchell considered that it was not unreasonable to ask the D.H.S.S. to fund an increase of 2.5 WTE when setting the fee for the coming year.

The D.H.S.S. had asked the School to present estimates for the coming year including the proposed tuition fee. The Secretary explained that he had forwarded the necessary information with justification for increases in expenditure over the current year including an outline case in support of an increase of 2.5 WTE staff. The great difficulty in dealing with the Department was that the rules appeared to be changed at almost each discussion. The Principal added that the submission had indicated that the question of the SSR was too complex an issue to address in full at that stage but that the School would be willing to discuss the matter in detail if and when the Department thought it necessary.

The Governors agreed a proposal by Lady Williams that Mr. Hulse should be asked to represent the Board should a meeting with the D.H.S.S. be required to further justify the fee requested.

1060
Casson Trust Report

Lady Williams reported on the items discussed at the morning meeting of the Casson Trustees.

The Trustees had received a feasibility study report from the Architect on the requirements for work to improve the fire safety standard of the school and hostel buildings. All of the Trust properties would require some alterations and the total budget cost was £75,000. The Trust and School collectively had sufficient funds to cover the cost of the project though of course the use of School funds would need to be approved by the Governors. It was hoped that the work would be carried out during the summer vacation.

The Trustees had also approved work to refelt the roof of the new teaching block. A number of other repair and renovation projects had been considered but because of the limited amount of money available these had been shelved for the time being.

Lady Williams went on to explain that Miss Collins had produced a very interesting update of the history of Dorset House School for which she was to be congratulated. Miss Maclure had found a firm who could print the booklet at reasonable cost and The Casson Trustees had authorised printing of 1000 copies.

1061
Principal's Report

Introducing her report Mrs. Mitchell said that the Clinical Practice section would on this occasion be the subject of a separate presentation by Mrs. Burrows and 2 of the third year students.

Of last year's finalists who sat the traditional Group III examinations in November all but one had passed and the student who failed had an automatic right to re-sit the examination in May.

The number of applicants for entry in September is below the corresponding number for last year however we are optimistic that we will be able to fill 88 bursary places.

Mrs. Arnold has been absent through sickness for the whole of the term and it is not yet clear when she will be able to return. The Principal reported that Miss Clare Taylor had been very good in covering a number of Mrs. Arnold's commitments and the School had been able to call on the services of a number of good lecturers hence it was hoped that the students had not suffered too much.

1062
Clinical Practice Report

Mrs. Burrows, the Clinical Practice Co-ordinator, opened the report by explaining the pattern of clinical practice now that all students were on the Diploma 81 syllabus. She went on to highlight the tasks and difficulties involved in planning and maintaining the correct balance of placements for students and stressed the valuable part played by the Clinical Practice Committee who meet each term.

Visiting of students on placement is an essential element of the programme and it is proving difficult to ensure that every student is visited at least once during each placement.

Mrs. Burrows then introduced 2 third year students, Caroline Cotton and Roisin O'Hagan who spoke about their experiences whilst on placement.

Miss O'Hagan, who had carried out all of her clinical practice placements with Wandsworth District Health Authority, said that she had found it beneficial to have one supervisor to co-ordinate her training, to have the same accommodation each time and to be able to get to know the key people in the district. Variety had been achieved by having the practices spread over 5 different hospitals.

Miss Cotton explained that her placements had been at 4 separate hospitals. Points in favour of this pattern were the mixture of placements and building of self confidence through operating in a number of different environments. It did not however give the same continuity as the district placement and finding new accommodation each time could prove stressful.

Both students answered a range of questions relating to individual aspects of their placements after which the Governors thanked them for their excellent reports.

Answering a question from Miss Mendez, Mrs Burrows agreed that there was a general shift towards developing more district placements however not all had the right mixture to meet the student's needs.

1063
Staff/Student Council Report.

The Staff/Student Council report was presented by Mrs. Burrows and Miss Richardson.

Updating the Governors on the potential change of uniform, Mrs Burrows said that individual schools were now free to choose and there would be no national uniform. The majority of clinical supervisors were in favour of our students changing to green trousers with a white tunic however there were some hospitals where this could clash with departmental uniforms.

Miss Richardson reported on the fund raising activities of Dorset House students. Over £370 that had been raised at a party in January was to be divided between a national charity and the local charity OSRAD. A number of activities on 5th February had raised more than £780 for "Comic Relief". The Governors congratulated the students on the success of their fund raising efforts.

Miss Richardson went on to explain that the Student Union Committee had decided to appoint an Accommodation Officer to help students in their various moves to and from Oxford. The Student Union were also looking at ways of forming links with other similar organisations such as student nurses and medical students.

Another item that had been discussed by the Staff Student Council was the Appeals Procedure and a number of refinements aimed at clarifying the procedures had been agreed. The Student Union recognised its responsibility in ensuring that all students were aware of their rights of appeal.

1064
Financial Statement

Summarising his financial statement which had been circulated prior to the meeting the Secretary said that the estimates showed little change from those presented at the last meeting.

The audit fee invoice had now been received and was £695 above that shown in the end of year accounts and computer related expenditure would increase by approximately £600 which was attributable to the cost of the maintenance agreement on an additional word processor that has been purchased.

The overall deficit for the School Income & Expenditure account was now likely to be in the region of £7,000 however it was hoped that the D.H.S.S. would be making a grant of almost £11,000 to cover the cost of equipment expenditure in the financial year to end March 1988.

As reported earlier the fee for the next year was currently under negotiation and initial indications gave rise to optimism that a realistic fee could be obtained. The D.H.S.S. had also hinted that they might also be able to help with grants towards the cost of the fire protection works and refelting the teaching block however it would be some weeks after Easter before anything definite could be expected.

Replying to a question by Lady Williams the Secretary said that he was trying to achieve a break even figure on the Hostel Income & Expenditure account.

1065
Visiting Governor

Mr. Hulse reported that he had had a thoroughly enjoyable and interesting visit and now had a much better insight into the operation of the School and the complexities of the timetable. He had particularly enjoyed talking to the students.

It was agreed that Miss Mendez would visit the School during the Summer Term and it was also agreed that the agendas for future meetings would include an item for the visiting Governor to make a brief report on his or her visit.

1066
Date of Next Meeting

It was confirmed that the next meeting would be held on 9th June 1988. After Mr. Casson reported with regret that he would be unable to attend that meeting it was agreed that Mr. Talbot should be asked to Chair the meeting. Mr. Hulse also offered his regrets at being unable to attend the next meeting.

There being no further business, the Chairman declared the meeting closed at 1545.

John Talbot
.....

Chairman.

9th June 1988.
.....

Date.

Confidential to the Governors of Dorset House School

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of Reserved Items from the meeting of Governors held at Dorset House School on Thursday 17th March 1988.

Present: As for the open meeting.

In attendance: Mrs. J.D. Mitchell (Principal)
Miss J.M. Freston (Vice Principal)
Mr. B.A. Davies (Secretary)

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1067
Minutes of Last Meeting

The confidential minutes from the meeting held on 19th November 1987 were accepted as a true record of the reserved items discussed at that meeting.

1068
Matters Arising

There were no matters arising from the confidential minutes of the last meeting.

1069
Future Developments

Dr. Mercer's report on the Dorset House working party visit to Christ Church College, Canterbury had been circulated to the Governors. At Canterbury students are awarded a Diploma in Occupational Therapy, under the seal of the University, on the successful completion of three years of the course. The Diploma is recognised by the C.P.S.M. who have a nominee as external examiner at the University. This procedure bypasses the College of Occupational Therapists. There is then an option, open for five years, for students to go on to obtain an honours degree either by one year full-time or two years part-time study.

The Principal reported that subsequent to the Canterbury visit, Dr. Mercer, Miss Freston and herself had attended a meeting at Oxford Polytechnic with Miss Anne Dufton, Deputy Director (Research & Resources) and Mr. David Watson, Dean and Chairman of the Modular Course, to discuss the possibilities of mutual co-operation to introduce a degree option for Dorset House students. The discussions had proved very warm and constructive and the indications were that it could be possible, during the next academic year, to develop a course which would lead to the award, by the Polytechnic, of a Diploma and then to a degree option. The first course under this scheme could start in 1990.

Dr. Mercer explained that Oxford Polytechnic is recognised as one of the leading Polytechnics in the country, had been accredited by the C.N.A.A. and hence, like a University, could award its own diplomas and degrees. The gates were now open for Dorset House to negotiate a Diploma course with a fourth year degree option. Funding of the fourth year could be a problem however it is possible that it could be carried out as in-service training

Miss Mendez said that a course that led, as at present, to State Registration after 3 years and offered the possibility of a fourth year, full-time or part-time, which could be completed within a 5 year period was an attractive proposition. Experience at Canterbury had shown that students were very willing to seek their own funding.

Dr. Gooding believed that it might be possible to persuade some of the Regional Health Authorities to sponsor students for the fourth year.

The Governors agreed that the School should pursue the Oxford Polytechnic avenue and authorised the working party to proceed with the necessary negotiations.

1070
Visit of the Princess Royal

The Secretary briefed the Board on information obtained from the Exeter School concerning the visit of The Princess Royal to St. Loyes last year. Visit related expenditure had been in the region of £10,000 however perhaps the greater cost had been in the amount of staff time and effort that had been necessary. The Principal, her Secretary and another member of staff had been involved almost full-time for the six weeks prior to the visit. The Secretary believed that, particularly in view of the work required to progress the future developments of the School, there was not at present sufficient capacity at Dorset House to undertake such a venture without additional staff. The Governors agreed that the matter should be reconsidered next year.

1071
Governors Lunch

In response to a request by the Secretary for their views on the arrangements for lunch on Governors meeting days the Governors agreed that the present arrangements were very satisfactory and should continue. The Governors took the opportunity formally to thank the Hostel Warden for the high standard of the cuisine.

1072
New Governors

Lady Williams asked the Governors to consider, by the next meeting, 1 or 2 suitable candidates for new Governors.

1073
Miss King

The Secretary informed the Governors that he would be attending the High Court in May to give evidence in an action for damages, relating to a motor car accident, being brought by the previous Vice Principal, Miss King. He believed that the only details required would relate to salary, however he sought guidance should he be asked about Miss King's continuance as Vice Principal had the accident not occured. The Governors authorised the Secretary to say that " had Miss King been able to continue to perform her duties at the level achieved prior to the accident they knew of no reason why she should not have remained as Vice Principal."

There being no further business, the chairman declared the meeting closed at 1612.

..... Chairman.

9/6/88. Date.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Dorset House School on 9th June 1988.

Present: Mr. J. Talbot (Chairman)
Dr. D.G. Gooding
Miss M.A. Mendez
Dr. J. Mercer
Lady Williams

In attendance: Mrs. J.D. Mitchell (Principal)
Miss J.M. Freston (Vice Principal)
Mrs. E.M. Burrows (Staff Representative)
Miss B. Foley (Student Representative)
Mr. B.A. Davies (Secretary)

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Apologies had been received from Mr. Casson, Dr. Mason, Dr. Mandelbrote and Mr. Hulse.

1074
Minutes of Last Meeting

The minutes of the meeting held on 17th March 1988 were accepted as a true record of that meeting.

1075
Matters Arising

There were no matters arising from the minutes of the last meeting.

1076
Financial Statement

The Secretary tabled a financial statement showing that both School and Hostel Income & Expenditure accounts should have a small surplus at the end of the year.

At the last meeting the School estimates had indicated a likely deficit of £7,000 however the D.H.S.S. had promised a grant of nearly £11,000 so that, in spite of higher than anticipated repair bills, the revised end of year estimate was a surplus of approximately £1,500.

An excellent response to the offer of single rooms for third and second year students had resulted in more than anticipated revenue from hostel rents. This should result in an end of year surplus in excess of £2,000. It was envisaged that some of this would be spent on providing microwave cookers for each of the five hostel kitchens - a suggestion that students had made to Mr. Hulse during his visit to the School last term.

The current asset statement indicated that the School should have a reasonable capital surplus at the end of the year and would be in a position to make a grant to The Casson Trust. It was agreed that the Accounts Review Committee should recommend the amount of the grant to the Trust after considering the accounts at the end of the year.

The Secretary further reported that the D.H.S.S. had promised to make a grant to the School of not less than £82,000 towards the £90,000 cost of the fire safety improvements and roof refelting work that was planned for the Summer vacation. As the improvements would be paid for by The Casson Trust, the Governors agreed that the D.H.S.S. grant should, on receipt, be transferred to the Trust.

Replying to questions from Miss Mendez and Dr. Gooding, Lady Williams explained that other improvement projects would be considered at the next meeting of the Trustees when the full cost of the fire safety work and the actual amount of the D.H.S.S. grant would be known. Mrs. Mitchell said that if the large grant for building work was forthcoming, it was intended to use some of the surplus in School funds to improve the staffing level and provide additional equipment.

1077
Casson Trust Report

Introducing the report of the proceedings of the morning meeting of the Casson Trustees Lady Williams said that she was very sad to hear that Mr. Talbot had tendered his resignation as a Trustee and Governor. The Governors shared Lady Williams' deep sense of gratitude to Mr. Talbot for his excellent service to Dorset House School during thirty years as a Governor and ten years as a Casson Trustee. All were very sorry that he was leaving the Board. On behalf of staff and students, past and present, the Principal also thanked Mr. Talbot. Mr. Talbot said that he had thoroughly enjoyed attending Trust and Governors meetings and his visits to the School.

Lady Williams reported that the sale of the remaining piece of land in Harberton Mead Road, for a total of £825, had now been completed.

The Casson Trustees had accepted the lowest tender, of £90,487, from Messrs Clifford & Blake, for the fire safety improvement work to school and hostel buildings. Unfortunately it appeared that not all of the work could be completed before the start of the Michaelmas term however the builders had undertaken to complete the hostel and teaching areas. Lady Williams said that in view of the promised grant from the D.H.S.S. the Trustees were hopeful that other improvements could be undertaken during the next school year. The list of potential improvements to be considered at the next meeting of the Casson Trustees included resurfacing of the school forecourt, central heating for 60 London Road and 1 Latimer Road and improved access to the library.

The updated history of Dorset House School, a very well written and interesting volume by Miss Collins was with the printers. Mr. John Casson had written an amusing, touching and informative introduction and Sir Hugh Casson had kindly agreed to one of his sketches being reproduced on the cover. Printing costs would be slightly higher than originally estimated but it was still probable that copies could be offered for sale at approximately £1.50 each.

1078
Visiting Governor

Miss Mendez' report of her visit to the School on 24th May had been circulated prior to the meeting. Miss Mendez said that she had enjoyed her visit and thanked staff and students for making her so welcome.

The report contained recommendations for improvements to the lighting in the heavy workshop and for the provision of a sink in the orthotics room. The Principal explained that the need for a sink in or close to the Orthotics Room had been appreciated for some time however action had been delayed pending the outcome of a current review of room usage. The Secretary said that it should be possible to implement the workshop lighting improvements at a reasonably early date.

Following discussion it was agreed that "heavy workshop" was outdated and that "technical workshop" would be a more appropriate description.

It was agreed that Lady Williams would be the visiting Governor for next term.

1079
Principal's Report

Summarising the report which had been circulated prior to the meeting, Mrs. Mitchell began by saying that the School was now settling into the pattern of the 'Diploma 81' programme.

The first year preliminary assessment results were particularly pleasing. All had passed either the original examination or the retake except for one student who had been sick.

Three second year students who had obtained borderline or fail grades in their clinical practice were each having to undertake an additional placement during the summer vacation. Replying to Miss Mendez, who asked if 3 was a higher than normal number of students with below pass grades, the Principal said that it was too early in the 'Diploma 81' programme for norms to be established, but ideally none should fail in the second year - the unsuitable students being identified in the first year.

The third year students were the first to reach this stage under the new programme. Additions to the previous syllabus included two assessed electives and a course in Research Methods and Statistics. A high number of students had subscribed to the elective on basic councelling skills and feedback had raised the question of whether or not there should be more on this topic in the general course. Miss Foley said that the students had enjoyed the electives and found them a very useful part of the course. She suggested that, if possible, they should start in the second year.

The Principal went on to report that the number of students who had accepted places for the next course was down on previous years and was still 20 below the number of bursaries we had been offered. The School had advertised in "the Daily Telegraph" and the College of Occupational Therapists had advertised in "The Guardian"," Sunday Times" and "Lady". The Prospectus was being rewritten and should be ready by the middle of the Autumn term.

There were to have been 6 Summer School courses this year however the use of video in therapy course was undersubscribed and had had to be cancelled. Four courses were fully subscribed and that to be led by Professor Stein had sufficient to make it a viable proposition.

Ms. S. Feaver had been appointed to join the teaching staff in place of Mrs. R. Conway who was leaving at the end of the term. Mrs. S. Beckwith had been engaged, initially for this term only, to relieve Mrs. Burrows by carrying out a number of clinical practice visits in the London area. It was hoped that this appointment could be developed in future, however this depended on the level of fees for the next school year.

Replying to a question by the Chairman, Mrs. Burrows explained that the College of Occupational Therapists recommended that students should be visited at least once on each placement and then went on to stress the importance attached to visiting and the increasing difficulties in finding sufficient suitable places for students.

1080
Staff/Student Council Report.

The Staff/Student Council report was presented by Mrs. Burrows and Miss Foley.

Updating the Governors on the planned change of uniform, Mrs Burrows said that it was now almost certain that Dorset House would change to the new uniform in May 1989 when the next course of students went off on their first clinical placement.

Miss Foley thanked Miss Mendez for her visit to the School saying that the students involved had enjoyed the opportunity to meet and talk with her.

Miss Foley then went on to report that there had been no further problems concerning the use of the audio visual equipment in the library.

There was considerable discussion on the recurring problem of books missing from the library, a matter that had been raised at a number of recent Staff Student Council and Governors meetings. The Governors repeated their grave concern at the losses and agreed that everything possible must be done to bring home to library users that taking out books without recording the transaction was not only antisocial but also akin to stealing.

This year's Ball is to be held at the Victoria Arms Hotel in Marston Village on 25th June.

Mrs. Mitchell updated the item on the visit of the Independent Commission on Occupational Therapy by saying that it had been arranged for 30th June. Members of the Commission would arrive at 3.30 for discussions with staff and students and after tea would attend the next Staff Student Council meeting.

1081
Date of Next Meeting

It was confirmed that the next meeting would be held on 17th November 1988.

There being no further business, the Chairman declared the meeting closed at 1517.

.....
Chairman.

17/11/88
Date.

Confidential to the Governors of Dorset House School

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of Reserved Items from the meeting of Governors held at Dorset House School on Thursday 9th June 1988.

Present: As for the open meeting.

In attendance: Mrs. J.D. Mitchell (Principal)
Miss J.M. Freston (Vice Principal)
Mr. B.A. Davies (Secretary)

- -

1082
Minutes of Last Meeting

The confidential minutes from the meeting held on 17th March 1988 were accepted as a true record of the reserved items discussed at that meeting.

1083
Matters Arising

Item 1073 - Miss King.
The Secretary reported that Miss King's claim for damages had been settled out of court.

Item 1060 - Casson Trust Report.
Lady Williams advised the Governors that the Casson Trustees had agreed to make an ex-gratia payment of £300 to Miss Collins in recognition of her services to Dorset House School, in particular her excellent contribution to the new history of the School.

1084
Future Developments

The minutes of the informal meeting held at Oxford Polytechnic in March had been circulated to the Governors. The Principal reported that a letter had been received from Oxford Polytechnic indicating that the Academic Standards Board had approved in principle the recommendations arising from that meeting. A Steering Committee had been established and had held an initial meeting, with Miss Mendez, Dr. Mercer, Mrs. Burrows and Mrs. Mitchell as the Dorset House representatives. The purpose of the first meeting had been to plan the actions needed to develop the Dorset House Diploma syllabus into a form suitable for validation by the Polytechnic. The next stage would be the formation of a Curriculum Planning Committee. Other matters to be agreed included the fee for validation and the cost of the services of a member of the Polytechnic staff who was being made available as an advisor.

Replying to a question from Dr. Gooding, Mrs. Mitchell said that she was optimistic that a course linked to the Polytechnic would help to attract more students of the right calibre. Schools which were currently offering a degree course or were linked to another Higher Education Establishment such as a Polytechnic were able to offer a wider range of facilities and the opportunity for students to mix with others of the same age who were studying different disciplines.

Dr. Mercer advised that the School should be careful to ensure that any teaching modules agreed with the Polytechnic staff are suitable for our students and are not too academic.

The Governors agreed that negotiations with the Oxford Polytechnic should continue, however care should taken to safeguard the interests of the School.

1085
New Governors

The names of a number of possible new Governors were put forward by existing members of the Board. The Principal said that Mr. Casson had suggested that, as a replacement for Mr. Talbot, someone with a legal background should be sought. Mr. Talbot considered that, although a useful attribute, legal training should not be the first criterion and he enquired if there were any parents of students or ex- students who might be suitable. Mrs. Mitchell said that it would take some time to research potential parents. After discussion it was decided that individual Governors would, after any necessary further enquiries, invite the following to join the Board of Governors:-

Dr. Wade, Rivermead Rehabilitation Centre - Dr. Gooding
Dr. Cooper, Lanchester Polytechnic - Miss Mendez
Sir Patrick Nairn, Master of St. Catherines - Lady Williams

It was also agreed that any invitation made would be regarded as formal and on behalf of the Board. If accepted the initial verbal invitation should be followed, in good time, by a written invitation. The Chairman was requested to undertake this duty, the Secretary drafting the letters based on information provided by the appropriate Governor.

There being no further business, the Chairman declared the meeting closed at 1546.

.....
Chairman.

17/11/88
.....
Date.

Dr. Mercer advised that the School should be careful to ensure that any teaching modules agreed with the Polytechnic staff are suitable for our students and are not too academic.

The Governors agreed that negotiations with the Oxford Polytechnic should continue, however care should taken to safeguard the interests of the School.

1085
New

The names of a number of possible new Governors were put

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY LTD.
58 London Road, Headington, Oxford, OX3 7 PE

Minutes of the Annual General Meeting of the Company held at Dorset House School on 19th November 1987

The Chairman, Mr. J. Casson, opened the meeting at 4.50 p.m. with 5 shareholders and 5 honorary members present.

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1. Report and Accounts. The Annual Report and the audited statement of accounts for the year to 31st August 1987 were received and adopted.

2. Appointment of Auditors. It was agreed that Kidsons (formerly Wm. Bayliss) should be re-appointed as the auditors for the coming year.

3. Retirement of Mrs. McCallum. The Chairman reported with deep regret that Mrs. McCallum had decided to retire from the Board of Governors. On behalf of the members Mr. Casson thanked Mrs. McCallum for her valuable contribution to the affairs of Dorset House School during an association that had spanned 40 years, the last 14 years as a Governor.

4. Election of Governors. Mr. J.B. Talbot, Dr. E.F. Mason and Dr. B.M. Mandelbrote, who retired by rotation, were re-elected to the Board of Governors for a further period.

There being no further business, the Chairman declared the meeting closed at 5.05 p.m.

B.M. Mandelbrote
.....

17/11/88
.....

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governnors
held at Dorset House School on 17th November 1988

Present:	Dr. B.M. Mandelbrote	(Chairman)
	Mr. J. Feltham	
	Dr. D.G. Gooding	
	Mr. B.E. Hulse	
	Miss M.A. Mendez	
	Lady Williams	
In attendance:	Mrs. J.D. Mitchell	(Principal)
	Miss J.M. Freston	(Vice Principal)
	Miss. S.F. Maclure	(Staff Representative)
	Miss A. Richardson	(Student Representative)
	Mr. B. Sennett	(Auditor)
	Mr. B.A. Davies	(Secretary)

- -

Apologies had been received from Mr. Casson and Dr. Mercer.

1086
New Governor — The Chairman welcomed Mr. John Feltham to his first meeting of the Board of Governors.

1087
Death of Dr. Mason — At the request of the Chairman all present stood in silence for 30 seconds as a mark of respect to Dr. Mason, a Governor for 27 years, who had died on 22nd July 1988.

1088
Minutes of Last Meeting — The minutes of the meeting held on 9th June 1988 were accepted as a true record of that meeting.

1089
Matters Arising

(1) History of Dorset House

Replying to questions from Dr. Gooding and Miss Mendez, Lady Williams reported that 1000 copies of Miss Collins' "Story of Dorset House School" had been purchased by the Casson Trust at a cost of £1060. So far 75 copies had been sold at £1.50 each. Two copies were being specially bound in leather for presentation to Miss Collins and Mr. Talbot.

Following suggestions by Dr. Gooding and Dr. Mandelbrote it was agreed that a bound copy would be obtained for the library, the cost to be met by the School.

(2) Summer Ball

In response to a question from the Chairman, Mrs. Mitchell confirmed that the Summer Ball organised by last year's finalists had been a great success.

1090
Final
Accounts

Mr. Hulse reported that the Accounts Review Committee had met during the previous week and were able to recommend acceptance of the published accounts. Starting with the Income & Expenditure accounts, Mr. Hulse highlighted significant items. In comparison with the previous year tuition fee income had increased by £35,000 and there had been a special grant of £10,940 from the D.H.S.S. however expenditure had risen by £38,000. Of this £24,000 was attributable to a 6.5% increase in the salaries & wages bill and there had also been a larger than average increase in the cost of repairs and renewals to property and equipment. The net result was an operating surplus of £5672. Due to a higher than anticipated take up of rooms during the Summer term the hostel account also had a surplus - £4067, giving a total of £9739. Added to this in the overall Profit & Loss account was £43,354 that had been earned in interest during the year, thanks largely to the D.H.S.S. practice of paying tuition fees in advance. Mr. Hulse's proposal that the School make a grant of £20,000 to the Casson Trust was approved unanimously.

After allowing for the grant the balance sheet showed net current assets of nearly £250,000, most in "liquid" form.

Answering Mr. Feltham, Mr. Hulse explained that the large movement of working capital from the bank to building societies was because of the better interest rate obtainable from the building societies now that they were able to pay charities without deduction of tax.

Mr. Sennett, the auditor, again pointed out that the School was very dependent on the generosity of the Casson Trust. Even with the grant, the amount paid to the Trust fell far short of the commercial rent that the School would have to pay for similar premises elsewhere.

After the Chairman thanked Lady Williams and Mr. Hulse for their thorough review, the Governors unanimously agreed that the accounts together with the Auditor's and Governors' reports be recommended for acceptance by the members at the Annual General Meeting to be held later.

1091
Estimates

Presenting his budget estimates for the 1988/89 school year the Secretary first explained the changes in the fee structure from previous years. The D.H.S.S. had agreed an all inclusive tuition fee of £2303 per annum however this would now be paid in two parts, 7 months worth at the start of the school year and the remaining 5 months worth at the start of the following financial year in April. Separate fees for examinations, library, crafts, etc. had been abolished.

The fee of £2303 would allow an increase of 1 full time equivalent (FTE) member of the teaching staff. Anticipated income for the year was up by 12% from last year however projected outgoings had risen at a similar rate. The major increase was for salaries and wages which are expected to rise by just under 10% plus the extra 1 FTE teacher - 15% overall. Other expenditure estimates were based on increases in line with inflation or that advertised by the supplier.

One outgoing not seen in previous years was the payment to the Students Union of a Junior Common Room (JCR) subscription. Originally the D.H.S.S. had indicated that the JCR subscription would be paid separately as in previous years however a subsequent letter had stated that any payment to the JCR would have to come out of the tuition fee. The D.H.S.S. had also abolished refunds to students of the Registration Fee and first aid course costs.

The Secretary went on to explain that he was aiming to break even on the hostel income and expenditure account and that the rental charge for the Summer term would be set at a level to achieve this.

Replying to a question from Miss Mendez, the Secretary and Principal explained that it was not planned to hold a full scale Summer School this year however individual courses such as computing might be organised.

1092
Casson Trust Report

Lady Williams presented a report on the morning's Casson Trust meeting. The Trustees had learned that the final cost of the fire safety improvement work would be approximately £16,000 more than originally estimated due mainly to replacement of the insulation on the teaching block roof. An additional, unexpected, expense during the Summer had been the need to refelt the hostel roof.

The Trustees had reluctantly decided to increase the School and hostel rents by 20% for this year to a total of £13,980. The reason was that the rental charged was far below the true commercial value and the Trustees wished to increase it gradually to a reasonable level so that the Trust finances would not be dependent on a grant from the School. Answering a question from Dr. Mandelbrote, Lady Williams stated that there had not been a recent valuation of the Trust properties however one carried out in 1975 suggested that a commercial rent then would have been in the region of £20,000.

Lady Williams concluded by itemising other potential property improvements that the Trustees had considered. A central heating system for 60 London Road would be provided during this academic year and central heating and new windows for 1 Latimer Road would be considered for next year. Improved access to the Library would have to wait a while as the major project envisaged by the Trustees was the levelling and resurfacing of the School forecourt and it was hoped that this could be carried out during the Summer vacation.

The Chairman thanked Lady Williams for her report.

1093
Principal's Report

Summarising the report which had been circulated prior to the meeting, Mrs. Mitchell began by drawing attention to a table showing the percentages of different age groups in this years intake and highlighted the increase in the number of older students.

The Principal went on to report that it had been necessary to place a spread of advertisements to attract students for this years course. As a result the allocated number of bursary places had just been filled. The advertisements in "The Guardian" had produced best results and advertising for this year would be concentrated there. Pressure was being put on the College of Occupational Therapists to carry out more advertising on behalf of the profession.

Replying to Dr. Gooding, the Principal said that most of the other schools had been in a similar position regarding the shortage of suitable candidates.

Mrs. Mitchell reported the case of one of last year's second year students who had failed 1 of 2 retake examinations and had applied for a concessionary 2nd retake. The request had been considered by the Examination Board but had been turned down as there were no exceptional circumstances. The student had been given a full briefing on the appeals procedure, but had not appealed against the decision.

September 24th had seen the first of the new style Founder's Day. Following a memorial service at All Saints Church in Lime Walk, Lady Williams had presented the Diplomas to last year's successful finalists. The event had been a great success, much enjoyed by all who had attended.

The Principal reported that the Clinical Co-ordinator's job was becoming increasingly difficult due to changes of requirements from Supervisors and the need to find several new placements to replace ones that had been lost.

Part of the finance available for the additional staff member had been committed by increasing Mrs Peach's attendance to full time. Much of the remainder will be needed to meet part-time attendance of a member of the Polytechnic staff for course planning from January 1989.

Miss Mendez drew the Governors attention to a statement in the Moderators Report, that the Moderators had not yet met the Governing Body. Following discussion it was agreed that it was not necessary as a routine measure for the Governors to meet the Moderators however they would be willing to do so, at the Moderators request, if there were specific reasons.

1094
Staff/Student Council Report

The Staff/Student Council report was presented by Miss Maclure and Miss Richardson. Miss Maclure reported that the meeting on 30th June had been attended by 2 members of the Independent Occupational Therapy Commission and 4 second year students. Topics discussed with the Commission included student involvement with B.A.O.T., professional status and a degree qualification. Miss Richardson said that 2 students from Dorset House had subsequently attended a Regional B.A.O.T. meeting and found it very useful; more involvement was planned for the future.

After reporting that the problem of book losses from the library was still under discussion Miss Maclure went on to reinforce earlier comments that the Summer Ball had been a great success.

Miss Richardson stated that the constitution of the Students Union was currently under review and it was intended that proposed revisions would be presented to the next Governors meeting. She added that the Students Union was well supported and that there was a very good relationship between first and second year students.

The Chairman thanked Miss Maclure and Miss Richardson for their reports.

1095
Future Developments

Miss Mendez reported that there had now been three meetings with representatives of Oxford Polytechnic concerning validation, by the Polytechnic, of the three year Diploma and the introduction of an optional end-on degree course. The point had now been reached, she believed, where the Governing Body of Dorset House School should make a formal proposal to establish these links with the Polytechnic.

Discussion on all aspects of the subject indicated that there appeared to be nothing to lose and everything to be gained by Dorset House, academically, professionally and financially. The proposals had agreement in principle from the Council for Professions Supplementary to Medicine and College of Occupational Therapists and the Department of Health & Social Security had indicated that they had budgeted to pay a registration fee from 1990.

A proposal that "The Governors affirmed their commitment to achieving validation of the School's three year Diploma course by Oxford Polytechnic and the introduction of an optional end-on degree course" was carried unanimously.

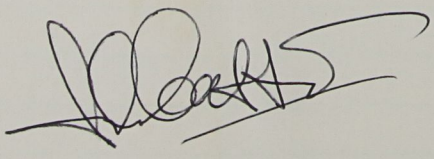
The Secretary was instructed to write, on the Governors behalf, to the Director of Oxford Polytechnic indicating the Board's support for the Steering Group and the Board's wish to establish the proposed Diploma validation and degree course links.

The Chairman thanked all members of the Steering Group for their help and congratulated them on the progress achieved.

1096
Date of Next Meeting

It was agreed that the next meeting would be held on 2nd March 1989 and that, subject to confirmation, the Summer term meeting would be held on 1st June 1989.

There being no further business, the Chairman declared the meeting closed at 1527.



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...2./3./89.....

Date.

Confidential to the Governors of Dorset House School

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of Reserved Items from the meeting of Governors held at Dorset House School on Thursday 17th November 1988.

Present: As for the open meeting.

In attendance: Mrs. J.D. Mitchell (Principal)
Miss J.M. Freston (Vice Principal)
Mr. B.A. Davies (Secretary)

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1097
Minutes of Last Meeting

The confidential minutes from the meeting held on 9th June 1988 were accepted as a true record of the reserved items discussed at that meeting.

1098
Matters Arising

There were no matters arising from the confidential minutes of the last meeting.

1099
Retirement of Principal

Mrs. Mitchell and Miss Freston left the meeting for the period of discussion of this item.

The Governors accepted with regret the news of Mrs. Mitchell's forthcoming retirement.

The Chairman opened discussion on the procedure to be adopted to appoint Mrs. Mitchell's successor. Following a suggestion from Lady Williams it was agreed that a Search Committee be formed with the remit of preparing a suitable advertisement and job description and then narrowing down the applicants to a short list. Candidates on this short list would subsequently be interviewed by a panel of all available Governors.

It was agreed that Miss Mendez, Dr. Gooding and Mr. Hulse would make up the Search Committee, with the Secretary in attendance.

Dr. Mandelbrote, who had an essential prior engagement, apologised to the Board for having to leave the meeting at this point. Lady Williams took over as Chairman.

On Mrs. Mitchell's return to the meeting the Chairman said that all of the Governors were very sorry that she was leaving Dorset House and were deeply grateful for all that she had contributed to the success of the School during her time as Principal.

2000
New Governors

Dr. Gooding reported that Dr. Wade of the Rivermead Rehabilitation Centre was pleased to have been invited to become a Governor and a visit to the School had been arranged for 1st December. It was agreed that should Dr. Wade subsequently indicate his willingness to serve on the Board, the Secretary would draft a formal letter of invitation for the Chairman's signature

Miss Mendez said that unfortunately Dr. Cooper of the Lanchester Polytechnic was retiring at the end of the current academic year and his future plans were, as yet, uncertain. The Board agreed that it would be unfair, at present, to expect Dr. Cooper to become a Governor but that he could be reconsidered should future circumstances deem it appropriate.

2001 Vice Chairman

The Governors agreed that it would be beneficial to have a formally appointed Vice Chairman.

The Board unanimously agreed a proposal by Lady Williams that Dr. Mandelbrote be asked to accept the office of Vice Chairman.

There being no further business, the chairman declared the meeting closed at 1605.

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..2/3/89...
Date.

Secretary's Post Meeting Notes:

1. The Search Committee met immediately after the Annual General Meeting and agreed the following:-

a. The wording of the advertisement for a Principal.

b. That the advertisement be placed in the December and January editions of the British Journal of Occupational Therapists.

c. That copies of the advertisement be sent, with covering letter, to selected outlets in Canada, Australia and South Africa requesting further dissemination to potential candidates.

d. Timetable:

7 Dec (1030)	Search Committee meet to decide Job Description
10 Feb	Closing date for applications
15 Feb	Search Committee determine short list
2 Mar	Interview short listed candidates

2. Subsequent to this initial meeting of the Search Committee it has been suggested that they consider recommending to the Board:

a. Holding the interviews in the afternoon of 2nd March. This would mean holding the Governors meeting that morning but would give Governors the opportunity to discuss arrangements for the interviews and, if desired, to meet the candidates informally at lunchtime.

b. That a senior member of Oxford Polytechnic staff, for example the Deputy Director, be asked to join the interview panel.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governnors held at Dorset House School on 2nd March 1989

Present: Mr. J. Casson (Chairman)
Mr. J.D. Feltham
Dr. D.G. Gooding
Mr. B.E. Hulse
Dr. B.M. Mandelbrote
Miss M.A. Mendez
Dr. J. Mercer
Dr. D.T. Wade
Lady Williams

In attendance: Mrs. J.D. Mitchell (Principal)
Miss. S.F. Maclure (Staff Representative)
Miss K.S. Jones (Student Representative)
Mr. B.A. Davies (Secretary)

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2002 New Governor

The Chairman welcomed Dr. Derick Wade to his first meeting of the Board of Governors.

2003 Minutes of Last Meeting

The minutes of the meeting held on 17th November 1988 were accepted as a true record of that meeting.

2004 Matters Arising

Future Developments. The Governors were pleased to note the contents of a letter from Dr. Booth, the Director of Oxford Polytechnic, stating that he was delighted to hear that the Dorset House Governors had formally confirmed their commitment to the proposed link between the School and Oxford Polytechnic.

2005 Financial Statement

The Secretary's financial statement which had been circulated prior to the meeting showed a potential surplus in the School Income & Expenditure account of approximately £2000 compared with the original estimate of breaking even.

The Secretary emphasised that the Salary figure was still uncertain as the teaching staff increases, effective from 1st April 1989, had still not been announced. Likewise the income from tuition fees would fall if more students withdrew from the course before the start of next term.

Noting that a reduction in the expenditure on repairs was due to the skill and versatility of the Caretaker, the Governors instructed the Secretary to convey their thanks to Mr. Fathers for his excellent work on behalf of the School.

2006 Casson Trust Report

Presenting the Casson Trust report, Lady Williams opened by saying that sales of Miss Collins "Story of Dorset House School" were not going as well as expected. It was intended to promote sales by having the books on display at Founder's Day etc.

Lady Williams reported that the main item of expenditure this year would be the resurfacing of the school forecourt and the provision of extra car parking bays. In addition, gas fired central heating would be provided for 60 London Road.

The Trustees had been informed about the Dorset House Students International Project Fund. Acting through the Students Union, a group of students had set up a fund to raise money for fellow students to carry out research or related projects, overseas, during vacations. The students had already started fund raising activities and were intending to approach a number of business companies requesting donations. A target budget of £2,000 per annum had been established. Students would be invited to submit proposed projects for full or partial financing from the fund. A selection committee made up of one Casson Trustee, two senior staff members and two students would scrutinise submissions and make awards, within the funds available, according to the relative merits of the proposals. The Trustees had expressed their warm support for the idea and agreed that a donation of £500 should be made to the fund from the Casson Trust.

Commenting on her day at the School as Visiting Governor, Lady Williams said that the students had no complaints about the School however she had been very concerned to hear of the problems that many of them were having with outside accommodation. Rents were getting higher and many students were having to arrange overdrafts to enable them to meet their bills. The problem was exacerbated by lengthy delays in settlement of student housing benefit (rent rebate) claims. The Secretary had been instructed to investigate the housing benefit problems and, if necessary, seek the assistance of the local councillor. The longer term problem of finding / providing reasonable accommodation for Dorset House students would be discussed more fully at the next meeting of the Trustees.

The Chairman thanked Lady Williams for her report.

2007
Principal's Report.

The Chairman thanked Mrs. Mitchell for her report, which had been circulated prior to the meeting, and invited questions.

Replying to Miss Mendez, the Principal confirmed that the number of applications and places offered for the course starting in September was considerably higher than at the same time last year.

Dr. Mercer requested that all Governors be sent copies of the new prospectus when it became available.

2008
Staff/Student Report.

The Chairman invited question on the minutes of the Staff/ Student Council meetings which had been circulated prior to this meeting.

Dr. Wade enquired about the progress towards meeting the students request to have examination papers returned to them. Mrs. Mitchell explained that the matter was still under discussion with staff and moderators but the outcome was likely to be that all except final examination papers would be returned and students would be told marks as well as grades.

Every effort was being made to improve the feedback given to students.

Replying to a question from Lady Williams, the Secretary explained that action was in hand to provide extra, secure, bicycle stowage.

Following a question from Mr. Hulse, the Governors discussed the problems of funding the fourth year of training once the degree course option became available. After Mrs. Mitchell explained that the Steering Group will be meeting in April with a representative of the D.H.S.S. and one of Her Majesty's Inspectors from the D.E.S. to discuss the proposed plans, including fincance, it was agreed to leave further discussion until after that meeting.

2009
Future Developments

Miss Mendez reported that negotiations with Oxford Polytechnic were progressing favourably with most of the work now taking place at the Course Planning Committee level. Mr. Peter George, a Principal Lecturer from the Polytechnic had been seconded to Dorset House on a part-time basis at fairly generous financial terms.

Miss Mendez went on to point out the extra workload being placed on Dorset House staff with having to run the existing diploma course as well as plan for the new modular course.

For the benefit of those who were not familiar with modular courses, Dr. Mercer explained the differences between these courses and the traditional style such as the School's present diploma course.

Following a proposal from Lady Williams the Governors unanimously recorded their recognition of and appreciation for the extra work that staff were having to undertake to prepare for the introduction of the new course.

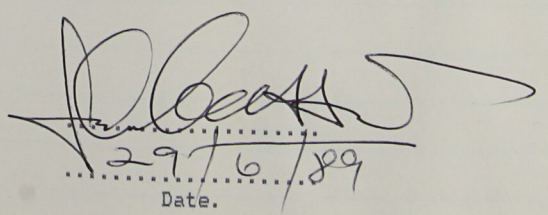
2010
Date of Next Meeting

It was agreed that the next meeting would be held on 29th June 1989 at the normal time of 2 p.m.

2011
Visiting Governor

Lady Williams thanked the staff and students for the very interesting and enjoyable day that she had spent at Dorset House on 16th February. All concerned had been very kind and welcoming and it had been an extremely worthwhile visit.

There being no further business, the Chairman declared the meeting closed at 11.44.



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29/6/89
Date.

Confidential to the Governors of Dorset House School

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of Reserved Items from the meeting of Governors held at Dorset House School on Thursday 2nd March 1989.

Present: As for the open meeting.

In attendance: Mrs. J.D. Mitchell (Principal)
Mr. B.A. Davies (Secretary)

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2012
Minutes of Last Meeting

The confidential minutes from the meeting held on 17th November 1988 were accepted as a true record of the reserved items discussed at that meeting.

2013
Matters Arising

The Governors welcomed the news that Dr. Mandelbrote had been pleased to accept the position of Vice Chairman.

2014
Long Service

After Miss Mendez reported that a member of the teaching staff, Miss Sarah Maclure, had recently completed 25 years service at Dorset House School the Governors agreed that the event should be marked with a gift from the School and that this practice should be extended to other staff reaching the same milestone in future. It was further agreed that expenditure of approximately £50 would be appropriate and that, if one could be found at that price, an inscribed silver paper knife would make a fitting gift. The Governors accepted Lady Williams' kind offer to try to identify a suitable gift.

There being no further formal business, the Chairman declared the meeting closed at 11.59.

The Governors went on to discuss the arrangements for the interviews, to be held that afternoon, of candidates for the position of Principal of Dorset House School.

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29/6/89
Date.

Note.

Following interviews held in the afternoon of 2nd March 1989, The Governors were pleased to announce the appointment of Mrs Elizabeth Burrows as Principal of Dorset House School, in succession to Mrs Jean Mitchell who is retiring on 31st August 1989.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governnors held at Dorset House School on 29th June 1989

Present: Mr. J. Casson (Chairman)
Mr. B.E. Hulse
Dr. B.M. Mandelbrote
Miss M.A. Mendez
Dr. J. Mercer

In attendance: Mrs. J.D. Mitchell (Principal)
Mrs. E.M. Burrows (Principal-elect)
Miss J.M. Freston (Vice Principal)
Miss. S.F. Maclure (Staff Representative)
Miss A. Richardson (Student Representative)
Mr. B.A. Davies (Secretary)

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Apologies for absence had been received from Mr. Feltham, Dr. Gooding, Dr. Wade and Lady Williams.

2015 Minutes of Last Meeting

The minutes of the meeting held on 2nd March 1989 were accepted as a true record of that meeting.

2016 Matters Arising

There were no matters arising from those minutes.

2017 Financial Statement

The Governors accepted the Secretary's financial statement which had been circulated prior to the meeting and showed no significant changes from the statement presented at the previous meeting.

The Secretary emphasised that the Salary figure remained an estimate as the teaching staff increases, effective from 1st April 1989, had still not been agreed.

2018 Casson Trust Report

Mr. Casson reported that the Trustees had been informed that the plan to resurface the School forecourt and improve car parking facilities had not been approved by the Oxford City Council Planning Committee. There was reason to believe that an appeal against this decision would be successful however it would take several months to resolve and there was now no chance of completing the work during the Summer vacation.

Mr. Hulse reported that the Student's International Project Fund (S.I.P.) had not been successful in obtaining financial backing from local business organisations and it appeared that the Fund would have to depend on the students own fund raising activities. There were no candidates for sponsorship this year. Fund raising would continue and the Trustees hoped that next year would prove more successful.

2019
Principal's Report.

The Chairman thanked Mrs. Mitchell for her report, which had been circulated prior to the meeting, and invited questions.

Replying to a question from Miss Mendez, Mrs Mitchell said that it was difficult to be precise about why 10 of the current first year students had withdrawn from the course. Only 2 of the 10 had any significant personal problem however 3 others had given financial difficulties as at least part of their reason for leaving. This year had been one of those bad years which occurred every so often. Mrs Mitchell went on to explain that the coming year may also be difficult as it was probably the last year of students to start the Diploma 81 style course.

Dr. Mercer asked if the Advanced Elective topics were externally moderated. Miss Maclure explained that the wide range of subjects made it difficult to produce material for moderation and none had been moderated last year. It was however intended that some topics would be presented for moderation this year.

Answering a question from Miss Mendez, Mrs Burrows reported that Dorset House was one of five schools who had each received a grant of £27,000 from the Department of Health to fund curriculum development work during the next academic year. The development is to be related to courses acceptable to the National Council for Vocational Qualifications, access courses or refresher training and the money could be used to buy in a person or persons to do the work or to release current staff to do it. Following a meeting with the Principal of the Northampton School and the Oxford Region P.A.M. Training Officer, a proposal, including detailed rationale and methodology, has been made to the Department of Health that the Dorset House contribution should cover Clinical Practice Curriculum Development.

Miss Mendez said that she was pleased that Dorset House had been chosen but noted that the new principal was heavily involved and hoped that she would not be forced to undertake too much.

2020
Staff/Student Council Report.

The minutes of the Staff/Student Council meetings had been circulated prior to the meeting together with a proposed new Student Union constitution which had been submitted for the Governors approval.

After Miss Richardson had explained the changes from the previous constitution, Dr Mercer questioned the form of words used in three items of the constitution and after discussion it was agreed that the Students Union should be asked to consider the following amendments:-

a. Para 9.3 final sentence should indicate that a meeting was not properly constituted without a quorum of 25.
b. Para 10.1 should indicate that members have a right to call a secret ballot.

Dr. Mercer emphasised that the Governors were not hostile to the new constitution but that they believed that the suggested amendments would help to clarify the appropriate items.

2021
Future Developments

Miss Mendez reported on the latest meeting of the Steering Group which had also been attended by representatives of the Department of Health and the Department of Education. These representatives had indicated that the Departments would support the concept of a 3 year degree course - a change from their earlier position. Of the options available the Steering Group strongly recommended that Dorset House pursue the 3 year degree course route with the first course starting in September 1990. The Steering Group had been encouraged by the keenness of the Dorset House staff and the stated opinion of Mr Peter George, a Principal Lecturer and Oxford Polytechnic representative, that the Dorset House course proposal would be successful.

Following discussion of the various alternatives the Governors unanimously supported a resolution by Miss Mendez, seconded by Dr. Mercer, that Dorset House now develop, with Oxford Polytechnic, a three year degree course.

Dr. Mercer pointed out that Oxford Polytechnic was regarded as having the highest status of all U.K. Polytechnics.

2022
Date of Next Meeting

It was agreed that the next meeting would be held on Thursday 30th November 1989 at 2 p.m.

2023
Occupational Health Service

The Vice Principal informed the Governors that an arrangement had been made with Dr. Lawrence, the Occupational Health Physician of Oxford Area Health Authority, whereby his staff would provide, for a trial period of one year, an Occupational Health service for Dorset House students. This would provide help in selection, medical checks, immunisation, X-Rays and ongoing advice.

2024
Visiting Governor

It was agreed that Dr. Mandelbrote would be the next visiting Governor, on a date to be arranged.

There being no further business, the Chairman declared the meeting closed at 15.20

Dr. Mandelbrote
.....

30/11/89
.....
Date.

Confidential to the Governors of Dorset House School

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of Reserved Items from the meeting of Governors held at Dorset House School on Thursday 29th June 1989.

Present: As for the open meeting.

In attendance: Mrs. J.D. Mitchell (Principal)
Mrs. E.M. Burrows (Principal-elect)
Miss J.M. Freston (Vice Principal)
Mr. B.A. Davies (Secretary)

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2025
Minutes of Last Meeting

The confidential minutes from the meeting held on 2nd March 1989 were accepted as a true record of the reserved items discussed at that meeting.

2025
Matters Arising

Item 2014. Long Service.
The Secretary reported that it had not been possible to find an appropriate piece of silverware, within the agreed price range, to mark Miss Maclure's 25 years service at Dorset House. As an alternative a bound copy of Miss Collins' "Story of Dorset House School" had been ordered and should be available for presentation at the next Governors meeting.

2026
Student Accommodation

Mr. Hulse reported that the majority of student housing benefit problems had been resolved. Nevertheless there was still a problem for students trying to find suitable accommodation in Oxford and the Casson Trustees had been seeking ways in which they might be able to help.

Several months ago the Trustees had considered the purchase of 1A Latimer Road but had considered that the asking price of £185,000 was too expensive. There was now an indication that the property had been taken off the open market and the possibility that it may be available for approximately £150,000. The Trustees considered that at that price the purchase of the property represented a good long term investment even if redevelopment of the site into hostel accommodation could not be achieved in the immediate future.

The main problem was that the Casson Trust had very little available capital and if the property was to be purchased it would need a considerable injection of money from Dorset House School. This in turn would take the School's liquid asset reserve well below the four months margin that the Governors had previously considered desirable.

Following discussion the Governors unanimously agreed a proposal by Mr. Hulse, seconded by Dr. Mandelbrote, that the Secretary be instructed to:-

a. Write to the owners asking them if they would be prepared to consider an offer of £150,000 for the property.

b. Write to the Department of Health to enquire whether they would be prepared to assist with either the purchase of the property or its subsequent redevelopment.

c. Write to the Housing Corporation to assess the potential for a Housing Association or other grant towards purchase or redevelopment of the site.

It was also agreed that, should the School/Casson Trust be offered the property at a price at or near to £150,000, a special meeting of Governors would be called to discuss the matter.

2027
Retirement of Principal

Mrs. Mitchell and Miss Freston left the meeting during discussion of the first part of this item.

The Governors unanimously agreed that a tax free ex gratia payment of £1,000 should be paid to Mrs Mitchell, on her retirement, as a token of their esteem for her many achievements during the 12 years she had served as Principal of Dorset House School.

On Mrs Mitchell's return, the Governors expressed their enormous appreciation and gratitude for all that she had achieved during her term as Principal and wished her good fortune for the future. In response Mrs Mitchell said that she had been delighted to work with the Governors and thanked them for their support during that time. She was particularly pleased with the positive links that had been made with Oxford Polytechnic.

There being no further business, the Chairman declared the meeting closed at 1550.

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30/11/89

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Date.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Recognised by the Occupational Therapist's Registration Board of the Council for the Professions Supplementary to Medicine, and the College of Occupational Therapists Ltd.

58 LONDON ROAD, HEADINGTON, OXFORD. OX3 7PE

Principal: Mrs. J.D. Mitchell, M.Sc., B.O.T., T.Dip.C.O.T. Telephone (0865) 62831

Minutes of the Annual General Meeting of the Company held at Dorset House School on 17th November 1988

Lady Williams opened the meeting at 4.05 p.m. with 5 members present.

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1. Report and Accounts.	The Annual Report and the audited statement of accounts for the year to 31st August 1988 were received and adopted.
2. Appointment of Auditors	The members agreed the remuneration of the auditors, Kidsons, and that they should be re-appointed for the coming year.
3. Retirement of Mr. Talbot	The Chairman reported with regret that Mr. J.B. Talbot had retired from the Board of Governors at the end of the last school year after 30 years service as a Governor and 10 years as a Casson Trustee.
4. Death of Dr. Mason	The Chairman reported that very sadly Dr. E.F. Mason, who had been a Governor since 1960 had died in the Churchill Hospital on 22nd July 1988.
5. Election of Governors	The election of Mr. J. Feltham to the Board of Governors was confirmed and Lady Williams and Mr. J. Casson, who were retiring by rotation, were re-elected for a further period.

There being no further business, the Chairman declared the meeting closed at 4.10 p.m.

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30/11/89.

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DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governnors
held at Dorset House School on 30th November 1989

Present:	Dr. B.M. Mandelbrote	(Chairman)
	Dr. D.G. Gooding	
	Mr. B.E. Hulse	
	Miss M.A. Mendez	
	Dr. D.T. Wade	
	Lady Williams	
In attendance:	Mrs. E.M. Burrows	(Principal)
	Miss J.M. Freston	(Vice Principal)
	Mr. M.W. Leggett	(Staff Representative)
	Miss D.E. Hetherington	(Student Representative)
	Mr. B.A. Davies	(Secretary)

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Apologies for absence had been received from Mr. Casson, Mr. Feltham, and Dr. Mercer.

2028
Minutes of Last Meeting

The minutes of the meeting held on 29th June 1989 were accepted as a true record of that meeting.

2029
Matters Arising

a. Mrs. J.D. Mitchell.
Dr. Mandelbrote informed the meeting of letters that he and Mr. Casson had received from the former Principal thanking the Governors, staff and other colleagues for gifts and good wishes that she had received on the occasion of her retirement.

b. The Five Schools Project. (Item 2019).
Reporting on the Dorset House contribution to this project which would cover Clinical Practice Curriculum Development, The Principal said that she was delighted to have been able to appoint Mrs. Auldeen Alsop, an experienced and well qualified occupational therapist, on a one year contract to co-ordinate the work on behalf of the School. The project schedule called for a preliminary report to the Department of Health in March 1990 and the final report by the end of October 1990.

2030
Accounts for 1988/89

The report on the final accounts for the year to 31st August 1989 was treated as a reserved item and is minuted as item 2038.

2031
Estimates for 1989/90

The Secretary reported that the financial estimates for the current school year were subject to a large element of guesswork as the teaching staff salary increase payable from 1st April 1989 had not yet been agreed and there would almost certainly be another increase due in April 1990. The tuition fee had been increased by more than 8% to £2510 and provided the salary estimates were not too inaccurate the School and Hostel Income and Expenditure accounts should just about break even. In addition the prevailing high interest rates should produce income in excess of £40,000.

2032
Casson Trust Report.

Reporting on the meeting of the Casson Trustees held that morning, Lady Williams said that sales of the "Story of Dorset House School" were not going very well however it was hoped that all copies would eventually be sold. The Trustees had decided that a copy of the book would be given to the President of the Student Union each year.

The owners of 1A Latimer Road had written to the Secretary to the Trustees informing him that they had, for the present, changed their mind about selling the property.

The Architect, on behalf of the Trustees, is pursuing two courses of action to try to gain approval for the project to resurface the School forecourt:-

(1) An appeal against the City Council Planning Committee decision not to grant approval to the submitted plan.

(2) Negotiations with the City Planning Officer to try to reach agreement on an amended plan.

It was hoped that one or other action would result in the project going ahead next Summer. It was estimated that this work would account for approximately £40,000 of the £66,000 that the Trust currently had available.

The Trustees were considering a number of improvements to school and hostel buildings including:-

Central heating for 1 Latimer Road.
Replacement windows for 1 Latimer Road and 60 London Road.
Refelting the workshop roof.
A possible extension to the rear of the school to increase the size of the dining and common rooms and provide better outside facilities for staff and students in warm weather.

Finally Lady Williams reported that the Trustees had discussed the Staff / Student Council ideas for enlarging the scope of the Student International Project (S.I.P.) Fund and agreed that it should be left to the S.I.P. Fund Committee to decide how the money should be used. The Trustees did however hope that the international nature of the fund would be retained.

2033
Principal's Report.

Highlighting some aspects of her report, which had been circulated prior to the meeting, Mrs. Burrows began by pointing out the increase of mature students in this year's intake, a trend that was likely to continue.

The Principal then reported on the excellent results obtained by the 1989 finalists, with 79 qualifying for the Diploma. Diplomas had again been presented on Founder's Day, an enjoyable occasion which had been extremely well attended.

Recruitment for the 1991 intake was progressing well with almost 60 acceptances to date, an improvement on last year. The School was again advertising nationally and it was hoped that the National O.T. Week, which had created a great deal of interest, would result in more applications.

Miss Atkinson was resigning from the teaching staff at the end of the Spring 1991 term and interviews of potential replacements were due to be held in the near future.

Mrs. Burrows concluded by recording her gratitude for the unfailing support that she had received from all of the Dorset House staff since she had succeeded Mrs. Mitchell as Principal.

2034
Staff/Student Council Report.

The Chairman invited questions and comments on the minutes of the last two Staff/Student Council meetings which had been circulated prior to this meeting.

Answering a question from Lady Williams, the Principal said that there would be no difference in quality between the Health Care Studies degree being planned for Oxford Polytechnic and the Occupational Therapy degree planned for Dorset House.

Miss Hetherington informed the Governors that, as the current third year Student Union representatives were on clinical practice placements, it had not yet been possible for the Student Union to discuss the Governors recommendations for amendments to the proposed Student Union constitution.

Following detailed discussion about the cost to students of the First Aid course, the Governors agreed that if a first aid qualification was essential then it should be an integral part of the course and should be funded by the Department of Health. The Principal was asked to pursue the matter with the College of Occupational Therapists.

The Bursar reported that a trial involving the employment of students as library attendants during the normal weekday evening and Saturday morning opening times was proving successful and the system would be used on a regular basis for the remainder of this academic year.

2035
Future Developments

Mrs. Burrows circulated copies of the proposed degree course document that had been submitted for validation by the C.N.A.A. and C.P.S.M. / C.O.T. and highlighted items that she considered merited the Governors attention at this meeting.

a. Resource Implications. The Principal pointed out areas that had been identified as requiring increased resources:-

(1) Computers. The School currently has seven BBC microcomputer systems which are used to teach students basic computing and wordprocessing skills. Although an old system, the BBC was still widely used throughout the profession and no successor had as yet been identified. Implementation of the new curriculum would require at least three more computer systems. After hearing from Miss Mendez and Mrs Burrows that the BBC would probably continue to have widespread use in the health service for at least four more years the Governors agreed that the School should purchase three more of these systems.

(2) Staff Development. Although all lecturers are well qualified in terms of professional qualifications and through wide work experience, it is recognised that the transition from Diploma to Degree level work requires members of the teaching staff to continue to enhance their academic credibility. The commitment to an on-going strategy of staff development is a central component of the course submission.

Thirteen lecturers already have teaching qualifications, seven a first degree and three a masters degree. In addition four lecturers are currently studying for further qualifications and another three propose commencing further study courses in 1990, a trend that is expected to continue. Assisting this further development by granting essential study leave places an additional load on other staff and the student to staff ratio is already higher than the C.P.S.M. recommended maximum.

Increasingly different learning requirements for students necessitate continual adjustment of teaching strategies of lecturers. As Clinical Supervisors are equally involved in the teaching and assessing of students it is essential to ensure their training needs are also met.

The Governors unanimously approved Mrs. Burrows request to recruit an additional lecturer and to implement an in-service training programme for teaching staff and Clinical Supervisors.

b. Course Administration. After detailed discussion on the responsibilities of the proposed Course Committee the Governors decided that it was not appropriate to have a nominated Governor as a member of this committee however a Governor could be co-opted from time to time if this proved necessary. The Governors further decided that there was no need for a separate Occupational Therapy Advisory Board as they, the Board of Governors, already fulfilled this role.

c. Discipline. Mrs. Burrows explained that there was a need for more stringent disciplinary procedures and summarised the measures that had been proposed in the validation submission document. The Governors approved these measures and agreed that a Governor should chair the Professional Committee and that another Governor should be a member of the Appeal Board should such a necessity ever arise.

d. Validation Event. The Principal reported that this event had been arranged for 10th and 11th January 1990 and said that she believed it would be appropriate for Miss Mendez and Dr. Mercer, who had both sat on the Steering Committee, to attend on the evening of the 10th January. The Governors agreed that it would be appropriate for Miss Mendez and Dr. Mercer to represent the Board at this event and Miss Mendez said that she would be willing to attend. It was agreed that Mrs. Burrows would write to invite Dr. Mercer to the meeting.

Miss Mendez congratulated Mrs. Burrows and the staff of Dorset House School for their quite remarkable achievements in producing such an impressive submission within the very tight schedule laid down.

2036
Date of Next Meeting — It was agreed that the next two meetings would be held on Thursday 15th March 1990 and Thursday 5th July 1990.

There being no further business, the Chairman declared the meeting closed at 16.10

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1-3-90
Date.

Confidential to the Governors of Dorset House School

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of Reserved Items from the meeting of Governors held at Dorset House School on Thursday 30th November 1989.

Present:	Dr. B.M. Mandelbrote	(Chairman)
	Dr. D.G. Gooding	
	Mr. B.E. Hulse	
	Miss M.A. Mendez	
	Lady Williams	
In attendance:	Mrs. E.M. Burrows	(Principal)
	Miss J.M. Freston	(Vice Principal)
	Mr. B.A. Davies	(Secretary)
	Mr. B.R. Sennett	(Auditor)(Item 2038)

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2037
Minutes of Last Meeting

The confidential minutes from the meeting held on 29th June 1989 were accepted as a true record of the reserved items discussed at that meeting.

2038
Final Accounts

Mr. Hulse reported that the Accounts Review Committee had met on 24th November and were able to recommend acceptance of the published accounts.

Bank and building society deposits had earned more than £48,000 interest and a grant of £20,000 had again been made to The Casson Trust. Mr. Hulse pointed out that this grant was necessary only because of the extremely low rent, £13,980 for 1988/89, paid to the Trust. This situation had been under review for a number of years and the Trustees had decided that, in view of impending changes in the funding of occupational therapy training, it was time to move towards a realistic rent so that the Income & Expenditure Account more accurately showed the cost of training. To this end Mr. Sennett had kindly offered to try to obtain professional advice on the rental value of the property and the rent for the present academic year would be set when this advice had been obtained.

The Governors agreed that it was essential that the School accounts accurately reflected the cost of training and fully supported the move towards a realistic rent. It was appreciated that this could mean a deficit in the Income & Expenditure Account for the current and future years.

The Governors instructed the Secretary to consult other schools to try to determine the implications for Dorset House of funding changing from the Department of Health to the R.H.A.

Commenting on the detailed income and expenditure accounts Mr. Hulse reported a School surplus of £13,137 which reflected credit on the staff in general. An apparent increase of 24% in tuition fee income was because this is now a composite fee including items such as library, moderation, treatment technique and Junior Common Room fees which had previously been paid separately. The major expenditure item, salaries and

wages, showed an increase of approximately 13% over 1987/88. This was due in part to the part-time secondment from the Polytechnic of a Principal Lecturer to assist with the new course submission but mainly to the phasing of the previous year's teaching staff salary increase. The Hostel account showed a deficit of £29.

Turning to the Balance Sheet, Mr Hulse explained that the higher than usual creditors figure was due to the early receipt of a special grant of £27,000 from the D.O.H. for the Clinical Practice Curriculum Development project most of which would be carried out in the 1989/90 academic year and provision for the 1989 teacher's salary increase which had not yet been finalised but which would be payable from April 1989. The amount owed to the Casson Trust had now been paid. Mr. Hulse circulated a list of the equipment that had been purchased during the year, costing £10,523 for the School and £3,658 for the hostel. The sale of surplus furniture had realised £2302.

Overall the balance sheet showed the School finances to be in a healthy state with net current assets of more than £280,000.

The Governors agreed to a recommendation by Mr. Sennett changing the basis of calculating the rate of depreciation of the fixed assets. From the 1989/90 academic year the computer equipment would be depreciated at 25% of cost per annum and furniture and other equipment at 15 % of cost.

2039
Diamond Jubilee

The Governors agreed that it would be appropriate to celebrate the 60th anniversary of the foundation of Dorset House School by holding a special event, perhaps in conjunction with Founder's Day. The Chairman asked all Governors and the Principal to consider what might be a suitable way of marking this occasion and to channel ideas through the Secretary.

2040
New Governor

Following discussion on whether or not it would be appropriate to invite representation on the Board of Governors from one or more of the Regional Health Authority, a Social Services Department or Oxford Polytechnic, the Governors agreed that it would be advisable to wait until more was known about future funding arrangements before seeking nominations from any of these organisations.

The Governors also agreed that they would consider at their next meeting whether an age at which Dorset House Governors retire should be set and if so what that age should be.

There being no further business, the Chairman declared the meeting closed at 1624.

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.....7/3/90

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governnors held at Dorset House School on 1st March 1990

Present: Mr. J. Casson (Chairman)
Mr. J.D. Feltham
Dr. D.G. Gooding
Mr. B.E. Hulse
Dr. B.M. Mandelbrote
Miss M.A. Mendez
Dr. D.T. Wade

In attendance: Mrs. E.M. Burrows (Principal)
Miss J.M. Freston (Vice Principal)
Mr. M.W. Leggett (Staff Representative)
Miss C.L. Minor (Student Representative)
Mr. B.A. Davies (Secretary)

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2041
Apologies — An apology for absence had been received from Lady Williams.

2042
Dr. Mercer — The Chairman confirmed that Dr. Mercer had regrettably been obliged to resign from the Board of Governors due to the ill health of his wife. The Board acknowledged the very valuable contribution that Dr. Mercer had made during his 11 years service as a Governor.

2043
Minutes of Last Meeting — The minutes of the meeting held on 29th November 1989 were accepted as a true record of that meeting.

2044
Matters Arising — 2034. First Aid Course.
The Principal reported that not all Occupational Therapy Schools included a first aid qualification as a pre-requisite of acceptance for training. In future the Dorset House course would include, within the syllabus and at no cost to students, sufficient first aid training to meet student needs.

2045
Casson Trust Report — Presenting the Casson Trust report, Mr. Hulse opened by reporting on the plans for future improvements that had been considered by the Trustees.

a. Unfortunately the architect had made little progress towards obtaining planning permission for the forecourt resurfacing and it may not now be possible for the work to be completed this Summer.

b. The Trustees had agreed to proceed with the provision, this Summer, of hardwood framed double glazed windows in 60 London Road and 1 Latimer Road at an estimated cost of £12,500.

c. The architect's preliminary survey had indicated that a conservatory type extension at the rear of the school together with an external terrace would cost in the region of £80,000.

The Trustees had decided to go ahead to the planning permission stage and if the plans were approved a decision on whether or not to proceed with the work would then be taken.

Mr. Hulse went on to report that a rental valuation of the school and hostel premises being obtained for the Casson Trust had not yet been completed. The Trustees had therefore deferred until their next meeting a decision on the rent to be charged for the current school year.

The Chairman thanked Mr. Hulse for his report.

2046
Principal's Report.

The Chairman thanked Mrs. Burrows for her report, which had been circulated prior to the meeting, and invited comment.

The Principal updated the figures relating to the 1990 intake of students which now stand at 182 applications, 117 of which had been short listed and 83 offered a place at Dorset House. All of these represent an increase over the same time last year.

Replying to Miss Mendez, the Principal said that it was not known if the increased numbers were reflected nationally. Clearing House figures were not available and in any case would not give a complete picture as some schools no longer operated solely through the Clearing House.

2047
Staff/Student Report.

The Chairman invited comment on the minutes of the Staff/ Student Council meetings which had been circulated prior to this meeting.

Replying to questions from Miss Mendez, Mr. Leggett explained that a working party had been established to consider ways in which the School's diamond jubilee should be celebrated however the question of whether or not to expand this year's Founder's Day Ceremony had not yet been discussed.. Miss Minor added that a fund raising activity was being arranged for a date in June.

Mrs. Burrows added that the 3rd year students were giving Founder's Day a lot of thought and had enquired if it might be possible for the diplomas to be presented by the Princess Royal, Patron of the College of Occupational Therapists. This was being investigated and if feasible a bid would have to be made before the next diary setting meeting in May.

There being no further business, the Chairman declared the meeting closed at 2.23 p.m.

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8/5/90

Date.

Confidential to the Governors of Dorset House School

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of Reserved Items from the meeting of Governors held at Dorset House School on Thursday 1st March 1990.

Present:	Mr. J. Casson	(Chairman)
	Mr. J.D. Feltham	
	Dr. D.G. Gooding	
	Mr. B.E. Hulse	
	Dr. B.M. Mandelbrote	
	Miss M.A. Mendez	
	Dr. D.T. Wade	
In attendance:	Mrs. E.M. Burrows	(Principal)
	Miss J.M. Freston	(Vice Principal)
	Mr. B.A. Davies	(Secretary)

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2048
Minutes of Last Meeting

The confidential minutes from the meeting held on 29th November 1989 were accepted as a true record of the reserved items discussed at that meeting. There were no matters arising from those minutes.

2049
Financial Statement

The Secretary reported that the April 1989 salary increase for teaching staff had still not been agreed. Provided this and the subsequent increase for 1990 were not above the level of inflation the operating income and expenditure account for the school year to the end of August 1990 should break even. Also taken into account in this estimate was a 20% increase in the rental paid to the Casson Trust, any larger increase would probably put the account into deficit. However the School could expect to receive at least £50,000 in bank and building society interest hence there should be an overall surplus at the end of the year.

Replying to questions about the transfer of funding of O.T. training from the Department of Health to Regional Health Authorities the Secretary explained that he had recently attended a conference that had addressed this and other matters relating to contract arrangements between regions and training institutions. It had been clear that none of the health authority managers or health care professional body representatives had as yet any detailed information on the implementation of the new arrangements due to be introduced in April 1991. Dr. Gooding stated that the changes would affect all professions within the Health Service.

Mr. Hulse said that from his experience as a health authority treasurer, it was likely that after transfer to regional funding the school would receive payment on a monthly basis.

Answering a question from Miss Mendez, the Secretary confirmed that provision for staff development had been made within this year's estimates and that staff development costs would be included in future budgets.

2050
Future
Developments

A discussion document prepared by the Governors' representatives of the Oxford Polytechnic / Dorset House Steering Group and the Principal of Dorset House School relating to the validation of the proposed degree course had been circulated prior to the meeting and formed the basis of the lengthy discussion that followed.

Miss Mendez opened by commenting on her experiences at the first meeting with the validation panel. The one question asked of her by Professor Ellis, the senior external assessor had been "What thoughts had the Governors given to research and staff development". The general view was that there was insufficient integration between the two institutions and nowhere in the document was there a statement of progression from the initial stage of loose collaboration.

Miss Mendez went on to say that in retrospect although the failure of the submission was a disappointment in view of the very hard work of the staff, it was probably not all bad as it gave Dorset House the opportunity to look in more depth at what was required and to take a positive view for the future. It was essential to dispel the view that Dorset House wished to remain educationally isolated.

Mrs. Burrows stated that it was not Oxford Polytechnic who had turned down the submission, indeed it had come as a surprise to Polytechnic staff who had been involved in its preparation. Drawing attention to the "Situation of Occupational Therapy Training" section of the discussion paper Mrs. Burrows said she believed that if Dorset House was to remain at the forefront of occupational therapy training it was essential to pursue the degree course option. This would mean that Dorset House must be prepared to lose some if not all of its independence. Failure to achieve a degree course and the likely changes in occupational therapy training would almost certainly mean that within a few years Dorset House would no longer have a role.

The Governors unanimously agreed that the degree course option should be pursued and went on to discuss the implications involved.

Dr. Gooding who had recently returned to the Steering Group confirmed that Oxford Polytechnic staff had been shocked that gentle evolution of the collaboration between the two institutions was not acceptable. She believed that the Polytechnic were now much keener to develop links with Dorset House and that these links would be right for the Polytechnic, the Health Service and the students. Dr. Gooding went on to say that it was difficult to see how Dorset House could remain independent in the long term.

Mr. Feltham said that he had earlier in the day had a conversation with Miss Anne Dufton, a Deputy Director of Oxford Polytechnic. He had gained the impression that it was her view that successful validation could be achieved by more teaching integration, with Dorset House remaining independent and the Polytechnic would be happy to develop the submission along these lines. Full integration was an alternative that was acceptable to the Polytechnic however they did not wish to press either option.

Mrs. Burrows confirmed that the Polytechnic did not intend a "take-over bid" for Dorset House and that the School could progress a long way with shared teaching. However she believed that limited integration would deprive staff and students of many of the benefits available by full integration and that if Dorset House was to further its own position then half measures were not enough and it was essential to work towards eventual full integration.

Dr. Gooding pointed out that both options, limited or full integration, had tremendous financial implications, not only for the School but also for the Casson Trustees.

At this point Mr. Casson announced that he intended to retire from the Board of Governors and as a Casson Trustee at the end of the academic year. The Trustees had, that morning, agreed to seek two new members to bring them up to full strength.

There was discussion on the future roles of the Governors and the Casson Trustees. It was recognised that the Trustees would have a continuing important role whether or not the School remained independent whereas the School, teaching staff and students would probably benefit more by having a form of academic advisory panel rather than the present style Board of Governors.

Answering questions from a number of Governors the Principal agreed that it was inevitable that the extent of teaching integration required would have an impact on the jobs of some of the present teaching staff. A number did not have the academic qualifications needed to teach at degree level hence at least initially, it would be necessary to make more use of Polytechnic staff than we were able to offer in return. Eventual full integration would affect all staff not just the teachers as it would be necessary to transfer contracts to the Polytechnic. This step was however some way ahead. It had to be recognised that no one was fully secure. Some staff were capable of making the change and it would be a case of identifying them. If and when it came to transfering contracts advice would need to be taken from the British Association of Occupational Therapists and other appropriate organisations.

The Governors acknowledged that the next submission document must contain a clear statement of intent or "mission statement" agreed between themselves and senior managers of Oxford Polytechnic which, amongst other things, needed to specify policies relating to how much closer integration of the two institutions was to be achieved. They authorised their Steering Group representatives to co-operate with the Polytechnic Steering Group members so that a joint mission statement could be prepared for full Board approval at their next meeting.

The Governors agreed that a clear resolution was needed so that the Steering Group representatives had a firm basis from which to prepare the mission statement.

There was considerable discussion on whether or not it was necessary at this stage to state that the Governors wished Dorset House School to seek full integration with Oxford Polytechnic.

Dr. Wade stated that there should be no caveat to the Governors intentions on integration, the stated aim should be to integrate or not to integrate. He favoured an aim of full integration as equal partners. Mr. Feltham said that he was not convinced that it was necessary to state today that Dorset House wished to abandon its independence however if subsequently it became clear that the only way to achieve the degree course was to become fully integrated then he accepted that course of action. Dr. Gooding agreed that it was premature to state that Dorset House wished to give up its independence as a lot more work was need to spell out in detail the integration required and the cost to Dorset House. Mr. Hulse believed that it would be sufficient to say that if it was found that full integration was necessary then the Governors would be prepared to accept it.

The Governors unanimously accepted a resolution proposed by Dr. Mandelbrote and seconded by Mr. Hulse that " The Governors of Dorset House School of Occupational Therapy:

a. Reaffirmed their wish to pursue a degree course with Oxford Polytechnic.

b. Authorised the Steering Group representatives to plan with Oxford Polytechnic for the delivery of such a degree course.

c. Acknowledged that if the best way to achieve a degree course involved negotiating full integration with Oxford Polytechnic then this would be acceptable."

2051
Retirement Age

The Governors unanimously accepted a proposal by Miss Mendez, seconded by Dr. Gooding that "Governors should normally retire by the time they reach an age of 72 years."

2052
Date of Next Meeting

It was agreed that an extraordinary meeting of Governors would be held at 3 p.m. on Tuesday 8th May 1990 primarily to discuss the progress of the Steering Group and their proposed mission statement. It would be decided then whether or not a further meeting was required during the Summer term.

There being no further business, the Chairman declared the meeting closed at 1621.

Dr. Mandelbrote

8/5/90

Confidential to the Governors of Dorset House School

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the special meeting of Governors held at Dorset House School on Thursday 8th May 1990.

Present:	Dr. B.M. Mandelbrote	(Acting Chairman)
	Mr. J.D. Feltham	
	Dr. D.G. Gooding	
	Mr. B.E. Hulse	
	Miss M.A. Mendez	
	Dr. D.T. Wade	
	Lady Williams	
In attendance:	Mrs. E.M. Burrows	(Principal)
	Miss J.M. Freston	(Vice Principal)
	Mr. B.A. Davies	(Secretary)

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2053
Apologies for absence

Apologies for absence had been received from Mr. J. Casson and Dr. J. Mercer.

2054
Reappointment of Dr. Mercer

The Governors welcomed the reappointment of Dr. John Mercer to the Board.

2055
Minutes of Last Meeting

The minutes and confidential minutes from the meetings held on 1st March 1990 were accepted as true records of the items discussed at those meetings.

2056
Matters Arising

(1) Item 2049. Financial Statement.
Answering a question from Miss Mendez the Secretary confirmed that the 1989 teachers salary increase had at last been agreed. It had resulted in an eight and a half percent increase payable from 1st April 1989 with a further one half percent payable from 1st April 1990. This was within the allowance made in the last estimates. The next salary review would be effective from 1st September 1990.

2057
Financial Statement

The Secretary reported that the revised estimates circulated prior to the meeting had been prepared without taking into account any payment of rent to the Casson Trust. Once the rent was known the amount would have to be deducted from the projected overall surplus.

Replying to a question from Dr. Wade the Secretary explained that students living in the hostel would be billed individually for Poll Tax, by their local Council, and the School had no responsibility for collecting or paying these charges.

2058
Casson Trust Report

Mr. Hulse reported that the Trustees had received a rental valuation which indicated that, with the tenant paying for all repairs and renovations, a reasonable rent would be £160,000 per annum. If the tenant paid only for internal repairs and renovations the figure would increase to £172,500.

Last year the rent charged to the School had been just under £14,000 however a grant from the School of £20,000 made a total of £34,000 paid to the Trust. The grant had been a recurring feature for several years. The Trustees believed that, with the moves to greater accountability in the health service and education, it was right that the School rent should be a properly costed item. The Trustees had therefore decided to increase the rent for the year to 31 August 1990 to £50,000 and that, subject to confirmation, the rent for the year commencing 1st September 1990 would be £160,000.

The Governors agreed that the old system of artificially low rent topped up with an arbitrary grant from any surplus was totally indefensible and that in future the true cost of training, including a market rate rent, should be clearly stated in the income and expenditure account. The Governors instructed the Secretary to write to the Department of Health to seek an increase in tuition fee to meet the revised rental.

Mr. Hulse explained that after paying rent of £50,000 this year and allowing a generous reserve of £250,000 the School would still have a cash surplus of approximately £50,000. The Governors unanimously approved a proposal by Mr. Hulse, seconded by Dr. Wade, that "The School make a grant of £50,000 to the Casson Trust".

Lady Williams then reported on the Trustees discussions relating to potential improvement projects.

(1) Forecourt Resurfacing. This project now had no realistic chance of obtaining planning permission in time for the work to be carried out this Summer. The Trustees had decided to delay submission of alternative proposals until impending changes in Oxford City Council Planning Committee had taken place.

(2) Conservatory Extension. The estimated cost of the extension and an external terrace had risen to just under £95,000 and the Trustees had reservations about spending that amount of money on this type of extension, particularly with regard to heat losses. The Trustees had agreed to wait until they had seen the architect's plans before deciding whether or not to proceed with this project.

(3) Replacement Windows. The architect's estimate of costs for hardwood framed replacement windows for 1 Latimer Road and 60 London Road had also increased, to £12,000 and £10,000 respectively. The Trustees had decided to obtain 3 alternative estimates for the replacement of windows in 1 Latimer Road. Not all of the wooden framed windows of 60 London Road needed replacement and a carpenter was being invited to estimate the cost of repairing those that are in an unsatisfactory condition.

Finally Lady Williams informed the Governors that Mr. John Feltham had been invited and had agreed to become a Casson Trustee. As the Chairman of Governors had in the past also been a Trustee and a new chairman of Governors had not yet been elected the Trustees had decided to leave in abeyance the appointment of the fourth Trustee.

2059
Future Developments

Steering Group Report. Miss Mendez highlighted points from a report of the meeting of the Steering Group held on 9th March 1990. The primary purpose of the meeting had been to determine how the closer integration between Dorset House and Oxford Polytechnic, necessary to achieve validation of the degree course, could be obtained. The report summarised the two options that the Steering Group had identified:

(1) Link Dorset House with the Faculty of Life Sciences at the Polytechnic and "buy-in" teachers for Basic Science and other relevant subjects. This could be an initial move towards further integration at a later date. It would leave Dorset House students and staff relatively isolated educationally.

(2) To incorporate the occupational therapy course and its students and the staff of Dorset House in the Polytechnic, while leaving the premises in the ownership of the Casson Trust. This would involve transferring Dorset House staff under contract to the Polytechnic, students becoming undergraduates of the Polytechnic and the Polytechnic leasing the Dorset House premises from the Casson Trust. Funding for the course would be paid to the Polytechnic.

After due consideration the Steering Group had concluded that option (1) was not to the best advantage of either educational establishment and could be interpreted as a rather superficial view vis a vis delivery of a degree course. Far more could be gained educationally, professionally and administratively if option (2) was developed.

The Dorset House members of the Steering Group recommended that the Governors accept option (2).

The Governors recognised that option (2) would mean that Dorset House would, in due course, lose its independent status and ultimately cease to exist as a registered company.

Mr. Feltham said that he was not convinced that it was necessary for Dorset House to lose its independence in order to achieve a degree course. He had seen nothing in the validation panel report that stated that they would not validate a degree course proposal unless Dorset House ceased to exist. Mr. Feltham asked for further information about why a successful degree course submission could not be prepared along the lines of option (1).

The Steering Group members explained that option (1) would only fulfil part of the validation panel's recommendations. Students and staff would remain educationally isolated, there would be inadequate opportunities for staff development and research and the required overall degree of inter-institutional collaboration would not be achieved. Miss Mendez believed that if Dorset House stayed independent then a degree course would not be achieved, the School would very soon not have a viable product to offer and could cease to exist within 10 years.

Mr. Hulse asked what protection would be afforded to Dorset House staff who did not at present have the qualifications necessary to teach a degree course. In reply the Principal said that, as part of the transition process, staff were being given every encouragement, they were aware of the need to catch up and of the opportunities that were available. Meanwhile, the School has a duty to retain staff teaching on the Diploma Programme in order to safeguard the interests of all of the School's Diploma students

The Secretary explained that the negotiations between Dorset House and the Polytechnic had not yet reached the stage of discussing the administrative and financial details relating to such issues as:
a. merger or winding up of Dorset House School as a company
b. which administrative and domestic staff would be required by the Polytechnic and under what terms and
c. what happened to the fixed assets owned by the School as opposed to the Casson Trust.
Such negotiations being contingent on the Governors' response to the Steering Group report.

After the Steering Group members had emphasised that an early decision on the basis of a mission statement was required the Governors agreed that a decision on which option to pursue should be taken at this meeting.

A proposal by Miss Mendez, seconded by Dr. Wade, that "The Governors should agree to pursue the second option of the Steering Group report namely to incorporate the occupational therapy course and its students and the staff of Dorset House School in the Polytechnic, while leaving the premises in the ownership of the Casson Trust" was carried by 6 votes to 1.

The Governors further decided that it would now be appropriate to enlarge the Dorset House representation on the Steering Group and, with the concurrence of the Casson Trustees, for a Trustee to be included. It was agreed that Dr. Mercer should rejoin the Steering Group and that Mr. Hulse and Mr. Davies should attend future meetings. The Governors also agreed that copies of future Steering Group agendas and minutes should be circulated to all Governors so that any of those not a member of the group but having a point to raise could contact the appropriate representative.

2060
Principal's Report

Mrs. Burrows summarised the major points from her report which had been circulated prior to the meeting.

Curriculum planning for the resubmission of the proposed degree course was now being redirected in line with the recommendations of the validation panel. In particular the submission will be for a B.Sc. degree course which will be fully modular in construction. The report highlighted a number of areas where progress is being made towards improving academic support and the development of associated subjects .

A series of in-service training sessions run by Dr. Colin Coles of Southampton University had proved to be of very good value and further sessions had been arranged. Further study days for Clinical Supervisors had also been arranged. The report also identified individual commitments and future plans for professional development of nine teaching staff members.

Mrs. Jennifer Butler had been appointed on a one term contract to relieve lecturers of teaching duties so that they can concentrate on curriculum development. Pending future developments, it is probable that Mrs. Butler will be offered a permanent appointment.

Mrs. Pat Norman a part-time lecturer, biological sciences, and much valued member of staff has been offered a two year research post and has resigned her Dorset House post to take effect from the end of the Summer Term and will be very much missed. A replacement is being sought through the Polytechnic. The Governors were pleased to invite Mrs. Norman to join them for lunch on the day of their next meeting.

Dorset House has offered to contribute the equivalent of one half of a whole time equivalent member of staff, for one year, to help either finance or service the Post Registration Health Care Studies Degree currently being developed by Oxford Polytechnic's Department of Health Care Studies.

2061
Date of Next Meeting — It was agreed that the next meeting of the Board of Governors would be held at 2.30 p.m. on Thursday 14th June 1990.

2062
New Chairman — The Governors unanimously agreed a proposal by Lady Williams that Dr. Mandelbrote be asked to take over as Chairman of Governors following the retirement of Mr. Casson. Dr. Mandelbrote was pleased to accept the position.

2063
Visiting Governor — Dr. Mandelbrote reported that his visit to Dorset House on Friday 16th March had provided an interesting and enjoyable day. The standards of sessions that he had attended were impressive, particularly the amount of open discussion, with students really made to think. The lunch-time meeting with students representatives had produced an encouraging number of searching questions about the duties of the Board of Governors.

There being no further business, the Chairman declared the meeting closed at 1705.

Dr. Mandelbrote
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14.6.90.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governnors held at Dorset House School on ~~21st~~ 14th June 1990

Present:	Dr. B.M. Mandelbrote	(Chairman)
	Mr. J. Casson	
	Dr. D.G. Gooding	
	Mr. B.E. Hulse	
	Miss M.A. Mendez	
	Dr. J. Mercer	
	Dr. D.T. Wade	
	Lady Williams	
In attendance:	Mrs. E.M. Burrows	(Principal)
	Miss J.M. Freston	(Vice Principal)
	Mrs. S.L. Peach	(Staff Representative)
	Miss M.H. Sampson	(Student Representative)
	Mr. B.A. Davies	(Secretary)

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Prior to commencement of formal business Mr. Casson, who was retiring from the Board of Governors, handed over as Chairman to Dr. Mandelbrote. The Governors thanked Mr. Casson for the valuable service that he had given to Dorset House School during 11 years as a Governor and expressed their best wishes for his future happiness.

2064
Apologies — An apology for absence had been received from Mr. Feltham.

2065
Minutes — The minutes of the meeting held on 1st March 1990 were approved at the special meeting, not attended by staff and student representatives, held on 8th May 1990. There were no matters arising from those minutes.

2066
Casson Trust Report — Lady Williams reported that, sadly, the Trustees had said farewell to Mr. John Casson who had retired after nine years as a Casson Trustee. They were however pleased that Dr. Mandelbrote had agreed to take Mr. Casson's place as a Trustee.

The Trustees had spent a long time discussing the possible implications for the Trust of the proposed merger of Dorset House School with Oxford Polytechnic. To ensure that there was nothing in the Declaration of Trust that could hinder this move the Trustees had decided to take proper legal advice and recommended that the School take similar action in relation to the Articles of Association. The Governors authorised the Secretary to take such action on their behalf.

Lady Williams went on to report that the Trustees had been disappointed with the architect's plans for an extension between the school and library buildings. The proposals did not provide the space hoped for and appeared to create access difficulties for students going to and from the library. The Trustees had therefore decided to postpone a decision on extending the premises until it could be seen what future requirements are likely to be as a result of the links with Oxford Polytechnic.

The Trustees had agreed that the windows in 1 Latimer Road would be replaced with uPVC framed double glazed units during the Summer vacation.

An application from a Chiropractic School for use of part of the school premises during evenings, week-ends and vacations had not been approved.

2067
Principal's Report.

The Chairman thanked Mrs. Burrows for her report, which had been circulated prior to the meeting, and invited comment.

The Principal drew attention to the very good results obtained by 1st year students, all of whom had passed the preliminary assessment. In answer to a question from the Chairman, Mrs. Burrows said that the main reason why less merits had been obtained in Behavioural Sciences than in Human Biology was that the former subject was less factual and required wider reading at an early stage in the course, though of course much credit must also go to Miss Freston and Mrs. Norman, the Human Biology lecturers.

Replying to questions from Miss Mendez and Dr. Mercer, Mrs. Burrows explained the arrangements whereby 3rd year students organised their own elective placements and thanked Mrs Peach for her role in monitoring the system. The Governors congratulated the finalists on the diversity of placements that had been arranged both within the United Kingdom and overseas.

2068
Staff/Student Council Report

The Chairman invited comment on the minutes of the Staff/ Student Council meetings which had been circulated.

Miss Sampson reported that the student Bar-B-Q held on 29th May and the fete held on 2nd June had both proved successful. The latter had raised more than £450 in aid of the charity ACE (Aids to Communication in Education) and it was hoped that the event would be continued in future years. The Governors expressed their admiration for the students' fund raising achievements.

After Mrs. Peach explained that it was hoped to arrange, next term, one or more events to commemorate the Diamond Jubilee of Dorset House Dr. Mandelbrote asked that the Governors be kept informed of the dates so that they could be involved as and when appropriate.

2069
Date of Next Meeting

It was agreed that the next meeting would be held at 2.00p.m. on Thursday 29th November 1990.

There being no further business, the Chairman declared the meeting closed at 2.54 p.m.

D. M. Mandelbrote
.....

29.11.90
.....

Confidential to the Governors of Dorset House School

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of Reserved Items from the meeting of Governors held at Dorset House School on Thursday 14th June 1990.

Present: As for the open meeting.

In attendance: Mrs. E.M. Burrows (Principal)
Miss J.M. Freston (Vice Principal)
Mr. B.A. Davies (Secretary)

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2070 Minutes of Last Meeting

After the addition of the following sentence to paragraph 3 of item 2058, the confidential minutes from the meeting held on 8th May 1990 were accepted as a true record of the items discussed at that meeting:- "The Governors instructed the Secretary to write to the Department of Health to seek an increase in tuition fee to meet the revised rental."

2071 Matters Arising

Item 2058 Request for an increase in tuition fee. Correspondence between the Secretary and the Department of Health, concerning the need for a substantial increase in the tuition fee to meet the increase in rent payable to the Casson Trust, had been circulated prior to the meeting. The Department had refused the School's request, on the grounds that at least one years notice was required for any significant additional expenditure and that, in any case, rental did not enter into their negotiations with any of the other O.T. training institutions.

Lady Williams stated that the Casson Trustees had discussed the Department's response and had decided that it was right to continue with their intention to charge a realistic rent even if it put the School account "in the red". If necessary the Trustees could consider making a grant to the School to cover part or all of any deficit.

The Governors agreed that no further action could be taken before the actual tuition fee for the next academic year was known.

2072 Financial Statement

The Secretary's estimates for the current academic year, updated to reflect the increase in rent, showed a deficit of approximately £15,000 in the School and Hostel income and expenditure accounts. Anticipated income from interest on bank deposits was in excess of £72,000, so that after making the previously agreed grant of £50,000 to the Casson Trust there should be an overall income and expenditure surplus of approximately £7,000. Capital expenditure on new equipment would total approximately £15,000. Net Current Assets at the end of the year would be slightly down on last year however there would still be a very adequate reserve.

2073
Future Developments

A meeting of the Steering Group had been held on the previous day, 13th June 1990. Membership of the group had been augmented by the inclusion of Mr. Bradshaw the Finance Director of Oxford Polytechnic, Mr. Hulse representing the Casson Trust and Mr. Davies the Bursar of Dorset House. This facilitated the discussion of financial and administrative issues that had previously been outside the scope of the Steering Group.

Mr. Hulse reported that the meeting had served to clear the air on a range of issues including funding of occupational therapy students, the relationship between the Casson Trust and Dorset House School and the financial and administrative matters that would need to be addressed once the degree course submission was approved.

Mr. Hulse went on to say that he had gained an impression of goodwill on the part of the Polytechnic and had every reason to believe that every care would be taken to make the transition as smooth as possible.

The Governors expressed concern about the affects of the potential amalgamation on all Dorset House staff. Mr. Hulse said that while it was too early to ascertain what changes would be necessary and which staff would transfer to the Polytechnic and in what capacity, Polytechnic representatives appeared genuinely concerned to do their level best to help each and every member of the School staff. The Governors agreed that it was important to keep all School staff informed of what was happening and how they might be affected. To this end the Principal and Bursar were instructed to prepare a written statement which should be agreed with Oxford Polytechnic before being issued to staff.

Dr. Mercer reported that it had been agreed that there would be a Department of Occupational Therapy within Oxford Polytechnic and that the Principal would become Head of Department.

Lady Williams stated that in their negotiations with Oxford Polytechnic concerning use of the premises, the Casson Trustees would take care to ensure that as much as possible of the tradition of Dorset House was maintained. In addition the Trustees confirmed their intent to maintain the fabric of the buildings in good order.

There being no further business, the Chairman declared the meeting closed at 1621.

Dr. Mandelbrote

29.11.90

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Recognised by the Occupational Therapists' Registration Board of the Council for the Professions Supplementary to Medicine, and the College of Occupational Therapists Ltd.

Chairman of Governors
J. CASSON, O.B.E.

Governors
J. D. FELTHAM, M.A.
DULCIE G. GOODING, M.B., B.S., D.P.H., F.F.C.M.
B. E. HULSE, O.B.E., I.P.F.A.
B. M. MANDELBROTE, M.A., F.R.C.P., D.P.M.
MISS M. A. MENDEZ, O.B.E., F.C.O.T.
J. MERCER, B.Sc., Ac.Dip.Ed., Ph.D.
D. T. WADE, M.D., M.R.C.P.
LADY WILLIAMS

Principal
MRS. E. M. BURROWS, B.Sc., Dip.C.O.T.

Vice-Principal
MISS J. M. FRESTON, T.Dip.C.O.T.

Bursar
B. A. DAVIES, D.M.S., M.B.I.M.

58 LONDON ROAD
HEADINGTON
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TELEPHONE OXFORD
62831

Minutes of the Annual General Meeting of the Company held at Dorset House School on 30th November 1989

Dr. Mandelbrote opened the meeting at 4.25 p.m. with 5 members present.

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1. Report and Accounts.	The Annual Report and the audited statement of accounts for the year to 31st August 1989 were received and adopted.
2. Appointment of Auditors	The members agreed the remuneration of the auditors, Kidsons, and that they should be re-appointed for the coming year.
3. Election of Governors	The election of Dr. D.T. Wade to the Board of Governors was confirmed and Dr. J. Mercer, Dr. D.G. Gooding and Miss M.A. Mendez, who were retiring by rotation, were re-elected for a further period.
4. Issue of Shares	The members approved the issue of one share each to those serving Governors who were not already shareholders namely Mr. J.D. Feltham, Dr. D.G. Gooding, Mr. B.E. Hulse, Dr. B.M. Mandelbrote, Miss M.A. Mendez, Dr. J. Mercer and Dr. D.T. Wade.

There being no further business, the Chairman declared the meeting closed at 4.30 p.m.

B.M. Mandelbrote

29 Nov 1990

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a meeting of the Board of Governors held at Dorset House School on 29th November 1990.

Present:	Dr. B.M. Mandelbrote	(Chairman)
	Dr. D.G. Gooding	
	Mr. B.E. Hulse	
	Miss M.A. Mendez	
	Lady Williams	
In attendance:	Mrs. E.M. Burrows	(Principal)
	Miss J.M. Freston	(Vice Principal)
	Mr. B.R. Sennett	(Auditor - Item 2076)
	Mr. M.W. Leggett	(Staff Representative)
	Miss L.A. Platts	(Student Representative)
	Mr. B.A. Davies	(Secretary)

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Apologies had been received from Mr. Feltham, Dr. Mercer and Dr. Wade.

2074
Minutes

The minutes of the meeting held on 14th June 1990 were accepted as a true record of that meeting. There were no matters arising from those minutes.

2075
Financial Statements

Mr. Hulse presented the draft Governors' Report and Financial Statements for the year ending 31st August 1990, which the Accounts Review Committee had agreed with the Auditor.

The School Income & Expenditure account showed a surplus of more than £7000 however that for the Hostel showed a deficit of more than £10,000; the later entirely due to the increased rental. Interest in excess of £74,000 had enabled the School to make a grant of £50,000 to the Casson Trust. Additional depreciation resulting from the previously agreed change in the rate of depreciation amounted to just under £17,000 leaving a retained surplus for the year of £4,569.

The Balance sheet showed fixed assets, mainly furniture and equipment, valued at nearly £29,000 and net current assets of more than £298,000 most of which was in "cash".

The Governors' report for the year notes that the rent for the School premises, which previously has been very heavily subsidised by the Casson Trust, will increase to a reasonable market value for future years. The negotiations with Oxford Polytechnic to achieve degree status for the occupational therapy course and integration of the two institutions were also reported.

The Governors agreed that the report and financial statements, as presented, should be recommended for adoption by the members of the company at the Annual General Meeting to be held later in the day. The Governors thanked the Bursar for his successful management of the School's financial affairs.

2076
Casson Trust Report

Lady Williams opened the Trust report by saying how pleased all of the Trustees were to hear of the very successful outcome of the degree course validation event for which they had congratulated the Principal and staff of Dorset House.

The Trustees had discussed the possibility of asking the architect to consider alternative ways of increasing and improving the area available for dining and common room facilities. They had decided that it would be wiser to wait until a clearer picture became available of what, if any, changes would be required as a result of the links with Oxford Polytechnic. The Trustees placed a high priority on improving these facilites and would take action as soon as they could give the architect a clear brief.

Following advice from Mr. Feltham, the Trustees had decided that it would be unwise to continue using the same solicitor as Oxford Polytechnic to act in the matter of leasing the Trust properties to the Polytechnic after the forthcoming integration. The Trust was now represented by Mrs. Reid of Morrell, Peel and Gamlen. The change had taken place recently and the Trustees had not yet received advice from the new solicitor.

The Chairman thanked Lady Williams for her report.

2077
Principal's Report.

The Chairman thanked Mrs. Burrows for her report, which had been circulated prior to the meeting, and invited comment.

Replying to a question from Miss Mendez concerning the admissions procedure, the Principal explained that the intake for admission in 1991 were at present being processed under the C.O.T. Clearing House system. Future intakes would probably be processed through PCAS, the Polytechnics and Colleges Admissions System. This would not be a straightforward change as it was considered important to retain the interview which is a feature of the present system but not automatically included as part of the PCAS system. Miss Freston would be representing the School in discussions with appropriate authorities.

The Governors commended last years' finalists on their high success rate and were pleased with the progress being made by current students. The Governors were encouraged by the comprehensive staff development program.

Mrs. Burrows highlighted the completion, by the end of the year, of a clinical practice curriculum development research project funded by the Department of Health and carried out by Mrs. A. Alsop. This major piece of research merits continuation and an application for additional funding had been made to the Department of Health but this was unlikely to be available.

2078
Staff/Student Council Report

Fund raising activities had played a major part in students' extra curricula activities with more than £800 being raised for "The Winged Fellowship" and £1226 for "Children in Need".

The Council had agreed to the formation of a joint staff / student Access Committee, which as well as addressing matters relating to access to and within School premises would be concerned with issues of health and safety and general improvements to facilities.

An Open Day had been held at Dorset House in conjunction with the National Occupational Therapy Week and during the week the Principal and one of the first year students had been interviewed on Radio Oxford. Lady Williams asked that, whenever prior notice is available, the Governors be informed in advance of such broadcasts.

The Chairman thanked Mr. Leggett and Miss Platts for their report and congratulated the students on their magnificent fund raising achievements.

2080
Future Developments

On behalf of the Governors, the Chairman congratulated the Principal and Staff on their highly commendable efforts in achieving successful validation of the honours degree course submission. The work done by all concerned was very much appreciated. Thanking the Governors, Mrs. Burrows praised the co-operation and teamwork of colleagues and added that the complete accord of the Governors and Casson Trustees in their support for the submission had played a significant part in gaining the panel's approval.

Successful validation had been subject to relatively light conditions and recommendations, nearly all of which were of a routine nature. The most significant, relating to the assessment and grading of fieldwork placements, was an ongoing issue within the profession. Miss Mendez and the Principal briefed the meeting on the problems associated with assessing fieldwork placements. All of the conditions specified by the Validation Panel must be met by June 1991.

The validation panel had agreed that current first year students would be able to transfer to the second year of the degree course programme in September 1991. Answering a question from Miss Platts, the Principal explained that there was no way that current second and third year diploma students could transfer to the new degree course. They would nevertheless be achieving a highly desirable diploma qualification permitting state registration. There were also a number of avenues open, post registration, for diploma students to "top up" their academic standing to degree or higher degree status.

2081
Date of Next Meeting

It was agreed that the next meeting would be held at 2.00p.m. on Thursday 7th March 1991.

There being no further business, the Chairman declared the meeting closed at 3.06 p.m.

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Confidential to the Governors of Dorset House School

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of Reserved Items from the meeting of Governors held at Dorset House School on Thursday 29th November 1990.

Present: As for the open meeting.

In attendance: Mrs. E.M. Burrows (Principal)
Miss J.M. Freston (Vice Principal)
Mr. B.A. Davies (Secretary)

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2082
Minutes of Last Meeting

The confidential minutes from the meeting held on 14th June 1990 were accepted as a true record of the reserved items discussed at that meeting.

2083
Matters Arising

There were no matters arising from those minutes.

2084
Financial Statement

The Secretary's estimates for the current academic year, updated to reflect the increase in rent from £50,000 to £160,00, showed a forecast deficit of approximately £153,000 in the School and Hostel income and expenditure accounts. Income from interest on bank deposits was estimated at £53,000 leaving an overall income and expenditure deficit of approximately £100,000. Capital expenditure on new equipment would total approximately £21,000 of which £7,000 was provided for by the Alice Christer bequest. Net Current Assets at the end of the year would be in the region of £180,000, just sufficient to provide a working reserve.

The major reason for the forecast deficit is the very large increase in rent. Another cause is that income from tuition fees will only increase by about 6% when salaries and other costs increase by more than 9%. This is because of a lower than average number of students starting the year due to the abnormally high drop-out rate of the current finalists and because the Department of Health had increased the amount of the fee by less than 8.5%.

Mr. Hulse pointed out that the deficit due to the increased rent was matched by an increase in the net current assets of the Casson Trust. The Governors agreed that it would be preferable for the Trust to have control of the cash assets after amalgamation with the Polytechnic. The Trustees could then look at the Polytechnic in exactly the same way as they do the School. A form of deficit funding could operate, with the Trust making a grant to the Polytechnic to cover possible losses incurred in the running of the occupational therapy course.

The Governors agreed that, as all of the Alice Christer Fund monies had now been spent, the value of the equipment purchased could be transferred to the School equipment accounts for future depreciation purposes.

2085
Future Developments

The Principal explained that a meeting of the Steering Group was planned for Tuesday 4th December. Now that validation had been achieved, the group could start to address some of the details relating to the integration of the two institutions. A major issue which would be given priority attention was the transfer of staff contracts.

At their previous meeting the Governors had asked the Principal and Bursar to draft a statement to be issued to Dorset House staff. As there was to-date nothing firm to report it was agreed that this statement should wait until negotiations had taken place and some definite information was available.

The Chairman emphasized the Governors wish that maximum efforts should be made to safeguard Dorset House staff interests.

2086
Vice Chairman

The Governors unanimously approved a proposal by Dr. Mandelbrote, seconded by Lady Williams that Mr. Hulse should be asked to become Vice Chairman of the Board. Thanking his fellow Governors, Mr. Hulse said that he would be very happy to accept the position.

The Principal and Vice Principal left the meeting during discussion of the next two items.

2087
Principal's Salary

Since the Principal had been appointed, the salary scales of the National Joint Council for Lecturers in Further Education (NJC), on which her salary was based, had been restructured. Based on the number of full time students Dorset House was roughly in the middle of Group A of the new Principals' scale, with a salary range of £23,446 to £28,926.

After considering a number of alternatives the Governors decided that within the Group A salary band an incremental scale should be established using points 12 to 16 inclusive of the NJC Management Spine scale. Point 12 was to be effective from 1st September 1990 with automatic increments on 1st September annually.

The Governors also decided that the top point of the salary scale of the Vice Principal and the Bursar should be extended from point 9 to point 11 on the NJC Management Spine. Point 10 to be effective from 1st September 1990 and point 11 on 1st September 1991.

2088
Mrs. Mitchell

During her last four years of service at Dorset House, Mrs. Mitchell had been making additional voluntary contributions to purchase extra years of pensionable service. As she had taken early retirement it had been necessary for her to make a lump sum payment to settle the outstanding additional contributions.

Since retirement a retrospective salary increase had been awarded and, as the pension paid is based on final salary, the Department of Education and Science had asked Mrs. Mitchell to make an additional lump sum payment of £1296 in respect of the revised amount of outstanding contributions on the extra years being purchased.

Mrs. Mitchell had written to the Chairman and to Mr. Hulse asking that the Governors consider helping her meet the additional £1296. The basis of her request was that prior to her appointment in 1977 she had received misleading information from Dorset House School which had resulted in her being unable to transfer 3 years of service from the Universities Superannuation scheme to the Teachers Superannuation scheme.

Mr. Hulse had made a thorough investigation and prepared a report for the Board. After consideration of the report the Governors decided conclusively that no liability attached to Dorset House School.

The Governors did however decide that an additional ex-gratia payment of £650 should be made to Mrs. Mitchell as a token of their appreciation and gratitude for her many achievements during 12 years of service as Principal of the School.

2089
Change of Solicitors

The Governors agreed unanimously that the School, like the Casson Trust, should make a change of solicitors from Cole & Cole to Morrell, Peel & Gamlen to avoid any conflict of interest during the forthcoming negotiations with Oxford Polytechnic.

There being no further business, the Chairman declared the meeting closed at 1635.

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7 Mar 91

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DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the meeting of the Board of Governors
held at Dorset House School on Thursday 7th March 1991

Present:	Dr. B.M. Mandelbrote	(Chairman)
	Dr. D.G. Gooding	
	Mr. B.E. Hulse	
	Miss M.A. Mendez	
	Dr. D.T. Wade	
	Lady Williams	
In Attendance:	Mrs. E.M. Burrows	(Principal)
	Miss J.M. Freston	(Vice Principal)
	Miss S. Harrison	(Student Representative)
	Mr. M.W. Leggett	(Staff Representative)
	Mr. B.A. Davies	(Secretary)

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Apologies for absence had been received from Mr. Feltham and Dr. Mercer.

2090
Minutes of Last Meeting — The minutes of the meeting held on 29th November 1990 were accepted as a true record of the items discussed at that meeting.

2091
Matters Arising — There were no matters arising from those minutes.

2092
Casson Trust Report — Presenting the Casson Trust report, Lady Williams commenced by stating that because of difficulties in obtaining planning permission for more than just a small area of non-permeable covering for the forecourt, the Trustees had decided to concentrate on improving the drainage of the area and then to provide the whole forecourt with a new permeable surface. At the same time the opportunity would be taken to improve the landscaping and general appearance of the front of Dorset House.

Lady Williams went on to report that the Casson Trustees had agreed that the cost of providing a new gas supply pipe to the boiler room would be met by the Casson Trustees, leaving the School, as tenants, to pay for the replacement boiler and burner units.

2093
Principal's Report — Mrs. Burrows highlighted points from her report, which had been circulated prior to the meeting.

There had been an increase in the workload of the clinical practice co-ordinator however placement results continued to be very satisfactory. Answering a question from Miss Mendez, the Principal explained that all teaching staff were expected to share in clinical practice visiting however because of teaching commitments and transport requirements some carried out more visits than others.

The School would be sorry to lose Mrs. Caroline Gray and Mrs. Sheila Dunscombe who were leaving at the end of term. Fortunately Mrs. Gray's contract with her new employer would allow her to contribute to the planning and teaching of one of the modules of the Degree course during the Summer terms.

Mrs. Burrows praised the energy and commitment of colleagues who were undertaking an impressive range of courses by way of professional development. Noting that staff were presenting 9 papers at the forthcoming COT Conference, Miss Mendez said that this reflected the high calibre of the School staff.

2094
Staff/Student Council Report

The draft minutes of the meeting held on 22nd January were tabled and the report presented by Mr. Leggett and Miss Harrison.

The Access Committee had now met and its terms of reference had been expanded to include health and safety and "house" facilities generally. Its full title was now "Access, Health & Safety Committee".

The Student Union had arranged a variety of talks by outside speakers. Fundraising activities, including a sponsored bed push, carol singing and a "pub crawl" had raised a total of £2,550 for local charities.

Answering a question from Mr. Hulse, Miss Harrison explained that it was the Student Union intention to organise events to raise money for the S.I.P Fund. The recent awards from the fund to four third year students should increase interest.

2095
Steering Group

At its meeting in December, the Steering Group agreed that much of its routine work could be carried out at inter-departmental level and the Principal tabled a summary of progress.

Course development and planning were on target. Meetings had been held with members of the Polytechnic Corporate Services Department and the Personnel managers had been particulary helpful. Polytechnic staff had provided a number of staff induction sessions at Dorset House and these had proved very informative. The facility for Dorset House staff members to sit in, as observers, on Polytechnic Faculty Review Groups and other committees was also particularly useful.

The Principal congratulated Miss Freston on the progress that had been made on transferring to the Polytechnic admission procedures.

There being no further business, the meeting closed at 2.27 p.m.

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17-6-91

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Confidential to the Governors of Dorset House School

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of Reserved Items from the meeting of the Board of Governors held at Dorset House School on Thursday 7th March 1991

Present:	As for the open meeting.	
In Attendance:	Mrs. E.M. Burrows	(Principal)
	Miss J.M. Freston	(Vice Principal)
	Mr. B.A. Davies	(Secretary)

2096
Minutes of Last Meeting

The confidential minutes from the meeting held on 29th November 1991 were accepted as a true record of the reserved items discussed at that meeting.

2097
Matters Arising

2088. Mrs. Mitchell.
The Secretary read out the contents of a letter he had received from Mrs. Mitchell expressing her gratitude to the Governors for their gift towards the cost of purchasing additional years of pension.

2098
Financial Statement

The Secretary summarised his report which had been circulated prior to the meeting.

As agreed at the Governors' last meeting, the Alice Christer Fund assets had now been transferred to the School Income & Expenditure account.

It is possible that the present estimate of income for the year may be a little low. It was based on a drop-out of 8 students before the second part of their tuition fee became payable and to-date only 2 students had withdrawn. Extra income may also derive from a course planned for May.

Some savings may also be made on the estimated salary expenditure as a full-time replacement for Mrs. Gray was not now planned - she herself would carry out some part-time teaching.

Expenditure on equipment would be approximately £27,000, of which £8,000 would be met by the transfer from the Alice Christer Fund.

It was likely that some as yet unbudgetted repair and replacement work, such as electrical rewiring, redecoration and renewal of hostel floor covering would be required before the lease of the premises was transferred to the Polytechnic.

The year end Balance Sheet was likely to show a reduction in current assets of approximately £100,000.

2099
Oxford Polytechnic

The Secretary reported that the School's solicitor, Mrs. Reid had received a telephone call from Mr. Kilby, one of the Charity Commissioners, in which the latter had indicated that there appeared to be no insurmountable difficulties to the proposed transfer of undertakings from Dorset House to Oxford Polytechnic. The proposed amalgamation was clearly based on a well thought out case and, although details would need to be resolved, it should be possible to achieve the transfer by September 1991.

Following the Secretary's report the Principal said that the good news from the Charity Commissioners was more that offset by the contents of a N.H.S. Management Executive Letter (EL(91)24), recently received, which gave details of the devolution of the O.T. Education and Training budget from the Department of Health to Regional Health Authorities. In the worst case this might result in the Polytechnic reconsidering the amalgamation of the two institutions.

2100
Funding of O.T. Training

The Executive Letter (EL), tabled by Mrs. Burrows, showed that the Oxford RHA share of the national O.T. training budget was at present 17.3% but would reduce to 4.6% by the start of the 1996/97 academic year. The fees charged by the two ORHA schools were the lowest of the full cost courses. This year's intake of 88 students at Dorset House and 54 at Northampton represented 19.1% of the total full-time national intake of 745 students.

By 1996/97 the ORHA share of the budget would fund an annual intake of approximately 34 students, certainly not sufficient to support two O.T. Schools in the region. To survive, Dorset House would need to be able to negotiate training contracts with other authorities, particularly those RHAs whose share of the national budget increased. There was, however, nothing in the EL which obligated other RHAs to follow this course and a likely alternative was that, where possible, they would chose to increase the capacity of the school in their region. Nor was it clear from the letter that the regional allocations were "ringfenced" for occupational therapy training.

The Governors recognised that the new funding arrangements could signal dire consequences for the two Oxford Region Schools. Although it appeared unlikely that the policy could be changed at this late stage, the Governors believed that their concern should be made known as widely as possible including the DOH, the COT, the CPSM and probably also to all of the Regions' Members of Parliament.

Mrs. Burrows explained that she had arranged a meeting with Mr. M. Harrison of the DOH for the morning of Tuesday 19th March. Mr. P. George, the Dean of Life Sciences at Oxford Polytechnic would also attend as would the Principal of the Northampton School and a member of that School's governing body. The Governors agreed that Mr. Hulse should represent them at the meeting.

The Principal said that she had also arranged a meeting of the Dorset House / Oxford Polytechnic Steering Group for the afternoon of 19th March. The aim must be to work hard with the Polytechnic to limit the potential damage of the devolution policy. It would be necessary to target a marketing plan not only at other RHAs but also Social Services Departments, Self Governing Trusts and the international market. The required marketing skills did not at present exist at Dorset House and money would need to be spent to acquire them. The Governors recognised that the School had a saleable product to offer with very good course at a low cost.

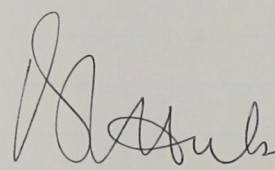
In view of the two meetings to be held on 19th March, the Governors agreed that they should arrange to meet as soon as possible after that date to decide what further actions were needed.

The Chairman asked all Governors to let Mr. Hulse and/or Mrs. Burrows have any ideas that may be helpful for their meeting.

2101
Date of Next Meeting

The Governors agreed that they would meet again at noon on Thursday 21st March and asked the Secretary to arrange a sandwich lunch for that time.

There being no further business the meeting closed at 3.50 p.m.



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21.3.91.

Confidential to the Governors of Dorset House School

Minutes of the Meeting of the Board of Governors
held at Dorset House School on Thursday 21st March 1991

Present:	Mr. B.E. Hulse	(Chairman)
	Mr. J.D. Feltham	
	Dr. D.G. Gooding	
	Miss M.A. Mendez	
	Dr. J. Mercer	
	Dr. D.T. Wade	
	Lady Williams	
In Attendance:	Mrs. E.M. Burrows	(Principal)
	Miss J.M. Freston	(Vice Principal)
	Mr. B.A. Davies	(Secretary)

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An apology for absence had been received from Dr. B.M. Mandelbrote.

2102
Minutes of Last Meeting

The confidential minutes of the meeting held on 7th March 1991 were accepted as a true record of the reserved items discussed at that meeting. There were no matters arising from those minutes.

2103
Funding of O.T. Funding

Mr. Hulse and Mrs. Burrows reported on the proceedings of a meeting with Department of Health officials on 19th March 1991 to discuss issues arising from the N.H.S. Management Executive Letter EL(91)24. The meeting had also been attended by the Principals of the Northampton and Liverpool Schools and the C.O.T. Education Advisor. There had been some minor alterations to the text of the original letter however these were by way of amplification and did not affect the amounts devolved to regions or the timescale.

It was clear from the meeting that the Department of Health were not prepared to change the plan promulgated in the Executive Letter. Equally clear was the message that occupational therapy education was going to be subject to market forces and it would be up to Dorset House and other schools in a similar position to attract contracts with authorities other than their own Regional Health Authority if they were to maintain student numbers.

In answer to specific questions the DOH representatives had stated that the Department had no legal or moral responsibility relating to redundancies caused by the change of funding nor would money be provided to disadvantaged schools to enable them to buy in marketing skills for example. It had been hinted however that a request for assistance to purchase equipment such as computers would receive favourable consideration. It had also been confirmed that the monies devolved to regions in the period covered by the Executive Letter, i.e. up to and including the 1996/97 financial year, were "ring-fenced" for occupational therapy education and training.

Members of the Dorset House / Oxford Polytechnic Steering Group then reported on a meeting of the group, also held on 19th March 1991. The main concern had been that, in view of the uncertainty of future funding of the course, Oxford Polytechnic may not have been prepared to run the degree course.

The Polytechnic representatives had been very understanding and supportive but rightly pointed out that integration of the two establishments had always been on the basis of no financial loss to the Polytechnic. EL(91)24 introduced doubts about the continuity of funding of the degree course and the Polytechnic wished to hold back from full integration, at least for this year. It was however agreed that the degree course planned for September 1991 would go ahead as an Oxford Polytechnic degree delivered by Dorset House. Tuition fees would accrue to Dorset House and the School would pay for any Oxford Polytechnic teaching input and support services. After the great progress that had been made in cooperation between the staffs of the two institutions it was very disappointing that the planned amalgamation would have to be delayed. Nevertheless the most important issue was that the degree course would go ahead this September for first and second year students.

Ms C. Wright, the ORHA representative had been unable to attend the Steering Group meeting but had submitted written comments. These included a commitment to arranging, in April, a meeting of key people in the Region who are concerned with the education, training and supply of occupational therapists.

After the previous Governors' meeting Dr. Wade had prepared a paper addressing issues raised by EL(91)24. The Governors went on to discuss this paper in the light of additional information forthcoming from the two meetings of 19th March. A number of important questions remained unresolved:-

How would Regions decide to spend the ringfenced money? It was already clear that different Regions placed different interpretations on EL(91)24 and there was a distinct possibility that some Regions would seek to recruit and train staff at a level lower than State Registration - the term "Professional Assistant" had been heard.

If Regions did decide to purchase student places at schools outside their region what control would they expect to exert over the selection of students, where they carried out their fieldwork placements and where they worked after qualifying?

Would the DOH really be able to fulfil its stated commitment of monitoring overall student numbers to meet national needs?

Closer to home was the particular problem of Oxford RHA with two occupational therapy schools and a rapidly reducing share of the national occupational therapy education and training budget. Would ORHA decide to concentrate what funds it did receive into one school?

It was clear that marketing was going to play a crucial role in ensuring the continued success, perhaps even the survival, of Dorset House. Undoubtedly the School had developed a high quality cost effective occupational therapy degree course which was a very saleable commodity. It was now necessary to develop an effective marketing strategy which included international as well as national purchasers. This would necessitate buying in appropriate skills. The Governors recognised that marketing could be costly and that, if

care was not exercised, a lot could be spent with little return. They agreed that preliminary work should proceed to identify marketing companies / agencies with experience in the health and education sectors but that further action should await the advice of a newly appointed senior staff member of Oxford Polytechnic who had a marketing background and was due to take up his post in May.

After due consideration and in addition to decisions previously minuted, the Governors agreed:-

a. To invite Mr. Russell Taylor, Operations and Development Director of Oxford Regional Health Authority, to meet with two Governors (Mr. Hulse and Dr. Gooding or Dr. Wade), the Principal and the Bursar to discuss issues relating to ORHA funding of students at Dorset House and what support the Region will provide in future contract negotiations with other Regions. This meeting to be in addition to the Regional meeting proposed in Ms. Wright's paper to the Steering Group.

b. To maintain and foster relations with Oxford Polytechnic to ensure the success of the degree course and to collaberate in the development of other courses that could be appropriate to meet perceived needs (e.g. Physiotherapy, Art Therapy, Professional Assistants, N.V.Q.). The Governors noted that if any non O.T. courses started at Dorset House before the amalgamation with Oxford Polytechnic it may be necessary to amend the objects of the School in the Memorandum of Association.

c. To inform Mrs. Reid of Morrell, Peel and Gamlen that the amalgamation with Oxford Polytechnic would not take place this September but for her to carry on negotiations with the Charity Commissioners to resolve, without undue delay, all of the legal issues associated with a future amalgamation.

d. To record their appreciation of the efforts of the Principal and staff of Dorset House and their sympathy with them at the set back in the planned amalgamation with Oxford Polytechnic. The Governors reaffirmed their continued strong support for and confidence in the Principal and staff.

e. That the uncertainties for the future created by EL(91)24 should not dictate the outcome of the annual review of Secretarial, Administrative and Domestic staff salaries due on 1st April.

2104
Date of Next Meeting

It was agreed that the next meeting, the normal Summer term meeting, would be held on 17th June 1991 at 2 p.m.

There being no further business the Chairman closed the meeting at 2.15 p.m.

R. Mandelbrote

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17-6-91

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DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the meeting of the Board of Governors held at Dorset House School on Monday 17th June 1991

Present:	Dr. B.M. Mandelbrote	(Chairman)
	Mr. J.D. Feltham	
	Dr. D.G. Gooding	
	Mr. B.E. Hulse	
	Miss M.A. Mendez	
	Dr. J. Mercer	
	Lady Williams	
In Attendance:	Mrs. E.M. Burrows	(Principal)
	Miss J.M. Freston	(Vice Principal)
	Miss L.A. Platts	(Student Representative)
	Mr. M.W. Leggett	(Staff Representative)
	Mr. B.A. Davies	(Secretary)

An apology for absence had been received from Dr. Wade.

2105
Minutes of Last Meeting

The minutes of the meeting held on 7th March 1991 were accepted as a true record of the items discussed at that meeting.

2106
Matters Arising

There were no matters arising from those minutes.

2107
Casson Trust Report

Lady Williams commenced by reporting that the planned survey of the School premises on behalf of Oxford Polytechnic had been postponed pending a decision on the date of amalgamation. The Trustees had agreed that it was unacceptable to wait any longer before acting to improve the appearance of the buildings and grounds. It was appreciated that initial costs in bringing the establishment up to a really good standard could be heavy and the Trustees were prepared for this work to be financed by the Casson Trust. Thereafter maintenance would revert to being a School responsibility.

The Trustees had been informed that it was still not clear whether the proposed forecourt resurfacing work would require planning permission. If planning permission was required the application would be heard by the Planning Committee on 26th July. The architects were proceeding with other preparations so that, provided the plans were not turned down, work could be completed during the Summer vacation.

Lady Williams reported that the Trustees had agreed that a grant would be made from the Casson Trust to fund an electronic detection security system for the School library. Costs were expected to be in the region of £6,000 for the equipment plus approximately £2,000 for additional staff time to fit security strips into publications.

On behalf of the Governors the Chairman thanked Lady Williams for her report and the Casson Trustees for their generosity to the School.

2108
Principal's Report

Mrs. Burrows highlighted points from her report, which had been circulated prior to the meeting.

Clinical Practice results had continued to be very good. The workload of the Co-ordinator was still increasing and Miss Hobson was to be commended on her capacity to absorb the additional work.

Four members of "Restore" staff had joined third year students on advanced elective courses and this had proved a successful innovation.

Miss Colburn and Mrs Peach would be leaving the staff at the end of term. Both will be much missed and the Governors wished them well for the future.

Staff development continues at a very high level and in addition the School has organised a number of professional courses and conferences.

2109
Staff/Student Council Report

The report was presented by Mr. Leggett and Miss Platts.
Student Union activities had included a range of fund raising events, talks by outside speakers and presentations by S.I.P. Fund sponsored students about their experiences on overseas clinical practice placements.

Dorset House S.U. representatives had met with the Oxford Area N.U.S. Convenor to discuss the position of the Dorset House S.U. once the School amalgamated with Oxford Polytechnic. It was now clear that after amalgamation students at Dorset House would be members of Oxford Polytechnic Student Union. There was however nothing to prevent the formation of a departmental "Society" for students at Dorset House.

2110
Steering Group

The Principal tabled a report of the Steering Group meeting held on 30th May 1991. The meeting had had two main areas of discussion - developments on the devolution of funding and arrangements for delivery of the degree course.

Mrs. Burrows had written to all of the English Regional Health Authorities as well as to some 60 Directors of Social Services. There had been some positive responses from R.H.A.s but a very disappointing lack of response from Social Services.

Oxford R.H.A. appeared to be adopting a "wait and see" policy particularly over the question of having two schools competing for funding. They were certainly not prepared to go out to tender for a pre-registration O.T. course. A meeting with Mr. R. Nicholls, the Oxford Regional General Manager, had been arranged for Tuesday 9th July and Mr. Hulse agreed that he would represent the Board of Governors at that meeting.

A very high degree of co-operation was being maintained between the School and Oxford Polytechnic and most issues relating to delivery of the degree course had now been resolved. The Governors noted that Dorset House staff would not be eligible to apply for research funding from the Polytechnic and the Principal was asked to prepare a brief for the next meeting so that options could be considered by the Governors and Casson Trustees.

2111
Founder's Day

The Secretary reported that, in response to a request from this year's finalists, Founder's Day and the Diploma Presentation Ceremony had been arranged for Saturday 2nd November. Lord Ennals had very kindly agreed to award the diplomas. A programme for the day would be promulgated in due course.

2112
Date of Next Meeting

It was agreed that the next meeting would be held at Dorset House School at 2 p.m. on Tuesday 19th November 1991.

There being no further business, the Chairman declared the meeting closed at 3.12 p.m.

Jim Mandelbrote

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19 Nov 91

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Confidential to the Governors of Dorset House School

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of Reserved Items from the meeting of the Board of Governors held at Dorset House School on Monday 17th June 1991

Present:	As for the open meeting.	
In Attendance:	Mrs. E.M. Burrows	(Principal)
	Miss J.M. Freston	(Vice Principal)
	Mr. B.A. Davies	(Secretary)

2112 Minutes of Last Meeting

The confidential minutes from the meeting held on 21st March 1991 were accepted as a true record of the reserved items discussed at that meeting.

2113 Matters Arising

There were no matters arising from those minutes.

2114 Financial Statement

The Secretary summarised his report which had been circulated prior to the meeting.

The significant change from the last meeting had been the receipt of a grant of more than £33,000 from the Department of Health in response to requests from the School for assistance in meeting a number of expenses that it had not been possible to forecast when the tuition fee for the year had been determined.

The Income & Expenditure account was now likely to show an overall deficit of between £40,000 and £45,000 and the year end Balance Sheet a reduction in current assets of approximately £65,000.

The Governors noted that, without the move to a market rent, both School and Hostel accounts would have shown a surplus.

Remaining "cash" assets of approximately £225,000 were adequate for the coming year but the continued high rental and reduced interest receipts would result in a less than satisfactory balance by the end of the 1991/92 academic year.

2115 Funding of O.T. Training

Much of relevance to this item had already been discussed under the Steering Group report during the earlier, open meeting.

A matter of concern to the Governors was the apparently negative attitude of O.R.H.A. It was clear that the Region, at least for the present, did not not wish to promulgate a policy aimed at resolving the problem of having two schools in the Region when future Regional funding would be barely sufficient to support one.

The O.R.H.A. Management Accountant had also stated that the method of devolving the O.T. training budget for the first seven months of the next academic year appeared to further disadvantage the four regions that were already overall "losers" in the devolution process. Without access to the details of funding it was not possible for the School to establish clear reasons for this situation but the implied outcome was that Dorset House may receive less than adequate funding for the 1991/92 academic year. This would be contrary to the stated intention of N.H.S. Letter EL 24 (91) that there would be no change in the balance of funding for 1991/92. O.R.H.A. were taking action to try to resolve the apparent discrepancy and would inform the School of the outcome in due course.

After considering actions that might be taken the Governors decided it would be premature to try to involve either the Minister or Secretary of State at this stage. Such action would be likely to have more effect if and when a definite threat to the survival of Dorset House arose.

2116
Memorandum of Association

A draft letter from the solicitors to the Charity Commissioners proposing changes to the objects of the School had been circulated prior to the meeting together with amendments to this letter suggested by Mrs. Burrows.

The Governors agreed that the Principal's suggestions should be incorporated in the letter to be sent to the Charity Commissioners.

The proposals forwarded to the Charity Commissioners would now seek to expand the objects of the School to include education, training and other activities of other professions allied to medicine and related health care professions as well as occupational therapy. Also proposed was the reintroduction of an object that would permit the School to amalgamate with another institution with similar objects.

The aim of these proposed changes was to facilitate the ongoing developmental work and eventual amalgamation with Oxford Polytechnic.

There being no further business the meeting closed at 3.33 p.m.

Jon. Mandelbrote

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19 Nov 91

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DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Recognised by the Occupational Therapists' Registration Board of the Council for the Professions Supplementary to Medicine, and the College of Occupational Therapists Ltd.

Chairman of Governors
B. M. MANDELBROTE, M.A., F.R.C.P., D.P.M.

Governors
J. D. FELTHAM, M.A.
DULCIE G. GOODING, M.B., B.S., D.P.H., F.F.C.M.
B. E. HULSE, O.B.E., I.P.F.A.
MISS M. A. MENDEZ, O.B.E., F.C.O.T.
J. MERCER, B.Sc., Ac.Dip.Ed., Ph.D.
D. T. WADE, M.D., M.R.C.P.
LADY WILLIAMS

Principal
MRS. E. M. BURROWS, B.Sc., Dip.C.O.T., Cert.Ed.(F.E.)

Vice-Principal
MISS J. M. FRESTON, T.Dip.C.O.T.

Bursar
B. A. DAVIES, D.M.S., M.B.I.M.

58 LONDON ROAD
HEADINGTON
OXFORD OX3 7PE

TELEPHONE OXFORD
62831

Minutes of the Annual General Meeting of the Company held at Dorset House School on 29th November 1990.

Dr. Mandelbrote opened the meeting at 4.35 p.m. with 5 members present.

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1. Report and Accounts. The Annual Report and the audited statement of accounts for the year to 31st August 1990 were received and adopted.

2. Appointment of Auditors. The members agreed that the auditors, formally Kidsons but since a merger in May 1990 now trading as Kidsons Impey, should be re-appointed for the coming year. The Company Secretary was authorised to re-imburse the Auditors on receipt of their account provided the charges are considered reasonable.

3. Re-election of Governors. Mr. B.E. Hulse, Mr. J.D. Feltham and Dr. B.M. Mandelbrote, who were retiring by rotation, were re-elected for a further period.

There being no further business, the Chairman declared the meeting closed at 4.37 p.m.

B A Davies

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19 Nov 91

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DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the meeting of the Board of Governors held at Dorset House School on Tuesday 19th November 1991

Present:	Dr. B.M. Mandelbrote	(Chairman)
	Mr. J.D. Feltham	
	Dr. D.G. Gooding	
	Mr. B.E. Hulse	
	Miss M.A. Mendez	
	Dr. J. Mercer	
	Dr. D.T. Wade	
	Lady Williams	
In Attendance:	Mrs. E.M. Burrows	(Principal)
	Miss J.M. Freston	(Vice Principal)
	Miss S. Harrison	(Student Representative)
	Mrs. Z.B. Maslin	(Staff Representative)
	Mr. B.A. Davies	(Secretary)
	Mr. B.R. Sennett	(Auditor)(Item 2119 only)

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Mr. Sennett drew attention to the note in the accounts referring to pension costs. This is a new requirement. The auditors were satisfied that there was sufficient money in the two pension schemes to fund pensions for participating staff members. Mr. Sennett went on to comment that the results for the year, an overall deficit of £47,976, reflected the true position now that the company was paying a market rent.

2120
Casson Trust Report

Lady Williams commenced by reporting that the Trustees believed that it was now necessary for them to meet formally with representatives of Oxford Polytechnic to discuss arrangements between the two bodies after the integration of Dorset House with the Polytechnic. The Secretary had been instructed to organise a meeting to take place in January 1992.

The Casson Trustees had met in August at the request of the Principal who had considered it essential for the School to have a marketing manager to "sell Dorset House" during the difficult period caused by the change in funding of O.T. education and training. The Trustees had agreed to fund such a position and had interviewed Mrs. J. Foster-Turner, a person that the Principal had recommended. They had been very impressed with Mrs. Foster-Turner and had agreed to her appointment for an initial period of 23 months. It was anticipated that the total cost to the Trust would be in the region of £45,000.

Lady Williams concluded by reporting that the forecourt resurfacing had been completed during the Summer vacation and that property repairs, including refelting of three roof areas and replacement of workshop window frames, had also been effected.

2121
Principal's Report

Mrs. Burrows highlighted points from her report, which had been circulated prior to the meeting.

Student funding was becoming increasingly diversified. The current first year cohort included one transferee from another Oxford Polytechnic degree course who was funded by her Local Education Authority.

The Founder's Day celebration on 2 November had been very successful and enjoyable. The presentation of Diplomas by Lord Ennals had been much appreciated.

The change to the Polytechnic system of admissions made it very difficult to assess how many applications for the degree course would turn into student places in September 1992. The change had also made it necessary, for the first time, to offer some places without interview.

Miss Sharon Mickan would be joining the staff as a full-time lecturer in January 1992 to take the place of Mrs. Peach who had resigned at the end of August. Mrs. Gwyneth Adams, a very experienced occupational therapist and an orthotics specialist, had been appointed on a short term part-time contract to cover teaching commitments during the Autumn and Spring terms.

The School, in conjuction with Oxford Polytechnic, had submitted a bid to provide O.T. training to N.W. Thames R.H.A. and had reached a short list of 4 institutions. Members of the Polytechnic / Dorset House team had made a presentation of the submission to the consortium representing N.W. Thames R.H.A. on 18th November.

2122
Staff/Student Council Report

The report was presented by Mrs. Maslin and Miss Harrison. As first and second year students were now full members of Oxford Polytechnic Student Union they could no longer belong to a separate Dorset House Student Union. Students in these year groups had agreed that they would like to retain a Dorset House / O.T. identity, as a departmental society and were in the process of formulating a constitution and terms of reference for a "Dorset House Student Committee".

The balance of the S.I.P. Fund account had been reduced to £59.44. Methods of raising money for the fund were being investigated. If further income was not forthcoming the future of the project was obviously in doubt.

2123
Steering Group Report

The minutes of Steering Group meetings had been circulated to all Governors.

Miss Mendez reported that the main item of concern was the attitude of Oxford R.H.A. who obviously did not know how to handle the issue of having two schools in the region with a budget that would very soon be scarcely sufficient to support one school. Following a suggestion from Lady Williams, it was agreed that the Principal and Bursar should draft a letter for the Chairman to send to the Regional Medical Officer designate, Dr. Neil Gray.

2124
Date of Next Meeting

It was agreed that the next meeting would be held at Dorset House School at 2 p.m. on Thursday 19th March 1992.

There being no further business, the Chairman declared the meeting closed at 3.04 p.m.

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19 Mar 92.
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Confidential to the Governors of Dorset House School

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of Reserved Items from the meeting of the Board of Governors held at Dorset House School on Tuesday 19th November 1991.

Present:	As for the open meeting.
In Attendance:	Mrs. E.M. Burrows (Principal) Miss J.M. Freston (Vice Principal) Mr. B.A. Davies (Secretary) Mrs. D. Richardson (Solicitor) (Item 2127)

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2125
Minutes of Last Meeting

The confidential minutes from the meeting held on 17th June 1991 were accepted as a true record of the reserved items discussed at that meeting.

2126
Matters Arising

There were no matters arising from those minutes.

2127
Memorandum of Association

Mrs. Richardson summarised the position in the negotiations with the Charity Commissioners.

The Charity Commissioners had agreed to the proposed changes to the objects clause in the School's Memorandum of Association and had proposed the insertion of the words " To provide or assist in the provision of training in occupational therapy and/or other professions allied to medicine and related health care and in particular but without prejudice to the generality of the foregoing" at the beginning of the company's objects clause.

The Commissioners had also suggested the inclusion of a power to transfer all or any of the property of the company to the Polytechnic on terms as to its return to the company (or to the Casson Trust or other like body) in the event that occupational therapy training ceased to be provided by the Polytechnic.

The Governors agreed the proposed amendments to the objects of the company and asked Mrs. Richardson to continue with the action necessary to effect these amendments.

The Commissioners had however stated that the objects of the Casson Trust did not need to be amended. Mrs. Richardson was unhappy about this and had proposed that the Trustees seek a formal opinion under section 24 of the Charities Act. Lady Williams explained that the Casson Trustees had, that morning, discussed a letter to the Charity Commissioner, drafted by Mrs. Richardson, and except for minor textual amendments had agreed the draft.

2128
Financial
Estimates

The Secretary's estimates, circulated prior to the meeting, predicted a total School and Hostel deficit of nearly £107,000 which was almost identical to that experienced in 1990/91. As in 1990/91 the deficit was entirely due to the increased rent paid to the Casson Trust.

Because of the reduced cash assets and the fall in interest rates, it was anticipated that interest on bank deposits would be less than half of that received in 1990/91. By 31 August 1992 the School's cash assets would have fallen to approximately £150,000 which was a barely adequate working reserve. Thereafter the School would be dependent on the Casson Trust.

2129
Activities
Staff

The Secretary had circulated, prior to the meeting, a report explaining the need to revise the contracts of three members of the activities staff.

The activities content of the O.T. Course has been steadily reducing over the last several years and had now reached a point when three of the lecturers concerned could not be gainfully employed for more than about one third of their previous contracted hours. New contracts had been agreed in principle with the individuals concerned however, as the School was offering less than 50% of the presently contracted employment, the three were technically being made redundant and would be entitled to, at least, the Statutory Redundancy payment earned by their age and years of service.

The report had concluded by asking the Governors to consider enhancing the amount of the redundancy payments.

After lengthy discussion the Governors decided that they did not wish to make individual awards but would like to establish a general policy to cover redundancy situations. The Secretary was instructed to ascertain what, if any, redundancy payment policies were in force for Oxford Polytechnic and the National Health Service. The matter would be reconsidered at the next meeting.

There being no further business, the Chairman declared the meeting closed at 4.45 p.m.

Sm. Mandelbrote
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19 Mar 92
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RECORD OF A MEETING BETWEEN THE CASSON TRUSTEES / GOVERNORS OF DORSET HOUSE SCHOOL AND REPRESENTATIVES OF THE DIRECTORS OF OXFORD POLYTECHNIC.

Held at Dorset House School on Monday 20 January 1992

The meeting had been called to address arrangements that needed to be made to facilitate the integration of Dorset House School with Oxford Polytechnic.

Present:

Lady Williams	Senior Casson Trustee / Governor
Dr. B.M. Mandelbrote	Chairman of Dorset House Governors / Trustee
Miss A. Dufton	Deputy Director (CP & M) Oxford Polytechnic
Mr. J.R. Bradshaw	Finance Director Oxford Polytechnic
Mr. J.D. Feltham	Casson Trustee / Governor
Mr. B.E. Hulse	Casson Trustee / Governor
Dr. J. Mercer	Governor

In Attendance:

Mrs. E.M. Burrows	Principal of Dorset House
Mr. B.A. Davies	Secretary to the Trustees & Governors

1. On behalf of the Trustees and Governors, Lady Williams welcomed Miss Dufton and Mr. Bradshaw to the meeting and thanked Mr. Bradshaw for his recent paper setting out the financial conditions that the Polytechnic considered necessary for the integration to proceed.

2. Mr. Bradshaw explained that the integration process, originally intended for September 1991, had been placed "on hold" because of the uncertainty caused by the changed arrangements for funding of occupational therapy students. This situation had now improved and the Polytechnic Management had agreed that the integration could proceed subject to certain conditions.

3. The Dorset House final accounts for the year to 31 August 1991 and the estimates for the year to 31 August 1992 both showed operating deficits in the region of £107,000, almost entirely due to the increase in rent, in the 1990/91 academic year, to a market value of £160,000. The Polytechnic clearly could not be expected to take on a course that was operating with that level of annual deficit and arrangements to permit a balanced budget were necessary. This could be by a reduction in rent to a figure in the region of £50,000 or some other arrangement, such as "deficit funding", which would effectively achieve this condition.

4. Mr. Feltham explained that the Charity Commissioners appeared to require a market rent to be charged but there was nothing to prevent the landlord making a grant to the Polytechnic in support of the occupational therapy course.

5. The Polytechnic also sought a guarantee that, should the occupational therapy course fold because of lack of funding, the Polytechnic would be reimbursed for any statutory redundancy payments that had to be made to staff who had transferred from Dorset House. Mr. Bradshaw agreed that this condition could be met by the transfer, at the time of integration, of an adequate cash sum. Mr. Bradshaw also confirmed that there would be no redundancies of Dorset House staff at the time of transfer.

6. Before more detailed discussion of the financial arrangements, Mr. Feltham explained the present position in the ongoing negotiations between the Trust / School solicitor and the Charity Commissioners.

7. The original plan was that the School's objects would be expanded to permit education and training of other professions allied to medicine and to transfer any or all of its assets to Oxford Polytechnic. Once the integration had taken place, the School as a company would be wound up. To facilitate this, the objects of the Trust would be amended to permit the Trustees to support the Polytechnic and the education and training of the potentially wider range of students.

8. The Trustees have now been informed that the Charity Commissioners will not agree to any change in the objects of the Trust as long as there are any occupational therapy courses in existence. Indeed the Trustees would be in breach of trust if they funded or assisted any course run by the Polytechnic which is not occupational therapy pure and simple; they could not fund any future course which adopted the generic approach.

9. The Charity Commissioners are not against the proposed changes to the objects of the School because the rules relating to companies are far more flexible than those relating to Trusts. In fact The Commissioners have put forward an alternative solution which in effect turns the original scheme on its head. i.e.

The Trusts assets, including property, would be conveyed to Dorset House School (i.e. the company). The company would then change its objects and transfer its business, including staff and some assets, to the Polytechnic and then rent the property to the Polytechnic and continue to support the O.T. course and any future allied courses. The Casson Trust, having no remaining assets would eventually be wound up.

10. Lady Williams reported that the Casson Trustees had met to discuss the ruling and had agreed to go ahead with the Commissioners' proposals. Action was now being taken to convey the Trust's assets to the company and agreements on matters relating to the integration and subsequent renting of the property would be between the company and the Polytechnic.

11. During further discussion of the financial terms the following were agreed:-

a. Action to effect the integration of Dorset House School with Oxford Polytechnic should proceed with a target date of 1 September 1992. This would entail the transfer, to the Polytechnic, of the company's business assets, including staff, equipment, fittings and an adequate cash reserve.

b. The Polytechnic would rent the premises from the company at a market rent and the company would, within its ability, fund the deficit created by this level of rent. In view of the complexities of producing precise accounts for one department within the overall funding arrangements of the Polytechnic, a level of grant that was considered adequate to cover the anticipated deficit would be agreed. It was envisaged that the initial lease would be for a period of 21 years and that the rent paid and the sum granted back would be reviewed at three yearly intervals.

c. Mr. Bradshaw, Mr. Hulse and Mr. Davies would meet to discuss the lease arrangements and to agree "figures" for the cash transfer, rent and grant, which would then be put to the respective boards of Directors / Governors for approval.

12. Miss Dufton reported that Oxford Polytechnic regarded the integration as an enhancement of their academic portfolio giving a base for further expansion into a range of health care studies courses. All agreed that it was a momentous occasion offering exciting opportunities for all concerned.

13. It was confirmed that, should the Trustees / Governors so wish, the Casson name could be perpetuated in one or more ways which might include, for example, a funded or part-funded post to be referred to as "The Casson .....".

Lady Williams thanked everyone for attending.

B.A.Davies 28 January 1992

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Record of a meeting held at Dorset House School on 28 January 1992 to discuss lease arrangements and other financial details pertaining to the integration of Dorset House with Oxford Polytechnic

Present: Mr. J.R. Bradshaw
Mr. B.E. Hulse
Miss A. Horne
Mr. B.A. Davies

1. This meeting followed on from that held on Monday 20 January between Casson Trustees / Governors of Dorset House School and Directors of Oxford Polytechnic. Its purpose was to seek agreement on:-

a. The leasing of Dorset House by Oxford Polytechnic after the amalgamation of the School with the Polytechnic planned for 1 September 1992 and the amount of rent to be paid by the Polytechnic.

b. The level of grant to be paid to the Polytechnic, by the company, in support of the O.T. course.

c. The amount of cash transfer on integration, as a contingency, to meet the cost of any redundancy payments necessary for ex Dorset House staff should the O.T. course fold through a future lack of funding.

2. **Lease.** It was agreed that:-

a. The lease should be for a period of 21 years and that a market rent would be charged, with the company making a grant to the Polytechnic as a form of "deficit funding".

b. An initial rent of £160,000 per annum would be charged, with the tenant responsible for internal and external repairs. The level of rent would be reviewed at three yearly intervals. There would be opportunities for independent surveys prior to each review.

c. Dorset House would fund any repairs to the property that were agreed to be necessary prior to the commencement of the lease.

3. **Grant.** Mr. Davies tabled estimates for the School income and expenditure account covering a number of situations but all based on a combined school and hostel rent of £160,000. Agreement was reached on the following:

a. The future annual deficits for school and hostel accounts should not be more than £45,000 and £40,000 respectively i.e. a total of £85,000. There should be interest income of approximately £10,000 p.a. derived from partial prepayment of tuition fees, leaving an overall deficit of approximately £75,000.

b. In 1992/93 the Dorset House company would make a grant of £75,000 to the Polytechnic, to support the O.T. course. This would be increased in line with the R.P.I. for the following 2 years and then reviewed after 3 years, at the same time as the rent review.

c. Bids for capital expenditure on equipment etc. by the new Polytechnic Dept. of Occupational Therapy would be subject to the standard bidding procedure applying to other departments. After approval, the cost of the equipment would be met by the Dorset House company. The company would set a ceiling on such funding, envisaged to be between £20,000 and £25,000 per annum.

4. **Lump Sum Payment.** It was agreed that a lump sum of £100,000, sufficient to meet double the cost of statutory redundancy payments for the present Dorset House staff at present rates, would be transferred to Oxford Polytechnic on integration. The Polytechnic would account separately for the lump sum. The position relating to this redundancy payment fund would be reviewed after three years.

5. The foregoing agreements would be submitted to the Polytechnic, the Casson Trustees and the Board of Governors of Dorset House School for approval.

B.A.D. 29 January 1992

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the meeting of the Board of Governors
held at Dorset House School on Thursday 19th March 1992

Present:	Dr. B.M. Mandelbrote	(Chairman)
	Mr. J.D. Feltham	
	Mr. B.E. Hulse	
	Miss M.A. Mendez	
	Dr. J. Mercer	
	Dr. D.T. Wade	
	Lady Williams	
In Attendance:	Miss J.M. Freston	(Vice Principal)
	Miss J. Brotherton	(Student Representative)
	Ms M. Shanahan	(Staff Representative)
	Mrs. J.H. Foster-Turner	(Marketing Manager)
	Mr. B.A. Davies	(Secretary)

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Apologies for absence had been received from Dr. Gooding and Mrs. Burrows.

2130
Minutes of Last Meeting

The minutes of the meeting held on 17th November 1991 were accepted as a true record of the items discussed at that meeting after the correction of the spelling of the name of Dr. Muir Gray.

2131
Matters Arising

There were no matters arising from those minutes.

2132
Casson Trust Report

Lady Williams reported that the Trustees had not yet received the Surveyor's report on the proposed alterations to the cottage and on other works that may be necessary.

The Trustees had themselves carried out an inspection of the School and Hostel premises and had noticed an inordinate amount of "lumber" stored in various rooms particularly the attic area. The Governors agreed that all unnecessary materials and furniture should be disposed of prior to leasing the premises to Oxford Polytechnic. The Principal and Bursar were authorised to use their discretion in this matter.

The Trustees had made a grant of £250 to the Student International Project Fund and hoped that in future years the Governors of the Company would give consideration to supporting this worthwhile project.

As sales of Miss Collins' "History of Dorset House" had dried up the Trustees had written off the value of the remaining stock. Copies of the book would be given to present students at Dorset House and the Librarian and Marketing Manager would retain stocks for distribution at their discretion.

2133
Principal's Report

Miss Freston presented the Principal's report which had been circulated prior to the meeting.

In response to several questions on student admissions, Miss Freston explained the Polytechnic Central Admissions System (PCAS). The change to this system of admissions had made it very difficult to assess how many applications for the degree course would turn into student places in September 1992. It would be June before the School would have a better knowledge of the number of firm acceptances.

The Secretary was asked to write on behalf of the Governors to congratulate Miss Hobson and Ms Hutchings on the award of their degrees, Mr. Leggett on the award of the RSA National Student Design Award and Mrs. Burrows on the award of the Council of Europe Health Fellowship.

2134
Staff/Student Council Report

The report was presented by Ms Shanahan and Miss Brotherton and the draft minutes of the latest meeting were tabled.

The finalists Ball had been arranged for Friday 4th July at Lains Barn, Wantage.

The students were organising a collection for a present for Miss Barron, the Hostel Warden, who retires at the end of the Summer Term.

An amended list of duties for the "Dorset House Student Committee" had been forwarded to the Principal for consideration.

2135
Steering Group Report

The minutes of the Steering Group meeting of 28th January had been circulated to all Governors. It was anticipated that this would probably be the last meeting of the Group now that agreement had been reached on the terms of the amalgamation of Dorset House School with Oxford Polytechnic.

Dr. Mandelbrote thanked all members of the Group and in particular Mr. Hulse for their work and achievements during the past two years.

2136
Marketing Manager's Report

Dr. Mandelbrote thanked Mrs. Foster-Turner for the detailed report, summarising her first five months in office, which had been circulated prior to the meeting.

There was still much work to be done to attract future funding for the degree course and also for specialist short courses that could be tailored to meet local needs.

Dr. Wade kindly offered to advise the Marketing Manager on potential areas of sponsorship e.g. BUPA.

2137
Date of Next Meeting

It was agreed that the next meeting would be held at Dorset House School at 2 p.m. on Tuesday 16th June 1992.

There being no further business, the Chairman declared the meeting closed at 3.04 p.m.

Jon. Mandelbrote
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16.6.92
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Confidential to the Governors of Dorset House School

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of Reserved Items from the meeting of the Board of Governors held at Dorset House School on Thursday 19th March 1992.

Present:	As for the open meeting.
In Attendance:	Miss J.M. Freston (Vice Principal) Mr. B.A. Davies (Secretary)

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2138
Minutes of Last Meeting

The confidential minutes from the meeting held on 17th November 1991 were accepted as a true record of the reserved items discussed at that meeting.

2139
Matters Arising

There were no matters arising from those minutes.

2140
Financial Statement

The Secretary's updated estimates for the academic year showed some improvement on those presented at the last meeting.

Oxford Regional Health Authority had agreed to pay the Oxford Polytechnic registration fee for first year students and had agreed to pay the final five twelths of the tuition fee, a total of £292,000, one month early. Although there would be increased costs in some areas, the School's cash assets at the end of the year should be between £165,000 and £170,000 and not the £150,000 originally anticipated.

2141
Memorandum of Association

The Secretary tabled a letter from the Charity Commissioners which indicated their approval of the planned transfer of assets from the Casson Trust to the Company and the subsequent change of the objects of the Company and amalgamation with Oxford Polytechnic.

2142
Oxford Polytechnic

Mr. Hulse summarised agreements reached at two meetings with Directors of Oxford Polytechnic held at the end of January.

The Polytechnic would be granted a 21 year lease at a market rent of £160,000 with the tenant being responsible for internal and external repairs. In return the company would make a grant, £75,000 in the first year and indexed in line with inflation for the next two years, as a form of deficit funding. The company would also fund bids for equipment from the Occupational Therapy Department to a level of between £20,000 and £25,000 each year.

A separate transfer of £100,000, to be held on trust, would be made to insure Oxford Polytechnic against possible future redundancies of ex Dorset House staff in the event of problems with funding of occupational therapy education.

The level of grants and the need for the "redundancy fund" would be reviewed after three years.

A resolution proposed by Miss Mendez, seconded by Dr. Mercer, that: "The Governors agree the terms negotiated at meetings with Oxford Polytechnic Representatives, on 20th and 28th January 1992, for the integration of Dorset House School with Oxford Polytechnic" was carried unanimously.

The Governors agreed that this was an historic moment, tinged with sadness, but that there were good prospects for the future.

It was agreed that copies of the reports of the meetings of 20th and 28th January should be entered into the official minute book.

2143
Funding Issues

Following a meeting at the Department of Health on 30th January a ministerial directive had been made which resulted in Wessex R.H.A. funding 30 places at St. Loyes and Northern R.H.A. funding 23 places at Northampton. No extra places had been awarded to Dorset House. It appeared that the School was being penalised for its success in the N.W.Thames tendering exercise.

This ministerial directive is totally at variance with both the spirit and letter of Working Paper 10. Accordingly the Principal had written to the Minister concerned, other Members of Parliament and officers of the Department of Health and College of Occupational Therapists, seeking an explanation of how the decisions had been reached. To date no satisfactory reply had been received.

The Board unamimously carried a resolution by Miss Mendez, seconded by Dr. Mercer, that: "The Governors support the actions taken by Mrs. Burrows".

2144
Activities
Staff

The Secretary explained the redundancy policies operated by Oxford Polytechnic, O.C.C. Local Education Authority and the National Health Service.

The Governors agreed that as the three staff members involved were each being offered some future re-employment, their cases should be considered individually. Any decisions made would not be regarded as general School policy.

After careful consideration the Governors decided to make an ex-gratia payment to Mrs. King of £2,000, this being in addition to the statutory redundancy payment already made.

In respect of Mrs. Bialokoz Smith and Ms Beer the Governors decided that each should receive a total redundancy payment equal to twice their statutory entitlement.

2145
Mrs. Kuemmel

A letter had been received from Dr. Hellmut Karle, a nephew of Mrs. L.J.R. Kuemmel who, now aged 95, had received a small pension from Dorset House for more than 30 years.

Dr. Karle asked for financial assistance from the School to help meet the cost of keeping Mrs. Kuemmel in a private nursing home where she had been living for the last year.

The Governors instructed the Secretary to write to Dr. Karle seeking more information and authorised the Chairman to act on their behalf when the necessary information had been received.

2146
Future Role of The Governors

There would by necessity be changes in the role of the Governors after integration of the School with Oxford Polytechnic. The Chairman asked Governors to consider such matters as the future composition of the Board and the duties of Governors and to express their views in writing to the Secretary. The topic could be discussed more fully at the next meeting.

On the question of the future name of the company there was a concensus in favour of "The Casson Trust Limited" or something similar that was acceptable to the Registrar of Companies. The Secretary was asked to report this to the company's Solicitor.

There being no further business, the Chairman declared the meeting closed at 4.58 p.m.

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16.6.92
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Confidential to the Governors of Dorset House School

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of Reserved Items from the meeting of the Board of Governors held at Dorset House School on Tuesday 16th June 1992.

Present:	Dr. B.M. Mandelbrote	(Chairman)
	Mr. J.D. Feltham	
	Mr. B.E. Hulse	
	Miss M.A. Mendez	
	Dr. J. Mercer	
	Dr. D.T. Wade	
	Lady Williams	
In Attendance:	Mrs. E.M. Burrows	(Principal)
	Miss J.M. Freston	(Vice Principal)
	Mr. B.A. Davies	(Secretary)
	Mrs. D. Richardson	(Solicitor)(Item 2149)

An apology had been received from Dr. Gooding.

2147
Minutes of Last Meeting

The confidential minutes from the meeting held on 19th March 1992 were accepted as a true record of the reserved items discussed at that meeting.

2148
Matters Arising

Minute 2145. Mrs. Kuemmel.
The Governors confirmed the Chairman's decision not to make a grant to Mrs. Kuemmel.

2149
Legal Matters (1)

Mrs. Richardson presented a progress report on matters relating to the amalgamation with Oxford Polytechnic:-

The Casson Trustees had, that morning, approved a document transferring the land and buildings known as 44, 58 and 60 London Road and 1 Latimer Road to the company. That document would be executed as soon as it had also been approved by the Governors. The residual assets of the Trust would be transferred in the near future.

The next step would be for the company to call an Extraordinary General Meeting of members to approve the changes to the Memorandum and Articles of Association and finally on or about 1 September, for the company to transfer its commercial undertaking to Oxford Polytechnic. As the Charity Commissioners had given their approval to the scheme no difficulties were envisaged.

2150
Casson Trust Report

As much of the Casson Trustees' business had a bearing on the execution of the property transfer document, the Chairman requested Lady Williams to give the Trustees' report prior to the Governors' consideration of that document.

Lady Williams reported that the Trustees had received a copy of the interesting Summer Term programme of speakers arranged by the S.I.P. Fund student representatives. It was the Trustees' hope that the Governors would continue to support the S.I.P. Fund. The Governors confirmed that they would continue to support the Fund.

Since their last meeting the Trustees had made Equity and Fixed Interest investments to the value of £200,000. This portfolio would be transferred to the company.

Following the receipt of a survey report on the state of the Dorset House property, the Trustees had agreed to fund a programme of repairs and improvements up to a total cost of £110,000. As payment for some of this work would not take place until after the transfer of the Trust's assets to the company, the Governors were asked to confirm this decision. The Governors unanimously agreed to the works programme.

Concerning the agreement to the transfer of property previously mentioned by Mrs. Richardson, Lady Williams reported that it was not a lightly taken decision for the Trustees to transfer their assets. For many years the Trustees had guarded those assets for the benefit of Dorset House School. They felt very responsible for what they were conveying to the company and hoped that those assets would be carefully nurtured in the future.

Finally, in recognition of the part that the Casson Trust had played in the history of Dorset House, the Trustees had agreed that the Trust would donate, to the School, two suitably labelled garden seats for the use of staff and students.

The Chairman thanked Lady Williams for her report and the Trustees for the invaluable support that they had given to Dorset House School during more than 40 years of association.

2151
Legal Matters (2)

The Governors considered the document relating to the transfer of property to the company and confirmed their agreement to the transfer. The Trustees then executed the document and the company seal, witnessed by the Chairman and Secretary, was affixed.

After Mrs. Richardson explained that 21 days notice had to be given prior to the holding of an Extraordinary General Meeting (E.G.M.) to approve the change of objects, the Governors agreed that the date of the E.G.M. should be 20th August 1992.

Mrs. Richardson further explained that the change of the name of the company could be agreed at that E.G.M. if required, however it would be prudent to wait until after the Casson Trust had been wound up if the preferred future name was similar to "The Casson Trust".

The Chairman thanked Mrs. Richardson for her report and advice.

2152
Future Role Of Governors

The Governors decided that they would leave discussion of their future role and title (Governors / Trustees / Directors) until their meeting in the Autumn.

2153
Honoraria

The Governors approved the award of an honorarium in the sum of £1,000 to each of the Principal, Vice Principal and Bursar in recognition of the additional workload each had experienced as a result of the amalgamation with Oxford Polytechnic.

2154
Company Secretary

The Governors offered Mr. Davies the continuing position of Secretary of the Company after the commercial undertaking had been transferred to Oxford Polytechnic in September. The initial stipend for this position would be £2,000 per annum. Mr. Davies accepted the position and thanked the Governors for their support.

2155
Bank Mandate

The Governors approved a new mandate to the company's bankers - Barclays plc. It was resolved that "Cheques and authorisations up to the value of £1,000 could be signed by any one of the Governors, Principal, Vice Principal or Bursar. Cheques and authorisations of £1,000 or more must bear the signature of any two of the Governors, Principal, Vice Principal, Bursar or Assistant Bursar".

There being no further confidential business, the Governors went on to discuss the open meeting agenda items at 3.55 p.m.

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12 Nov 92
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DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the meeting of the Board of Governors
held at Dorset House School on Tuesday 16th June 1992.

Present:	Dr. B.M. Mandelbrote	(Chairman)
	Mr. J.D. Feltham	
	Mr. B.E. Hulse	
	Miss M.A. Mendez	
	Dr. J. Mercer	
	Dr. D.T. Wade	
	Lady Williams	
In Attendance:	Mrs. E.M. Burrows	(Principal)
	Miss J.M. Freston	(Vice Principal)
	Mr. B.A. Davies	(Secretary)

An apology had been received from Dr. Gooding.

2156
Minutes of Last Meeting

The minutes of the meeting held on 19th March 1992 were accepted as a true record of the items discussed at that meeting.

2157
Arisings

There were no matters arising from those minutes.

2158
Principal's Report

The Chairman thanked Mrs. Burrows for her report which had been circulated prior to the meeting.

The Principal explained that Dorset House academic staff had largely welcomed the staff development and appraisal scheme that had been introduced this term.

The Governors asked the Secretary to convey their congratulations to Ms Sally Feaver on the award of her B.A. in Health Care Studies.

Following discussions on a letter from the Minister of Health, the Governors agreed a suggestion from Dr. Wade that if, in the future, Regions appeared not to be funding the appropriate number of O.T. students, the matter should be reported to the N.H.S. Management Executive.

The Principal confirmed that the work of the Marketing Manager was paying dividends.

2159
Staff Student Council

There was no Staff/Student Council report or representation at this meeting however the Governors expressed their thanks to all Staff Student Council representatives for their past attendance, which they, the Governors had much enjoyed. It was hoped that in future contact would be maintained through the S.I.P. Fund Committee.

2160
Date of the Next Meeting

It was agreed that the next routine meeting of the Board would be held at 2 p.m. on Thursday 12th November 1992.

There being no further business, the Chairman declared the meeting closed at 4.30 p.m.

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12 Nov 92

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DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Recognised by the Occupational Therapists' Registration Board of the Council for the Professions Supplementary to Medicine, and the College of Occupational Therapists Ltd.

Chairman of Governors
B. M. MANDELBROTE, M.A., F.R.C.P., D.P.M.

Governors
J. D. FELTHAM, M.A.
DULCIE G. GOODING, M.B., B.S., D.P.H., F.F.C.M.
B. E. HULSE, O.B.E., I.P.F.A.
MISS M. A. MENDEZ, O.B.E., F.C.O.T.
J. MERCER, B.Sc., Ac.Dip.Ed., Ph.D.
D. T. WADE, M.D., M.R.C.P.
LADY WILLIAMS

Principal
MRS. E. M. BURROWS, B.Sc., Dip.C.O.T., Cert.Ed.(F.E.)

Vice-Principal
MISS J. M. FRESTON, T.Dip.C.O.T.

Bursar
B. A. DAVIES, D.M.S., M.B.I.M.

58 LONDON ROAD
HEADINGTON
OXFORD OX3 7PE

TELEPHONE OXFORD
62831

Minutes of the Annual General Meeting of the Company held at Dorset House School on 19th November 1991.

Dr. Mandelbrote opened the meeting at 4.50 p.m. with 8 members present.

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1. Report and Financial Statements.	**The Annual Report and the audited financial statements for the year to 31st August 1991 were received and adopted.**
2. Re-appointment of Auditors.	**The members agreed that Kidsons Impey should be re-appointed for the coming year. The Company Secretary was authorised to re-imburse the Auditors on receipt of their account provided the charges are considered reasonable.**
3. Re-election of Governors	**Lady Williams, Dr. D.T. Wade and Dr. J. Mercer, who were retiring by rotation, were re-elected for a further period.**

There being no further business, the Chairman declared the meeting closed at 4.58 p.m.

B A Davies

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12 Nov 92

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DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY LIMITED

Minutes of the Extraordinary General Meeting of the School held at Dorset House on Thursday 20th August 1992.

Present:	Dr. B.M. Mandelbrote	(Chairman)
	Mr. J.D. Feltham	
	Mr. B.E. Hulse	
	Dr. D.T. Wade	
	Lady Williams	
In Attendance:	Mr. B.A. Davies	(Secretary)

Apologies had been received from Dr. Gooding, Mrs. McCallum, Miss Mendez and Dr. Mercer.

1. On a show of hands the following special resolution was passed unanimously:-

"That in the Company's Memorandum of Association the following alterations shall be made:-

(i) the insertion of the words "to provide or assist in the provision of training in occupational therapy and/or other professions allied to medicine and related health care and in particular, but without prejudice to the generality of the foregoing:-" after the words "The objects for which the School is established are" at the beginning of Clause 3;

(ii) the insertion of the words "and/or as members of other professions allied to medicine and related health care" after the words "occupational therapists" in sub-clause (A) of Clause 3;

(iii) the insertion of the words "and/or in other professions allied to medicine and related health care" after the words "occupational therapy" in sub-clause (A) of Clause 3;

(iv) the insertion of the words "and/or other professions allied to medicine and related health care after the words "occupational therapy" both times those words appear in sub-clause (B) of Clause 3;

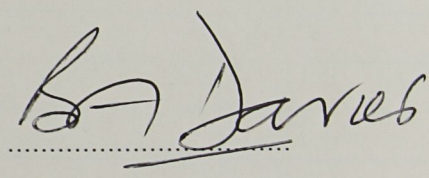
(v) the insertion of the words "and/or other professions allied to medicine and related health care" after the words "occupational therapy" in sub-clause (C) of Clause 3;

(vi) the insertion of the words "and/or other professions allied to medicine and related health care" after the words "occupational therapy" in sub-clause (D) of Clause 3;

(vii) the insertion of the words "and/or other professions allied to medicine and related health care" after the words "occupational therapy" in sub-clause (E) of Clause 3; and

(viii) the replacement of sub-clause (I) of Clause 3 with the words "to amalgamate with Oxford Polytechnic or in any way to co-operate with it in assisting it to carry on any operations within the objects of the School and, in particular, to transfer all or any of the School's assets and liabilities other than land to the Oxford Polytechnic upon terms to the effect that if the Oxford Polytechnic ceases or threatens to cease to carry out operations within the objects of the School at the time of such transfer, such assets shall revert to the School or, if the School no longer exists, shall be transferred by the Oxford Polytechnic to some other charitable institution or institutions having objects similar to the objects of the School at the time of such transfer, and if in so far as effect cannot be given to the aforesaid provision, then to some charitable object, such institution or institutions or objects to be approved by the Charity Commissioners for England and Wales."

There being no further business, the Chairman declared the meeting closed at 2.17 p.m.



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DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the meeting of the Board of Governors
held at Dorset House on Thursday 12th November 1992.

Present:	Dr. B.M. Mandelbrote (Chairman)	
	Mr. J.D. Feltham	
	Dr. D.G. Gooding	
	Mr. B.E. Hulse	
	Miss M.A. Mendez	
	Dr. J. Mercer	
	Lady Williams	
In Attendance:	Mr. B.A. Davies	(Secretary)
	Mr. B.R. Sennett	(Items 2163/4)
	Mrs. E.M. Burrows	(Items 2166/7)
	Miss J.M. Freston	(Items 2166/7)

An apology had been received from Dr. Wade.

2161
Minutes of June Meetings

The minutes of the two meetings held on 16th June 1992 were accepted as true records of the items discussed at those meetings.

2162
Matters Arising

Minutes 2150 & 2159. S.I.P. Fund.

The Secretary explained the constraints on fund raising that had been placed on occupational therapy students since the School had become part of Oxford Polytechnic and asked the Governors if they wished to consider making a grant to the fund.

Following a suggestion from Mr. Hulse the Governors agreed that they would like to see the present fund replaced by a larger scheme. The scheme would take the form of an endowment fund with an annual budget. Applications should be submitted in accordance with the terms of a protocol to be agreed by the Governors and would be considered by a panel. The Secretary was asked to draft a protocol in time for consideration at the next meeting.

The Governors agreed that the present student representatives should decide how the residue of the existing S.I.P. Fund should be used.

2163
Annual Report & Financial Statements

Mr. Hulse summarised the contents of the draft Governors' Report and Financial Statements which had been agreed at an earlier meeting of the Accounts Review Committee.

Tuition fee income had increased, partly due to a high first year intake but primarily due to a reduced withdrawal rate amongst students going on to the second and third years of the course. There had been a small reduction in direct employee salary costs but an increase in expenditure on buying in teaching time from Oxford Polytechnic staff.

At their previous meeting, the Governors had approved additional expenditure of up to £110,000 on repairs and improvements to the school and hostel premises prior to leasing them to Oxford Polytechnic. The additional expenditure on the school buildings had been in the region of £67,600 which accounted for all of the school account deficit. In the case of the hostel buildings, the additional expenditure had been approximately £27,000, without which the account would have had a deficit close to the original budget figure of £50,000.

The generous transfers from the Casson Trust had resulted in an overall increase in the assets of the company from £287,621 to £1,102,517. It was noted however that £100,000 of this balance had to be set aside as a contingency fund, for at least three years, to cover any redundancy payments that may have to be made to the former employees of the company who were now employed by Oxford Polytechnic.

The Casson Trustees had transferred all of the remaining assets of the Trust to the company. Although there were no known creditors or liabilities, the Governors agreed that the Trustees should be protected and resolved to indemnify the Casson Trustees against any future contingent liabilities.

Mr. Sennett advised the Governors that they would need to agree a policy for the depreciation of the buildings owned by the company. It was agreed that the Secretary would consult with Mr. Sennett and subsequently propose a policy for the Board to consider prior to the end of the 1992/93 accounting year.

The Governors accepted the draft report and financial statements and resolved to recommend their acceptance by the members at the Annual General Meeting later in the day.

2164
Financial Estimates

The Secretary tabled estimates for the year to 31 August 1993 which showed that the company had readily available cash assets in excess of £262,000 and an anticipated net income of £74,000 during the year.

The Governors agreed that they would not, in the immediate future, seek to spend any of the £262,000. Mr. Hulse and Mr. Davies were authorised to consult with independent financial advisors, such as Quilter Goodison, to establish a policy for investment of this money. They were further authorised to proceed with any fixed interest investments that may result from this consultation but to refer more speculative proposals to the Board for approval.

The Governors thanked Mr. Sennett for attending and for his advice and assistance throughout this and previous years.

2165
Future Role

The Governors agreed that discussion of their future role and any proposals to amend the Articles of Association should be the main items for the agenda of their next meeting. The Secretary was authorised to ask the company's solicitors to propose any routine amendments to the Articles that were considered necessary to update them in line with current company and charity legislation.

The Governors unanimously agreed a proposal by Lady Williams that the name of the company should be changed to "The Elizabeth Casson Trust". It was recognised that this change would need the approval of the Charity Commissioners and the Registrar of Companies and that the Charity Commissioners were unlikely to consent to the change until the former Casson Trust had been wound up.

2166
Report of Head of School.

The Governors thanked Mrs. Burrows for her report which had been circulated prior to the meeting.

Mrs. Burrows acknowledged the admirable way in which the Senior Tutor and her Secretary had coped with the additional workload created by the highest ever number of first year students.

The Head of School drew attention to the way in which LEA funded students would be disadvantaged in comparison with their health authority funded counterparts, in that LEAs did not provide assistance to students who had to pay two rents whilst on fieldwork placements and not all LEAs provided assistance with excess travel costs.

Answering a question from Dr. Gooding, Mrs. Burrows reported that it was proving more difficult for the administrative and support staff to adapt to the amalgamation with Oxford Polytechnic than it was for the teaching staff. There was still some way to go before a satisfactory system was in place and running smoothly.

The Governors congratulated Mrs. Maslin on her appointment as Director of the Occupational Therapy Course at Crawley College of Technology.

2167
Marketing Manager's Report.

Mrs. Foster-Turner was unable to attend the meeting however her report had been circulated prior to the meeting. The Secretary was asked to convey the Governors' thanks to Mrs Foster-Turner and also their best wishes for success in her new appointment.

Answering Governors' questions, Mrs. Burrows confirmed that the temporary appointment of a Marketing Manager had been worthwhile. The work carried out had been of great importance in clearing away areas of doubt and confusion. A consumer survey had proved very helpful and a new range of short courses had been developed. The requirements had however changed during the year of the appointment and it was now considered unnecessary to appoint a replacement for Mrs. Foster-Turner.

2168
Date of Next Meeting.

The Governors agreed that their next meeting would be held at Dorset House on Thursday 11th February 1993. It was also agreed that the meeting should commence at 11.30 a.m. and that a working lunch should be provided.

There being no further business the Chairman declared the meeting closed at 4.50 p.m.

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11 Feb 93
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DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the meeting of the Board of Governors
held at Dorset House on Thursday 11th February 1993.

Present:	Dr. B.M. Mandelbrote (Chairman)	
	Mr. J.D. Feltham	
	Mr. B.E. Hulse	
	Miss M.A. Mendez	
	Dr. J. Mercer	
	Lady Reid	
	Lady Williams	
In Attendance:	Mr. B.A. Davies	(Secretary)
	Mrs. E.M. Burrows	(Item 2171)
	Miss J.M. Freston	(Item 2171)

An apology had been received from Dr. Wade.

2169
Minutes of the Last Meeting.

The minutes of the meeting held on 12th November 1992 were accepted as a true record of the items discussed at that meeting.

2170
Matters Arising.

There were no matters arising from those minutes.

2171
Future Role

The Chairman welcomed Mrs. Burrows and Miss Freston, the Head of School and Senior Tutor respectively of Oxford Brookes University, who had been invited to join the Governors for discussion of this item.

In a letter to the Secretary the Solicitor had stated that it was important to bear in mind that the company's funds must be applied solely in furtherance of its charitable objects. The main object is "to provide or assist in the provision of training in occupational therapy and/or other professions allied to medicine and related health care." Her interpretation of this and the other main objects was that the company is empowered to provide or assist in the provision of training generally rather than by the provision of assistance to individuals to enable them to undergo training. If the Governors wished to grant scholarships etc. it would be advisable to seek to add a further object that would make this clear.

Mr. Feltham pointed out that the provision of scholarships and other grants to individuals would be covered under clause 3(T) of the company's Memorandum, however it was agreed that the inclusion of a specific object earlier in clause 3 would remove any possible doubt.

The solicitor had also stated that, in her opinion, the S.I.P. Fund was a charitable institution in its own right and that if its income increased to more that £1,000 per annum then it would have to register with the Charity Commissioners. Furthermore, it should have its own separate bank account. This had not been envisaged at the time the fund had been established and it was not the Governors' intention for this to continue in future. Funding of visiting lecturers and grants to students for travel overseas to further their education would in future be handled in the same general manner as other applications for support.

Replying to questions from the Governors, Mrs. Burrows indicated areas where grants from Dorset House would make a significant contribution to the efficient operation of the School of Occupational Therapy.

The Head of School believed that it was essential to place more emphasis on research activities. Ways in which this could be achieved include:-

a. Providing opportunities for teaching staff to take sabbaticals, with grants from the company being used to buy in teaching time to cover their absence.

b. Developing a research strategy which included collaboration with the Schools of Health Care Studies and Social Sciences. As existing teaching staff are already heavily committed with the degree course, it would be of great benefit to be able to appoint a person, possibly as a Reader, for a period of between one term and one year, to carry out this task. An important output would be the development of Post Graduate courses.

Mrs. Burrows also highlighted the benefits that could be obtained from occasional lectures by visitors on relevant topics and by creating and expanding links with other institutions, particularly those overseas, for example by exchange visits of staff. Some progress had already been made with exchange visits involving a Swedish School of O.T. and, given funds, there was an opportunity to develop contacts that had been formed with Boston University.

The Governors agreed to make available to the Head of School, a budget of £5,000 to cover the remainder of this academic year to fund outside lecturers and provide cover for staff granted study leave to further their academic development. Mrs. Burrows was asked to prepare a policy paper, for submission at the next meeting, to include specific proposals for future funding by Dorset House.

2172
Bank Mandate

The Governors approved a new mandate to Barclays Bank to the effect that all cheques and financial transactions should be authorised by the signatures of any two of the Governors or one Governor and the Company Secretary.

2173
Investment Policy

Mr. Hulse briefed the Board on the two alternative suggestions received from Quilter Goodison on investment of the additional £270,000 that the Governors had decided could be put into long term investments.

The Governors decided:-

a. To accept the financial consultants suggestions relating to Treasury Stock and Overseas Investment Trusts.

b. To place the U.K. Equities portion of the investment in the three managed Charity Trust Funds already used by the company, rather than in a portfolio of individual U.K. Companies.

Mr. Hulse and the Secretary were authorised to determine the final spread of the investments between individual funds after the receipt of further information on the overseas content of each of the Charity Trust Funds.

2174
Memorandum and Articles.

The Secretary tabled copies of proposed updates of the company's Memorandum and Articles of Association that had been received from the solicitors. A committee of Lady Williams, Mr. Hulse, Mr. Feltham and the Secretary was appointed to review the proposals on behalf of the Board. It was agreed that the committee would meet on Friday 26th February and that the other Governors should forward any comments on the proposals to the Secretary by noon on 23rd February.

The Solicitor had also reported that both the Registrar of Companies and the Charity Commissioners had agreed in principal to the change of company name to "The Elizabeth Casson Trust".

2175
Date of Next Meeting.

The Governors agreed that their next meeting would be held at Dorset House on Tuesday 27th April 1993, commencing at 11.30 a.m. and to be completed by 2.30 p.m.

There being no further business the Chairman declared the meeting closed at 2.55 p.m.

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27-4-93
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DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the meeting of the Board of Governors held at Dorset House on Tuesday 27 April 1993.

Present:	Dr. B.M. Mandelbrote (Chairman) Mr. J.D. Feltham Mr. B.E. Hulse Miss M.A. Mendez Dr. J. Mercer Lady Reid Lady Williams
In Attendance:	Mr. B.A. Davies (Secretary)

An apology had been received from Dr. Wade.

2176
Minutes of the Last Meeting.

The minutes of the meeting held on 11 February 1993 were accepted as a true record of the items discussed at that meeting. There were no matters arising from those minutes.

2177
Financial Summary.

The Secretary tabled a summary of the investments that had been made as a result of the recommendations made by Quilter Goodison. The Governors approved a resolution by Mr. Hulse, seconded by Miss Mendez, that the Company's portfolio should be reviewed annually by consultation with Quilter Goodison.

The Secretary also reported that, after these investments, there would be approximately £66,000 surplus income during this academic year and at least a similar amount for the next two years.

2178
Memorandum and Articles.

Copies of a revised draft of the Company's Memorandum and Articles of Association, incorporating amendments suggested by the Governors, had been circulated prior to the meeting. It was observed that clause 3(J) referred to "Oxford Polytechnic" now "Oxford Brookes University" and that clause 3(U)(ii) referred to the "Ministry of Education", now the "Department For Education". The Secretary was instructed to seek the solicitor's advice on whether or not these needed to be changed. The Governors agreed to accept the solicitor's advice on this issue and approved a resolution by Mr. Feltham, seconded by Lady Williams, accepting the draft Memorandum and Articles subject to any alteration to these clauses deemed necessary by the solicitor.

2179
Support to the School of O.T.

The Governors were extremely disappointed that the Head of School was unable to attend the meeting and that a paper giving her proposals for support was not received by Governors prior to the meeting. The Governors agreed that, in future, such policy papers must be circulated prior to the meeting. The Chairman agreed to write to Mrs. Burrows.

Mrs. Burrows' paper asked the Governors to consider a variety of proposals for grants / awards that would provide benefit to:-

a. Students - by funding overseas study or clinical experience.

b. Staff - by funding professional advancement and/or sabbaticals.

c. The School - by funding visiting O.T. educators of renown.

d. The Profession - by funding an annual one day conference.

In addition Mrs. Burrows asked the Governors to consider funding a "Reader in Occupational Therapy" at Oxford Brookes University and the establishment of a Scholarship Fund to support research activities by Occupational Therapists.

The Governors agreed that all of the proposals had merit and were acceptable in principle however further details were required together with assurances that proposals designed to benefit the profession generally did not clash with other funds and / or conferences already in existence.

Lady Reid considered that, to be effective, a Reader post would need to be offered for at least a five year term. The Governors agreed that they did not, at this stage, wish to commit Dorset House to providing the necessary funds, approximately £30,000 per annum, for that period.

The Secretary was instructed to write to:-

a. The Head of School asking for further details of the proposed awards, in particular the proposed mechanisms for their implementation and for a summary report of how the Governors' initial grant of £5,000 had been used.

b. The College of Occupational Therapists to request details of other benevolent funds available to occupational therapists and to propose that Dorset House resumed funding of the annual Elizabeth Casson Memorial Lecture.

Acting on a suggestion from Lady Williams the Governors agreed a grant of £3,000 to the School Library to pay for computer equipment and books.

2180
Assignment of Superannuation Scheme Policies.

The Secretary reported that each of the four remaining members of the Dorset House School Superannuation Scheme had decided not to transfer the cash value of their contributions to the Local Government Superannuation Scheme to which they now subscribed. The Governors agreed that the Dorset House Scheme paid up policies should be assigned to the individuals concerned so that they would be able to make their own arrangements with Sun Life Assurance when their pensions became payable.

2181
Date of Next Meeting.

The Governors agreed that their next meeting would be held at Dorset House on Tuesday 3 August 1993, commencing at 11.30 a.m. The Secretary was instructed to ascertain whether or not the Head of School would be available on that date, and if not then to co-ordinate an alternative date when Mrs. Burrows would be available.

There being no further business the Chairman declared the meeting closed at 2.29 p.m.

J. M. Mandelbrote

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3 Aug 1993

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Secretary's Post Meeting Note:

Mrs. Burrows has confirmed that she will be available to attend the Governors' meeting arranged for Tuesday 3 August.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Recognised by the Occupational Therapists' Registration Board of the Council for the Professions Supplementary to Medicine, and the College of Occupational Therapists Ltd.

Chairman of Governors
B. M. MANDELBROTE, M.A., F.R.C.P., D.P.M.

Governors
J. D. FELTHAM, M.A.
DULCIE G. GOODING, M.B., B.S., D.P.H., F.F.C.M.
B. E. HULSE, O.B.E., I.P.F.A.
MISS M. A. MENDEZ, O.B.E., F.C.O.T.
J. MERCER, B.Sc., Ac.Dip.Ed., Ph.D.
D. T. WADE, M.D., M.R.C.P.
LADY WILLIAMS

Principal
MRS. E. M. BURROWS, B.Sc., Dip.C.O.T., Cert.Ed.(F.E.)

Vice-Principal
MISS J. M. FRESTON, T.Dip.C.O.T.

Bursar
B. A. DAVIES, D.M.S., M.B.I.M.

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Minutes of the Annual General Meeting of the Company held at Dorset House on 12th November 1992.

Dr. Mandelbrote opened the meeting at 4.50 p.m. with 6 members present.

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1. Report and Financial Statements.

The Governors Report and the audited financial statements for the year to 31st August 1992 were received and adopted.

2. Re-appointment of Auditors.

The members agreed that Bronsens, who had been appointed temporarily following the resignation of Kidsons Impey, should be re-appointed for the coming year. The Company Secretary was authorised to re-imburse the Auditors on receipt of their account provided the charges are considered reasonable.

3. Re-election of Governors.

Dr. D.G. Gooding, Miss M.A. Mendez and Mr. B.E. Hulse, who were retiring by rotation, were re-elected for a further period.

There being no further business, the Chairman declared the meeting closed at 4.59 p.m.

B. A. Davies

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1 December 1992.

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DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the meeting of the Board of Governors held at Dorset House on Tuesday 3 August 1993.

Present:	Dr. B.M. Mandelbrote (Chairman) Mr. J.D. Feltham Miss M.A. Mendez Dr. J. Mercer Lady Reid Lady Williams
In Attendance:	Mr. B.A. Davies (Secretary) Mrs. E.M. Burrows (Head of School, Item 2187)

2182
Minutes of the Last Meeting.

The minutes of the meeting held on 27 April 1993 were accepted as a true record of the items discussed at that meeting.

2183
Matters Arising.

Item 2179. E. Casson Memorial Lecture.
The Secretary reported that the initial response from the College of Occupational Therapists indicated that the presenter of the annual Elizabeth Casson Memorial lecture should not receive financial reward, however the matter would be raised at the next Council Meeting.

Item 2179. Grant to School of O.T. Library.
The Secretary read out the text of a letter from the Librarian to the Chairman, expressing her gratitude for the Governors generous grant. The Governors asked to receive details of a library computer facility known as "Medline".

2184
Memorandum and Articles.

The Secretary reported the contents of a telephoned message from Mrs. Reid of Morrell, Peel & Gamlen. The Charity Commissioners had approved the proposed change of company name and the new clause permitting awards and scholarships etc. to individuals. They did however have a number of reservations, albeit of a minor nature, on other clauses in the proposed new Articles. Mrs. Reid believed that there would be few, if any, problems in resolving the differences.

The Governors agreed that the Secretary should, on receipt, forward copies of the Charity Commissioners' report and any comments made by the solicitors to each of the Governors. If there were no contentious issues the Secretary was authorised to co-ordinate the Governors' response by telephone and / or letter. An early Special Meeting of the members of the company could then be called to obtain approval of the new Memorandum & Articles.

If the issues were more complex the Secretary was instructed to arrange a meeting of Governors on a mutually convenient date.

2185
Company Pension Scheme.

Mr. Feltham reported that the 1982 Trust Deed governing the Company's Pension Scheme did not provide for the winding up of the scheme through transfer of the business activities, such as had occured with the integration with Oxford Brookes University.

Sun Life Assurance, the operators of the company scheme, had proposed a minor amendment to the rules of the scheme which would provide for this requirement. The Governors approved the Supplemental Deed incorporating this amendment and authorised Mr. Feltham and the Secretary to sign on their behalf.

2186
Financial Summary.

The Secretary summarised his report which had been circulated prior to the meeting.

After payment of the various grants made to the School of Occupational Therapy there would be a surplus of approximately £60,000 income in the year to 31 August 1993. The company could expect to have at least £65,000 surplus income in the 1993/94 academic year.

After making allowance for end of year creditors there would be in the region of £67,000 available in the company's cash accounts. The Governors agreed that Mr. Hulse and the Secretary, taking advice from Quilter Goodison if thought appropriate, should be authorised to make longer term investment of up to £60,000.

The summary of fixed interest and equity investments indicated a satisfactory position.

The Contingency Fund had improved to £106,236.

The Governors approved payment of a grant of £22,474.51p to meet the cost of School of O.T. expenditure on Capital Equipment during the year to 31 August 1993.

2187
Support to the School of O.T.

a. Dorset House External Signs. The Governors approved the Head of School's proposals for new external signs at the Dorset House site. They were however unhappy with the proposal to remove the number "58" from the School gate post and asked for this to be reconsidered by the University.

b. Distribution of 1992/93 Grant of Head of School. The Governors thanked Mrs. Burrows for her report giving details of expenditure of their earlier grant of £4,989:-

(i) External Specialist Lecturers	£ 889
(ii) Staff Development	£ 2,100
(iii) Student Dissertations	£ 1,000
(iv) Library Higher Education Publications	£ 1,000

c. Request for Support in 1993/94. In a paper circulated to Governors prior to the meeting Mrs. Burrows had made seven proposals for their support in the future:

(i) Funding of a post graduate student on a Masters one year degree programme at the Boston School of Occupational Therapy, Tufts University. (£20,000).

(ii) To facilitate the groundwork for proposal 1. and to promote the development of post-graduate education at Oxford Brookes University School of O.T., financial assistance for a senior member of staff to visit the Boston School for one week in the Autumn Term 1993. (£650).

(iii) Financial support for a member of staff to participate in a meeting with representatives of other European Schools with a view to developing an Inter-University Co-operation Programme (I.C.P.) (£600).

(iv) Grant to cover costs of a one term sabbatical for a School of O.T. staff member. Approximate costs £2,300.

(v) Grant to cover the costs of a one week visit by an "O.T. Educator". (£1,000).

(vi) Grant to fund an annual one day conference in Oxford to promote intra and inter professional dialogue and the advancement of good practice. (Not to clash with conferences arranged by the College of Occupational Therapists) (£600 per annum).

(vii) Reconsideration of an earlier proposal to fund a Reader post at the School of O.T. (£32,000 per year).

d. Decisions. After very careful consideration of each of the proposals the Governors decided:-

(i) Not at present to fund a student on the post graduate masters programme at Tufts University or a staff visit to negotiate the groundwork for participation in that programme. These would be reconsidered at their next meeting.

(ii) To reconsider funding the Reader post at their next meeting.

(iii) To make a grant of £5,000 to meet the costs of the above proposals at c.(iii) to c.(vi) inclusive.

(iv) To make an additional grant of £5,000 to be used at the discretion of the Head of School to support the activities of the School of O.T.

(v) To make a grant of up to £1,000 to pay for the initial order of Oxford Brookes University School of Occupational Therapy badges to be awarded to graduates at the Degree Presentation Ceremony.

2188
Date of Next Meeting.

The Governors agreed that their next routine meeting would be held at Dorset House on Thursday 4 November 1993, commencing at 11.30 a.m.

There being no further business the Chairman declared the meeting closed at 2.35 p.m.

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4 Nov 93

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DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the meeting of the Trustees held at Dorset House on Thursday 4 November 1993.

Present:	Dr. B.M. Mandelbrote	(Chairman)
	Mr. J.D. Feltham	
	Mr. B.E. Hulse	
	Miss M.A. Mendez	
	Dr. J. Mercer	
	Dr. D.T. Wade	
	Lady Williams	
In Attendance:	Mr. B.A. Davies	(Secretary)
	Mrs. E.M. Burrows	(Head of School)

An apology had been received from Lady Reid.

2189
Company Name. The company solicitor had advised that, although a special resolution changing the company name to "The Elizabeth Casson Trust" had been passed at the General Meeting held that morning, the new name could not be used until the Registrar of Companies had issued a new Certificate of Incorporation. The new Memorandum and Articles of Association are effective immediately.

2190
Minutes of the Last Meeting. The minutes of the meeting held on 3 August 1993 were accepted as a true record of the items discussed at that meeting.

2191
Matters Arising. Item 2186. Finance.
Mr. Hulse reported that he and the Secretary had met with Mr. P. Smith of Quilter Goodison to discuss the longer term investment of approximately £60,000 approved at the last meeting. The following investments, totalling £67,037, had been made:-

M & G Charifund Accumulation Units	£27,780
M & G Charibond Income Units	£24,367
Murray Smaller Markets Investment Trust	£ 7,890

It had also been agreed to subscribe to Quilter Goodison's Portfolio Valuation Service, which would provide periodic valuations of the company's investments.

2192
Library.

The Trustees considered a letter from the Librarian giving details of the "Medline" CD ROM facility and requesting support from the company towards the cost of subscriptions to the service.

After hearing from Dr. Wade that Medline was available on computers at the Radcliffe Infirmary and the Cairns Library the Trustees decided not to support the provision of a separate facility at Dorset House. They were however keen to support the library and instructed the Secretary to write to the Librarian explaining their decision and asking her to submit details of other requirements necessary to improve the library service to staff and students.

2193
Support to the School of O.T.

The Head of School briefed the Trustees on her recent visit to Tufts University in Boston and provided more details of the Occupational Therapy Masters degree programme.

Addressing her earlier request for support in funding a Reader post, Mrs. Burrows said that after further consideration she now believed that, although there would still be a need for a Reader, it would be appropriate to wait a year before pursuing this issue. The Trustees asked Mrs. Burrows to resubmit her request in time for consideration at their Autumn 1994 meeting.

Mrs. Burrows went on to give details of her proposals for using the £5,000 grant already made by the Trustees. This included support of 5 members of staff who had had papers accepted for presentation at the World Federation of Occupational Therapists (WFOT) 11th International Congress which is to be held in London in April 1994. Special Early Registration fees for the Congress had been set at £300, later registration would probably cost up to £400. Mrs. Burrows asked the Trustees to consider extending the use of the grant to cover Registration fees for some local clinical occupational therapists.

The Trustees thanked Mrs. Burrows for her contribution to the meeting and after she had left went on to discuss the issues raised. The Trustees decided:-

a. To approve in principle the funding of a graduate occupational therapist on the Tufts University Masters degree programme starting in September 1994, subject to receipt of a detailed breakdown of costs prior to their next meeting. When writing to Mrs. Burrows, the Secretary was also to ask her to propose a protocol for this award and to make it clear that this would be an award for one year only and should not be seen as a commitment to funding in future years.

b. To make a grant of £5,000 in support of educational and clinical occupational therapists in the Oxford Region who wished to attend the WFOT International Congress. Individual awards are to cover Registration fees only and the priority for allocation is to be in the order:

(i) Those presenting papers.
(ii) Other School of O.T. staff.
(iii) Other Oxford Region O.T.s

It was agreed that the Secretary should draft, for consideration at the next meeting, a proforma Application Form which could be used by anyone seeking funding from The Elizabeth Casson Trust.

2194
Date of Next Meeting.

The Trustees agreed that their next meeting would be held at Dorset House on Friday 14 January 1994, commencing at 11.30 a.m.

2195
Secretary.

The Trustees agreed that the Secretary's salary should be increased to £3,000 per annum with effect from 1 September 1992.

There being no further business the Chairman declared the meeting closed at 2.45 p.m.

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14 Jan 1994

REF No. 52/49 M.B.