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The Dorset House School of Occupational Therapy Limited.

Minutes of a Meeting of the Governors held at Swan Court, 1st Floor Sheet, Chelsea, London SW3 on Monday the 26th July 1948.

The following Governors were present :-
Sir Geoffrey Peto:
Dr R Bassoon:
Dr H Balme:
Dr A Shepherd
Dr F L Bookey and
Mrs Alison Young.

Miss Macdonald and Mr. G F Searle (Solicitor) were in attendance.

An apology was received from Mr Hugh Bassoon who was unavoidably absent.

1. 1. Dr Bassoon was asked to take the Chair pending the formal appointment of a Chairman of the Board.

2. 2. The Solicitor reported the incorporation of the Company and produced the Registrar's Certificate. He also reported that the Certificate entitling the Company to commence business had not yet been received, but it was anticipated that it would be within a day or two.

3. 3. The draft Agreement with Dr Bassoon referred to in the Memorandum of Association was considered and approved.

4. 4. The offer by Dr Bassoon to lend to the Company without payment the furniture and effects at Harbutt House and Churchill Hospital which are retained by her and not included in the sale Agreement was accepted with the grateful thanks of

the Governors and it was confirmed that the Company would undertake to keep such furniture and effects in good condition and to replace breakages or repair damage, Dr Basson having the right to remove any articles or substitute other articles on giving not less than one week's notice to the Company.

5. 5. The question of a formal Agreement with Miss Macdonald as Principal and Manager of the School and Hostel was discussed and it was resolved that the terms be discussed between Dr Basson and Miss Macdonald and further considered at the next meeting of the Board.

6. 6. The draft lease of Harlestone House was considered and with an amendment to include in the lease all fixtures and fittings, whether in the nature of landlord's or Tenant's fixtures and fittings, was approved.

7. 7. Miss Macdonald reported that Dr John Johnson of "Bancroft", Banbury Lane, Headington, Oxford had been approached with a view to his becoming a Governor and assisting the Board with his advice particularly on financial matters and it was resolved that subject to his consent he be appointed a Governor. It was also desired that Sir Percy Marsh of Orchard Cottage, Dorchester-on-Thames, Oxon might be approached to join the Board and Mr Rule was asked to write to him inviting him to meet Miss Macdonald.

8. 8. It was proposed by Dr Basson and resolved that Sir Geoffrey W Peto KBE be appointed Chairman of the Board of Governors and Dr R Basson Vice-Chairman and thereupon Dr Basson vacated the Chair which was taken by Sir Geoffrey Peto.

9. 9. The following Resolutions were then formally proposed and passed unanimously :-

9(i) 1. That Mr Alfred Thomas Stone of 25 Baldwin Street Solicitors managing Clerk be appointed Secretary of the Company.

9(ii) 2. That the Seal now produced (of which an imprint appears in the margin hereof) be adopted as the Common Seal of the Company.

9(iii) 3. Resolutions for opening the Bank Account of the Company as follows :-

(1) That an account be opened with Lloyds Bank Limited at Headington, Oxford.

(2) That the Bank be instructed to honour all cheques or other orders which may be drawn or receipts for moneys owing by the Bank to the Company which may be signed on behalf of the Company and to debit such cheques orders and receipts to the Company's account or accounts whether such account or accounts be for the time being in credit or overdrawn or may become overdrawn in consequence of such debit provided such cheques orders or receipts are signed by two Governors.

(3) That the Bank be instructed to honour all Bills accepted and promissory notes made on behalf of the Company and to debit such bills and notes to the Company's account or accounts whether such account or accounts be for the time being in credit or overdrawn or may become overdrawn in consequence of such debit provided such bills or notes are signed by any two Governors.

(4) That two Governors be and are hereby authorised on behalf of the Company to withdraw and deal with any of the Company's property or

securities, to sign any indemnities or counter-indemnities to the Bank, to arrange for the granting of credits or the issue of guarantees by the Bank at home or abroad or the discounting of any bills endorsed on behalf of the Company by two Governors or other person duly authorised in writing by two Governors and to give instructions with regard to the purchase or sale of any securities of the Company or any foreign exchange.

(5) That any two Governors be and are hereby appointed a Committee of the Board with full authority :-

(a) to arrange with the Bank from time to time for advances to the Company by way of loan and/or overdraft:

(b) to mortgage or charge all or any of the assets of the Company and to sign on behalf of the Company any documents from time to time required by the Bank relating to or for securing any advances to the Company or any liabilities of the Company to the Bank.

(6). That the Bank be furnished with a copy of the Company's Memorandum and Articles of Association and with copies of any amending Special Resolutions that may from time to time be passed.

(7) That the Bank be furnished with a list of the names of the Directors Secretary and other officers of the Company and that the Bank be authorised to act on any information given by any Director or the Secretary as to any changes therein.

(8) That these Resolutions be communicated to the Bank and remain in force until an amending Resolution shall be passed by the Board of Directors and a copy thereof certified by any one of the Directors or the Secretary shall be communicated to the Bank.

9(iv) 4. That the draft Agreement referred to in paragraph (a) of Clause 3 of the Company's Memorandum of Association as now engrossed and produced be approved and that the Seal of the Company be affixed thereto.

9(v) 5. That each of the Governors named in the Articles of Association of the Company having signed the Memorandum of Association each agreeing to take one share and each having paid to the Company the sum of £1 in cash being the full amount payable in respect of such share one share shall be issued accordingly to each of the signatories and that the Seal of the Company be affixed to share Certificates accordingly.

9(vi) 6. That the Registered Office of the Company be at 25 Baldwin Street Bristol.

9(vii) 7. That Messrs Bevan Hancock & Co. Solicitors, 25 Baldwin Street, Bristol, be appointed the Solicitors to the Company.

9(viii) 8. That subject to their acceptance Messrs Baylies & Co. of Broad Street Oxford be appointed the Auditors of the Company pending confirmation at the First Annual Meeting of the Company.

9(ix) 9. That the draft Lease of Hanbury House now produced be approved and that the Seal of the Company be affixed to the engrossment thereof such Lease to take effect from the date when the Company takes over the

management of the School.

10. 10. Miss Macdonald was requested to prepare a schedule of the whole of the furniture equipment etc at the School and Hambleton House which Dr Casson was prepared to lend to the School. A hearty vote of thanks was accorded to Dr Casson for her generous offer to lend these items without payment. Miss Macdonald was also asked to prepare a list of the fixtures and fittings to be included in the lease of Hambleton House and to submit to the next meeting a budget shewing her estimated monthly requirements in cash.

11. 11. The date of the next meeting of Governors and the Statutory meeting of the Company was fixed for Thursday September 9th at 98 Swan Court. Chelsea.

Geoffrey Peto

9. ix. 48.

Chairman.

Minutes of the Statutory meeting of the Company held at 98, Swan Court, Chelsea London, S.W. 3, on the 9th September, 1948.

Sir Geoffrey Peto took the Chair and four other members of the Company were present.

12. Statutory Report. The Statutory Report of the Governors was received and, on the proposition of Dr. F.S. Cooksey, seconded by Dr. E. Casson, was approved and adopted.

13. Dr. John Johnson's Election. On the proposal of Mrs. Nugent Young, seconded by Dr. F.S. Cooksey, the Election by the Board of Dr. John Johnson of Bare Acres, Barton Lane, Headington, Oxford, as an additional Governor was confirmed.

14. Auditors. It was proposed by Dr. E. Casson and seconded by Mrs. Nugent Young that Messrs. William Bayliss Sons & Co. of 16, Broad Street, Oxford, be appointed the Auditors of the Company for the ensuing year and this was carried unanimously.

This concluded the business.

Elizabeth Casson

1 Dec 1950 Chairman

The Dorset House School of Occupational Therapy Limited

Minutes of Governors' Meeting held at 98, Swan Court, Flood Street, Chelsea, London, S.W.3, on 9th. September, 1948.

Governors present: Sir Geoffrey Peto, K.B.E., in the Chair
Dr. E. Casson
Dr. F. S. Cooksey
Mrs. Nugent Young
Mr. Hugh Casson

Also present, Miss E.M. Macdonald, Mr. G.F. Eberle and Sir Percy Marsh.

Apologies for absence were received from Dr. Harold Balme, Dr. A. Shepherd and Dr. John Johnson.

15. Certificate entitling the Company to begin Business.

The Minutes of the Meeting on 26th. July, 1948, were confirmed. Mr. G.F. Eberle reported that the certificate entitling the Company to begin business on 19th. July, 1948 had been received.

16. Report for the Statutory Meeting.

Mr. Hugh Casson proposed, seconded by Dr. F.S. Cooksey, and it was passed that the Report for the Statutory Meeting as circulated be approved.

17. Miss Macdonald's Agreement.

It was decided to leave Miss Macdonald's agreement in abeyance for a year. The rise of Salary should also be left undecided, at Miss Macdonald's wish, till the financial results of the first year should be received and she might then receive a Grant of £20 to £25 if funds permitted it.

18. The Lodge as part of Miss Macdonald's Emoluments.

It was decided that the whole Lodge as soon as possible be considered as a part of Miss Macdonald's emoluments, but in the present

pressure of space she would allow one bedroom to be used by a member of staff, and that the choice of the occupant should be made entirely at Miss Macdonald's discretion and invitation.

19. The Engagement and Dismissal of School Staff.

The engagement and dismissal of school staff should be in Miss Macdonald's hands.

20. Miss Macdonald's leave.

Dr. E. Casson pointed out that Miss Macdonald had, for a good number of years, shortened her leave, and proposed that if she could arrange for it without prejudicing the progress of the School, she should be allowed leave for three months in the summer of 1949.

21. Terms of Appointment of the Teaching Staff.

It was decided that agreements and terms of appointment of all the teaching staff of the School should be investigated and a report made to the next Meeting, but that, in the meantime, Dr. Casson and Miss Macdonald should be asked to write to all the members of staff to inform them that the School had been taken over by the Company and that all agreements and terms of appointments would be carried on as arranged with Dr. Casson. With regard to staff Sick leave, Miss Macdonald was asked to make enquiries as to what was allowed at King's College Hospital.

22. Auditors

It was reported that Messrs. Bayliss & Sons had accepted the appointment as auditors.

23. Schedules of (1) Fixtures and Fittings and (2) Furniture and Equipment to be lent by Dr. Casson.

It was agreed that Schedules of (1) fixtures and fittings comprised in the Lease and (2) furniture and equipment to be lent by Dr. Casson should be

provided by the end of the term. Dr. Casson would visit Harberton House and decide on the articles to be included.

24. Bank Instructions

It was decided that the Bank be instructed that, until further notice, £150 a week should be transferred to Miss Macdonald's account to meet wages and petty expenses.

25. Sir Percy Marsh

It was agreed that, with the consent of the absent Governors, Sir Percy Marsh should be asked to join the Board.

26. Bank Accounts

Miss Macdonald reported that the School was being taken over on September 1st., and that the Bank was opening two new accounts as requested, viz. the Company's account and an account in Miss Macdonald's name which she would operate only for the purpose of the School. Dr. Casson had asked the Bank to transfer all present money that was in the Bank to the new account of the Company.

27. Dr. Elizabeth Casson as Medical Director

It was proposed by Mrs. Nugent Young and seconded by Dr. F. S. Cooksey and passed that Dr. Elizabeth Casson be appointed Medical Director. As the appointment of a deputy Medical Director was not on the agenda, no appointment was made.

28. Fares and Travelling Expenses for Governors

It was agreed that first-class fares and traveling expenses would be paid for all Governors attending Board Meetings.

29. Income Tax Authorities

The Company Secretary was asked to reply to the

letter from the Income Tax Authorities, accentuating the School's non-profit making rules.

30. Insurance

With reference to Insurance, Miss Macdonald was instructed to write to Mr. Collins of Messrs. Sedgwick & Collins Ltd., Insurance Brokers, for their terms and to make enquiries as to an Oxford firm of Brokers and to report to Sir Percy Marsh.

31. Tenure of the Huts

With regard to tenure of the Huts, Dr. Cooksey said he would get into touch with Mr. Biddicks of the Ministry of Health, and, if the Ministry of Health wanted an interview, Sir Geoffrey Peto, Dr. E. Casson, Mrs. Nugent Young and Miss Macdonald could be convened by Miss Macdonald. The conditions of collaboration with the Ministry of Health could then be considered.

32. The Next Meeting

It was decided to hold the next Meeting of Governors on Wednesday, November 3rd., 1948, in London.

Geoffrey Peto.
3.xii.48.

Chairman.

Minutes of a Meeting of Governors held at 98, Swan Court, Chelsea, London, S.W.3, on Wednesday, November 3rd., 1948.

Governors Present: Sir Geoffrey Peto, in the Chair
Drs. F.S. Cooksey, A. Shepherd, E. Casson,
Mrs. Nugent Young, Sir Percy Marsh, and
Mr. Hugh Casson.

Miss E.M. Macdonald and Mr. G.F. Eberle were also present. Apologies for absence were received from Dr. H. Balme and

Dr. John Johnson.

The Minutes of the previous Meeting were confirmed.

33. Sir Percy Marsh

Sir Percy Marsh's election as a Governor was confirmed.

34. Insurance

A report from Messrs. Sedgwick & Collins, Insurance Brokers, was received and was referred to Miss Macdonald for further consideration. In the meantime, Dr. Casson was asked to increase the present insurance on the buildings of Harberton House to £16,000.

35. Staff Agreements

Miss Macdonald produced copies of letters to various members of staff when they were appointed. The Question of special agreements with members of the staff was postponed.

36. Sick Leave

It was reported that Mr. Barnes of King's College hoped to report shortly on the conditions of his hospital as to sick leave, etc., allowed there.

37. Miss Macdonald's Weekly Account

Miss Macdonald reported on the average expenditure of the £150 transferred weekly to her account. It was decided to continue this allowance for the present.

38. Budget

Miss Macdonald submitted her budget for the coming year's receipts and expenditure. The estimated income for 1948-49 for the School was £12,053, and the expenditure £8,928. A sum of £300 in addition should be allowed for contingencies. For Harberton House the estimated income was £6,754 and expenditure £6,719.

39. Staff Salaries

The payment of the sum of £25 as a bonus to Miss Macdonald was authorised, together with necessary rises in the cost of salaries and wages. It was decided

to raise Miss Goodbrand's salary by £25 per annum and to appoint her as "Principal's Secretary".

40. Lease of Churchill Huts

Miss Macdonald reported that expenditure on the School Huts was urgently needed. The increased income should cover the cost. The actual decision as to the work was postponed till the tenure of the Huts was decided upon.

Miss Macdonald reported that the Ministry of Works had notified her that the Huts had now been handed over to the Ministry of Health as part of the Churchill Hospital, and that the School Authorities should communicate with its district office at Reading. The possibility of the School being taken over by the Ministry of Health was discussed but the general view of the Governors was expressed that, for the present, it would be preferable to be tenants of the Ministry of Health as it has been of the Ministry of Works.

It was decided that Miss Macdonald should consult Dr. John Johnson as he is on the Committee of the Churchill Hospital, and act on his advice as to approaching the Ministry of Health at Reading.

41. Harburton House Roads

Mr. Eberle reported that a draft agreement as to the repair of the private roads had been received from the Corporation of Oxford and he considered that it was satisfactory. He was asked to complete its negotiation.

42. Inspection by Association of Occupational Therapists.

Miss Macdonald reported that the Association of Occupational Therapists wished to inspect all the Schools approved by them, and to charge fees and expenses for such inspection. It was decided that the Chairman be asked to write to the Association to say that the Governors approved of such inspection but not of any payment for it, that notice of the intention of an inspection of any hospital to review its arrangements for students'

practice must be given to enable the School to arrange with the hospital for such inspection, and that a full copy of any report submitted by the inspectors to the Council of the Association should be sent at the same time to the Principal of the School concerned.

43. Hospital Practice Training

It was decided that the block system of hospital practice should be carried out as far as possible and, to facilitate arrangements for practice and lectures, no block of Dorset House School students should be sent to a hospital at the same time as a block from another School.

44. School Prospectus

It was decided that Miss Macdonald be asked to complete the draft of a new School prospectus for the next Meeting of Governors.

45. Remission of Fees for Illness

It was decided that Miss Macdonald should be authorised to remit fees at her discretion to students unable to continue their work on account of illness.

46. The Next Meeting

It was decided to hold the next Meeting of Governors at Oxford on Friday, December 3rd, 1948.

E. Casson
Vice. Chairman 3.12.48

Minutes of a meeting of Governors held at Harberton House, Headington, Oxford, on Friday, December 3rd., 1948.

Governors Present: Dr. E. Casson, in the Chair
Drs. H. Balme, A. Shepherd, J. Johnson,
Mrs. Ingent Young and Sir Percy Marsh.
Miss E. M. Macdonald was also present.

Apologies for absence were received from Sir Geoffrey Peto, Dr. F. S. Cooksey and Mr. Hugh Casson.

47. The minutes of the previous meeting held on 3rd. November, 1948, were confirmed.

48. Sick Leave

Miss Macdonald reported that she had received no reply from King's College as to conditions for sick leave, etc., there.

It was left for Miss Macdonald to approach Commander Henderson, Wingfield Morris Hospital, and to report to the next meeting.

49. Inspection by Association of Occupational Therapists.

Miss Macdonald reported that, in answer to Sir Geoffrey Peto's letter to the Association of Occupational Therapists emphasizing the conditions of an inspection by them outlined in the minutes of the last meeting, a letter had been received from the Association saying that they had dropped their request for any payment and that they were willing to conform with our suggested conditions.

50. Miss Macdonald's Weekly Account.

Miss Macdonald reported that she had seen the Manager of Lloyds Bank Limited who reported that the balance was very steady on the in-comings and out-goings of the £150 transferred weekly to Miss Macdonald's account, and unless the Governors wished it he would not alter it.

51. Hospital Practice Training

Miss Macdonald stated that she had approached Mrs. Ormrod of the Maudsley Hospital with a view to carrying out the block system of Hospital Practice, but will have to wait until after their Committee meets before receiving any reply.

52. Tenure of the Huts

Miss Macdonald reported that though the School held licence for three years, the Ministry of Works received notice to leave and she had been instructed that

further payments of rent were payable to the Ministry of Health. She had written to them at Reading and had been told that the letter was referred to Whitehall.

Dr. John Johnson reported that the Oxford United Hospitals were searching for suitable accommodation for their nurses but had decided that the Huts below the fence were unsuitable. Dr. Balme pointed out that the chief issue of all was whether the Government would take over Occupational Therapy Schools, which left three courses open with regard to the Dorset House School, i.e. to evict, to re-let, or to absorb. Miss Macdonald stated that it was essential that the School should expand as the office staff particularly were working under great difficulties which were affecting their work, but although it was decided that to spend up to £150 for this expansion would be a good investment, it would be useless contemplating it until the School had the Huts with longer security.

It was decided that Dr. Balme should be asked to get into touch with Dr. Godber, Ministry of Health Medical Officer for the Region, and to ask him to come down and meet Dr. Johnson and Miss Macdonald without calling a meeting of the Board.

53. Insurance

Dr. E. Casson reported that Messrs. Sedgwick & Collins, Insurance Brokers, omitted to include the insurance of the Garage in their recent report, but that the insurance on Harberton House had now been raised to £16,000. Sir Percy Marsh proposed, seconded by Dr. A. Shepherd and it was unanimously agreed that Messrs. Sedgwick & Collins should be appointed as Insurance Brokers to the School. The Scheme for parents to insure students was approved, provided the parents - not the School - were responsible.

54. School Prospectus.

Miss Macdonald reported that the prospectus, with the list of Governors and the word "limited" added to it, had been re-printed. Miss Macdonald submitted the draft of the new prospectus, but it was decided to leave it for the time being.

55. Book-Keeper

Miss Macdonald reported that the School requires a new book-keeper as Mr. Briggs is too old. Miss Macdonald had made several enquiries for suitable applicants but without much success, and it was decided that a wide search be made offering a salary up to £400 per annum. She recommended the appointment of a male book-keeper.

56. Lopping of Trees

Miss Macdonald was instructed to obtain more information and to have the necessary lopping carried out.

57. Date of Annual General Meeting

It was proposed to hold the General Meeting on the Open Day, Saturday, July 16th., 1949, at Oxford.

58. Date of next Governors' Meeting

It was decided to hold the next Meeting of Governors at Swan Court, Chelsea, London, S. W. 3., on Friday, 14th. January, 1949.

Geoffrey Peto

Chairman

Minutes of a Meeting of Governors held at 98, Swan Court, Chelsea, S.W.3. on Friday, 14th. January, 1949.

Governors Present: Sir Geoffrey Peto, Chairman
Drs. H. Balme, F.S. Cooksey, E. Casson, Mrs. Ingram Young, and Sir Percy Marsh.

Miss E. M. Macdonald was also present.

Apologies for absence were received from Drs. John Johnson,

A. Shepherd, and Mr. Hugh Casson.

59 The Minutes of the Meeting held on December 3rd, 1948, were confirmed.

Arising out of the Minutes:

60 Staff Sick Leave. Miss Macadam produced particulars of the arrangements made for sick leave of staff, and it was decided that draft agreements for staff appointments should be submitted to the Governors before the next Meeting.

61 Hospital Practice Training. Miss Macadam reported that the Manorley Hospital Authorities had agreed to continue the present arrangements, taking parties of Dorset House students every three months, and, for the time being, not mixing them with those from other schools.

62 Tenure of the Hunts. Dr. H. Baume reported that he had seen Dr. Gaber and, following this, the Ministry of Health had written to the Oxford Hospital Board to suggest that it should take over the School, and he had written to Dr. Casson and Miss Macadam to inform them of this. Sir Geoffrey Peto reported that, after communicating with Dr. Baume, he arranged to meet Mr. Bevers, Chairman of the Oxford Hospital Board, and a meeting took place at the Radcliffe Infirmary when Dr. Johnson, Dr. Casson and Miss Macadam accompanied him, and Mr. Sanctuary, Secretary to the Oxford Hospital Board, was also present. Sir Geoffrey Peto explained that, though the School had every desire to be in close touch with the Oxford Hospitals and to be useful to them in every way, they had no desire to be taken over while they were able to carry on satisfactorily as an independent body, and Mr. Bevers said that they would be glad to have the School as their tenants at the Churchill Hospital but would also prefer to have it independent.

A letter to be sent to the Ministry of Health, for the attention of Dr. Gaber, was drafted, and the Chairman of the Governors was asked to revise it before sending it. (a copy of letter as sent attached)

63. Insurance. Miss Macdonald reported that Sedgwick, Collins & Co. were still arranging the matter of insurance. A report is to be made at the next meeting of the Governors.

64. Bookkeeper. Miss Macdonald was authorized to engage a new bookkeeper.

65. Share Certificates. The first nine Share Certificates of the Company were signed and sealed.

66. Miss Macdonald's Report. Miss Macdonald's Report I was received and commented upon generally. No particular query or discussion arose.

67. Harberton House Drive. Miss Macdonald reported that she had obtained an estimate for this from Messrs. Allen & Co. which amounted to £595. 10. 9. It was decided to postpone a decision on this till the necessary trees had been cut down and the question had been gone into as to whose responsibility the cost of repair is.

68. Date of next Governors' Meeting. It was decided to hold the next Meeting of Governors on Friday, 8th. April, 1949, in London.

C Geoffrey Peto
8. IV. 9.
Chairman

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Minutes of a Meeting of Governors held at 98, Lisson Grove, Chelsea, London, S.W.3, on Friday, 8th. April, 1949.

Governors Present: Sir Geoffrey Peto in the Chair
Drs. H. Balme and E. Cassou,
Sir Percy Marsh and Mrs. Ingpen Young.
Miss E. M. Macdonald was also present.

Apologies for absence were received from Dr. F. S. Cooksey, Mr. Hugh Cassou, Dr. John Johnson and Dr. A. Shepherd.

69. The Minutes of the previous Meeting were taken as read and signed.

Arising out of the Minutes:

70. Staff Sick Leave. Proposed terms accepted.

71. Bookkeeper. Miss Macdonald reported that the new bookkeeper, Mr. Hampton, was very satisfactory. It was decided that his appointment should be confirmed at a salary of £400.

72. Tenure of the Huts. Miss Macdonald reported that although no lease had come through from the Ministry of Health, the Ministry of Health and Mr. Sanctuary had authorised the use of three more huts.

73. New Governors. A notification from the Oxford Hospitals Board had been received that they had nominated Mr. J. C. Scott, F.R.C.S., and Dr. R. G. McInnes as new Governors to the School and that they had expressed their willingness to accept the offices. It was decided to accept the nominations with pleasure and Miss Macdonald was instructed to write to Mr. Scott and Dr. McInnes to inform them of this decision.

74. Miss Macdonald's Report. Miss Macdonald reported that Dr. Balme had visited the School for two days. Dr. Balme reported that he was much pleased with his visit and spoke very highly of the way she was being carried on.

Miss Macdonald presented her report and stated that there were 195 students on the roll, 150 being in

the School and 45 in Hospital Practice. There are 30 entrants for the Final and 40 for the Preliminary Examinations this Summer.

On her recommendation it was decided that an experiment might be made of using the 1947 Matrics Intelligence Test for candidates to the School at a total initial out-lay of £10. 5. 0.

The Question of payment of Hospital Practice was discussed and Miss Macdonald was asked to communicate with the authorities of Nurse Hospitals to suggest that, as they had been taken over by the Ministry of Health, payment for students' practice should now cease.

Miss Macdonald reported that Miss Duncan (Leng Trained P.T.) had joined the staff.

A Successful conference had been held in London of Occupational Therapists in charge of teaching Dorset House students during their Hospital Practice.

Miss Macdonald reported that Harberton House was keeping full and the Gardens were being well developed and cared for. The necessary trees had been cut at a total cost of £50.

A short history of the School had appeared in the Journal of the Association of Occupational Therapists. An old student of the School had signified her intention of leaving the Sum of £2,000 for the benefit of individual students.

75. School Prospectus. A Sub-committee consisting of Dr. Balme, Dr. Casson and Miss Macdonald was appointed to continue the plans for a new School Prospectus.

76. School Accounts. The accounts for the School and Harberton House from 5th. April, 1948, to 31st. August, 1948, were presented, which showed a profit of £135. 10. 9d. on the School and a loss of £765. 19. 2d. on Harberton House. The final profit after showing depreciation, cost of scholarships, etc, was a profit of £444. 13. 4d. Dr. Casson pointed out that the loss on Harberton House was expected, as some of the students were

stiee there under their old agreement of 2½ Guineas a week. The fees were for one-third of a year, while expenditure had been for five months.

At this date when the Company took over the accounts, the Company owed Dr. Casson £2,300 under the agreement passed on 26th. July, 1948, and an additional £587.10.9d. due to her for money advanced for the running of the School. Some discussion took place as to the £600 given by the Lord Mayor's Fund in 1941 to enable the School to carry on, but it was decided to treat this as having been spent on its removal, etc., and that it should not appear in the Company's first Balance Sheet.

The Chairman expressed his regret that the Company had not more to show in the matter of assets as against their liabilities and their obligations to their pupils and staff, and it was decided that he should confer with Dr. John Johnson of Oxford as to whether greater security could not be devised.

77. Harberton Mead Roads. Dr. Casson reported that she was paying the Law Costs for the negotiations about the roads. It was decided that the Company should pay forthwith the costs of the formation of the Company.

78. Date of Annual General Meeting of the Company, and next Meeting of Governors. It was reported that the Open Day for the School was fixed for Saturday, July 16th., and it was suggested that the Annual General Meeting of the Company and the next Meeting of the Governors should be held at 10.0 a.m. on that day.

Geoffrey Peto. Geoffrey Peto.

18.7.49

Chairman

Minutes of a Meeting of Governors held at Linton Lodge Hotel, Oxford, on Saturday, 6th. July, 1949, at 10.30 a.m.

Governors Present: Sir Geoffrey Peto, in the Chair
Drs. H. Balme, E. Cassou, F.S. Cooksey, J. Johnson, A. Shepherd, Mrs. Ingram Young and Sir Percy Marsh.

Miss E.M. Macdonald, Dr. R.G. McInnes and Mr. J.C. Scott were also present.

Apologies for absence were received from Mr. Hugh Cassou.

79. The Minutes of the previous meeting, which had been circulated, were taken as read, approved and signed.

80. The Share Certificates for Mr. J.C. Scott, F.R.C.S., and Dr. R.G. McInnes were signed and sealed.

81. New Governors. Proposed by Sir Geoffrey Peto and seconded by Dr. Johnson it was unanimously agreed to appoint Mr. Scott and Dr. McInnes as new Governors.

Arising out of the Minutes:

82. School Prospectus. Miss Macdonald reported that, owing to pressure of the move, this was not yet completed. She was asked to send it to the Sub-Committee as soon as possible.

Arising out of Miss Macdonald's Report:

83. Lease. Drafts of the new lease for the School Huts and a letter with regard to it from the Assistant Administrator of the Oxford United Hospitals were submitted. A rent of £200 p.a. was suggested by the Valuers if approved by the Governors, the lease to be for five years. Miss Macdonald was instructed to accept this proposal for rent and to propose to the Oxford United Hospitals that the agreement should be for a "running lease". Discussion took place concerning the clause "the roads, paths, fences and land surrounding to be kept in good repair", and it was agreed that the present state of the road, land, etc., was not "in good repair". It was decided to leave it to Miss Macdonald to get a report

on the present condition from Surveyors and when the final draft arrives the words "to keep roads and land, etc., in state of repair as per attached survey" should be added, and it should be circulated to the Governors for their approval. It was suggested that the Oxford United Hospitals Board be asked to erect a fence between the School Huts and the others.

The new School Huts were temporarily insured and a fuller insurance to cover the repairs was to be arranged.

84. Statement of Accounts. A budget to the end of August showed a credit balance of £5054. It allowed for the heavy expenses of the move into the new Huts, audit, insurance and rent and interest due to Dr. Colson. Major expenses next year would be painting Harberton House outside and repairing the drive.

85. Staff. Miss Macdonald announced with regret the resignation of her personal secretary, Miss P. Goodbrand, who is joining the staff of the Animal Health Trust Unit.

Owing to her deputy's illness and operation and the move, it had been a heavy year for the staff and praise was due to them. Physical training was being provided for first-year students by a new member of staff, and a metal shop had been opened.

This year opened with 190 students. 39 students sat for preliminary exams, with 39 retakes; 29 sat for finals and 14 retakes. 43 students have been enrolled for September.

86. Hospital Practice. Miss Macdonald reported that she had written to hospitals. The London Hospital was the only one objecting to payments ceasing for students' practice and asked if perhaps a letter of ruling be given from the Ministry. She was instructed to approach Captain Bryley and to point out that other hospitals had agreed.

87. Hostel. Owing to one student's illness and one bad debt, 49 only out of the 51 beds were filled at Harberton House.

It was hoped to make 53 beds available shortly. The work of the present Warden and her staff, including the Gardeners, had been excellent. The Students had a very successful Garden party for their friends.

88. Huts. The chief event of the term had been the change of 18 out of 24 Huts. The Hospitals Board were generous in the amount of decoration they undertook in the new Huts in lieu of that done by the School in those handed back. Electrical heating has now been permitted in a few Huts and cooking is now possible. Thanks were recorded to the School staff who had all given hard labour to moving and decorating.

89. Miss Macdonald's visit to Germany.

Miss Macdonald reported that since the last Governors' meeting, she had received an invitation to sit on the Ministry of Health Working Party on Occupational Therapy at Whitehall. She had also been invited by the British Red Cross Society to visit Germany to see something of the Occupational Therapy work done by trainees from the School. The Governors expressed their pleasure at these honours and granted the cost of Miss Macdonald's fare to Germany.

90. Trust. Sir Geoffrey Peto reported that, as agreed at the last meeting of Governors, he and Dr. Johnson had gone into account with Dr. Casson who has been most kind and generous in helping in every possible way. Dr. Casson proposed that a Trust of four members should be formed and the ownership of Harberton House be handed over to them. The School would then pay to the Trust the rent of £500 p.a. for Harberton House and also the 5% on the debt of £2887.10.9., which it should pay to Dr. Casson, and the Trust will pay Dr. Casson £250 a year. Dr. Johnson pointed out that the Trust will take over the mortgage of £4,000 on Harberton House and will then be responsible for all its upkeep and expenses. Dr. Casson reported that the position with regard to the Furniture and Equipment, which is at present on loan to the School, was unchanged. The proposed Trustees are Sir Geoffrey Peto, Mr. Hugh Casson, Mrs. Ingent Young and

Miss E. M. Macdonald.

It was agreed that a draft agreement should be drawn up and circulated to the Governors for their approval by the end of August, and Dr. Gibson was asked to see Mr. Eberle with regard to this.

91. Furniture. Dr. Johnson was thanked for a gift to the School of a mahogany table and two Windsor chairs for the new library.

92. Shareholders. It was decided to leave the question of additional shareholders for the present.

93. Reports, Budgets, Accounts, Draft Leases. It was agreed that, whenever possible, these and similar documents should be circulated to the Governors in advance of the meeting, so as to give a better opportunity for their consideration.

94. Annual General Meeting and next Governors' Meeting. It was decided to hold the Annual General Meeting of the Company on Saturday, 22nd. October, 1949, at 11.45 am. at Harberton House, Oxford.

Geoffrey Peto
22. X. 49

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Minutes of the Annual General Meeting of Shareholders of The Dorset House School of Occupational Therapy Limited held at Harberton House, Headington, Oxford, on Saturday, 22nd. October, 1949.

The first Annual General Meeting of Shareholders was held at Harberton House, Headington, Oxford, on Saturday, 22nd. October, 1949, Sir Geoffrey Peto, the Chairman of the Company, presiding.

The Governors' Annual Report was presented and accepted.

The Accounts, as passed by the Auditors and presented

by the Governors, were accepted.

The following Governors retired from the Board and were re-elected: Sir Geoffrey Peto, Drs. H. Balme, F.S. Cooksey and Mr. Hugh Casson.

Messrs. Bayliss & Company were re-elected as Auditors.

Casson
Acting Chairman
1 Dec 1950

Minutes of a meeting of Governors of The Dorset House School of Occupational Therapy Limited held at Harberton House, Headington, Oxford, at 11.45 a.m. on Saturday, 22nd. October, 1949.

Governors Present: Sir Geoffrey Peto, in the chair
Drs. E. Casson, R.G. McInnes, J.C. Scott,
A. Shepherd, Sir Percy Marsh and
Mrs. Nugent Young.

Also Present: Miss E.M. Macdonald, Mr. Bayliss (auditor),
Mr. Hampton (school accountant) and Mr. Ferris.

Apologies were received from Drs. H. Balme, F.S. Cooksey, J. Johnson and Mr. Hugh Casson.

95. The Minutes of the previous meeting which had been circulated, with a few alterations to numbering proposed by Sir Geoffrey Peto, were approved and signed.

Arising out of the Minutes:

96 School Prospectus. Miss Macdonald reported that this was not yet completed and hoped to submit it to the next meeting of Governors.

97 Annual Report and Accounts. The Accounts which had been circulated were discussed and were passed for presentation to the Annual General Meeting.

Taxation: The Question of the Company being registered under the War Charities Act was discussed and it was decided that this should be done and the Company's Solicitors should be so informed.

Transfer of £300 between School and Hostel: It was decided that

the cost of board and residence of all staff at Harborton House should be shown in the accounts separately from that of the students.

Scholarship: Miss Greyfriars' Scholarship had now come to an end, and the accounts showed that this had cost the School £217.13.10. There was a balance of £55.11.4. in this account which belonged to Dr. Casson as she had provided the scholarship.

Dr. Casson's Account: This had been kept open for the convenience of the Company, but was now not required and should be closed.

The Furniture and Equipment shown in the accounts were bought by the Company after they took over.

Insurance: Miss Macdonald reported that only £14.8.0. is shown in the accounts as the insurance, as the balance was still under review and, although covered by the brokers, the complete account had not yet been received.

Canteen Receipts: This amounted to about £30 a month, and it was decided that all cash should be placed each night in the Safe and should be banked weekly.

Book-Keeping: This was now on the double-entry basis which proved most satisfactory and thanks were recorded to Mr. Hampton for the new method and his re-organization of the books.

It was decided to review the accounts at the close of each term and a comparison between the actual income and expenditure and the budget be submitted to the Governors.

98. Trust. A Deed of Trust and Conveyance were approved and passed. Some revisions were made in the Assignment of Debt and redrafted and approved. It was agreed that Dr. Casson should send the suggested alterations to Messrs. Bevan, Hancock & Co. for their consideration and that they should then communicate with Mr. Ferris. It

was decided that the Governors and Trustees should meet in London on 4th. November to sign and seal these three documents, and which should take effect from the actual date of signing.

99 Harbarton House Drive and Private Road. Miss Macdonald reported that she had written to Messrs. Bevan, Hancock & C. with regard to this. It had been inspected by Messrs. Carter, Jonas & Co. who had estimated the cost of its repair. It was left to Miss Macdonald to go further into the matter with Messrs. Bevan, Hancock & C. as to whether there was any record as to the two lowers with gates that opened on to the road.

100 Deputy Vice-Chairman. It was unanimously agreed to ask Dr. John Johnson if he would accept this office.

101 Lease of School Huts. Miss Macdonald reported that she had seen the hospital authorities again with regard to their draining the water from their land which at present was eroding the surface of the road leading to the Huts. They had agreed to do this, and she had received an estimate to repair the road itself for £60. Miss Macdonald was asked to find out exactly what the £60 estimate covered and to see if any reduction could be made.

Water and Electricity Supply. Miss Macdonald reported that the School had been asked that meters should be installed at an estimated cost of £34, and she was authorised to carry this out. With regard to the other points in the lease, Miss Macdonald reported that Messrs. Bevan, Hancock & C. were going forward with these. She was instructed to write to them as to whether the suggested clause by which the lease can be terminated at three years on either side can be deleted.

Arising from Miss Macdonald's Report:

102 Inspection by the Association of Occupational Therapists. Miss Macdonald reported that the School is due to be inspected by the A.O.T. and Tuesday, November 22nd., had been booked provisionally for the visit. It was agreed that an invitation to lunch be extended to the inspectors and it was hoped that any Governors who could do so would be present. Miss Macdonald was asked to

consult with Dr. Cobson as to which inspectors should be chosen from those suggested by the A.O.T. and notify the Association.

103 Hospital Practice Training. Miss Macdonald reported that two hospitals had taken this matter up with the Ministry of Health and had been told that the School should continue to pay for its hospital practice. Miss Macdonald had written to Dr. Godber pointing this out. who had replied that this would be brought before the Ministry of Health Working Party and in the meantime the School should pay those not accepting and not to those who had agreed it should be free.

104 Physical Exercise Hut. Miss Macdonald reported that a new floor was essential and it was suggested by the Governors therefore that Miss Macdonald should approach Dr. McInnes to see if he would allow the students to have the use of his hall for the present.

105 Insurance. The present insurance covered fire, burglary, employer's liability, third party, consequential loss, and cash in transit, and the scheme for the parents to insure against loss of fees in illness if they wished was being considered. It was decided to postpone ~~the~~ to Superannuation Scheme and the Question of fidelity Guarantee for the present.

106 Miss Macdonald's Car Allowance. It was decided to increase Miss Macdonalds car allowance owing to her necessary considerable additional mileage and that it should from now be paid in accordance with the new Ministry of Health rates. It was also agreed that an additional £25 should be granted to her for last year to 31st. August, 1949.

107 Company Secretary. It was decided to appoint Mr. A. Hampton as the Company's Secretary and to raise his Salary by £25.

108 Staff Salaries. It was unanimously agreed that Miss Macdonald should be granted an additional sum of £25

for last year. The Governors agreed that the other staff salaries should not be altered.

109 Adjournment of Meeting. It was decided to adjourn the meeting to Friday, 4th. November, 1949, at 1.30 p.m. in London, in order that the documents in connection with the formation of the proposed Trust should be sealed and signed.

Geoffrey Peto
9. VI. 50

Minutes of the Adjourned Meeting of Governors of The Dorset House School of Occupational Therapy Limited held at 98, Swan Court, Chelsea, London, S.W.3, on Friday, 4th. November, 1949.

The Adjourned Meeting of Governors was continued at 98, Swan Court, Chelsea, London, S.W.3, on Friday, November 4th, 1949. The following were present: Sir Geoffrey Peto, in the chair, Mrs. Nugent Young, Dr. E. Casson, Mr. Hugh Casson and Sir Percy Marsh. Miss E. M. Macdonald and Mr. Stone, Secretary to the Company, were also present.

Apologies were received from Drs. H. Balme, F.S. Cooksey, J. Johnson, R.G. McInnes and A. Shepherd.

The following documents were presented:

110 Trust Deed. A Deed of Trust, to further the aim of Occupational Therapy, appointing Sir Geoffrey Peto, Mrs. Nugent Young, Miss E. M. Macdonald and Mr. Hugh Casson as Trustees.

111 Conveyance of Harberton House. Debt to Dr. Casson. A Deed of Conveyance by which Harberton House becomes the property of the Trust, carrying its present mortgage of £4,000. A Deed of Assignment to the Trust of the debt of £2,887.10.9. owed by the Company to Dr. E. Casson, by which Deed the Company agrees to pay the Trust not less than £250 a year and interest at the rate of 5% per annum on any part of the debt that is outstanding, and the Trustees agree to

pay Dr. Casson £61. 13.4. per Quarter till the debt is paid or till the end of her life, whichever shall occur first.

The three documents were signed and on the proposal of Sir Geoffrey Peto, seconded by Dr. Casson, the seal of the Company was affixed in the Governors' presence to the Trust Deed and the Deed of Assignment.

112 Lease of Hut 5. Miss Macdonald presented the draft lease which was accepted. After agreement of the Governors of the School it would then have to be sent to Governors of United Hospitals, then to the Ministry of Health. She was instructed to have a Survey of the road made to record its condition at the time of acceptance of lease.

113 Date of next Meeting of Governors. It was decided to hold the next Meeting of Governors at the beginning of March, unless business should arise which would require the Governors to meet earlier.

Geoffrey Peto
9. VI. 50

Minutes of an Extraordinary General Meeting of The Dorset House School of Occupational Therapy Limited held at Harberton House, Headington, Oxford, on Friday, 31st March 1950, at 2.15 pm

An Extraordinary General Meeting of the Company was held at Harberton House, Oxford, on March 31st. 1950. Dr. E. Casson was in the chair, and there were present Dr. J. Johnson, Mrs. Nugent Young and Sir Percy Marsh.

The Chairman stated that she had received instructions from Sir Geoffrey Peto, Drs. H. Balme, F.S. Cooksey and A. Shepherd and Mr. Hugh Casson for her to vote as their proxies.

The following Special Resolution was passed unanimously:

That in The Memorandum of Association of the Company the following alterations should be made :-

(i) By deleting paragraph (I) of Clause 3.
(ii) By deleting in paragraph (J) the words "considered to be".
(iii) By substituting in paragraph (K) for the words "may be considered likely" the words "is likely".
(iv) By deleting in paragraph (M) the word "underwrite" and substituting in the same paragraph for the words "dispose of and deal in" the words "and dispose of."
(v) By deleting in paragraph (P) the word "benevolent".
(vi) By deleting in paragraph (T) the words "considered to be".

The business was then declared completed.

Gleasson
Acting Chairman
1 Dec 1950.

Minutes of a Meeting of the Governors of Dorset House School of Occupational Therapy, Ltd., held at Harberton House, Headington, Oxford, at 11.45 am. on Friday, June 8th 1950.

Governors Present: Sir Geoffrey Peto, in the Chair
Drs. K. Casson, J. Johnson, A. Shepherd, R.G. McInnes, and Mrs. Nugent Young.

Also present: Miss K.M. Macdonald
Mr. Hampton during discussion ~~correction~~ of accounts
Miss S. Barkworth.

Apologies were received from Sir Percy Marsh, Mr. Hugh Casson, and Drs. H. Balme, J.C. Scott, and F.S. Cooksey.

114 The Minutes of the meeting held at Harberton House, Oxford, on 22nd October 1949 and the Minutes of the Adjourned Meeting of Governors held at 98 Swan Court, Chelsea, London, S.W. 3, on Friday 4th November 1949, were approved and signed.

Arising out of the Minutes:

115 School Prospectus. Miss Macdonald reported that, although partially drafted, she felt this should perhaps wait until the recommendations from the Cope

Committee were published after the Summer. If printed now there might be alterations the Governors would wish to make, and the matter might show itself to be out of date too quickly. Dr. Casson said that the new prospectus was not needed for the purpose of ~~attracting~~ obtaining Students.

116 The History of ~~the~~ Dorset House School. It had been planned to print a brief history of Dorset House School, from the date of the foundation to the formation of the Company, and it was suggested that this might prove a useful interim publication, with illustrations of the School. Copies would, however, not be circulated as widely as those of a prospectus might be; they would be given only to those interested. Miss Macdonald suggested that a small booklet, giving information and rules for students about their course, be printed at the same time, and with the same format. It was agreed that a Sub-committee, consisting of Drs. R.G. McInnes, I. Johnson, Miss Nugent Young and Miss Macdonald be appointed to decide on the publications.

117 Superannuation. It was agreed that disposal of funds should be discussed at the end of the year, and the Chairman felt that superannuation should be taken into consideration at that date. Miss Macdonald reported that she understood that Occupational Therapists could come under the Ministry of Health's Superannuation scheme, and Craft Teachers under the Ministry of Education schemes. The Clerical Staff only were left to be considered. Miss Macdonald asked permission to send in application for temporary inclusion of the staff craft teachers in the Ministry of Education's Superannuation scheme, and was given permission to proceed. She also asked permission to complete an application form for the recognition of the School by the Ministry of Education, under the terms of "Recognising the School as efficient" - for the Chairman to sign. After inspection it is hoped that this recognition may be given. ~~For purposes of completion of the form, it was noted that the Company was not subject to any Trusts.~~ It would increase the standing of the School if it were recognised as efficient by the Ministry of Education.

118 Water and Electricity Supply. Miss Macdonald reported that they were still waiting for the electricity meters to be installed at the School.

water meters were already fixed.

119 Miss Macdonald's Car Allowance. It was asked if the rise in the cost of petrol would affect the allowance, and Miss Macdonald was asked to report on this at the end of the year.

120 Mr. Hampton's Appointment as Secretary to the Company. In view of what he has done for the Trust it was agreed to give Mr. Hampton the status of Accountant to the Trust and that the rise of £25. authorised for February was thereby warranted. It was agreed to rescind the section of Minute 107 appointing him Secretary to the Company as he was inexperienced in these duties.

121 Revision of Salaries. It was agreed that all salaries should be considered at the close of each financial year.

122 Physical Exercise Hut. Miss Macdonald wished to record thanks to Dr. McInnes for the facilities given at the Warneford Hospital, as the students were now getting interesting experience in group work with the patients. They were able to do their class work in one of the School Huts.

123 The Budget for this term and the Profit and Loss Accounts were presented and approved. The Chairman enquired into the difference in hostel receipts and expenditure in the three different terms and it was explained as due to a variation in the number of beds occupied and in the length of each term.

124 Emergency Meeting. The Chairman explained that the meeting held by him and two local Governors on May 13th was imperative because the repair of Harberton House roads and outside painting of the house were matters needing immediate attention and for which early orders had to be given if they were to be done this year. Postponement would have increased their cost and have created serious delays.

Matters considered

(a) Harberton House Drives. It was urgent that the work should be put through, and the estimate from Messrs. Allen & Sons - via Messrs. Carter Jonas & Co. Ltd. - of £418:6s:1d was agreed to; the work to be started in the middle of July.

(b) Outside Painting. The estimate of 19th May 1950 given by G.H. Hutt - Builder and Contractor - for £278:10s:0d was accepted and it was urged that the work should be proceeded with as soon as possible.

leeway up to £350 was agreed.

(c) Miss Macdonald and U.N.O. The possibility of Miss Macdonald receiving a temporary appointment by the U.N. for Austria had been considered. She then reported that, owing to delay of correspondence in London, another appointment had been made for Austria but her name had been put on the roster for future assignments. Dr. Casson read Dr. Balme's letter approving any such appointment for Miss Macdonald, and Mr. Hugh Casson had also wired his approval. Miss Macdonald emphasised that she had every confidence in her staff should she ever be asked to undertake duties which would necessitate some absence from Oxford. It was agreed that Miss Macdonald might at some time be allowed to be absent from the School on condition that she were able to return to it in the event of a crisis. It was felt that any appointment should be in an advisory rather than an executive capacity.

125 Reserve Fund. It was agreed to postpone decision on this until the end of the financial year.

126 Hospital Practice Training. Miss Macdonald asked for the appointment of a Controller Tutor at a salary of not more than £500 per annum at the Maudsley and Kings College Hospitals. This would enable the number of Dorset House Students sent to both hospitals to be increased. There were more Occupational Therapists of experience in London than Oxford, and it would be a mistake to let the opportunity of such excellent training be missed by Dorset House after this School had taken the trouble to find, encourage and train the Teacher-Trained Occupational Therapists, who were particularly capable of giving the students the proper and well guided experience they needed. Dr. McInnes wished that Oxford might be considered the centre for psychiatric training. Dr. Johnson moved, and it was agreed that the Controller Tutor should be appointed.

127 Dates of Governors' Meetings. It was agreed that the Governors should meet not less than three times a year, and suggested dates were: 1) during the first fortnight in October, 2) early in February, and 3) during the first week in May. It was also agreed that two of the three meetings should be held in Oxford, and that one, probably the February meeting, should be held in London.

128 It was also agreed that a General purposes Committee (with emergency executive powers) should be appointed to deal with urgent problems arising between the Governors' meetings, the proceedings of the said Committee being subject to confirmation by the full Board of Governors at their next meeting. It was proposed and agreed that the chairman, Dr. Johnson and Mrs. Nugent Young should form this Committee.

129 Purchase of a motor mower and cultivator. A demonstration of a combined tractor with mower or tiller attachment had been arranged. This did not seem very satisfactory, so it was decided to make other enquiries. The General purposes Committee were authorised to purchase a suitable machine, if one could be found.

Miss Macdonald's Report.

130 Report of Association of Occupational Therapists on the Visit to the School. The report was accepted with approval, and it was agreed that a letter of thanks be sent to the Association.

131 Talks on Occupational Therapy. It was noted with interest that these were asked for and that some students went back to their own schools to give talks there.

132 Dustmen's Gate. The City Cleansing Department requested the provision of a gate in the fence, at the end of the School property at the Churchill. This was agreed to with the proviso that a lock should be provided, the only key to be in the Dorset House School's possession, and that the Dorset House maintenance man should let the dustmen through.

133 Pilfering in the School Huts. Miss Macdonald reported that this had stopped.

134 The Staff. It was noted that Mrs. Kuennel (senior Craft staff) and Miss Christer (Hostel Warden) who were ill were now back again and well. Miss Macdonald paid tribute to the hard work and loyalty of the whole staff.

The report was duly accepted with congratulations to Miss Macdonald.

Any other business.

135 Student with Account in arrears. Miss Macdonald asked permission to send this student down if necessary, and to hold over the fees paid by the L.C.C. for some other candidate. Miss Macdonald read a draft letter to the girl's mother agreeing to a payment of £12 before the 3rd of each

month, until the outstanding amount was cleared. This was accepted. Dr. Johnson moved, seconded by the Chairman, that as it would cause a precedent the girl should not come back unless the agreed payments had been made. It was agreed that the School was prepared to refund the fees to the L.C.C., but the matter should be left to the L.C.C. to decide. Sir Geoffrey suggested and it was agreed that in future, if the fees for the previous term had not been paid by the first day of the next term, the student should not be received back for that term.

136 Miss S. Willson. It was agreed that (in view of rather difficult home circumstances, and of her father's former link with Oxford) in the event of anything happening to her father, the School would see her through to the completion of her course, if she remained satisfactory and if maintenance could be provided from some other source.

137 Christmas Dance. It was agreed that the possibility of holding this at the Forum should be explored.

138 Scholarship for M. Kircheis, a German student from Italy. Dr. Johnson moved that this should be approved (1) if her maintenance were guaranteed and (2) she would go back to work in Italy for a given period of three years. It was agreed that Dr. Balme's opinion should be obtained first.

Miss Macdonald presented the Invitation Card issued for Open Day on July 15th and the Service at the University Church on July 16th.

Geoffrey Peto
12.X.50

Minutes of a Meeting of the Governors of Dorset House School of Occupational Therapy, Ltd., held at Harberton House, Headington, Oxford, at 1.30 p.m. on Thursday, 12th October 1950.

Governors present:- Sir Geoffrey Peto (Chairman)
Dr. Elizabeth Casson, Mrs. Nugent Young,
Sir Percy Marsh, Dr. J. Johnson,
and Mr. J.C. Scott.

Also Present :- Miss E. M. Macdonald
Mr. J. B. Smith (Messrs. Bevan, Hancock & Co.)
The Secretary
Mr. Bayliss } during discussion of accounts.
Mr. Hampton }

Apologies were received from Mr. Hugh Casson, and Drs. H. Balme, F. S. Costesey, A. Shepherd, and R. G. McInnes.

139 The Minutes of the last Meeting were confirmed and signed.

140 Arising out of the Minutes Miss Macdonald reported on the position with regard to the repairs and renewals at Harbeton House and expressed herself satisfied at what had been done.

141 Right of way. This question was discussed and it was decided that the Board were prepared to recognise the right-of-way of the owner of "Barna Brow" over the lane up to the back gate but no further and to agree to pay 1/- p.a. acknowledgment in respect of the gateposts to be erected at the end of the lane. The Board decided not to consult Sir Alan Pym but to place a bar which could close the lane at the top.

142 Motor Mower and Cultivator. Miss Macdonald reported that a Bayford Motor and Rotary Tiller had been purchased at approximately £100 and were excellent and that the gardens had done extremely well in the year September 1949 to August 1950. She was asked to submit at the next Meeting an estimate for the addition of the Mower and Hedge Cutter to be run off the new motor.

143 Christmas Dance. Miss Macdonald reported that this had been arranged at "The Randolph Hotel" as in other years.

144 Scholarship Candidate - Miss Kircheis. Miss Macdonald had consulted Dr. Balme in accordance with Minute No. 138, and as the reply was satisfactory had arranged for the candidate to be accepted on the agreed terms. Miss Kircheis had arrived and was a good candidate.

145 Annual General Meeting. It was agreed that the Annual General Meeting should be held on 1st December 1950 at Harberton House.

146 Accounts. The accounts for the year ended the 31st August 1950 were considered and approved for adoption at the Annual Meeting.

The Chairman congratulated Miss Macdonald and the staff on the general management and Mr. Hampton on the form and presentation of the accounts.

147 Governors' Report. The Board discussed the question of the Governors' Report to accompany the notices of the Annual Meeting and authorised Miss Macdonald to prepare this.

148 Retirement of Governors. D. Shepherd, Mrs. Nugent Young, Dr. Johnson and Sir Percy Marsh would retire by rotation and offer themselves for re-election.

149 Revision of salaries and consideration of superannuation and reserve fund. Dr. Casson proposed that the General Purposes Committee should consider this question and report to the February Meeting. It was proposed that D. Shepherd be asked to join this Committee and the Suggestion was agreed.

150 Salaries. Miss Macdonald reported that her new Secretary engaged at a salary of £350 per annum did her work excellently and was older and more capable: she therefore recommended that her salary should be increased to £400 p.a. It was agreed that this should be done as from the 1st November.

Miss Macdonald also stated that she herself had received £25 in September 1949 in the form of a bonus for the preceding year but the intention had been to increase her salary by this amount for the year September 1949 to 1950 and this had not been recorded. A bonus in lieu of this rise was granted for the period and this and the increase for the year September 1950 to August 1951 were confirmed by the Meeting.

A bonus of £5 to the Head Gardener was also approved.

151 Shares An application having been received from Miss

Macdonald to become a Shareholder this was accepted and it was resolved to affix the seal to a Certificate in Miss Macdonald's favour for 1 Share.

152 Revision of Syllabus. It was decided that Miss Macdonald should call a Meeting of Tutors to discuss and make recommendations to be submitted at the next Board Meeting.

153 New Stores for School premises. The Board authorised Miss Macdonald to spend up to £200 on the purchase of new Stores.

154 General purposes Committee. It was resolved that the General purposes Committee already established should also be a Finance Committee having the name of "General Purposes and Finance Committee", and that this Committee should consider and make recommendations on disposal of funds.

155 Additional Tutor. It was resolved to give sanction for up to £400 to be spent on the Salary of an additional member of Staff to assist with the instruction in the therapeutics of Occupational Treatment.

156 Festival of Britain. It was decided to write to the Oxford organisers and inform them of the willingness of the School authorities to welcome any interested visitors to see the School and it was suggested that this invitation might be made known at the Central Information Bureau in London. It was also agreed that information should be sought from the Association of Occupational Therapists in regard to any plans for an exhibition in London with offers of possible help from Dorset House personnel.

E Elizabeth Casson
1 Mar 1951

Minutes of the Annual General Meeting of Shareholders of the Dorset House School of Occupational Therapy Limited held at Harberton House, Headington, Oxford, on Friday, 1st December 1950.

The second Annual General Meeting of Shareholders was held at Harberton House, Headington, Oxford on Friday, 1st December 1950. Dr. F. Casson, the Deputy Chairman of the Company presiding.

Before proceeding to the business of the meeting, a vote of condolence ~~was~~ on the death of Lady Peto was passed to be sent to Sir Geoffrey Peto expressing the great sorrow of all present. Miss Macdonald was asked to attend the Memorial service on 6th December.

The Minutes of General Meetings held on 9th September 1948, 22nd October 1949, and 31st March 1950 were read and confirmed.

Proposed by Dr. Johnson and seconded by Dr. Shepherd, the Governors' Report was accepted and passed.

It was reported that during the year a Trust had been formed to receive the ownership of Harberton House, the Trustees being Sir Geoffrey Peto, Mr. Hugh Casson, Mrs. Nugent Young, and Miss Macdonald. The debt to Dr. Casson, which appears in the Company's Balance Sheet as £2762: 10: 9. was assigned to the Trust.

Proposed by Dr. Shepherd and seconded by Dr. Johnson, the Accounts as presented by the Auditors were accepted with thanks and passed.

Proposed by Dr. Shepherd and seconded by Sir Percy Marsh the following resolution was passed:-

"That the appointment of Dr. Harold Balme (born on the 28th May 1878) and Sir Geoffrey Kelsall Peto (born on the 8th September 1878) as Governors of the Company is approved and that on the expiration of their respective terms of office they shall be eligible for re-election as Governors of the Company."

proposed by Miss Macdonald and seconded by Dr. Casson the four Governors due to retire, Dr. Johnson, Sir Percy Marsh, Mrs. Nugent Young, and Dr. Shepherd, were re-elected.

proposed by Sir Percy Marsh and seconded by Dr. John Johnson, it was decided that the remuneration to the Auditors for the ensuing year should be such as shall be agreed with the Governors.

Casson.
7 Dec. 1951

Minutes of a Meeting of the Governors of Dorset House School of Occupational Therapy, Ltd., held at 98, Swan Court, Chelsea, London. S.W.3. on Thursday, 1st March, 1951.

Dr. Casson, Vice Chairman, presided and the following other Governors were present:- Dr. Balme, Mr. Hugh Casson, Dr. Cockey, Sir Percy Marsh and Mr. Nugent Young. Miss E.M. Macdonald was also present.

Apologies for absence were received from:- Sir Geoffay Peto, Dr. R.G. McInnes, Dr. S.J. Johnson and A. Shepherd and J.C. Scott.

157 The Minutes of the previous Meeting (already circulated) were taken as read and passed.

158 Arising out of the Minutes

Right-of-Way at Haberton House it was decided to take no further action.

Motor Mower and Hedge Cutter Miss Macdonald reported that the motor mower was already ordered, and it was suggested that a hedge cutter to be attached to the motor was required. The General Purposes and Finance Committee was authorised to purchase this at their discretion.

159 Revision of Syllabus. It was reported that no announcement has yet been made by the Association of Occupational Therapists

on the revision of its syllabus. The Governors agreed that this delay is causing a continued wrong emphasis on craft work; students in training had not time for necessary study of the medical aspect of their profession. As the publication of the Cope report is imminent it was decided to await it before taking further action in pressing on the Association the necessity for a more modern approach. It was therefore proposed by Dr. Cooksey and seconded by Dr. Balme, and passed unanimously, that a Sub-committee should be formed of the medical Members of the Board of Governors and that it should meet in the near future in Oxford to consider the difficulties arising from the present Syllabus of training and to make recommendations. It was decided to hold this meeting at 11 a.m. on Saturday, April 28th.

New Stoves for School premises. Miss Macdonald reported that 17 new stoves had been installed at a cost of £200. They were quite satisfactory and the Hospital had been notified that they are the property of the School.

160 Miss Macdonald's Report was presented and its contents noted. It had already been circulated. In the School in March, 1951, the number of students would be 238. A senior student had had to be sent down for persistent unprofessional behaviour in hospital. Some trouble had been experienced with a night prowler round Harberton House and with objectionable telephone messages. It was resolved that Miss Macdonald be authorised to thank the Police on behalf of the Governors for their able assistance in the matter. The General Purposes and Finance Committee had authorised alterations to the house to protect students using the path to the huts.

161 School's 21st Birthday. It was proposed by Dr. Balme and seconded by Dr. Cooksey, and passed, that Lord Webb-Johnson, President of the Association of Occupational Therapists, be invited to speak at the Open Day on July 21st.

162 It was proposed by Dr. Cooksey, seconded by Mr. Hugh-Jasson

and passed that Miss Macdonald has authority to put two leaking huts on the Churchill premises in order at a cost of £25 each. This should be reported to the Hospital Authorities with a suggestion that they should assist in the cost.

163 It was decided that a Swedish Student, Miss Beckman, should be given a scholarship provided that no outgoing cost be incurred.

164 Finance. Considerable discussion took place on the scale of salaries. The new Burnham Scale for craft teachers, coming into operation on April 1st would entail considerable cost and this might give rise to discontent among those on the staff not entitled to it. One application for an increase in lecture fees had been received from a medical lecturer and Dr. Cooksey reported that the Whitley Scales (for Occupational Therapists) might be increased in the near future. It was agreed that the whole question of rising costs must be thoroughly investigated, as an increase of school fees seemed inevitable. It was decided to warn all prospective students that school fees will be increased next season, and to refer the whole matter back to General Purposes and Finance Committee for their consideration and report, and that Dr. Yeaxlee should be asked to advise as to grading of lecturers.

165 It was decided that the Bank should be notified that Miss Macdonald's cash allowance authorised in Minute 24 be now increased to £200 per week.

166 It was decided to hold the next Meeting of the Governors at the end of May or in early June.

Geoffrey Peto.

20. vi. 1

Minutes of a Meeting of the Governors of Dorset House School of Occupational Therapy Ltd held at Harberton House Oxford on Wednesday 20th June 1951

Present. Sir Geoffrey Peto in the chair, Dr Casson, Dr Johnson Sir Percy Marsh Dr Shepherd Mrs Nugent Young

In attendance Miss E.M. Macdonald.

Apologies for absence were received from Dr Balme, Mr Hugh Casson Dr Cooksey Dr McInnes and Mr Scott.

167 On the name of the Governors and school Sir Geoffrey Peto congratulated Dr Casson on the well deserved honour bestowed upon her. This award he said was not only a tribute to Dr Casson but an honour to the school which she had founded.

168 The Minutes of the Meeting on 1st March 1951 (already circulated) were approved & signed

Arising out of the Minutes Miss Macdonald reported

169 That the Motor Mower had been purchased for £28 (arising out of minute 158

170 That Lord Webb Johnson was unable to accept the invitation to attend the Open day & speak (arising out of minute 161) The chairman agreed to the request that he should speak on July 21st and this was passed with unanimous approval

171 That repairs to the school huts had been put in hand (arising out of Minute 162) & that the Hospital Authorities regretted their inability owing to the terms of the lease to share these repairs

172 The Swedish student, Miss Beckeman (arising out of minute 163). did not now require a scholarship, on account of her marriage

173 Minutes of General Purposes and Finance Committee Meeting March 23rd 1951. Dr Johnson presented these and moved their acceptance. This was seconded by Dr Shepherd and passed.

174 Fees. Approval was sought for the recommendation based on the note circulated with the agenda that fees of both School and Hostel should be raised. In a statement by the Chairman it was indicated that the probable loss for the coming year (September 1951 - August 1952) would be not less than £1500 if fees remained at their present rate. It was decided to make provision for this loss and for further rising costs by:-

(a) Increasing the Hostel charges from 3 guineas to £3.10.0 per week

(b) Quoting fees for all new entrants by the term and making the charge £30 per term (i.e. £90 per year rise of 30 o/o on the 3-year course if fees remain at this figure)

(c) Asking parents and guardians of existing students to agree to a 25o/o increase in fees so that the present standard of training may be maintained

These recommendations were accepted unanimously as was a draft of the letter drawn up by the Chairman informing all parents and guardians of present students of the necessity of this action.

175 Arising out of the discussion on finance it was proposed by Dr Casson and seconded by Dr Shepherd and passed that in future the School Profit and Loss accounts should include the overhead charges of both School and Hostel and should show the profit ~~and~~ loss made on the hostel and that a Profit & Loss account ~~should~~ for the Hostel should be submitted to the governors as heretofore

176 It was proposed by Dr Johnson and seconded by Dr Shepherd and passed that Mr Fisher of Messrs McIntosh's Chartered accountants, be invited to advise on the financial aspects of the company with view to greater classification & simplification

It was agreed that the Chairman with Mrs Nugent Young and with or through Dr Cookesey should approach Mr Lister in the first instance.

177 The report of the Subcommittee of Medical Members of the Board of Governors on April 28th already circulated was discussed briefly. Further action could not be taken until more information was received from the Association of Occupational Therapists in answer to the Chairmans letters.

178 Letter to the Association of Occupational Therapists re Syllabus. The reply from the Association of Occupational Therapists to the Chairmans first letter and his subsequent letter to them were read and approved.

179 The Principal's report was accepted.

180 Vice Principal. Miss Macdonald reported verbally that following a period of ill-health Miss Ridalon felt she would like to be relieved of her post as Vice-principal although she was happy to continue with some part teaching of Anatomy which would be invaluable. Miss Macdonald was authorised to offer the post to a suitable candidate who if she was willing to accept should be introduced to the Chairman before any final decision were made.

This completed the business for the day.

Elizabeth Casson

26. Oct 1951.

Minutes of a Meeting of the Governors of the Dorset House School of Occupational Therapy Ltd, held at Harbertson House, Oxford, on Friday, 26th October 1951.

Present:- Dr Casson (in the chair)
Dr McInnes — Mrs Nugent Young
Dr Shepherd — Mrs Hope Casson

In Attendance - Miss E. M. Macdonald. Mrs Ridalon (by invitation)
Mrs Bayliss & Mrs Bryan attended during the discussion on the accounts.

Apologies for absence were received from Sir Geoffrey Ride, Dr. Baker, Dr. Corkery, Dr. Johnson, Sir Percy Marsh & Mr. Scott.

181. The Minutes of the Meeting on 28th. June 1951, already circulated, were approved & signed.

182. Arising out of the Minutes -

a) Miss Macdonald reported that the repairs on the School Hats had just been started.

183 b) Miss Macdonald reported that the unpaid fees had been accepted in all but a few cases. Six cases of hardship had been referred to the Chairman.

184. c) The report of Mr. Lister, of Messrs. Thomson, McKittrick & Company, had been circulated to the Governors & it was accepted. A vote of thanks was passed & it was resolved to ask the Chairman to write a personal letter to Mr. Lister thanking him for his help & suggesting that the Company would like to defray any out of pocket expenses, if he would accept them.

185. ## Miss Macdonald reported that Mr. Veale, the Registrar of the University, had been approached in regard to finding an Honorary Adviser on Finance. He had suggested the name of Mr. Rudin, Bursar of Pembroke College, who was considering accepting, provided that the duties would not involve too much time. Mr. Rudin was, therefore, invited to the present meeting as a guest.

186. d) It was reported that the School had heard confidentially that, pending the planning of a new Syllabus, as requested in the Chairman's letter of 28th. May last, a reduction of finished craft samples to be submitted for examination was being considered by the Association of Occupational Therapists.

187. e) It was reported that Miss Elizabeth Osborn had accepted the appointment of Vice Principal from April, 1952. As she is at present Chairman of the Association of Occupational Therapists, she had requested that the appointment be regarded as a confidential matter until next March. Her appointment was approved.

188. Balance Sheet & Profit & Loss Accounts.

The Balance Sheet & Profit & Loss Accounts for the year ended August 31st. 1951 were presented, accepted & passed, & signed by D. Casson & D. Shepherd.

It was pointed out that in order to balance the accounts for the year the sum of £450 had been transferred from the Casson Trust. This had since been repaid.

In order to obviate the necessity for such a proceeding again, Sir Geoffrey Peto was most generously guaranteeing an overdraft of £3000 at the Company's bank. A vote of thanks & cordial appreciation to Sir Geoffrey was passed.

A vote of thanks was passed to Messrs. Bayliss & Company, Auditors, & Mr. Byers, School Accountant, for their efficient presentation of the Accounts.

189. Annual Report to Shareholders.

The Annual Report to Shareholders was drafted. It was decided to state that the loss on the Hostel was due to an unusually heavy but necessary expenditure on repairs & replacements. By an oversight, the Canteen had not been credited with the charges for teas supplied to Hostel Students, which cleared the deficit shown on the Canteen.

190. Annual Meeting of the Company.

It was decided to arrange for the Annual General Meeting of the Shareholders to be held at Harbertson House on Friday, 7th December, at 2 p.m.

191. Calendar for School Year 1951-52.

The Calendar for the School year was considered. It was suggested that the summer Open Day should be on Saturday, 14th June, subject to this proving possible.

192. Miss Macdonald's Report.

Miss Macdonald's Report, already circulated, was considered & accepted.

Arising out of the Report.

193. The School Huts - Drainage. It was resolved that Mr. Eberle be consulted in regard to the possibility of a fair claim being made to the Hospital authorities for participation in this expense.

In the event of a claim not being possible under the terms of the lease, it was suggested that a letter should be written to the hospital authorities requesting a contribution towards the expense.

194. International Physical Medicine Conference. A letter was read from Dr. Cooksey announcing that the International Physical Medicine Conference was to be held in London next year, & proposing a visit to the Dorset House School on Monday, 21st July, during the provincial tour. The Governors gladly consented to this.

Any other business.

195. Budget for Financial Year 1951-52. The Budget for the coming year was presented. It was resolved that the sum of £150 should be reserved for contingencies & the proposed £75 for bad debts should be deleted.

196. Salaries. It was decided to accept the recommendation for the increase of salaries of the Office staff, in order to keep in line ~~with~~ as far as possible with current scales. The following increases were authorised:-

Principal's Secretary (present salary £400 p.a)
2 annual increments of £25 to £450.
Senior Shorthand Typist (age 22) (present wage £205 p.a)
10/- p. week rise – to be reconsidered next year.
Second Shorthand Typist (age 18) (present wage £175½ p.a)
2/6 p. week rise – to be reconsidered next year.
Telephone Girl. (age 16). (present wage £91)
2/6 p. week rise, in addition to 2/6 rise promised in January, 1952.

Welfare Officer. (present salary £200 p.a).
2 annual increments of £10 p.a. to £220.
Warden of Harbertus House. (present salary £275 p.a).
1 extra increment of £12½ p.a. in addition to ordinary scale.
Sub-Warden of Harbertus House (present salary £200 p.a)
2 annual increments of £10 p.a. to £220.

Half of rise in salaries to already automatic in case of living in, offset by remittance.

(All the above increments to be retrospective to September 1st. 1951.)

197. Miss Macdonald's Car Expenses.

Mrs. Nugent Young & H. Shepherd reported that the Finance Committee had recommended that Miss Macdonald should present an analysed account of car expenses. This was presented, & it was agreed to reimburse Miss Macdonald the £100 total deficit of the last two years. It was also decided to reimburse to Miss Macdonald her full expenses for the coming year on her submission of the account.

198. A resolution was passed congratulating Miss Macdonald & her staff on the excellent results of the year's work.

This completed the business for the day.

21 July 1952 [illegible]

Minutes of the Annual General Meeting of Shareholders of the Dorset House School of Occupational Therapy Ltd. held at Harberton House, Headington, Oxford, on Friday, 7th December - 1951, at 2 p.m.

The Third Annual General Meeting of Shareholders was held at Harberton House, Headington, Oxford, on Friday, 7th December, 1951, Dr. E. Casson, the Deputy Chairman of the Company, presiding.

The notice of the meeting was formally read.

The Minutes of the previous meeting were read, approved & signed.

Accounts. The accounts for the year ended 31st Aug. 1951, together with the Governors' & Auditors' reports thereon, were passed.

Election of Directors. It was resolved that Dr. Elizabeth Casson, (born on the 16th April, 1881), & Sir Percy Marsh, (born on the 16th October 1881), be re-appointed Governors of the Company.

The Directors retiring by rotation, namely Sir Geoffrey Peto, Dr. H. Balme, Dr. R. G. McInnes, & Mr. J. C. Scott, were re-elected.

Auditors' Remuneration. It was resolved that the remuneration of the Auditors shall be such sum as shall be agreed with the Governors.

A vote of thanks was passed to Dr. Casson for her Chairmanship.

E. Casson
12 Dec. 1952

Minutes of a Meeting of the Governors of Dorset House School of Occupational Therapy Limited, held at 98 Swan Court, Chelsea, London, S.W.3 on Thursday, 21st February, 1952.

Present:- Dr. Casson (in the Chair)
Sir Hugh Casson
Dr. T.S. Cooksey
Sir Percy Marsh
Mr. A. Ingent Young.

In Attendance:- Miss E.M. Macdonald
Mr. Bryon (during the discussion of the accounts).

Apologies for absence were received from Sir Geoffrey Peto, Dr. Harold Balme, Dr. John Johnson, Dr. R.G. McInnes, Mr. J.C. Scott and Dr. Andrew Shepherd

199. The Minutes of the Meeting on Friday, 26th October 1951 were approved and signed.

Arising out of the Minutes.

Alteration of Syllabus. Miss Macdonald reported that the Association had notified her on December 28th of a reduction in the number of craft samples required to 3 in Major section and 2 in Minor. In subsequent directions received since, the numbers required had been increased again to 4 and 3 in certain cases.

200. The Governors directed that a letter be sent to the Association drawing their attention to the discrepancy, presuming that they would rectify this and adding that the Governors plan to train and present

students for examination according to the particulars given in the letter of 28th December.

201. Drains at the School. No answer had been received to the Vice-Chairman's letter to the Hospital Board, and Miss Macdonald was asked to enquire on the Telephone as to when an answer might be expected.

202. International Physical Medicine Congress. It was decided to provide lunch for the delegates at Harberton House, at a moderate price. Dr. Cooksey accepted the invitation on behalf of the Congress.

203. Report of General Purposes and Finance Committee The report was presented and accepted.

204. A resolution was passed, supported by the written consent of all the Governors, appointing the Headington branch of Barclays as bankers instead of Lloyds, and another, authorising borrowing against the security kindly arranged by Sir Geoffrey Peto at Barclays Bank.

205. Leverhulme Scholarship. It was reported that the proposed scholarship to Mrs. Jones of Farnham Park Recuperative Centre at Slough had been refused as being too closely related to Medicine. It was resolved that Miss Macdonald be asked to convene a meeting in London of Dr. Balme and others interested to advise on this subject.

206. Accounts for the Michaelmas Term 1951. The accounts were accepted and passed. It was noted that the rent and rates covered two terms, being paid quarterly.

Miss Macdonald also reported that a rise of £40 to £60 a year in the cost of School electricity was to be expected, as the maximum consumption of 20 kilowatts (Clauses 3(1) and 2(6)) agreed to in the lease might be incurred.

207. Proposal to invite Mr. Bredin to join Board of Governors. A unanimous resolution was passed inviting Mr. Bredin to join the Board of Governors, and expressing warm appreciation of his help and interest in the finances of the School.

208. Registered Office. In order to facilitate the activities of the School it was resolved to transfer the Registered Offices to Oxford, to the Auditor's office, if approved by the Board later.

209. New Secretary. Miss Macdonald was instructed to approach Mr. Sam Smith, Secretary of the Oxford Preservation Trust, to enquire if he would agree to become Secretary to the Company at an honorarium of £60 per annum, and to thank Mr. Stone for his help to date.

210. Principal's Report. Miss Macdonald's Report was considered and accepted, and Miss Macdonald was asked to convey to Staff and Students the congratulations of the Governors on the excellent examination results.

Arising out of the Report.

211. Civil Defence. Dr. Cooksey reported that the subject of the portion of students in training was being considered by the Ministry of Health and it was resolved to postpone this subject until he could report again.

212. Calendar for the School Year. It was noted that the Open Day (confined to one day only this year) had been fixed for June 14th and the Dorset House Service for June 15th at 11 a.m. at the City Church. Canon Grensted had agreed to assist the Rector, Canon R.R. Martin, and to give the address, and Sir Lewis Casson hoped to read the lessons.

It was agreed that a Sherry Party for friends of the School should be held at Harberton House in the autumn, at or near the date of the Governors' Meeting.

Any other business

213. Certain questions regarding structural repairs, alterations and decorations, and funds to meet recurrent annual expenditure on them were referred to the General Purposes and Finance Committee for consideration and report.

214. Trespassing at Harberton House. Miss Macdonald reported increased use of the Company's private road by residents in Jack Straw's Lane. Miss Macdonald was instructed to arrange that Mr. McDonald, of Carter, Jonas & Company, attend, with her, a meeting of householders to discuss the problem and suggest proposals to fence the property or to obtain a contribution to maintain the road. It was also decided to ask Carter, Jonas & Company to report on the matter.

215. A resolution was passed

congratulating Sir Hugh Casson on his Knighthood.

This completed the business for the day.

Geoffrey Peto,
Chairman. 13.VI.2.

Minutes of a Meeting of the Governors of Dorset House School of Occupational Therapy Limited, held at Harberton House, Oxford on the 13th June 1952.

Present: Sir Geoffrey Peto (in the Chair)
D. Casson.
Sir Percy Marsh.
Mr. J.C. Scott,
Mrs. Nugent Young.

In attendance:
The Principal.
The Vice-Principal.
Mr. Sam Smith.
Mr. Bryon (during discussion of the accounts)

Apologies were received from Dr. Harold Balme, Mr. G.R.E. Bredin, Sir Hugh Casson, Dr. F.S. Cooksey, Dr. John Johnson, Dr. Andrew Sheppard.

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216. Minutes. The Minutes of the Meeting held on the 21st. February 1952 as previously circulated were confirmed.

Business arising:

(a) Alteration of syllabus (200) A letter was read, written by the Principal to the Chairman of the Association of Occupational Therapists on the 21st May 1952, protesting against changes in the syllabus which gave rise to uncertainty. The letter was approved, and it was decided to take no further action.

(b) Letter to United Hospitals drains. (201) No written reply had been received from the Administator of the Oxford United Hospitals to a letter written on the 5th. January last asking whether the United Hospitals could make a contribution towards meeting the expense that had been borne in restoring the drains on the Churchill Hospital site of the School to a satisfactory condition. A reply by telephone had given no hope of such a contribution. The Governors were of opinion that when entering on the lease from the United Hospitals the School had become committed to acceptance of the site in its then condition, and that no purpose would be served in pursuing the matter further.

(c) International Physical Medicine Congress. Miss Macdonald gave an account of the standing of delegates to the International Physical Medicine Congress who (some with their wives) would visit the school on the 21st July next. The visitors would be accompanied by Dr. Cooksey, and the Chairman promised to be present if possible.

(d) Research Scholarship (205) The Governors were informed that as yet no negotiation for the award of a research scholarship had been established. It was hoped to interest the Medical Research ~~Association~~ in the matter. It is increasingly evident that research work related to the school is a necessary contribution to its continued development. Agreed: that explorations be continued.

(e) Appointment of new Secretary (209) On the proposal of the Chairman it was unanimously resolved to appoint Mr. Sam Smith of 7, Lime Walk, Headington, Oxford to be Secretary to the Company at an honorarium of £60 per annum, the appointment to date from the 1st June 1952.

Instruction was given to record in the Minutes the cordial appreciation by the Governors of the good service rendered to the Company by the retiring Secretary, Mr. A.T. Stone.

(f) Appointment of Governor Mr. G.R.F. Bredin (207)

The Governors were informed that Mr. G.R.F. Bredin, Bursar of Pembroke College, had agreed to join the Board of Governors of the Company. His application to become a Shareholding Member of the Company (proposer: Sir Geoffry Peto; seconder: Dr. Casson) was received, and it was resolved unanimously to accept him as a Member and to ratify his appointment as a Governor.

It was also resolved that authority be given to affix the seal of the Company to the document certifying that George Richard Frederick Bredin, C.B.E., M.A., of Pembroke College, Oxford, Bursar of Pembroke College, is the Registered Proprietor of one share of 5/- in the Company (certificate No.13). The seal was affixed in the presence of (and the certificate signed by) the Chairman and the Secretary.

(g) Registered Office: transfer (208)

Resolved: that the Registered Office of the Company be transferred from 25 Baldwin Street, Bristol (from the offices of Messrs. Bevan Hancock and Co., solicitors) to 16 Broad Street, Oxford (to the offices of Messrs. W.M. Bayliss, Sons and Co. incorporated accountants).

217. Financial Statement.

The Profit and Loss Account for Hilary Term and the Balance Sheet as at 22nd. April 1952 (previously circulated) were received. Mr. Bryon answered various questions, and was complimented on the preparation and presentation of the accounts.

218. Overdraft Guarantee. (188)

The Secretary read the resolution of the Governors as circulated to and signed by them authorising the Company to borrow by way of fluctuating overdraft up to three thousand pounds from Barclays Bank Limited against the personal Guarantee of Sir Geoffry Peto. It was agreed that the thanks of the Governors expressed to Sir Geoffry be recorded in the Minutes.

219. Helping Hand Van.

The Governors were informed that Mr. Bredin was consulting with the Auditor as to whether the Helping Hand Van should be related to the accounts of the Trust or of the School. The opinion of the Trustees was that the matter should be dealt with in the accounts of the Trust.

220. Proposed Sick Pay Scheme.

An interim draft of the proposed Sick Pay Scheme as previously circulated was received. All the necessary information from various sources had not yet come to hand, and the further detailed shaping of the Scheme was referred to the General Purposes and Finance Committee. The Principal reported that for the time being some part of the Scheme was in satisfactory operation as a temporary measure. The issue was raised as to whether medical certificates for shorter periods than one month during serious illnesses were necessary.

221. Requested expenditure.

(a) Typewriters. Since the previous Meeting opportunity had arisen to purchase a typewriter for £53. This had been bought on the recommendation of the financial adviser, Mr. Bredin, as the need was urgent. Another would be required in the next twelve months, and authority was sought to place an order, as long delay occurred before such equipment was delivered. Agreed: that the purchase already made be approved, and that authority be given to order another typewriter.

(b) Addition to greenhouse. A proposed addition to the greenhouse was defined as the business of the Trust, and the Principal was requested to submit an estimate to the next Meeting of Trustees.

(c) Proposed covered way to Nissen hut. The Chairman had inspected the premises concerned with the proposal to construct a covered way to the Nissen hut, and on his suggestion it was agreed to approve the following alternative: the stores in the present storeroom to be removed to the spare room; a doorway to be made in the storeroom opposite the door in the Nissen hut. With the necessary lighting over the two doorways this arrangement was considered to give the convenience required. The General Purposes and Finance Committee was authorised to act: an estimate to be submitted to the Committee at its next Meeting.

222. Telephones. Difficulty in telephone communication with the School at the Churchill Hospital was expressed. This arose as only one outside line is installed (Oxford 6485). It was considered that a second line should be secured as soon as is possible. The Principal reported that over a long period attempts had been made to secure a telephone connection for the use of students without success. Agreed: That every effort be made to add to the convenience of communication.

223. General Purposes and Finance Committee: Minutes. The Minutes of a Meeting of the General Purposes and Finance Committee held on the 28th March 1952 (previously circulated) were received.

Business Arising:

(a) Proposed Reserve Fund (Minute 2(a) 28/3 /52) A report was received from Mr. Bredin, suggesting that each terminal budget include a debt for a regular figure (say £400 annually) which would be credited to a separate "Repairs and Renewals Account" at Barclays Bank, the account to be under the control of the Trustees, major items of Repairs and Renewals to be settled by cheque drawn upon it.

It was agreed that the principle of budgeting for a Reserve Fund be approved, and that the matter be referred to Mr. Bredin and the General Purposes and Finance Committee, the following comments to be considered:

Although on some grounds it may be advisable to place such a Reserve Fund in charge of the Trust, owing to the nature of a Trust, the Company, as a separately established organisation, would not then be able to draw cheques directly on the Fund Account, but would need to depend on grants made from it by the Trustees.

(b) Cowley Road Hospital (Minute 4:28/3/52)

The Principal explained the change in circumstances which made it advisable for the School to cease to be responsible for the Occupational Therapy Department at the Cowley Road Hospital. The recommendation that the connection of the School with the Department cease was approved.

(c) Suggested Training Advisory Committee (Minute 5: 28/3/52)

The Governors agreed with the recommendation to defer the question of forming a Training Advisory Committee until the result of a conference to be arranged by the Ministry of Health on relevant matters was known.

(d) Period of summer Vacation (Minute 9: 28/3/52)

The recommendation of the Committee that for the current year the summer vacation be extended to five weeks as an experiment to be reconsidered in the light of experience was approved.

(e) Dining hall: redecoration. (Minute 10(a) i. 28/3/52)

Authority was given to expend any necessary cost up to a maximum of £82.10.0d on the redecoration of the dining hall at Harberton House.

(f) Nissen hut (Minute 10 (a)ii. 28/3/52)

The Governors were informed that at the cost of the Trust £170 plus had been spent on repairs to the Nissen hut, now completed, as compared with the original estimate of £64.8.0d. The state of delapidation had been found to be far more serious than at first sight appeared.

(g) Churchill Hospital: paths. (Minute 10 b. 28/3/52)

The repair of the paths by the Canteen at the Churchill Hospital had been completed it was hoped within the estimate (a maximum of £80 allowed on the path alongside and leading to the door and, including the neighbouring path, up to £150 in all).

224. Principals Report.

The Principal's Report for Trinity Term 1952 (previously circulated) was accepted.

Business arising:

L.E.A. Grants: Comparison of fees.

A letter from a County Education Department, as written to a student applying for a grant, was read. The applicant was asked to consider applying for a vacancy at some place of training for Occupational Therapy where fees were not so high as at the Dorset House School. Lower fees charged at various training centres were listed in the letter.

The Principal commented that the centres named had official support financially of some kind or other not given to Dorset House. In spite of the higher fees, so far the inflow of students to the School had met expectations, a fact apparently due to the reputation of the School.

It was agreed that a careful look-out be kept for any tendency of the attitude expressed in the letter to spread among local education authorities.

225. Principal's house: redecoration. Agreed: that expenditure up to a total of £17.10.0d be allowed for redecoration required at the Principal's house.

226. Prospectus: alteration. The Principal submitted a draft of two paragraphs which she wished to include in the new edition of the Prospectus. These referred to supplementary facilities of advantage to the work of the School. The addition of the paragraphs was approved, subject to minor changes of wording if thought appropriate on review.

227. Salaries. The Governors requested that a report on salaries be submitted once in every year at the Autumn meeting.

228. Date of next meeting. Agreed: that the next Meeting of Governors be held in Oxford on the 31st October 1952 to receive the Statement of Accounts for the financial year and the Auditor's report thereon.

Geoffrey Peto

30.X.2

Minutes of a Meeting of the Governors of Dorset House School of Occupational Therapy, Limited, held at Harberton House, Oxford, on the 30th October 1952.

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

In attendance:
The Principal.
The Vice-Principal.
The Secretary.
Mr. Bryon) during discussion of
Mr. Sydney Bayliss) accounting matters.

Apologies were received from Dr. Harold Balme, Sir Hugh Casson, Mr. R.G. McInnes, Dr. J.C. Scott.

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229 Minutes. — The Minutes of the Meeting held on the 13th June 1952 (subject to the substitution of the word "Council" for "Association" in the fourth line of Minute 216(d)) as previously circulated were confirmed.

230. Statement of Accounts 1951-52. — The Statement of Accounts for the Year 1951-52 and the Auditor's Report thereon were accepted, and copies of the Statement were signed by the Chairman and Mr. Bredin. Mr. Bayliss commented that the good work on the accounts done by Mr. Bryon had been most helpful.

231. "Goodwill" written off. — The General Purposes and Finance Committee recommended that the item of "Goodwill - £300" among the "Fixed Assets" in the School Balance Sheet be written off, either as a whole or by instalments, according to the state of School finances at the end of the current year (Minute 2: 17/10/52). Mr. Bayliss suggested that the item be written off forthwith, as in relation to current circumstances it was somewhat meaningless. Agreed: that the item be deleted from the School accounts.

232. Salaries and wages. — The recommendations on salaries and wages made by the General Purposes and Finance Committee as recorded in Minute 3 of the Committee Meeting on the 17th October 1952 were approved.

233. Proposed Reserve Fund. — The Committee's recommendation that Counsel's Opinion be sought as to possible circumstances of co-operation between the Trust and the School in administering a Reserve Fund (Minute 5: 17/10/52), was received. Mr. Bayliss commented on the difficulties in the way of such an arrangement.

The Chairman expressed the opinion that a Repairs and Renewals Fund held by the School and an Emergency Reserve Fund held by the Trust would meet appropriate requirements. The Principal informed the Governors that furniture of considerable value had been loaned to the School by Dr. Casson, and that it was important to ensure that if at some future time the School were transferred to a national undertaking the property would not be transferred with it. One suggestion put forward was that, as the finances of the School permitted, payment be made for the furniture to the Trust, the monies so paid to be held by the Trust as a Reserve Fund.

Finally it was agreed to defer the issue for further information, e.g. as to whether and to what degree the loan of furniture was appropriately recorded, and as to the yearly contribution to a possible repairs and renewals fund estimated to be adequate to meet occasional large items of expenditure liable to occur.

234. Budget: 1952-53. The Budget for the Year 1952-53 was submitted. Comment was made that the forecast of the financial position was on the conservative side. Surplus of income over expenditure for the School was placed at £755; and expenditure over income for the Hostel at £596.

235. Sick Pay Scheme. The proposed Sick Pay Scheme as submitted was approved (copy appended in the Minute Book).

236. Principal's Report. The Principal's Report for the Year September 1951 to August 1952 and the opening of the Michaelmas Term 1952 was received. An account was given of students and staff; lectures, curriculum and syllabus; and of School and outside activities. Appended to this account was a report on "Investigations on Research in Occupational Therapy".

Business arising:

(a) Week-end refresher course: Occupational Therapist's expenses. It was noted that Occupational Therapists attending the week-end refresher course in September each year were not allowed expenses of attendance. The suggestion was made that the Occupational Therapists concerned approach their hospital authorities (in plenty of time to allow of necessary procedure) for permission to attend the course on pay with expenses paid and that the Principal report to the Governors later on the result.

(b) Number of students; and the two-course system. The Principal drew attention to the heavy task imposed on the staff by the two-course system of tuition with entries of students in March and September each year, and by the large number of students in proportion to staff. The advice of the Governors on these matters was sought.

The Governors commented that although an addition or additions to the teaching staff would be helpful, one of the factors contributing to the recognised and outstanding efficiency of the School was that it was better staffed than other schools. Present arrangements, while imposing on the staff an admittedly difficult task, did show by results that the work was well done. It was advisable for the time being to leave well alone.

(c) Principal's leave of absence: January Term, 1954.

The Principal asked that preliminary notice be taken of her request for leave of absence during the January Term of 1954. She hoped that by then the circumstances of the School would allow her to be absent without detriment to the smooth running of administration. In 1949 the Governors had agreed to grant leave for a term but the course of events had prevented her from taking advantage of their decision.

The Secretary read Minute 20 (Meeting of Governors, 9th September, 1948) granting leave of absence, in view particularly of the encroachment of the Principal's work on her vacations.

Agreed: that provision of leave as requested be on record in the Minutes of the current Meeting. (At this stage of the proceedings Sir Geoffrey Peto vacated the Chair to catch a train, and Dr. Casson, as Vice-Chairman, took his place).

(d) Original work in Occupational Therapy.

The Principal sought advice on how advance could be made by original work in Occupational Therapy, as this was very important, in fact indispensable, for the progress of Occupational Therapy and the development of the School. She suggested that a small committee might be formed to co-ordinate and guide investigation of new methods. She made special reference to help already given by the Austin Motor Company in experimenting on the lines of a new mechanical aid. Possibilities in other directions were promising, but time to follow up initial investigations appeared to be an insoluble problem.

The consensus of opinion expressed was that the staff of the School should be adequate to keep abreast of current knowledge and to do a little original work. The Principal and Vice-Principal might review school teaching and finance, to judge whether any means were available to allow scope for original work. The likely ultimate solution was to make additional staff appointments. The Principal doubted whether this solution was feasible in view of financial considerations, and in any event medical assistance was necessary. Meantime she would look into the possibility of freeing a member of the staff sufficiently to follow up the one narrow line of the Austin experiment.

237. Churchill Hospital: renewal of lease.

A letter was received from Messrs. J. Carter Jonas & Sons advising as to proposals for the renewing of the lease of the premises at the Churchill Hospital. The recommendation of the General Purposes and Finance Committee (Minute 13: 17/10/52) was also received. It was agreed to apply for an extension of the five-year term of the existing lease (the five-year term ends on the 29th. September 1954) for a further three or five years as recommended, approach first to be made informally to the United Hospitals Board.

238. Endorsement of cheques.

Authority was given to Dr. Johnson and Mr. Bredin to endorse cheques during vacation.

239. General Purposes and Finance Committee: Minutes.

The Minutes of the Meeting of the General Purposes and Finance Committee held on the 17th October 1952 were received. Mr. Bredin introduced the business covered by Minutes not relating to items already reviewed and these were approved.

Business arising:

(a) Period of Summer Vacation.

The Principal informed the Governors of the adjustments made with advantage as a consequence of the experiment of extending the Summer Vacation from four weeks to five. It was agreed that the vacation cover a period of five weeks in 1953.

(b) Cost of redecorations.

Comment was made on the high cost of redecorations undertaken. The Principal reported that inquiries as to charges made by other decorators than the one empployed by the School, Mr. G.H. Hutt, had been made, and it appeared that Mr. Hutt's charges were reasonably moderate.

240. G.P. and F. Committee: Mr. Bredin.

Attention was drawn to the circumstance that Mr. Bredin had so far attended Meetings of the General Purposes and Finance Committee as a result of informal co-option, and that it was necessary that the Governors should formally appoint him to be a member. It was therefore resolved: that Mr. G.R.F. Bredin be appointed a member of the General Purposes and Finance Committee, and that the thanks of the Governors be expressed to him for the service he had already given in an informal capacity.

241. British Council candidate from Australia.

The Principal reported an application to attend a short course at the School from an Australian candidate who was nominated by the British Council. The circumstances were unusual, and it was doubtful what fee, if any, might reasonably be charged. Agreed: that the Principal use her discretion as to charging a fee, and as to the amount if a fee were charged.

242. Hospitality to South-Western Branch of the Medical Psychological Association.

Dr. Casson informed the Governors that the South-Western Branch of the Royal Medical Psychological Association wished to visit the School, and the hospitality to be given to the visitors needed consideration. It was agreed that lunch be provided on the day of the visit at whatever cost appeared to be appropriate to the occasion (expenditure up to £10 was suggested). Elizabeth Casson 12 Dec. 1952

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY, LTD.,

STAFF SICK SCHEME ON MONTHLY OR TERMLY SALARIES.

(including Office Staff)

In absence through sickness (which includes injury or other disability) not arising from misconduct or contributory negligence total payments made within any one School Year are as follows, subject to the undermentioned conditions (A) (i) (ii) (a) (b) and (B) (i) (ii) (iii) (iv)

Scale of allowances.

During the first year of service	- One month full pay, and after completing four months of service, two months on half pay as well.
During the second year of service	- Two months full pay and two months half pay.
During the third year of service	- Three months full pay and three months half pay.
During the fourth to sixth year of service.	- Four months full pay and four months half pay.
During the seventh to tenth year of service.	- Five months full pay and five months half pay.
After ten years of service	- Six months full pay and six months half pay.

The School authority shall have discretion to extend the application of the foregoing scales in an exceptional case.

Conditions.

(A) (i) The employed person shall report his or her illness.
(ii) A doctor's certificate shall be forwarded
(a) not later than the third day of absence, and
(b) for each subsequent week of illness.

continued overleaf:

(B) The following deductions shall be made from an allowance equal to full pay, whether the period of sickness is in vacation or in term time:

(i) The amount of sickness benefit receivable under the National Insurance Act, 1946. (NOTE. National Insurance benefit should be claimed without delay. It cannot be secured for the early days of illness unless claimed within the first three days.)

(ii) The amount of injury benefit receivable under the National Insurance (Industrial Injuries) Act, 1946.

Provided that:(iii) The employed person, for the purposes of this scheme, shall be under an obligation to declare to the School authority in whatsoever manner may be required, his or her entitlement to benefits under the foregoing Acts, and any subsequent alteration in the circumstances on which such entitlement is based; in default of this declaration the School authority shall be entitled to determine the benefit by reference to the maximum benefit obtainable.

(iv) Married women exercising their right to be excepted from the payment of National Insurance contributions shall be deemed, in regard to this scheme for sickness payments, to be insured in their own rights.

The School reserves the right, under this scheme, to ask the employee to agree to submit to an examination by a Medical Officer appointed by the School, in the event of this being required. The private Medical Attendant of the employee may be present at such examination, on the employee's request.

_____
Signature.

X E. Glasson X
12 Dec. 1952.

_____
Witness.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY, LTD.

SICK SCHEME (Manual Staff - Permanent, Full Time)

(This includes: stokers, cooks, housemen, gardeners, etc.)

In absence through sickness (which includes injury or other disability) not arising from misconduct or contributory negligence total payments made within any one School Year are as follows, subject to the undermentioned conditions (A) (i) (ii) (a) (b) and (B) (i) (ii) (iii) (iv)

Scale of Allowances.

Up to 3 months service	-	No sick pay.
3 months to 6 months service	-	One week full pay.
6 months to 12 months service	-	Two weeks full pay.
1 year to 18 months service	-	One month full pay.
18 months to 2 years service	-	One month full pay and two weeks half pay.
2 years to 3 years service	-	One month full pay and one month half pay.
3 years and over	-	Two months full pay.

The School authority shall have discretion to extend the application of the foregoing scales in an exceptional case.

Conditions.

(A) (i) The employed person shall report his or her illness.
(ii) A doctor's certificate shall be forwarded
(a) not la ter than the third day of absence, and
(b) for each subsequent week of illness.

continued overleaf:

(B) The following deductions shall be made from an allowance equal to full pay, whether the period of sickness is in vacation or in term time:

(i) The amount of sickness benefit receivable under the National Insurance Act, 1946. (NOTE. National Insurance benefit should be claimed without delay. It cannot be secured for the early days of illness unless claimed within the first three days.)

(ii) The amount of injury benefit receivable under the National Insurance (Industrial Injuries) Act, 1946.

Provided that:(iii) The employed person, for the purposes of this scheme, shall be under an obligation to declare to the School authority in whatsoever manner may be required, his or her entitlement to benefits under the foregoing Acts, and any subsequent alteration in the circumstances on which such entitlement is based; in default of this declaration the School authority shall be entitled to determine the benefit by reference to the maximum benefit obtainable.

(iv) Married women exercising their right to be excepted from the payment of National Insurance contributions shall be deemed, in regard to this scheme for sickness payments, to be insured in their own rights.

The School reserves the right, under this scheme, to ask the employee to agree to submit to an examination by a Medical Officer appointed by the School, in the event of this being required, the private Medical Attendant of the employee may be present at such examination, on the employee's request.

_____
Signature.

X Glasson X
12 Dec. 1952

_____
Witness.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY, LTD.

SICK SCHEME (Domestic Cleaners - Permanent, Part Time)

In absence through sickness (which includes injury or other disability) not arising from misconduct or contributory negligence total payments made within any one School Year are as follows, subject to the undermentioned conditions (A) (i) (ii) and (B) (i) (ii) (iii) (iv)

Scale of allowances.

Up to 3 months service	-	No sick pay.
3 months to 6 months service	-	One week full pay.
6 months to 12 months service	-	Two weeks full pay.

The School authority shall have discretion to extend the application of the foregoing scales in an exceptional case.

Conditions

(A) (i) The employed person shall report his or her illness.

(ii) A doctor's certificate shall be forwarded
(a) not later than the third day of absence, and
(b) for each subsequent week of illness.

(B) The following deductions shall be made from an allowance equal to full pay, whether the period of sickness is in vacation or in term time:

(i) The amount of sickness benefit receivable under the National Insurance Act, 1946. (NOTE. National Insurance benefit should be claimed without delay. It cannot be secured for the early days of illness unless claimed within the first three days.)

(ii) The amount of injury benefit receivable under the National Insurance (Industrial Injuries) Act, 1946.

Provided that (iii) The employed person, for the purposes of this scheme, shall be under an obligation to declare to the School authority in whatsoever manner may be required, his or her entitlement to benefits under the foregoing Acts, and any subsequent alteration in the circumstances on which such entitlement is based; in default of this declaration the School authority shall be entitled to determine the benefit by reference to the maximum benefit obtainable.

(iv) Married women exercising their right to be excepted from the payment of National Insurance contributions shall be deemed, in regard to this scheme for sickness payments, to be insured in their own rights.

The School reserves the right, under this scheme, to ask the employee to agree to submit to an examination by a Medical Officer appointed by the School, in the event of this being required. The private Medical Attendant of the employee may be present at such examination, on the employee's request.

X Gleeson X
12 Dec. 1952

Signature.

Witness.

Dorset House School of Occupational Therapy, Limited.

Minutes of a Meeting of the Governors held on the 12th December 1952 in the Painted Room, 3 Cornmarket Street, Oxford, by courtesy of the Oxford Preservation Trust.

Present: Dr. Casson, Vice-Chairman (in the Chair).
Mr. G.R.F. Bredin.
Dr. John Johnson.
Sir Percy Marsh.
Dr. Andrew Shepherd.

In attandance:
The Principal.
The Secretary.

Apologies were received from Dr. F.S. Cooksey. Dr. R.G. McInnes, Mrs. Nugent Young.

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243. Minutes. The Minutes of the Meeting held on the 30th, October 1952 as previously circulated were confirmed (Notification of approval of the Minutes was received from Sir Geoffrey Peto, who had presided at the Meeting).

244. Report 1951-52. The Report for the Year ending the 31st, August 1952 was approved for submission to the Annual General Meeting of shareholders of the Company.

245. Statement of Accounts. 1951-52. The Statement of Accounts for the Year ending the 31st. August 1952 and the Auditors' Report thereon were approved for submission to the Annual General Meeting.

246. Date of next Meeting. Agreed: that the next Meeting be held in London on Friday the 20th February 1953.

E Casson

Elizabeth Casson
20 Feb 1953.

Minutes of the Annual General Meeting of Shareholders of the Dorset House School of Occupational Therapy Limited held in the Painted Room, 3 Cornmarket Street, Oxford on Friday the 12th. December 1952. Six shareholders present: Dr. Casson, Vice-Chairman, in the Chair.

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1. Minutes. — The Minutes of the Third Annual General Meeting held at Oxford in Harberton House, Headington, on Friday the 7th December 1951, were read and confirmed.

2. Report, and Statement of Accounts. — It was agreed that the Report of the Governors and the audited Statement of Accounts for the Year ending the 31st August 1952, together with the Report of the Auditors thereon, be adopted.

3. Election of Governors. — Resolved: that Dr. John Johnson (born on the 17th May 1882) be re-elected a Governor of the Company for the remaining year of his three-year period of service, that is, until the Fifth Annual General Meeting, when he will be entitled to further re-election, and that Mr. G.R.F. Bredin (appointed by the Governors on the 13th June 1952) be elected for a three-year period.

It was also resolved that Sir Hugh Casson, Dr. F.S. Cooksey and Sir Percy Marsh, retiring by rotation, be elected for a further three-year period.

4. Appointment of Auditors. — Messrs. W.M. Bayliss, Sons, & Co., were re-appointed as Auditors to the Company, the remuneration for Auditors' services to be decided by the Governors.

5. Thanks. — The thanks of the Shareholders were expressed to the Oxford Preservation Trust for the use of the Painted Room, and to Miss V.A.O. King for her entertaining account of the Room.

Elizabeth Casson
11 Dec. 1953

Minutes of the Meeting of Governors held on Friday the 20th February 1953 at 98 Swan Court, Flood Street, Chelsea, S.W.3.

Present: Dr. Casson (in the Chair)
Mr. G.R.F. Bredin
Sir Hugh Casson
Dr. F.S. Cooksey
Dr. Andrew Shepherd
Mrs. Nugent Young.

In attendance:
Miss Macdonald
Mr. Sam Smith.

Apologies were received from Sir Geoffrey Peto, Dr. John Johnson, Sir Percy Marsh, Mr. R.G. McInnes, Mr. J.C. Scott.

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247. Minutes. The Minutes of the Meeting held on the 12th December 1952 were read and confirmed.

248. Death of Dr. Balme. The Governors noted the death of Dr. Balme with deep regret, and instructed that on their behalf a message of sympathy with Mrs. Balme and other members of his family be forwarded, together with a copy of the following Minute of the current Meeting:

> The Governors of Dorset House School of Occupational Therapy desire to express their great sorrow on the death of Dr. Harold Balme, which makes the first break in their company. Dr. Balme has spent his whole career in unsparing service of the sick and disabled and has worked most ably in the organisation of plans for their welfare over the whole of the world.

249. Principal's Report: Hilary Term 1953. The Principal's Report (previously circulated) was received.

(a) Hospital Practice. Attention was given to the Analysis of the Final Examination Results, November/December 1952, regarded as Satisfactory to Good, and to a proposed change in policy concerning hospital practice. The proportion of examination successes was higher than that of candidates from all England taken together, but it was noted that successes were lowest in Applied Occupational Therapy, both Psychological and Physical. To attempt to improve the provision for attaining competence in practical work, the Principal proposed that students be concentrated on fewer hospitals, on the hospitals where the better facilities

were available. An offer to receive students had been received from the Middlesex Hospital, where this condition applied. It was suggested that a letter be written to the London Hospital (where in spite of recurrent representations, facilities continued to be unsatisfactory) and to the Birmingham and Bristol Hospitals saying that, as an outcome of the new policy, the maintenance of quotas of students could not in future be guaranteed.

Resolved: that the offer from Middlesex Hospital be accepted, conditions appropriate to the interests of the students to be agreed with the Hospital authorities beforehand.

The sending of a letter (as submitted in draft) to the London, Birmingham and Bristol Hospitals was approved.

Dr. Cooksey agreed to submit a short report to the next Meeting of Governors on the subject of facilities for hospital practice.

(b) Scope for Occupational Therapy.

During the discussion on hospital facilities reference was made to contemporary circumstances that limit the scope of demand for occupational therapy treatment, among these, the downward pressure on medical health service expenditure which checked general expansion and intensified competition for facilities among practitioners of differing methods of treatment. The concensus of opinion was that, in general, the medical superintendents of hospitals were favourably impressed by the possibilities of occupational therapy, but were hampered in giving more facilities for it by the economy drive.

Dr. Shepperd expressed the view that where education as to the advantages of occupational therapy was needed most was among the general public.

(c) The Peto Design Prize.

A tentative scheme of conditions attaching to the award of the yearly prize offered by Sir Geoffrey Peto to students of Dorset House School for the best design of some object suitable for a homebound worker to make for sale, as drafted by the Design Committee, was received. It was noted that all samples and drawings were to become the property of the Casson Trust Homebound Design Collection. The Governors commented that copyright should remain with the student.

(d) The Staff and the Principal's Reports.

The Principal asked whether the Governors would agree to allow all non-confidential items in the Terminal Reports to the Governors to be seen by members of the Staff, as this would tend to encourage the interest of the staff in their work. In the current Report, for example, acknowledgement was made of the hard work done by the epidemic-free members of the staff during disrupting

outbreaks of influenza.

250. Statement of Accounts Michaelmas Term.

The Statement of Accounts for Michaelmas Term 1952 and the Accountant's Report (previously circulated) were received. The Statement showed a balance of £903 income over expenditure for the Term. Approval of the clear explanation of detail given in his Report by the Accountant was expressed. Particularly, attention was drawn to the final paragraph of the Report, summing up the circumstances which had contributed to an unexpectedly large Terminal surplus.

251. Proposed renewal of lease.

Mr. Bredin gave an account of a consultation, in the company of the Principal and the Secretary, with the Secretary to the Oxford United Hospitals Board, on the 4th February. As a result of the consultation, he had applied to the Board for a new fifteen-years lease of the School site at the Churchill Hospital (copies of the letter of application were distributed to the Governors present).

The Secretary reported that a Meeting of the Board was held on the 18th February. He was later informed over the telephone that the Board had taken into account the 7-year period of the course at the School, and had decided to offer a 4-year lease to be reviewed annually with the intention that not less than 3 years notice to terminate occupation of the site be given.

The Principal commented on the administrative difficulties which would arise were the Board's proposals to be implemented. She was already interviewing students for the three-year course beginning in 1955. The offer was regarded by the Governors as unsatisfactory, and it was decided (a) to apply for a 7 year period of secure tenure instead of 4; (b) to ensure that in the event of an annual review this should not relate to a revision of rent.

252. R.M.P.A. visit to the School.

The Principal informed the Governors that the visit of the Western Branch of the Royal Medico-Psychological Society had been fixed for the 19th March, and arrangements had been made for a prepared demonstration of occupational therapy methods. It was agreed that the Principal be given a free hand concerning hospitality for the visitors, and that the fullest possible use be made of the demonstration to enlist the interest of whoever could appropriately be invited to see it.

253. Date of next Meeting.

Friday the 12th June 1953 was suggested as the date of the next Meeting, and it was agreed that Sir Geoffrey Peto be consulted as to the relative convenience for him of that particular date and of any other dates near to it, the Meeting to be held at Harberton House at 2.p.m.

Geoffrey Peto

19.vi.3

Dorset House School of Occupational Therapy.

Minutes of the Meeting of Governors held on the 19th June 1953 at Harberton House.

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

In attendance: Miss Macdonald.
Miss Osborn.
Mr. Bryon (during discussion of the accounts).
Mr. Sam Smith.

Apologies were received from Sir Hugh Casson, Dr. Cooksey, Mr. Scott.

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254. Minutes. The Minutes of the Meeting held on the 20th February 1953 as previously circulated were confirmed.

255. Principal's Report. Trinity Term. The Principal's Report for Trinity Term 1953 was received.

Business arising:

(a) Propaganda. The members of the Western Branch of the Royal Medico-Psychological Society who had visited the School on the 19th March made the following suggestions: (a) that refresher courses be arranged, particularly for the rather young senior Occupational Therapists; (b) that propaganda and explanation of the true aims of Occupational Therapy be made to Hospital Secretary Administrators. These officials were liable to think that the main purpose of the treatment was to make a profit from sale of the articles that patients made.

After careful consideration, the Governors decided that it would be inadvisable to approach directly lay committees or staff, as Occupational Therapy was a method of treatment appropriate for introduction by medical staff alone. It was agreed to suggest to the Association that it be made known to medical staff that if any difficulty were found in stating the case for the use of Occupational Therapy the Association would be willing to help.

256. Statement of Accounts: Hilary Term. The Statement of Accounts and Accountant's Report for Hilary Term were received and Mr. Bryon was congratulated on their clarity. The recommendations of the General Purposes and Finance Committee relating to the Accounts were considered, and the Governors resolved:

(a) that any sums over and above the necessary working balance be placed on deposit;

(b) that a separate account to meet the cost of major repairs be opened at the Bank, into which £400 be paid annually at the end of each financial year; and

(c) that approval be given to the principle of paying the Trust, as opportunity arises, the purchase money for furniture and other equipment loaned to the School by Dr. Casson. Mr. Bredin and the Principal were authorised to consult with the legal advisors of the School and Trust as to ways and means of securing for the Trust the legal right to the property, which Dr. Casson had kindly consented to transfer.

257. Churchill Hospital: renewal of lease. With reference to the renewal of the lease of the Churchill Hospital site, Mr. Bredin reported an interview with the Secretary to the United Hospitals Board. It was decided to accept the terms of the new lease as offered by the Board.

Concerning liability for electricity repairs, Miss Macdonald informed the Governors that the terms of the current lease placed liability for electricity repairs on the School.

258. Hospital practice.

(a) Maudsley Hospital. A letter received from Maudsley Hospital indicated that at long last, thanks to the mediation of Dr. Cooksey, the exaction of fees from students while undertaking practical work at the hospital would cease. The reserve for fees which had been held in hand could now be placed in the general fund of the School.

(b) St. George's Hospital. A letter received from the Occupational Therapist of the hospital opened up a favourable approach to the authorities of St. George's Hospital. It was agreed that the Principal be authorised as a beginning to arrange for the placing of two students at this hospital for clinical practice.

(c) Middlesex Hospital. The Middlesex Hospital had welcomed a first group of students from the School for the June quarter.

259. New Vice-Principal. Miss Macdonald reported that Miss Collins, now Vice-Principal at the Occupational Therapy School, Melbourne, Australia, had agreed to accept the invitation to become Vice-Principal of the School for two years and possibly a further year, but that owing to her commitments she was unlikely to be able to take up the post until the end of May 1954 or later. As Miss Osborn would be leaving next April the School might be minus a Vice-Principal for a few months, though some temporary arrangements for carrying on the relevant duties could no doubt be made. In spite of this hiatus, it was important to secure

Miss Collins services, and the consent of the Governors to her appointment in these special circumstances was requested. Consent was given.

260. Helping Hand Van. — It was agreed that the ownership of the Helping Hand Van, as recommended by the General Purposes and Finance Committee, be transferred from the School to the Trust.

261. G.P. and Finance Committee: Minutes. — The Minutes of the Meeting of the General Purpose and Finance Committee held on the 5th June 1953 were received, and the items of business appearing in the Minutes that had not already been considered were reviewed. The decisions of the Committee on these were approved

262. Proposed leaflet for students. — Agreed: that a leaflet for the guidance of students and intending students be printed, to include an account of the course of study, hours prescribed, and other information, also a little of the history of the School. It was suggested that Broome the printer, in St. Clements, could appropriately do the work.

263. New typewriter. — The Governors were informed that the typewriter which had been ordered (authorised for the 1953-4 Session) had been received unexpectedly early. Mr. Bredin's authorisation to accept it was confirmed.

264. Date of next Meeting. — The next Meeting of Governors was fixed for the 30th October 1953 at 2.p.m.

C Geoffrey Peto

30. X. 3

THE DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY.

Minutes of the Meeting of Governors held on the 30th October 1953 at Harberton House.

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

In attendance:
Miss Macdonald
Miss Osborn
Mr. Bryon (during discussion of Accounts).
Mr. Sam Smith.

Apologies were received from Sir Hugh Casson, Dr. Cooksey, Dr. McInnes, Mr. Scott.

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265. Minutes. The Minutes of the Meeting held on the 19th June 1953 as previously circulated were confirmed.

266. Principal's Report. The Principal's Report for the Year ending the 31st August 1953 and the commencement of the succeeding Michaelmas Term was received.

Business arising:

(a) Meritorious service. Attention was drawn to the loyal service of Miss Kuemmel during the last ten years: she assisted greatly in times of much difficulty. Agreed: that the congratulations of the Governors be expressed, and that some small gift, at the discretion of Miss Macdonald, be made to her.

(b) The Ministry of Labour Training within Industry Course was worth further attention. The Staff had felt benefit by the lectures, and perhaps the students might be able to participate later. The course concerned the psychological approach to the worker. Means whereby students could come into touch with manual workers were discussed by the Governors.

(c) Home disabled. So far as circumstances allowed, advantage was being taken of a course with Miss Silk at Aylesbury. Three or four students interested in work among home disabled had resided at Aylesbury for a month's course, as they were personally able to meet the cost, which, unfortunately, for the time being the School could not. It was hoped that the number would increase.

(d) Hospital practice. Reference was made to a week-end Conference in September which supervising Occupational Therapists and members of the School Staff attended. Dr. Cooksey gave a much-appreciated address. A number of problems were discussed, and solutions sought.

One outstanding difficulty students met in some hospitals at the beginning of their hospital practice was lack of supervision of their ward work. This gave rise, particularly in mental hospitals, to liability of serious error, as instruments in the hands of certain patients might be dangerous.

The Governors decided to request Dr. Cooksey, Dr. Shepherd and Miss Macdonald to draft a notification to be forwarded to Hospital authorities prior to the reception of students for hospital practice, setting out the facilities regarded as necessary for the competent co-operation of students with the patients and Hospital Staff. The draft then to be submitted to the medical Governors for their observations: the final draft to be placed before the Meeting of Governors in February next.

(e) Examinations. The Governors considered that the examination results were very good, but that the method of presenting the percentage of successes among candidates sitting for the examinations was at first sight somewhat misleading. A revision of the method was promised.

267. General Purposes & Finance Committee: Minutes.

The Minutes of the Meeting of the General Purposes and Finance Committee held on the 16th October 1953 were received. Mr. Bredin introduced the Minutes by commenting on various items and on recommendations made.

(a) Renewal of lease.

Business arising.
It was agreed to accept the terms of a renewed lease of the Churchill Hospital site as offered by the United Hospitals Board and recommended by the G.P. and F. Committee: namely, a four-year lease to be reviewed annually until further notice in order to provide that not less than three year's warning be given to the School should the Board require the use of the site for its own purposes.

(b) Statement of Accounts for the Year 1952-1953.

The Statement of Accounts for the Year ending the 31st August 1953, as certified by the Auditors, was approved for submission to the Shareholders of the Company at the Annual General Meeting. Mr. Bryon was thanked for the helpful observations given in his commentary on the Accounts.

It was agreed to circulate the Report for approval of the Governors prior to submission to the Annual General Meeting. On the motion of Dr. Johnson, seconded by Dr. Shepherd, the instructions of the G.P. and F. Committee concerning future Statements of Accounts were approved. It was agreed that Mr. Bredin and Miss Macdonald in consultation decide what items of future expenditure should be met from the new Major Repairs and Renewals Fund.

(c) Budget for 1953-54.

The Budget for the Year ending the 31st August 1954 was received.

(d) Goods lent by Dr. Casson.

On the motion of Mr. Bredin, seconded by Dr. Johnson, it was resolved:

That the offer of Dr. Casson to accept a payment of £2,000 (Two thousand Pounds) in full settlement of debt owing to her by the School for the articles indicated in the list appended to these Minutes (valued originally at £4,069.12.6) formerly lent to the School was accepted, and the cordial thanks of the Governors were expressed to Dr. Casson for her helpful offer and co-operation.

Dr. Casson intimated that the payment received would be at once transferred to the account of the Casson Trust for disposal by the Trustees in the interests of the School and of Occupational Therapy. On behalf of the School, the Chairman and Dr. Johnson signed the cheque for £2,000 during the course of the Meeting, and Dr. Casson signed a second cheque authorising payment of the same amount to the Trust.

(e) Salaries and Wages.

The recommendations of the Committee concerning salaries and wages were considered. Miss Macdonald referred to the kindness of the Governors in offering to her an increase of salary. With all due deference to their wishes, she would prefer not to accept any increase for the time being.

After reviewing the recommendations, the Governors decided as follows:

(i) Senior Staff. That if Craft Staff to whom the Burnham Scale is applicable benefit by final approval of increase in the Scale, proposed to operate as from the 1st April, 1954, the salary increases recorded below shall be granted as from the same date.

Mrs. Lowe (Secretary to Miss Macdonald) from £450 to £475 per annum. Mr. Bryon (Accountant) from £550, agreed formerly to be his maximum salary to £575 (salary until 1st January, when final £25 increment due, £525). Miss Christer and Miss Perry, (Wardens) £15 increase each, from £300 plus residence to £315, and £220 plus residence to £235, respectively. Miss Haddock

(Welfare Officer) from £220 plus residence to £235.
(ii) Office Maintenance, and Domestic Staff. That irrespective of possible increases in other salaries, the following increases and supplements be given:
Office Staff. Mrs. Brown, £5.15.0. per week. Mrs. Berry (part time) from 2/9d to 3/- per hour. Stokers. Supplementary grants in recognition of good service. Mr. Lawrence, £15. Mr. Shakespeare £5. Cooks. Mrs. Collett, from 2/3 per hour to 2/6d.

(f) Proposed Superannuation Scheme.

Agreed: that further consideration of a proposed Superannuation Scheme be deferred.

(j) Suggested alterations in the Syllabus.

The thanks of the Governors were expressed to the Chairman, Sir Geoffrey Peto, for the evidence he had given to the Committee of Inquiry on the Rehabilitation of Disabled Persons on the need of occupational therapy assistance to the home-bound disabled. Assurances were given by Miss Macdonald that proposals to take such assistance into account in shaping the Syllabus for Occupational Therapy training were being considered.

268. Harberton House: estimates for re-decoration.

Estimates received from Mr. F.D. Brownsill for re-decoration at Harberton House were considered. After reviewing the estimates, it was agreed that discretion in dealing with the matters concerned be left to Mr. Bredin and Miss Macdonald.

It was also agreed that the builder be consulted as to improving the appearance of the steps leading to the main entrance.

269. Date of Shareholders' Meeting.

The Annual General Meeting of the Company for the purpose of submitting a Report and the Statement of Accounts for the Year ending 31st August 1953 to the Shareholders was fixed to be held on the 11th December next.

270. Date of next Meeting.

Agreed: that the next Meeting of Governors be held in London on Friday the 26th February 1954 at 2.p.m., to be preceded by a Meeting of the General Purposes and Finance Committee in Oxford on Friday the 12th February at 2.p.m.

E. Carson
26 Feb 1954

Minutes of the Annual General Meeting of Shareholders of Dorset House School of Occupational Therapy Limited held in the Painted Room, 3 Cornmarket Street, Oxford on Friday the 11th December 1953.

Present: Dr. Elizabeth Casson (Vice-Chairman) in the Chair, Dr. John Johnson, Miss E.M. Macdonald, Sir Percy Marsh.

Apologies were received from Sir Hugh Casson, Dr. F.S. Cooksey, Dr. R.G. McInnes, Mrs. Nugent Young, Dr. Andrew Shepherd.

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1. Minutes. — The Minutes of the Fourth Annual General Meeting held at Oxford in the Painted Room, 3 Cornmarket Street, on Friday the 12th December 1952 were read and confirmed.

2. Report and Statement of Accounts. — On the motion of Dr. Johnson, seconded by Sir Percy Marsh, it was agreed that the Report of the Governors and the audited Statement of Accounts for the Year ending the 31st August 1953, together with the Report of the Auditors thereon, be adopted. The Governors, the Principal, the Staff and the Students of the School were congratulated on their work during a most successful year.

3. Election of Governors. — On the motion of Miss Macdonald, it was resolved: that Sir Geoffrey Peto, Dr. Elizabeth Casson, Dr. John Johnson, and Sir Percy Marsh (their ages, 70 years and over, having been notified on the Notice of the Meeting) be elected Governors of the Company.

Also resolved: that Mrs. Nugent Young and Dr. Andrew Shepherd, retiring by rotation, be re-elected for a further three-year period.

4. Appointment of Auditors. — Messrs. W. M. Bayliss, Sons & Co. were re-appointed as Auditors to the Company, the remuneration for Auditors' services to be decided by the Governors.

5. Thanks. — The thanks of the Shareholders were expressed to the Oxford Preservation Trust for acting as host, and to Miss V.A.O. King for her helpful services in making arrangements for the Meeting.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY, Ltd.

Minutes of the Meeting of Governors held at 98 Swan Court, Flood Street, Chelsea, S.W.3. on the 26th February 1954.

Present: Dr. Casson (in the Chair)
Mr. G.R.F. Bredin
Sir Hugh Casson
Dr. F.S. Cooksey
Sir Percy Marsh
Mrs. Nugent Young

In attendance:

Miss Macdonald
Mr. Bryon (for items on Accounts)
Mr. Sam Smith

Apologies were received from Sir Geoffrey Peto, Dr. John Johnson, Dr. R.G. McInnes, Mr. J.C. Scott, Dr. Andrew Shepherd.

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271. Minutes. The Minutes of the Meeting held on the 30th October as previously circulated were confirmed.

272. Business arising. Business arising from the Minutes was as follows:

(a) Hospital practice. Concerning Minute 266(d) "Hospital Practice", Miss Macdonald reported that the proposed draft notification to hospitals as to facilities necessary to the co-operation of students with patients and hospital staff had been held over for the time being, as the new syllabus about to be published had covered some important point A current problem requiring prior attention had arisen owing to the appointment of an ex-student to the post of senior occupational therapist at the Middlesex Hospital by the Matron of the Hospital and not by the medical staff. This undermined the professional standing of occupational therapists and was a seriously adverse precedent. Dr. Cooksey advised that the Governors, or Miss Macdonald in person, should not take the initial step in the matter, but that if Miss Macdonald were in the forthcoming election re-appointed to the Council of the Association, the Association as acting for the profession could be pressed to make representations. If no action were taken, the matter to be left to the discretion of Miss Macdonald; a report to be given at the next Meeting.

(b) Harberton House re-decoration. The Governors were informed that in part owing to the emergency arrangements of readjusting accommodation made necessary by frost trouble at Harberton House, the proposed re-decoration had not yet been begun.

SMP

273. Principal's Report.

The Principal's Report for Hilary Term 1954, previously circulated, was received.

Business arising:

(a) Future Policy.

A proposal that reduction of the number of students admitted to the School should be considered, and that the March intake of students cease, so that approximately 55 - 60 be admitted in September as the yearly intake in place of about 40 on each occasion in March and September was referred to the General Purposes and Finance Committee for review and report. Miss Macdonald was authorised to inform students applying for entry to the School in March 1956 that such a change was a possibility.

(b) Examination results.

The Governors congratulated the Principal and Staff on the high standard of the latest examination results. They were informed that a new syllabus had just been issued by the Association, and it would operate as from September 1954.

(c) Hospital Practice: "London Tutor."

It was reported that Miss Everett, the "London Tutor" supervising hospital practice on behalf of the School, had resigned after 7¼ years service, to take up pioneer work in France. The appointment of a successor for a period of two years was approved. It was agreed that the thanks of the Governors be expressed to Miss Everett for her helpful services.

(d) The Hostel: Flooding.

The annexe had to be evacuated owing to flooding from a pipe which burst during the frost. Repairs might cost about £65 and extra equipment for heating, an additional £35. The insurance policy was found to cover loss by storm and tempest but not by damage from water supply equipment. The matter of widening the scope of the policy was referred to the Trust, and also the question of payment for the damage.

(e) Miss Osborn.

The Governors asked that their thanks for good service during the past two years be expressed to Miss Osborn, who was leaving her post as Vice-Principal at the end of the Term.

(f) Miss Macdonald.

On medical advice Miss Macdonald had been recommended to take three weeks sick leave. The recommendation was approved.

I.M.P.

274. G.P. and F. Committee: Minutes.

The Minutes of the General Purposes and Finance Committee held on the 5th February 1954, previously circulated, were received, and were introduced by Mr. Bredin. The Secretary drew attention to the omission of what should have been Minute 3, "Statement of Accounts for Michaelmas Term", by some mischance, for which he apologised; this had been left out of the copies circulated. The Minutes would need to be amended at the next Meeting of the G.P. and F. Committee.

Business arising:

(a) Statement of Accounts.

The Statement of Accounts for the Michaelmas Term 1953, previously circulated with the comments of the Accountant, was received. The Statement had been carefully reviewed by the Committee. The Governors noted with appreciation the feat of Miss Christer in securing a surplus of £37 on the Hostel accounts, in the very difficult circumstances of today.

(b) Salaries and Wages.

The increases in the Burnham Scales were noted, and the decision of the Governors relating to the possibility of such increases affecting salaries of staff not on the Burnham scales, recorded in Minute 267 (c) of the Meeting held on the 30th October 1953, was re-confirmed. The recommendations of the Committee that the Burnham rate of increase adopted be £35 per annum, and that the allowance to Mr. Maggs for supervising maintenance be reduced by £10 per annum, in view of the lessening of his responsibilities, were approved.

275. Dr. Cooksey: resignation.

The resignation of Dr. Cooksey from the Board of Governors was accepted with much regret, and he was warmly thanked for the many services he had rendered to the School. The hope was expressed that later on he might be able to rejoin the Board.

276. Thanks for Scholarships.

A letter was received from Miss Margarette Kircheis, a former student now working as an occupational therapist in Florence, thanking the Governors for the scholarships which had covered three years of training at Dorset House.

277. Date of next Meeting.

Agreed: that the date of the next Meeting be fixed, as is found convenient, for an appropriate day in June.

Geoffrey Peto
10. VII. 4.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY LTD.

Minutes of the Meeting of Governors held at Linton Lodge Hotel, Linton Road, Oxford, on 10th July, 1954 at 11.a.m.

Present: Sir Geoffrey Peto (in the Chair)
Sir Percy Marsh
Dr. E. Casson
Dr. A. Shepherd
Mr. G.R.F. Bredin
Mrs. Nugent Young

In attendance: Miss Macdonald
Mr. Bryon.

Apologies were received from Sir Hugh Casson, Dr. R.G. McInnes, Dr. John Johnson, and Mr. J.C. Scott.

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278. Minutes. The Minutes of the Meeting held on 26th February as previously circulated were confirmed.

279. Business arising. Business arising from the Minutes was as follows:

(a) Hospital Practice. Miss Macdonald informed the Governors that the requirements of the new Syllabus, together with certain negotiations of the Association, were likely to contribute to the solution of the problems mentioned at the last meeting, and she asked that the matter be left to her discretion to resolve. Agreed.

280. Principal's Report. The Principal's Report for Trinity Term 1954, previously circulated, was received.

Business arising:

(a) Student Numbers. The Chairman enquired into the truth of the statement that posts were not available. The Principal replied that there were more posts than candidates available, provided that candidates were not unduly tied to a particular area or to a particular type of work. The Principal referred to a survey being done by the Association of Occupational Therapists on the problems of supply and demand, including the availability of candidates for training.

The Principal reported that Local Authorities were becoming rather stricter over the giving of grants, but a number of students were still training with this financial aid, and at present there did not appear to be any specification as to which school they attended.

(b)
Staff changes.

It was noted that Miss Campbell was leaving after four years' service. It was noted that the new Vice-Principal, Miss Collins, would arrive on 18th July, and that Miss Dawson, a former member of staff, was returning to the School in September.

It was noted that the School was losing its Stoker/Handyman after four years' service.

(c)
Publication.

The Governors were happy to note that Miss Macdonald had been asked by the publishers, Bailliere, Tindall and Cox, to edit a book on Occupational Therapy.

(d)
Attendance at Conferences.

The Principal drew the attention of the Governors to the fact that she was attending two international conferences this summer:

1. The World Congress of Occupational Therapists in Edinburgh in August;

2. The International Cripples Conference at the Hague in September.

It was hoped that both might lead to further useful contacts. There was some discussion as to whether Miss Macdonald should take the opportunity, while on the Continent, of visiting some of the European Occupational Therapy schools with which Dorset House had had close and, in some cases, advisory contact. It was agreed, however, that these visits might more usefully be postponed to another year.

(e)
Implementation of new examination Syllabus and the possible set-up of an advisory training committee.

The Governors asked that detailed proposals and information be made available for the October meeting.

(f)
Policy in dealing with students from abroad.

The Principal asked that support be given to an experimental policy which has been found advisable in regard to the many applications for visits and study by candidates from abroad. The School had found that it was best to offer hospitality on the following lines:

(a) A brief visit of one or two days to see something of the work of the School, or

(b) for students who had taken the full training and examination in Occupational Therapy in their own country, a brief post-graduate course, organised under the aegis of the School, or

(c) for students who had not completed training in their own country, but wished to gain experience here, supervised student practice on the lines of that arranged for the Dorset House students themselves.

The Governors agreed to support these suggestions.

(g) Re external candidates.

The Principal drew the attention of the Governors to the occasional need by candidates with previous qualifications, but with particular home ties, for guidance in preparation as external students for the Diploma of the Association of Occupational Therapists.

The Governors asked that a fuller statement in regard to these candidates, and the proposals for their help, be brought to the next meeting.

281. Statement of Accounts.

The Governors were asked to note that the requested alteration in the presentation of the accounts, relating to the Contra items, was to be adopted after the audit in September 1954.

The Governors were informed by Mr. Bredin, Financial Adviser, that he had agreed to the transfer of the sum of £49.10s (the cost of the frost repairs for the Harberton House Annexe) to the Major Repairs and Renewals Account, although it was recognised by all that this was not the exact function of that account.

282. Harberton Mead Road.

The Principal drew the attention of the Governors to the need for calling a residents' meeting to discuss immediate necessary road repairs, for which Mr. Shuttleworth had obtained an estimate. It was agreed to look into the matter further, and to report to the next meeting. Mr. Macdonald, of Messrs. Carter Jonas, was to be asked for his advice and comments.

283. Possible commitments.

The Governors noted that equal pay might be a matter of consideration in the near future, and also asked that the matter of superannuation be again looked into.

284. Future Policy. (a) Student Intake.

Mr. Bredin gave a short explanation of the various documents which had been circulated. After general discussion, the Governors agreed to adopt the principle of reverting to one entry per year (i.e. in September), but asked that the exact numbers of these intakes should not be specified. They also instructed that, though such a policy was to be adopted, reference should not be made to reduction of numbers.

The Principal spoke of the difficulty of taking 60 or more students at one time, owing to lack of lecture space. The Governors asked Miss Macdonald to investigate the possibility of using the Churchill Hospital Hall, or of purchasing and erecting a suitable prefabricated building on the present School premises.

(b) Concentration of hospital practice.

The Principal drew the attention of the Governors to the continued need of concentrating students in the London area for hospital practice, as local facilities, whilst helpful, were still inadequate.

285. Board of Governors: vacancies.

Two vacancies for the Board of Governors were discussed, and the names of Miss V. Farnell and Dr. Walley were tentatively proposed. It was agreed, however, not to take any immediate action: the Governors hoped to have the opportunity of meeting both at some not too distant date.

286. G.P. and F. Committee: Minutes.

The Minutes of the G.P. and Finance Committee held on 24th May, previously circulated, were received.

287. Any other business (a) Balance of fees cancelled.

The Principal asked if the amount of £11.19.6, owing by an ex-student (Miss Howard) might be written off, as this student was in ill health, and particularly difficult circumstances. The Governors agreed.

(b) Contribution.

The British Association for the Advancement of Science had asked for a contribution towards the Oxford Conference. The Governors felt that no contribution was necessary.

(c) Harberton House purchases. (i) Hedgecutter.

The Warden had asked if a Hedge-Cutting Machine could now be purchased, at an estimated cost of £35. The Governors authorised this.

(ii)
Fruit Trees.

Permission was also sought to purchase approximately £24 worth of Fruit Trees. The Governors also authorised this purchase.

(d)
Heating and Lighting costs.

The Principal asked that, in view of the present high fuel costs, the present hostel charge of 1/- a week per student, could be increased to 2/- per week. The Governors agreed to this taking effect from next term.

288. Dates and place of next meetings.

G.P. and Finance Committee at Harberton House on 15th October, 1954 at 2.p.m.

Governors' Meeting at Harberton House, on 29th October, 1954 at 2.p.m.

Geoffrey Peto
29.X.4

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY.

Minutes of a Meeting of Governors held at Harberton House on the 29th October 1954.

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

In attendance:
Miss Macdonald
Miss Collins
Mr. Bryon
Mr. Sam Smith
Mr. Bayliss (during Auditor's business).

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289. Minutes.

The Minutes of the Meeting held on the 10th July 1954 as previously circulated were confirmed.

Business arising:

(a) Policy in dealing with students from abroad. (Minute 280 (f)).

In reply to a query as to the position of foreign students, the Governors were informed that usually such students had already completed a course, and only required a term or so in this country as supplementary study, or came during their training and were entirely controlled by this school.

(b) External Candidates. (Minute 280 (g)).

Miss Macdonald reported that about eight students each year accepted by the Association were tied to their districts and unable to take the usual course at a School. The Governors agreed that the School co-operate in an arrangement whereby any student so placed who could comply with appropriate conditions could be attached to the nearest School for necessary guidance, and that this arrangement applicable to affiliated Schools be submitted to the Association for approval.

290. General Purposes & Finance Committee: Minutes.

The Minutes of the Meeting of the General Purposes and Finance Committee held on the 18th October 1954 as previously circulated with the relevant documents were received.

G.R.B.

(a) Year's Accounts to 31st August 1954.

The Statement of Accounts for the Year ending on the 31st August 1954, with the Accountant's Report and the Committee's recommendations, was reviewed. The Auditors' Report was also submitted to the Meeting. A surplus of Income over Expenditure of £2664 on the Year's working was recorded.

The Statement was adopted, and two copies were signed by the Chairman and countersigned by the Auditor.

Recommendations approved:

(i) That the sum of £1,500 (One thousand five hundred Pounds) now in the Deposit Account, together with a further £1000 (One Thousand Pounds) from Current Account, be placed in a Reserve Account and invested: the sum of £2,000, the maximum allowed, in 3½% Defence Bonds; the remaining £500 in dated Security Stock.

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

(b) Salaries & Wages.

The list of Salaries and Wages, previously circulated, was received, also recommendations relating thereto. Resolved, that the following payments be authorised: a merit award of £10 to Miss Haddock; a salary increment of £25 to Mr. Bryon; an increase from £6.10 to £7 per week in the wage paid to Mr. Ingram, the Houseman.

(c) Superannuation.

The need for a Superannuation Scheme was again discussed and it was reported:- the appropriate scheme for Tutors was that of the Ministry of Health, entailing an employer's contribution of 8 per cent of salary paid; for the Craft Staff the Ministry of Education Scheme was appropriate, with an employer's contribution of 6 per cent. Both these schemes would allow recognition of years of service in the School and continuity of superannuation accumulations for eligible work under different employers. Members of the staff not covered by the two schemes would need to be provided for by an independent scheme applicable to Dorset House School alone. Estimated total cost to School: £700 per annum.

G.B.

Resolved: that as the financial position of the School would at last make possible a superannuation scheme for the staff, appropriate contributions for this purpose be authorised as from January 1st, 1955. The Principal to review possible schemes.

(d) Budget for 1954-55. The Budget for the Year 1954-55 for School and Hostel was received, and supplementary information given. Approved.

(e) Harberton House: re-decoration. The Governors were informed that Mr. Macdonald had been consulted concerning the re-decoration proposed at Harberton House. Labour costs were higher. As a consequence the expense of re-decoration would exceed the sum of £278 expended on the preceding occasion. Agreed: (i) that re-decoration be arranged to begin in March; (ii) that two estimates for the work be received.

(f) Sound projector. The Governors authorised the purchase of a sound projector for the service of the School. Estimated cost, about £180, less the price received for the silent projector and the small cine-camera.

(g) Lathe: woodworking. Mr. Bredin and Miss Macdonald were given discretion to purchase a lathe for the Woodwork Department of the School, were this addition to equipment advisable. Estimated cost, £50.

291. Principal's Report. The Principal's Report for the Year 1953-54 and the opening of the Michaelmas Term 1954, previously circulated, was received.

Business arose from the Report as follows:

(a) New Syllabus: implementation. The new Syllabus was in operation at the School this year, although not compulsory until the succeeding year. The reduction of entry to the School from two occasions to one, deleting the March entry, had been deferred, largely owing to commitments for hospital practice. It was impossible to introduce two major changes simultaneously.

A summary of the Syllabus had been circulated. Dr. McInnes suggested that it should be reviewed every two years.

(b) Staff. Miss Macdonald paid tribute to the helpful collaboration of Miss Collins, the new Vice-Principal, and the staff in general, in the work of the School.

(c) Dr. Casson. Dr. Casson had addressed a large group of the students with effect, giving an account of its beginnings and of its success in fulfilling its purposes. From now on all the students could be gathered together for useful talks concerning the School, as the Hall of the Churchill Hospital was free again.

GNB.

(d) State registration.

State registration of individuals accepted as occupational therapists is likely to be established, as the result of long and arduous negotiation. By persistent effort, improved conditions have been introduced. Dr. Casson commented on the hard work done by Miss Macdonald, in regard to this issue, during the past four years. Miss Macdonald expressed appreciation of the help of able advisors and the fair dealing of Ministry of Health representatives.

(e) Examinations.

The Governors commented on the high standard of examination passes.

(f) Prospectus.

For information, a copy of the Prospectus had been circulated. Decisions were recorded as follow: (i) that steps be taken to secure the authorised deletion of "Ltd". from the title of the School; (ii) that in the Prospectus the following statement be inserted : "Dr. Elizabeth Casson, the Founder of the School, has also created a valuable Trust which supports both the School and Occupational Therapy in general"; mention be made on the front page that the School is non-profit making; (iii) that when State Registration is established this be noted in the Prospectus: (iv) that the word "Address" be inserted above the words "Churchill Hospital" on any document giving the Hospital as the address of the School.

(g) Advisory Training Committee.

With reference to a suggestion in a previous Report, it was agreed that the medical members of the Board of Governors and Mrs. Nugent Young be appointed to act with the Principal as an Advisory Training Committee, the Committee to be convened as occasion warrants; the Vice-Principal, Miss Collins, to attend when required.

292. Cheques.

Agreed: that the Vice-Principal be authorised to sign Salaries, Wages, and Petty Cash cheques in the absence of the Principal.

293. Refund of fees.

The Governors were informed that a student financed by a local authority scholarship had been sent down for taking notes to an examination. After careful

review of the circumstances it was decided to authorise the refund to the local authority of the remainder of the term's fees, without prejudice.

294. Date of next Meeting.

Agreed: that the next Meeting of Governors be held in London on Friday the 18th February 1955, the General Purposes and Finance Committee to meet on February the 4th.

7.iii.55.

J.H. Bell
for Chairman

THE DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY LIMITED.

Minutes of the Annual General Meeting of Shareholders held on the 29th day of October 1954 at Oxford in Harberton House.

Present: Sir Geoffrey Peto (in the Chair); Dr. Elizabeth Casson; Mr. G. R. F. Bredin; Dr. John Johnson, Miss E. M. Macdonald; Sir Percy Marsh; Mr. R. G. McInnes; Mrs. Nugent Young; Dr. Andrew Shepherd. The Secretary of the Company in attendance.
Apologies were received from Sir Hugh Casson; Mr. J. C. Scott.

1. Minutes. The Minutes of the Fifth Annual General Meeting held at Oxford in the Painted Room, 3 Cornmarket Street, on Friday the 11th December 1953 were confirmed.

2. Report and Statement of Accounts. Agreed unanimously: that the Report of the Governors and the Audited Statement of Accounts for the year ending the 31st August 1954, together with the Report of the Auditors thereon, be adopted.

3. Election of Governors. Resolved: that Sir Geoffrey Peto, Dr. Elizabeth Casson, Dr. John Johnson, and Sir Percy Marsh (notified on the Notice of Meeting as 70 years of age or over) be elected Governors of the Company.

Also resolved: That Mr. R. G. McInnes and Mr. J. C. Scott, retiring by rotation, be re-elected for a further period of three years.

4. Appointment of Auditors. Messrs. W. M. Bayliss, Sons & Co. were re-appointed as Auditors to the Company, the remuneration for Auditors' services to be agreed upon by the Governors.

G. R. F. Bredin
Chairman

21/x/55.

THE DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Meeting of Governors held at Harberton House on the 7th March, 1955

Present: Mr. G.R.F. Bredin
Dr. John Johnson
Sir Percy Marsh
Mrs. Nugent Young

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

295. Chairman pro. tem. Mr. Bredin was appointed to act as Chairman of the Meeting in the absence of Sir Geoffrey Peto.

296. The late Dr. Casson At this, the first Meeting of Governors subsequent to the death of the Founder of the School, the late Dr. Casson, it was resolved to record in the Minutes the irreparable loss suffered by the School and by the whole movement of Occupational Therapy owing to her death on December 17th 1954, and the respect in which the Governors of the School and the many individuals who had benefitted by her work held her memory. The Governors had been appropriately represented at her funeral. A two-minutes silence was observed.

297. Minutes The Minutes of the Meeting held on the 29th October 1954 as previously circulated were confirmed:

Business arising:

(a) External candidates. Continuing Minutes 280 (g) and 289 (b) the Principal reported that the proposed scheme for accepting students as external candidates who were tied to their districts and were unable to take the usual course at a school was still under consideration by the Council of the Association of Occupational Therapists, who appreciated the offer of Dorset House to co-operate.

(b) Advisory Training Committee. The Governors were informed that the Advisory Training Committee appointed at the previous Meeting (Minute 291(g)) had not had occasion to meet, and that some time would elapse before it could appropriately function. It was agreed that until then this item be omitted from the agenda.

298. Principal's Report The Principal's Report for Michaelmas Term and part of the current Term was received.

Matters arising:

(a) Applications. Applications from candidates desiring to enter the School numbered 144 as compared with 118 during the same period last year. All were being notified that in the near future entry may be limited to one intake a year, that is, in September, omitting the March intake. The pressure of applications might make it desirable to defer the proposed change.

(b) Change in Staff. Mrs. Lowe, secretary to the Principal, had accepted an appointment elsewhere. Mrs. Chandler, who had formerly been employed as a shorthand-typist, during a probation period had done the secretarial work satisfactorily, and had now been appointed to the vacant post. A junior assistant was required, and recommendations on staffing, with an eye to economies, would be made later.

(c) Examination results. The examination results for November/December 1954 were received, and remark was made on the high standards maintained. The Governors agreed that the Principal and Staff were to be warmly congratulated, and that a copy of this Minute conveying their congratulations be displayed on the Notice Board.

(d) Hospital practice. Letters had been received from three Hospitals accepting Dorset House students for hospital practice in which high appreciation of the quality of the students was expressed.

(c) Hostel. The Hostel Staff continued to give the usual good service. The light metal beds purchased from the Churchill Hospital several years ago would soon need to be replaced; and replacement by divans was suggested, estimates to be secured.

(f) Gardeners. The head gardener, who had been employed for a short time only, had had to resign owing to ill-health. A younger man whose work was highly satisfactory had taken his place.

(g) Stokers. The stokers had responded manfully to the impact of the severe winter weather. On their efforts the smooth running of School work in general had considerably depended.

(h) Vice-Principal. The Principal expressed high approval of the work done by Miss Collins, the Vice-Principal, who had coped well with the administrative duties in her own absence. The Governors added their warm appreciation, to be recorded in the Minutes.

299. General Purposes and Finance Committee: Minutes: The Minutes of the Meeting of the General Purposes and Finance Committee held on the 21st February 1955 were received.

Business arising:

(a) Statement of Accounts for the Michaelmas Term 1954. The Statement of Accounts with the Accountant's comments thereon was received. Various questions were asked, and were answered satisfactorily. Mr. Bryon was thanked for his commendable work.

Miss Macdonald drew attention to the need of treating two or three huts that were in a damp condition. The cost would be about £20 per hut. The Library was one requiring treatment. Judging by the Michaelmas Term accounts the cost involved would fall within the year's Budget estimate.

Additional shelving for books in the Library was also required. Possible safeguards against deterioration by dust and mildew were discussed and it was decided that the opinion of the Library Association be sought as to the kind of shelving appropriate.

The Committee were informed that each student paid 2/6 per term to the Library Fund and that so far this contribution had been found adequate for the kind of specialised library the School maintained. For a wider range the students had access to the Radcliffe Science Library.

(b) Salaries and Wages. (i) Whitley Council increases. Miss Macdonald pressed for leave to withdraw her name from the list of the Staff, six in number, whom the Committee had ruled as entitled to the Whitley Council increase in salary of £25 per annum, though she much appreciated the Committee's intention. In view of her plea, and the reasons given, the Governors agreed. They also agreed that the increases apply from the 1st December, 1954, as this was found to be the actual date given in the Council's award.
(ii) Wardens and Welfare Officer. On hearing Miss Macdonald's explanation of the relevant circumstances it was decided that the increases in salary to the Warden of the Hostel (of £10, to £500) to the Sub-Warden, and to DMP

the Welfare Officer (of £15, to £400) apply without the proposed condition that they come within the superannuation scheme, the increases to date from the 1st January, 1955.

(c) Superannuation Scheme. It was agreed that all the staff participate in one or other of the arrangements for the superannuation scheme, but that one year's grace be allowed to any member requesting it. As negotiations for implementing this scheme were not yet completed, instructions were given to open a new deposit account into which all deductions from staff salaries and contributions from the School already made or to be made until the scheme began to operate be deposited. Miss Macdonald was authorised to consult insurance brokers as to the issue of policies to cover staff falling outside the superannuation provisions of the two Ministries until these could be transferred to the School's scheme.

(d) Open Day plans. Agreed: to approve the recommendation of the Committee that from now on "Open Day" be known as "Founder's Day", and that a Memorial Service for the late Dr. Casson precede the usual School arrangements for the occasion this year.

(e) Medical Director. Agreed: to approve the recommendation of the Committee that Dr. Shepherd be appointed as Medical Director.

(f) The Company's Solicitors. Resolved: that in view of the Committee's recommendation, an Oxford solicitor be engaged to attend to the business of the Company; Mr. R.B. Cole of Messrs. Cole & Cole, St. George's Mansions, George Street, Oxford, to be asked to act in that capacity subject to the consent of the Chairman, Sir Geoffrey Peto. The Chairman, if he agrees, to write to the present Solicitors, Messrs. Bevan & Hancock, of Bristol, to inform them of the new arrangement.

(g) Meeting of Residents: private road. The Governors were notified that a Meeting of Residents concerned with the private road had been held on the 3rd March, at which arrangements relating to privacy, roads and lighting had been agreed. Contributions from residents towards expenses to be paid to the Trust, who would pay all outgoings, provided that the Trustees consented.

(h) Harberton House (i) Repair of Drive. It was agreed to be advisable on grounds of economy to arrange for repair of the drive at Harberton House coincidentally with repair of the private road. Expense would fall on the "Repairs and Renewals" fund. Acceptance of the estimate given by Messrs. John Allen & Ford (Wokingham) Ltd. as a maximum was authorised, and the Principal and Mr. Macdonald were asked to negotiate for a reduction in cost.
(ii) Painting and Decorating. On the report of Mr. Bredin it was agreed that the estimate of Mr. F.D. Brownsill for interior decoration of Harberton House be accepted, and that authorisation be given to accept the estimate for exterior decoration submitted by Mr. H.L. Sutton if on review by Mr. Bredin and Mr. Macdonald this was confirmed as the more reasonable estimate.

300. Date of next Meeting — The date of the next Meeting of Governors, when deferred business of importance could be considered, was held over for decision until the return of the Chairman

Geoffrey Peto

17. VI. 5.

THE DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the Meeting of Governors held at Harberton House on the 17th June, 1955.

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

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

301. Minutes — The Minutes of the Meeting held at Harberton House on the 7th March, 1955 as previously circulated were confirmed.

302. Principal's Report — The Principal's Report for Trinity Term 1955, previously circulated, was received.

Matters arising:-

(a) Enquiries and Applications. Since January 1st, 282 enquiries; 263 in same period last year. So many applications, the list for residence at the hostel had had to be closed. A list of external lodgings kept; the School Welfare Officer inspects billets. One group of applicants deferred for entry until March, and they are willing to wait rather than go elsewhere. Majority of applicants prefer to enter in September. Grants from local authorities vary in amount. Some that are lower than Dorset House fees are supplemented by parents.

(b) Changes in Staff. The Design Instructress and the Welfare Officer are leaving, after three years' service. In order not to miss useful opportunities for selection, their successors have been appointed by the Principal meantime.

(c) Hospital Practice. Means of stimulating closer co-operation by the medical staff with occupational therapy work in hospitals were discussed. Agreed: to defer until the October Meeting of the Governors the matter of pressing the Association to take active measures.

(d) Irrelevant and ineffective Examination Paper. Attention was drawn to a letter from Dr. D. Sinclair, the lecturer in Anatomy to the School, pointing out that a grossly inappropriate examination paper in Anatomy had recently been set for Dorset House Students. The examination paper was inspected by the Governors. The Medical Director, Dr. Shepherd, and his fellow Governors endorsed the observations of Dr. Sinclair, as some of the questions were entirely irrelevant to a training course in Occupational Therapy and others so vague as to be almost meaningless. They were of the unanimous opinion that no students at Dorset House or at any other Occupational Therapy School could be expected to deal reasonably with this particular examination paper.

It was thereupon resolved:

(a) to forward a copy of Dr. Sinclair's letter to the examining authorities;

(b) to send a covering letter in the name of the Governors, strongly supporting Dr. Sinclair's contentions, and saying that in taking this stand they had the emphatic endorsement of the Medical Director of the School;

(c) to ask for a reply to the points raised in Dr. Sinclair's letter; and

(d) to request that, in any event, a new examination paper be set.

It was also agreed to thank Dr. Sinclair for his intervention and to send him a copy of the letter forwarded by the Governors.

303. General Purposes & Finance Committee Minutes:

The Minutes of the Meeting of the General Purposes and Finance Committee held on the 2nd June, 1955, previously circulated, were received, and were introduced by the Chairman of the Committee, Mr. Bredin.

(a) Medical Director. (Minute 1a) The Governors echoed the appreciation expressed to Dr. Shepherd by the Committee on his acceptance of the appointment of Medical Director. The appointment was gladly welcomed.

(b) Open Day Plans. (Minute 1b.) The recommendations that the 1955 Open Day be the last annual occasion of the kind to be so named, and that the change of name to "Founder's Day" on future occasions, were approved. The arrangements for the Memorial Service and other events of Open Day were reviewed and endorsed.

(c) Company's Solicitors. (Minute 1c.) The Governors were informed that subsequent to preliminary enquiries the Chairman had written to Messrs. Cole & Cole, solicitors, of Oxford, requesting that they act as the Company's solicitors, and they had agreed. They were to act also as solicitors to the Trust.

Mr. R.B. Cole had already conducted a case on behalf of the School concerning a street accident to one of the students, to the satisfaction of all concerned.

The appointment was approved.

(d) Statement of Accounts: Hilary Term. (Minute 2) The Statement of Accounts for Hilary Term, previously circulated, was received. Various questions were asked and answered. Comment was made on the efficiency of Miss Christer in maintaining the loss on the running of the Hostel at a low figure.

(e) Superannuation. (Minute 3) Reported: Miss Macdonald and Mr. Bryon had visited the Ministry of Education in order to further a settlement of the Superannuation Scheme matters still outstanding, but finality had not yet been secured. A further visit by Mr. Bredin and Miss Macdonald had been planned.

The action of the Committee, as an interim measure, in authorising the payment of all contributions made to the Fund from both the teacher and the School, to any teacher transferring to a post elsewhere was endorsed without prejudice.

(f) Equal Pay. (Minute 4) The decision of the Burnham Committee that the salaries of women teachers be increased by stages until at the end of seven years they equalled the salaries of men was discussed. As proposed by the G.P. and F. Committee, consideration of ways and means of dealing with the award was deferred until the October Meeting. The financial impact of both the Burnham decision and of the Superannuation Scheme could then be taken into account. In the Prospectus of the School the right to raise fees for the training course was reserved, were an increase in fees to become necessary.

(g) Liability for Repairs. (Repair of Hut, Minute 5) Arising from a decision of the Committee authorising expenditure on the repair of a hut for protection against damp, the Chairman asked that the lease of the School premises from the United Hospitals Board be examined as to liability for dilapidations on termination of lease. Agreed.

(h) School Fees Remission Scheme. (Minute 7) The recommendation of the Committee that the School itself bear the loss of fees, if necessary, on the very rare occasions during hospital practice in vacation when a student became unable to continue with the course (instead of increasing the premium for insurance under the School Fees Remission Scheme to cover vacations) was endorsed.

(i) Memorial to the Founder. (Minute 10) The Chairman gave an account of the scheme for a Doctor Casson Memorial Workshop now in course of negotiation with the City Council. A letter was received from the City Medical Officer saying that the Health Committee had approved the scheme in principle, and that it was an appropriate moment to issue an appeal for subscriptions to a Memorial Fund.

The Trust had agreed to administer the Fund. This would be used to equip a curative workshop for the handicapped, the running costs to be borne by the City. The students of the School would contribute service towards the training of patients using the workshop.

The proposed scheme, as far as it affected Dorset House and the Memorial Fund, was approved, and the issue of an Appeal was authorised, in time for Open Day; a copy to be forwarded to every Governor for comments, and the final draft to be approved by the Medical Officer of Health.

(j) Future Plans. (Minute 11) The recommendation of the Committee that plans of the extensions needed at "Cotuit" for the purposes of the School be prepared for submission to the City Planning Committee before definite steps were taken to purchase the property was endorsed. The offer of Sir Hugh Casson to give an opinion on these construction arrangements was warmly welcomed.

304. Knitting Machine — The possible advantages of purchasing a knitting machine from Messrs. Elliston & Cavell for £53 was considered. Were the machine purchased, six hours free training would be given, also a demonstration of its uses on Open Day. Authority to buy was agreed.

305. Date of next Meeting. — Decision as to the date of the next Meeting was deferred for consultation with the Auditor.

24.xi.55.

for Chairman

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the Meeting of Governors held at Harberton House on the 21st November, 1955.

Present: - Mr. G.R.F. Bredin
Dr. John Johnson
Sir Percy Marsh
Mrs. Nugent Young

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

Apologies were received from Sir Geoffrey Peto, Sir Hugh Casson, Dr. R.G. McInnes, Mr. J.C. Scott and Dr. Andrew Shepherd.

306. Chairman pro. tem. — In the absence of Sir Geoffrey Peto due to ill-health, Mr. G.R.F. Bredin was appointed to be Chairman of the Meeting.

307. Minutes. — The Minutes of the Meeting held on the 17th June, 1955, as previously circulated, were confirmed.

Business arising:-

a. Ineffective Examination Paper. (Minute 302 d.). — The Governors were informed that this issue had not been further pursued. All the candidates from Dorset House School passed, and other schools, some of whose candidates had failed, had not protested.

b. Knitting Machine. (Minute 304). — A recommendation that the authority given to purchase a knitting machine be cancelled, was approved on the understanding that it could be asked for again later. Other equipment had become more urgently required.

308. Principal's Report. — The Principal's Report, previously circulated, was received. The Governors expressed appreciation. They congratulated the Principal and Staff on the highly satisfactory record of examination successes.

They also congratulated Miss Macdonald on the completion of her thesis on Occupational Therapy and the recognition of its quality by the conferment of the B.Litt degree of the University of Oxford.

309. General Purposes and Finance Committee Minutes. — The Minutes of the General Purposes and Finance Committee (Meeting held on 24th October, 1955), as previously circulated, were received.

a. Statement of Accounts: Year 1954 - 55. — The audited Statement of Accounts for the Year ending 31st August, 1955, previously circulated, was received. Supplementary information was given in answer to questions concerning the point raised by the Auditor, that is, loss of interest due to premature transference of the purchase price for £500 worth of 3½% Bonds, the Bank had granted a credit of 14/2. Resolved: that the Statement be adopted for submission to the Annual General Meeting of Shareholders.

b. Report of the Board of Governors. — Resolved: that the Report of the Board of Governors, as submitted, be adopted for presentation to the Annual General Meeting.

c. Budget for 1955-56.

The Budget for the year 1955-56, as previously circulated, was received.

d. Salaries and Wages.

The recommendation of the Committee, that the salary of the Tutors' Clerk, at present £300 per annum, be increased by two yearly increments of £13 each to £326 per annum was approved. Authority was given to increase cleaners' wages from 2/- to 2/2d. per hour when this increase was considered advisable.

e. Proposed Superannuation Scheme.

The Bursar reported on the difficulties which would attach to the attempt to conduct an independent superannuation scheme for the School, and advised that another approach for promoting integration with the Schemes administered by the Departments of Education and Health be made to the Ministry of Health. Agreed.

Meantime, contributions made by the School and by members of the Staff would continue to be paid into the present account.

f. Equal Pay.

The essential points in a programme for increasing scales of pay so as to conform in principle with the Burnham Award relating to equal pay for men and women teachers, to be implemented in four years, were received.

i. Scope of application.

It was agreed to apply the proposed increases to Tutors as to Craft Teachers directly affected by the Burnham Award, although Tutors' salaries were guided by the Whitley Scales. Degree of responsibility would be the criterion for payments.

ii. Increments commencing date.

It was also agreed that back pay under this programme date from April 1955, as provided by the Burnham Award.

iii. Finance

The Accountant estimated that by the end of the four-year period within which the increases would, stage by stage, reach the maximum, the annual cost would total approximately £1,000. For the first year it would amount to £295 plus back pay to April as now decided.

To meet the cost the Governors decided: that (A) as from October next School fees be increased from £90 to 90 guineas; (B) the registration fee of 3 guineas be separate from and additional to School fees, and not deducted as now, as a deposit from the fees paid for the first term, and (C) that Hostel fees be increased from £3.10.0 to 3½ guineas for board and residence per week.

The Governors recorded their indebtedness to Mr. Dennison for the work done in preparing the scheme for implementing equal pay.

g. Harberton House: re-decoration.

The opinion of the Committee that the whole cost of painting and decorating Harberton House amounting to approximately £600 should be borne by the Major Renewals and Repairs Fund was endorsed.

h. Lease of Churchill premises.

As requested by the Chairman of the Governing Body, Sir Geoffrey Peto, the Meeting was informed of the terms of the lease of the School premises relating to the provision for re-conditioning the premises by the tenant on termination of the lease. The relevant clauses were read to the Meeting. The opinion was expressed that the huts were now in better condition than at the commencement of the lease, and therefore that no liability for repair was likely to fall on the School.

H. M. Caen

i. Dr. Casson Memorial Fund.

The current situation concerning the Dr. Casson Memorial Fund was reviewed. Resolved: that the sum of £250 be contributed by the School to the Memorial Fund, in honour of the Founder.

j. Investments.

The recommendations of the Committee on proposed investments was considered. Additional information given was that the maximum holding allowed in the new 4% Bonds is £1,000. Resolved: that the investment of £1,000 in 4% Defence Bonds be authorised, and that for the time being no further investment be made.

k. Banking procedure.

The recommendations of the Committee concerning banking procedure were considered. In the light of further information it was resolved: (i) the Imprest be increased to the sum of £2,500, replenished monthly; (ii) the Principal, Vice-Principal and Bursar be authorised, individually, as circumstances require, to sign cheques up to the value of £100 on the Imprest Account; (iii) cheques over £100 in value to be signed by one Governor, in addition to one of the above-named officers; and (iv) the Accountant be authorised to endorse cheques payable into the School account, in addition to the Officers already named.

l. Terminal Statement of Accounts.

The desirability of a simplified Statement of Accounts to be submitted at the end of each term in place of the usual detailed Statement was discussed. A sample formula was circulated to the Meeting. Agreed: that terminal Statements on the lines of the formula be approved as an experiment, subject to amended procedure in the light of experience.

m. Proposed change of examination date.

CONFIDENTIAL

Reported: the Association's Committee had agreed that 3 years' notice be given of any change of the examination date. The situation was being closely watched on account of the importance to the School of examination timing.

310. Admission of Students: medical reports.

The Governors were informed of a medical report submitted by an intending student which gave wrong information and was signed by a doctor not in a position to certify the accuracy of the report. After discussion, it was agreed that current procedure regarding the provision of medical reports be continued with some additions, but that a leaflet be circulated with the prospectus which would give adequate information on medical matters affecting entry to the School.

311. Drill and Mortice Machine.

Reported: in relation to the new syllabus a drill and mortice machine costing approximately £50 was urgently required. This was one reason for deferring the purchase of a knitting machine (See Minute 306 (b) above). Authority was given to buy the drill and mortice machine.

312. Date of next Meeting.

Agreed: that the next Meeting be held on Monday, the 27th February 1956 at 2 p.m. The next Meeting of the General Purposes and Finance Committee was therefore fixed for Monday the 13th February 1956 at 2 p.m.

Hugh Cassm.

27.2.56.

THE DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the Seventh Annual General Meeting of Shareholders held in Oxford at Harberton House on the twenty-first day of November 1955.

Present: Mr. G. R. F. Bredin.
Dr. John Johnson,
Miss E. M. Macdonald,
Sir Percy Marsh,
Mrs. Nugent Young.

In Attendance: Mr. Sam Smith. (Secretary)

Apologies were received from Sir Geoffrey Peto, Sir Hugh Casson, Dr. R. G. McInnes, Mr. J. C. Scott and Dr. Andrew Shepherd.

1. Chairman pro tem. In the absence of the Chairman of the Company, due to illness, Mr. G. R. F. Bredin was appointed to be Chairman of the Meeting.

2. Minutes. The Minutes of the Sixth Annual General Meeting, held at Oxford, at Harberton House, on the 29th October, 1954 were confirmed.

3. Reports for the Year 1954-55. The Report of the Governors and the Audited Balance Sheet and Accounts for the Year ended 31st August, 1955 with the Report of the Auditors thereon were adopted.

4. Election of Governors. Due notice having been given of Governors attaining the age of seventy years or more the following were re-appointed as Governors for a further period of one year:- Sir Geoffrey Peto, Dr. John Johnson, Sir Percy Marsh.
Mr. G. R. F. Bredin and Sir Hugh Casson were re-appointed as Governors for a further period of three years.

5. Appointment of Auditors No other nomination having been received, Messrs. W. M. Bayliss, Sons & Co. were formally appointed to continue as Auditors to the Company at a remuneration to be decided by the Governors.

Hugh Casson
Nov 19th '56

THE DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY.

Minutes of the Meeting of Governors held at Harberton House on the 27th February 1956 at 2.pm.

Present:

Mr. G.R.F. Bredin.
Sir Hugh Casson.
Dr. John Johnson.
Sir Percy Marsh.
Mrs. Nugent Young.
Dr. Andrew Shepherd.

In Attendance:

Miss E.M. Macdonald. (Principal)
Miss B. Collins. (Vice-Principal)
Mr. K.D.D. Henderson. (Bursar)
Mr. H.L. Dennison. (Accountant)
Mr. S. Smith. (Secretary)

Apologies were received from Dr. R.G. McInnes and Mr. J.C. Scott.

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313. Chairman pro. tem.

Sir Hugh Casson was appointed Chairman pro. tem.

314. The late Sir Geoffrey Peto.

The death of Sir Geoffrey Peto, Chairman of the Governors, was formally reported to the Meeting. The Governors present and the members of the Staff stood in silence as a mark of respect to his memory. Tribute was paid to the great service he had rendered to the School through the years.

a. Correspondence with relatives.

Letters had been sent to his relatives expressing the sympathy of the Governors with them in their bereavement. It was agreed that a formal record be made of his long connection with the School and of all that he had done for it.

Sir Hugh Casson, Mrs. Nugent Young, the Principal and the President of the Students' Union had represented the School at the Memorial Service on Wednesday, 8th February, 1956.

b. Memorial

Possible forms of a Memorial to the late Sir Geoffrey were considered. Suggestions were: (a) the naming of a room or building, (to be deferred until the School had more settled quarters); (b) the enlargement of a photograph for display in the School; or (c) continuation of the scheme for a "Peto Prize" for designs for work to be made by the Homebound. The Governors were asked to forward to the Secretary any further suggestions they wished to make.

315. Board of Governors: appointments.
a. Chairman

Mr. Bredin proposed and Mrs. Young seconded; that Sir Hugh Casson be appointed Chairman of the Board of Governors. This motion was carried unanimously.

b. Vice-Chairman

Mrs. Young proposed and Dr. Shepherd seconded, that Mr. G.R.F. Bredin be appointed Vice-Chairman. This was unanimously agreed.

c. Additional Governors.

Vacancies on the Governing Board had been created by the deaths of Dr. Balme, Dr. Casson and Sir Geoffrey Peto, and the resignation of Dr. Cooksey. At least four places were to be filled, but there was no limit to the number who could be appointed. Six nominations had been received: Lady Franks, Oxford; H. Loukes, Esq., Oxford; David Matthews, Esq., London; Miss J.W. Macleod, Bristol; Mrs. Celia Westropp Oxford; and Squadron Leader C.B. Wynn-Parry, Chessington, Surrey. The brief information about the nominees previously circulated, was supplemented verbally and their interest in occupational therapy explained. None had so far been asked if they were willing to serve.

After review of the list it was resolved: that all six nominees be requested to join the Board, a letter of invitation from the Chairman to be forwarded to each of them, to be followed by a letter of information from the Principal and an invitation to visit the School. All who agreed to accept were to be regarded as duly appointed at the current Meeting.

316. Minutes

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

Business arising:-

a. Admission of students: Medical Reports (Minute 310)

The procedure relating to medical reports on intending students was now working satisfactorily. The doctor concerned was being asked in each case, whether he or she could confirm the account given in the statement of the candidate.

317. The Principal's Report.

The Principal's Report for Hilary Term, previously circulated, was received and various paragraphs therein supplemented verbally and discussed.

a. Enquiries and applications for training.

The demand for training at the School was more than maintained and the competition for vacancies was resulting in acceptance being increasingly restricted to candidates above the basic level of educational requirements.

b. Examination Results.

The Governors expressed considerable satisfaction with the recent examination results.

c. Hospital Practice

A successor to Miss Meredith, the former London Tutor, was being sought. Difficulty in filling this vacancy proved the need to solve the Superannuation problems.

d. Staff.

Resolved: to record in the Minutes the thanks expressed by the Board of Governors to the Staff for their loyal co-operation with the Principal in the work of the School in face of difficult circumstances of weather and illness.

e. Form of Principal's Report.

Miss Macdonald enquired whether any change in the form of the Principal's Report appeared to be desirable. It was agreed that the current form was altogether satisfactory.

318. G.P. and F. Committee: Minutes.

The Minutes of the Meeting of the General Purposes and Finance Committee held on the 13th February 1956, previously circulated, were received.

Mr. Bredin introduced the Minutes. Those especially referred for consideration by the Board were then discussed.

a. Statement of Accounts: Michaelmas Term 1955. (Min: 3)

The Statement of Accounts for Michaelmas Term 1955 and the Accountant's observations there-on were reviewed and several were supplemented verbally. Agreed: that the simplified form of Statement as presented, gave an adequate explanation of the Term's finances.

It was also agreed that the appreciation of the Board be conveyed to Miss Parry for the good work done at the Hostel in the unfortunate absence of Miss Christer owing to ill health.

b. Salaries and Wages. (Min: 4)

In view of certain considerations explained by Mr. Henderson, the interim salary increases to craft instructors, as recommended by the Committee, were amended as appropriate and were approved by the Board as follows:-

	1.9.54. to 31.3.55.	1.4.55. to 31.8.55.	1.9.55. to 31.3.56.	1.4.56. to 31.8.56.	Total
Mrs. Kuemmel	-	£7 10. -	£10 10. -	£7 10. -	£25 10. -
Miss Hance	-	-	£11 13. 4	£8 6. 8	£20 - -
Miss Jackson	(See below)	£5 8. -	£7 11. 3	£10 16. -	£23 15. 3
Miss Thompson	-	-	£7 6. 5	£10 9. 2	£17 15. 7
Miss Draper	(See below)	£4 3. 4	£5 16. 8	£8 6. 8	£18 6. 8
Mr. Maggs	£8 3. 4	£5 16. 8	£8 3. 4	£5 16. 8	£28 - -
					£133 7. 6

Adjustment in respect of training increments:

Miss Jackson. (1.5.53. to 31.1.56.)	£41 5. -.	
Miss Draper. (1.1.54. to 31.1.56.)	£10 12. 6.	£51 17. 6
Total cost to the School during the financial year.		£185 5. -.

Further increases were envisaged after the Burnham Scale adjustments, due to take place in October 1956.

c. Increase of students' Fees: Payments. (Min: 6)

Agreed: that old students as well as new should pay the increased fees, but discretion to be given to the Principal and Bursar to adjust fees in cases of hardship.

Following on these decisions, the remaining Minutes were reviewed and on certain Minutes opinions were recorded as follows:-

d. Superannuation (Minute 2b.)

Mr. Henderson explained the current circumstances effecting the proposed Superannuation Scheme and outlined a modified arrangement which might serve until the main difficulties with the two Ministries concerned had been overcome. Meantime, negotiations with the Ministry of Health would continue. It was agreed that, if found advisable, at an appropriate stage an Ad Hoc Meeting of the General Purposes and Finance Committee be held, to be followed if necessary by an Ad Hoc Meeting of the Board. Thanks were expressed to Mr. Henderson for the close attention given to a difficult problem.

e. National Insurance: Student teachers (Minute 7)

Reported: the arrears of contribution payments under the National Insurance Scheme as a consequence of the service to the School given by student/staff members, amounts to £103. The attempt was being made to secure a rebate for out-of-term periods.

319. Casson Trust: New Trustees.

The Bursar, as the Secretary of the Casson Trust, reported the appointment of Mrs. Nugent Young as Chairman and Mr. G.R.F. Bredin as additional Trustee of the Casson Trust. The Board welcomed the appointments.

320. The School.

a. Founder's Day

It was agreed that in view of the impossibility of hiring a marquee, as on many previous occasions, the Hall of the Churchill Hospital be used on Founder's Day, July 14th next.

b. Governors: date of next Meeting.

Agreed: that if found advisable the next Ordinary Meeting of Governors be held in the morning of Founder's Day. (It was noted that an earlier and/or additional Meeting might be required.)

c. New Governors: Sherry Party.

Agreed: that a Sherry Party to mark the appointment of new Governors be arranged at the time of the next October meeting.

321. Future Plans

HIGHLY CONFIDENTIAL.

Concerning future developments, (a) rough plans for extensions to Cotuit, (if the building were acquired) were shown; (b) the possibility of School buildings in the grounds of Harberton House were discussed; (c) tentative enquiries as to the prospect of another property in Headington becoming available for the School were reported. The importance of the zoning in the City Plan in relation to each of the three sites was emphasised.

H.M. Cam

July 14. 1952.

THE DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the Meeting of Governors held at the Linton Lodge Hotel, Oxford, on the 14th July 1956, at 11.15 a.m.

Present:
Sir Hugh Casson (in the Chair)
Mr. G.R.F. Bredin
Dr. Andrew Shepherd
Mr. Harold Loukes
Sir Percy Marsh
Miss Winifred MacLeod
Mrs. Nugent Young
Dr. Celia Westropp

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

Apologies were received from Dr. John Johnson, Mr. D.N. Matthews, Dr. R.G. McInnes and Mr. J.C. Scott.

The newly appointed Governors present, Mr. Loukes, Miss MacLeod and Dr. Westropp, were warmly welcomed by the Chairman.

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

Business Arising: (Minute 314c.)

New Governors — The appointment of additional Governors as follows was formally notified: Mr. Harold Loukes, Mr. D.N. Matthews, Miss Winifred MacLeod and Dr. Celia Westropp, who had accepted the invitation to join the Board.

Lady Franks and Squadron Leader Wynn-Parry, regretfully, had not been able to accept as they were too fully occupied with other affairs.

323. General Purposes and Finance Committee: Minutes — The Minutes of the Meeting of the General Purposes and Finance Committee held on the 27th June, 1956 were received. Mr. Bredin, in introducing them, reviewed in general the more important items.

a. Will of Sir Geoffrey Peto

i. Guarantee: Casson Memorial Fund.

Business Arising:

The Trustees of Sir Geoffrey Peto were considering whether they should implement his guarantee to make up the Casson Memorial Fund to £1,000 as he intended, although the guarantee was not enforceable at law. The amount subscribed had stood at £541 6s. 0d. for some months, and the Casson Trustees had in mind to fix a date at their next Meeting for closing the Fund.

ii. Curative Workshop — The provision of a Curative Workshop as a Dr. Casson Memorial had not as yet been agreed with the City Council, but preparatory arrangements were under way. The School's offer was, not to maintain the Workshop, but to provide the equipment. At the appropriate stage a financial statement would be issued to the Governors.

iii. Design Competition — Pending a decision of Sir Geoffrey's Trustees regarding his offer of prizes for Design, a first prize of £3 and a second prize of £2 for 1956 was to be paid from School Funds.

b. Statement of Accounts: Hilary Term

The Statement of Accounts for Hilary Term 1956, with the Accountant's Report thereon, also a Financial Statement by the Bursar covering the past four years and outlining the contemporary situation, were received, and supplementary comment made by the Bursar and the Accountant.

c. Salaries and Wages.

The Governors approved the recommendations of the Committee as to Salaries and Wages. It was therefore resolved:

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

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

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

(iv) That the detailed salary list submitted to implement the above resolutions be approved.

(v) That in order to balance the 1956-57 budget, the Principal should investigate the possibility of economies, particularly in the cost of external lectures, but the possibility of a deficit on this budget must be faced.

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

The appreciation expressed by the Committee of the way in which the Accountant had prepared all relevant documents was warmly endorsed.

With reference to resolution (ii), it was noted that there was nothing to prevent a member of the staff from staying on, should she so wish, without further increment after reaching the accepted ceiling.

It was agreed that resolution (iii) take effect as from the beginning of September 1956.

d. Superannuation

The Bursar explained that the revision of the Teachers Superannuation (External Service) Rules and the passing into law of the new Superannuation Bill, had made it possible for School Staff, whether Ministry of Health of Ministry of Education, to take part in a Ministry of Education 1948 Scheme without penalty.

Recommendations of the Committee were approved, and it was therefore resolved: (i) that application be made before August 31st next for the inclusion of School staff within the scheme, so that inclusion may date from the beginning of the current term: (ii) that a private endowment scheme for other members of the staff be devised forthwith.

Thanks expressed to Mr. Bredin and Mr. Henderson by Miss Macdonald for time and help given in dealing with Superannuation Scheme matters were warmly endorsed.

e. Future Plans: Report from the Casson Trust.

After a brief introduction by Mrs. Young, as Chairman of the Trust, Mr. Henderson reported calculations as to floor space required if and when suitable property became available: 14,700 sq. ft. were currently used, and at least 14,150 sq. ft. would be necessary. Some £13,000 in cash and realisable investments were available, but £30,000 would be needed, and in present circumstances supplementary funds were difficult to secure.

The possibility of drawing the attention of certain Trusts to the needs of the School were discussed, and methods of approach decided. Emphasis was laid on the importance of securing planning approval for extensions in view, before properties were bought.

Possibilities of enquiry as to cheap arrangements for building extensions were also discussed.

324. Principal's Report: Trinity Term, 1956.

The Principal's Report for Trinity Term 1956 was received, and Miss Macdonald supplemented.

Business Arising:

a. Enquiries and Applications.

Although the reduced number of enquiries and applications concerning entry to the School as reported, from January 1st to June 10th, compared unfavourably with the preceding two years, this did not indicate the actual situation. The School continued to maintain its usual intake.

b. The Bursar

The Principal stressed the great assistance she had received from Mr. Henderson, who had been appointed Bursar for an experimental year, and hoped that the appointment would be continued indefinitely. Agreed: that the Governors request Mr. Henderson to continue to act as Bursar.

325. Gate in private road: agreement

An agreement between the Governors of the School, as leasers of Harberton Mead, and Lady Williams regarding a gate entering on the private road was submitted. Authority was given to affix the Seal of the School, and the Chairman and Secretary were authorised to sign the agreement on behalf of the Governors.

326. Founder's Day

A proposal that Founder's Day, the open day for attendance of parents and other visitors, should be held biannually and not every year was considered. It was also suggested that a demonstration of Occupational Therapy be given to groups of medical visitors in each intervening year. It was decided to agree to these proposals in principle, and to refer detailed consideration to the General Purposes and Finance Committee.

327. International Cripples Congress

Reported: that an International Cripples Congress would be held in London next year. Agreed: that in connection with the Congress a trip to Oxford be arranged, and that the School offer hospitality to a limited number of visitors.

H. M. Casson.
19. Nov 1956.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the Meeting of Governors held on the 19th November 1956, at Harberton House.

Present:
Sir Hugh Casson (in the Chair)
Mr. G.R.F. Bredin
Dr. Andrew Shepherd
Mr. Harold Loukes
Sir Percy Marsh
Miss J. Winifred MacLeod
Mrs. A. Nugent Young

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

Apologies were received from Dr. J.C. Scott, Mr. R.G. McInnes and Dr. Celia K. Westropp.

328. The late Dr. John Johnson.

A formal report of the death of Dr. John Johnson was received, and all present stood in silence as a mark of respect.

It was resolved that some record of the service given to the School by Dr. Johnson be entered in the Minutes. His shrewed judgment and sound advice had been helpful to Governors and Staff alike for many years, and the sound financial and constitutional circumstances of the School owed much to his ability.

329. Temporary Acting Bursar.

Mr. R.T. Johnston was introduced to the Governors. Mr. Henderson the Bursar would shortly be leaving to fulfil an engagement overseas, and Mr. Johnston had kindly agreed to take his place during his absence.

330. Minutes

The Minutes of the Meeting held on the 14th July 1956, as previously circulated, were confirmed.

Business Arising:-

a. Founder's Day

The recommendation of the General Purposes and Finance Committee that Founder's Day be a biennial and not an annual occasion was received. On taking account of the expense, of the weight of preparatory work falling on students and staff, and of the fact that all parents, even if the change were made, would have opportunity to attend on at least one Founder's Day, it was agreed to approve the recommendation and to defer the next Founder's Day until 1958. In the intervening years other groups might be invited to visit the School.

b. International Cripples Congress

Reported: that arrangements for receiving visitors to Oxford from the forth-coming International Cripples Congress in London might be arranged jointly by the School and Nuffield Orthopaedic Centre. The Principal was authorised to offer hospitality if needed. The School would be able to provide guides to show the visitors what they wished to see in the City.

GRB.

331. General Purposes and Finance Committee Minutes

The Minutes of the Meeting of the General Purposes and Finance Committee held on the 22nd October 1956, (Previously circulated with all relevant documents) were received.

Business Arising:-

a. Statement of Accounts for the Year ending 31st Aug. 1956.

It was noted that although a deficit had been expected in view of rising costs and heavy commitments, the Statement of Accounts for the Year ending the 31st August 1956, showed a surplus of £102. 6s. 2d. The Governors warmly endorsed the Finance Committee's commendation of the efforts of the staff in general, and of Miss Christer in particular, which had secured this result.

i. Commendation of Staff.

ii. Auditor's Report.

Mr. Bayliss submitted the Auditors Report that the Statement of Accounts showed correctly the financial position of the School for the Year under review in the light of the examination they had made of all relevant records. Appreciation was expressed of the work done by Mr. Henderson and Mr. Dennison, and of the help given by the attendance of Mr. Bayliss.

iii. Report to A.G.M.

Agreed: that the Statement of Accounts as certified by the Auditors be submitted to the Annual General Meeting of Shareholders.

iv. Library Fund

The recommendation that a Library Fund be formed into which all subscriptions from students towards Library expenses would be paid, expenditure to be under the direction of The Principal, and that £25 from Library contributions in hand be transferred to the Fund was approved.

v. Investments

In view of the purchase of "The Beeches" for students' lodgings, it was decided that a review of investments be deferred.

vi. Transference of Shares.

Agreed: that, as recommended, shares in the Company formerly held by shareholders now deceased, be transferred to Miss Macdonald, and that executors be requested to consent to formal transfer.

vii. Change of designation "profit" to "surplus".

The recommendation that in all financial statements the term "surplus" be used in place of the term "Profit" was approved.

b. Budget for the Year 1956-57.

The Budget for the year 1956-1957 as presented was received, and the inclusion of an item of £250 for Major Repairs and Renewals approved. It was also agreed that £100 from the 1955-1956 surplus be allocated to the Major Repairs and Renewals Fund.

i. Major Repairs & Renewals

ii. Estimate of Income from Students' Fees.

The principle of estimating students' fees when drafting a Budget, as an average of numbers during the preceding five years, less £200, was approved.

Agreed: that the Budget be adopted.

SRA

c. Salaries and Wages.

The recommendation of the Committee as related to salaries and wages were approved, as follows:-

(i) Mr. Dennison the Accountant, to be given his maximum salary at a cost of £50 per annum.

(ii) Increases already approved for certain members of the Staff to be accelerated, i.e.

Mrs. Kuemmel	a further £25	Total £50
Mr. Maggs	" " £25	" £50
Miss Hance	" " £25	" £50
Mr. Nott to be placed on his maximum, increase		£14,

all to date from October 1956.

The action of Mr. Dennison in foregoing his increase in the interest of the School, when it was due formerly was warmly appreciated.

d. Superannuation Scheme

i. Ministry of Education Scheme.

Present members of the Staff had the option of entering into the Ministry of Education 1948 Scheme, but only three were so placed as to consider entry worth while. Entry for future teaching staff would be compulsory.

ii. School Scheme

The introduction of the School Scheme, to provide for any not covered by the Ministry Scheme, became urgent and important. The recommendation that the School Scheme be limited to National Savings was accepted.

Mr. Henderson quoted certain rules of a Scheme already connected with National Savings, and it was resolved that in drafting the rules, the following provisos be noted:-

(1) No withdrawal of Savings Certificates by any member of the Scheme to be allowed until leaving the employment of the School.

(2) The employers contribution to such accumulated Savings Certificates, and due to any member of the School Scheme, were not to be forfeit except for misconduct.

(3) It was the Governors' wish that every full-time member of the Staff should take part - a statement to this effect being incorporated in letters of appointment.

It was further resolved that a Joint Committee, comprising three representatives of the Governors and two representatives of the Staff: Mr. Bredin to be Chairman of the Committee and the Bursar to be Secretary, and Miss Macdonald ordinary member - (these being representatives of the Governors) - the Treasurer and an ordinary member to be appointed by the Staff.

Also that the Joint Committee hold a Meeting shortly for the purpose of completing arrangements for the Scheme, the rules as finally shaped and other relevant information to be circulated to members of the General Purposes and Finance Committee; and ad hoc Meeting of that Committee to be convened if considered necessary.

SRB

e. Future Plans
i. School Premises

Notes: finances available fall far short of the purchase price for more or less suitable property and the added expense of further building required.

Agreed: that the present school premises continue to be rented for a period of up to ten years and that the current arrangement of two student entries each year be retained.

The Governors were asked to allocate £180 for repairs to paths serving School premises at the Churchill Hospital.

ii. Report from the Casson Trustees

(1) Proposed Building Fund.

They were also informed that the Trustees had considered the proposal that a Building Fund Appeal be issued. They had agreed that the Governors of the School should issue an Appeal with the sum of £50,000 as the target, the funds so secured to be held and administered by the Trust. Procedure to be followed was discussed and opinion in general expressed the view that certain Trusts should be privately approached first, before an appeal was publicly launched. Consideration of ways and means was referred to the General Purposes and Finance Committee.

(2) Purchase of The Beeches

Concerning the purchase of "The Beeches" as a students' lodging house, the School agreed to rent this from the Trustees. It was necessary to raise funds immediately, and the Governors authorised the Chairman of the General Purposes and Finance Committee to arrange assistance from the School, including the purchase of investments of the Trust in 5½% City of Oxford Stock, and repayment of an additional £600 of the loan from the Casson Trust if necessary. Apart from the purchase price, expenditure would be necessary to provide a second bathroom, and the re-building of the garage might also be required. The Trustees asked that a rent of 5% per annum on their total expenditure be paid to the Trust. Fees paid for accommodation at "The Beeches" would fall to the School. It was decided to conform with the conditions as stipulated.

It was also decided that "The Beeches" should be known as Senior Students' Lodgings, and that possibly an appropriate arrangement would be to offer a Warden £1 per week with board and accommodation. The property would be legally transferred as from the 27th November, 1956.

f. Bad Debts.

Agreed: that sums due for students' fees: two items, £3 16s 0d and £6 14s 10d be written off as bad debts.

332. Principal's Report

The Principal's Report for the Year September 1955 to August 1956 and the opening of the Michaelmas Term 1956, previously circulated, was received.

a. Enquiries

Miss Macdonald commented that the decline in enquiries from 528 in 1954 to 479 in 1956 was of little significance. A longer period review, say over eight years, would give a more accurate picture of the situation.

b. Lecturers

The Governors endorsed good wishes expressed to Dr. Darcus in transferring to new work in Surrey, and noted the good service he had rendered to the School. They also noted the constructive critisism on the new medical syllabus given by him, and by Dr. Heatley, Dr. Badenoch and Mr. Morgan which had been forwarded to the Association.

c. Billets

About 100 students were placed in billets inspected by the School Welfare Officer. Some indirect accounts had been received of a few instances of inconsiderate behaviour. It was decided that a code of conduct be printed and supplied to both students and landladies and that each landlady, if she had occasion for a complaint, be requested to make it direct to the School.

d. Examination Results.

Concern was expressed at the difference in success attained in the Group I examination in June 1956, as compared with November 1955. Lecturers and Tutors had commented on the June paper: (1) the questions were so ineptly framed that they were not intelligible to the students; (2) with so much else to study it is impossible in 15 months to attain a high enough standard of knowledge to justify questions which are expected to occupy three quarters of an hour, i.e. four questions in three houses. (3) too little choice of questions in so large a subject - (4 out of 5). (4) Single compulsory question quite unfair and psychologically disastrous (this has been discontinued in the meantime).

It was decided to press the Association to arrange for the services of an external moderator when preparing examination papers, and the Chairman was asked to sign representations to this effect.

e. Hospital Practice

The position regarding hospital practice was still unsatisfactory. A conference of Occupational Therapists in charge of hospital practice for Dorset House Students would be held at the Y.W.C.A. in London at 10.45.am. on Saturday 24th November, and the presence of any Governors who wished to and were able to attend would be welcome.

333. Committee and Governors' Meetings

Agreed: that the next Meeting of the General Purposes and Finance Committee be held on Friday, February 8th, 1957, and the Governors on Friday March 1st 1957, both at 2.pm.

1.iii.57.

Chairman

The Dorset House School of Occupational Therapy.

Minutes of the Eighth Annual General Meeting of Shareholders held in Oxford at Harberton House on the nineteenth day of November 1956.

Present: Sir Hugh Casson (in the Chair)
Mr.G.R.F.Bredin.
Dr.Andrew Shepherd.
Mr.Harold Loukes.
Miss E.M.Macdonald.
Sir Percy Marsh.
Miss J.Winifred Macleod.
Mrs.A.Nugent Young.

In attendance: Mr.Sam Smith (Secretary)

Apologies were received from Dr.F.S.Cooksey, Dr.R.G.McInnes and Mr.J.C.Scott.

1. Minutes. The Minutes of the Seventh Annual General Meeting, held in Oxford, at Harberton House, on the twenty-first day of November 1955 were confirmed.

2. Report and Accounts. The Report of the Governors and the Audited Balance Sheet and Accounts for the Year ended 31st. August 1956, with the Report of the Auditors thereon were adopted.

3. Election of Governors. Sir Percy Marsh was re-appointed as a Governor, due notice having been given that he is more than seventy years of age. On the recommendation of the Governors, Dr.Andrew Shepherd and Mrs.A.Nugent Young were also re-appointed.

4. Appointment of Auditors. No other nomination having been received, Messrs. W.M.Bayliss Sons & Co., were formally appointed to continue as Auditors to the Company at a remuneration to be decided by the General Purposes and Finance Committee.

5. New Shareholders. Two shares, each of the value of 5/-, were issued, one to Mr.Harold Loukes and one to Miss J.Winifred Macleod, and the appropriate payments made.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY.

Minutes of the Meeting of Governors held at Harberton House on the 1st March, 1957.

Present:
Mr. G.R.F.Bredin (in the Chair)
Mr. Harold Loukes
Miss Winifred Macleod
Sir Percy Marsh
Miss Celia Westropp
Mrs. Nugent Young

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

Apologies were received from Sir Hugh Casson, Dr. Andrew Shepherd and Mr. R. G. McInnes.

334. Minutes.

The Minutes of the Meeting held on the 19th November, 1956 as previously circulated were confirmed.

Business Arising:

a. International Cripples Congress. (Minute 330b)

The allocation of hospitality arrangements between Nuffield Hospital and the School, concerned with the forthcoming Cripples Congress, had yet to be decided. Possibly 100 visitors would need to be catered for.

b. Superannuation. School Scheme. (Minute 331b.ii)

The members of the Staff had expressed preference for National Savings facilities to be used for the School Superannuation Scheme. Other matters had been deferred until Mr. Henderson's return.

335. Principal's Report.

The Principal's Report for Hilary Term, 1957, previously circulated, was received. It was noted that the number of applications for admission to the School was being maintained satisfactorily. The Chairman commented on the well-kept appearance of "The Beeches", and it was reported that a good Warden had been secured. Thanks were expressed to the Principal for good work done during a term when more than the usual difficulties had to be overcome, and the Principal underlined the very willing support given by the Staff.

336. General Purposes and Finance Committee: Minutes.

The Minutes of the General Purposes and Finance Committee held on the 8th January, 1957, previously circulated, were received.

Business arising:

a. Statement of Accounts: Michaelmas Term.

The Statement of Accounts for the Michaelmas Term, 1956 and the Accountant's comments thereon as previously circulated were received. Comment was again made on the careful supervision of expenditure for Hostel purposes exercised by Miss Christer, and the help she had given in preparing "The Beeches" for senior students was also appreciated.

b. Will of Sir Geoffrey Peto.

Correspondence which had passed between the Principal and Mr. J. B. Talbot, one of the Executors in charge of the Estate of the late Sir Geoffrey Peto, and also an outline of suggested arrangements for the provision of Sir Geoffrey Peto Awards to be offered for creative work relating to the home-bound disabled were received. (Copies had been circulated.) It was agreed that the Principal be authorised to consult with Mr. Talbot concerning the proposed scheme and also The Casson Memorial Fund, and that the Memorial Fund be open to the end of March.

c. The Beeches: report from The Casson Trustees.

Mr. Henderson reported that the Casson Trustees had received and duly considered the recommendations of the General Purposes and Finance Committee as to future financial adjustment between School and Trust relating to "The Beeches".

The Trustees suggested that the responsibility for all renewals and repairs, both internal and external and for the upkeep of furniture be undertaken by the Trust, and that the rent to be paid by the School be increased from the currently agreed 5% figure to 6%. This would approximate to £540 per annum. The prospective income from accommodation fees over administrative expenditure which would fall to the School was estimated at about £1,100 a year. At times when the lodgings were not fully occupied by senior students, short-term accommodation could be let to others. As the School was not intended to make profit, it was suggested that any surplus be placed in a Major Repairs and Renewals Fund and in a sinking Fund against loss. These arrangements, it was recommended, should be embodied in a legal lease of "The Beeches" by the Trust to the School.

The Governors unanimously agreed to accept the recommendation of the Trustees.

d. New Prospectus, Information, Rules, etc.

As a new Prospectus, with the Rules and other information about the School, was about to be issued, a draft of the document was reviewed by the Governors and one or two minor alterations were made.

e. Administrative Work of the Association.

The Governors were informed that the Association were about to appoint an Assistant Education Secretary, and that Miss Macdonald was a member of the Selection Committee. A new Board of Studies was also in process of formation. This would consist of experts and have an independent chairman.

f. World Federation Visiting Centre, 1958.

The action of the General Purposes and Finance Committee in offering the School premises as the Visiting Centre for the Week's Study Visit in England during the International Conference of Occupational Therapists at Copenhagen in 1958 was endorsed.

g. Committee Membership.

With Dr. Celia Westropp's consent, the Governors implemented the recommendation that she be appointed a member of the General Purposes and Finance Committee. Her appointment was warmly welcomed by the members of the Committee.

337. Future Plans.

Alternative lines for future development of the School were discussed. It was reported that, if the Ministry of Health agreed, the United Oxford Hospitals Board were likely to view with favour a proposal to sell the site now occupied by the School. It was therefore resolved:

1. that negotiations for the purchase of the site be authorised, and
2. that plans be prepared for the construction of an administrative block and an assembly hall, with an estimate of costs. Hills (West Bromwich) Ltd., specialists on School building, to be consulted.

Thanks were expressed to the Principal for the attention she had given to the problem of future plans.

338. The Secretary.

A letter was received from the Secretary of the Company enquiring whether the School wished to continue with his services in view of the fact that he was retiring from another body.

By unanimous decision it was agreed to ask Mr. Smith to continue in office, and warm tribute was paid to the very real help he gave the School.

339. Dates of Next Meetings.

Agreed: that the next Meeting of Governors be held on the 5th July, 1957 and the preceding Meeting of the General Purposes and Finance Committee on the 14th June.

Hugh Cassar
July 5. 1957.

Dorset House School of Occupational Therapy

Minutes of the Meeting of Governors held at Harberton House on the 5th.July 1957.

Present: Sir Hugh Casson (in the Chair)
Dr.Andrew Shepherd
Sir Percy Marsh
Miss Celia Westropp

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

Apologies were received from Mr.G.R.F.Bredin, Mr.Harold Loukes, Mr.D.N.Matthews, Dr.R.G.McInnes, Miss Winifred Macleod, Mrs.Nugent Young, Mr.J.C.Scott.

340 Minutes — The Minutes of the Meeting held on the 1st.March 1957 as previously circulated were confirmed.

Business arising:

The Beeches (Minute 336c) — Reported: at the moment, owing to recent financial transactions, £500 was due from the Trust to the School. This would be deducted from rent payable by the School.

World Federation. Study Course (Minute 336f) — As the arrangement for a Visiting Centre in relation to the World Federation Study Course involved Bank Holiday week, and there were other difficulties, application for the use of available room at one of the Colleges in Oxford had been recommended.

341. Principal's Report — The Principal's Report for Trinity Term, 1957, was received.

Business arising:

(a) Enquiries and Applications. — Attention was drawn to the figures given of enquiries and applications received between January 1st. and 10th.June: these should read 145 (instead of 92) last year and 288 (instead of 145) in 1955. The trend of enquiries was reassuring.

(b) Staff — The Governors noted that a Senior Tutor, Miss Dawson, was leaving the School to study in America. They recorded their appreciation of the years of good service she had given.

342. General Purposes and Finance Committee: Minutes. — The Minutes of the Meeting of the General Purposes and Finance Committee held on the 14th.June 1957 were received.

(a) Will of Sir Geoffrey Peto. (Minute 1(a)) — Approved: the recommendation that the Trust hold whatever funds are allocated from the estate of Sir Geoffrey Peto for the Casson Memorial Fund and an annual prize or prizes.

(b) Administrative work of the Association. (Minute 1(d) (i)Examination procedure — Reported: some evidence bearing on the inequity of examination procedure as conducted by the Association had been collected but was incomplete. It was decided that a memorandum on the matters at issue be submitted to the Governors at their next Meeting, so that representations could be made at an appropriate moment if deemed advisable.

343.

344.

(ii) Visits to Training Schools — The Minutes of a Meeting of a Sub-Committee of the Board of Studies of the Association (previously circulated) concerned with official visits to Training Schools were received, together with the terms of a questionnaire to be submitted to Training Schools before the visits were agreed.

The scheme for visits to Training Schools was welcomed in principle.

Observations were agreed upon as follows:

(A) A visiting group should consist of the same number of educationalists as practitioners.

(B) The educationalists should be selected in the same way as the practitioners, i.e. by their qualifications and experience for the duties and not by reason of their appointments as principals of schools.

(C) That visits to each training school should preferably be arranged once every five years.

(D) With reference to the draft questionnaire to be filled in and returned, with copies of the School Prospectus, before a visit takes place, it was decided to recommend that Item 3, "Does the School publish an annual report with accounts and balance sheet? If so, please enclose a copy" should be omitted as it was felt to be inappropriate, it being understood that the purpose of the visits was in fact to investigate and approve the efficiency of the Schools. Furthermore, this information was unlikely to be available from all Schools, and it was felt that it would therefore be more equitable, to expect it from none.

(c) Seventh World Congress (Minute 3) — Reported: the block tickets bought for the series of functions concerned with the Seventh World Congress of the International Society for the Welfare of Cripples did not cover a dance at the Dorchester Hotel on the 24th.July. Tickets for the dance were £2.12s.6d. each. The Governors felt that the School should be represented and authorised the purchase of two tickets.

(d) Fulbright Lectures. (minute 4) — Approved: the recommendation that the offer of Fulbright Lectures in Occupational Therapy be accepted.

(e) Purchase of duplicator (Minute 5) — It was noted that the Committee had authorised the purchase of a much needed Roneo duplicator at a cost of £30.7s.6d.

(f) Extension of Sick Pay: Mr.Ingram (Minute 6) — That the full amount of sick pay to Mr.Ingram, the housman, be continued until the end of July and be followed by six months on half-pay was approved.

(g) Appointment of Bursar (Minute 7) — On the resignation of Mr.Henderson, Mr.Johnston was prepared, temporarily, to act as Bursar. Consequent salary adjustments as decided by the Committee were agreed.

(h) Remission of tuition fees (Minute 14) — Approved: the recommended remission of tuition fees applying to two prospective Argentine students and to a Scottish student, the daughter of one of Dr.Casson's former employees.

343. Accounts for Hilary Term 1957, and Accountant's Report. — The Statement of Accounts for Hilary Term 1957, and the Accountant's Report thereon were received. The marked improvement compared with the preceding term in relation to Budget estimates was noted.

344. Superannuation Scheme (a) Retirement — Mr.Johnston reported that the National Savings Committee had asked that the draft rules of the School Superannuation Scheme (which is to be affiliated as a Retirement Savings Scheme), be re-submitted with slight amendments which did not affect essential matters. (Previously circulated: the draft Rules) The necessary provisions were approved.

(b) Adjustment of Salaries — The recommendation that the salaries of six memebrs of the Staff be adjusted so as to allow a School contribution of 8 per cent in place of 6 per cent was endorsed.

345. Omission of "Limited" from School Title

A letter from the solicitor to the School, Mr.R.B.Cole, was received, recounting the procedure and expense involved in securing permission from the Board of Trade to omit the word "Limited" from the School Title. Enquiries as to alternative methods had also been made, conditional on the School ceasing to be a Share-issuing Company.

Agreed: that in view of the expense entailed the proposal be dropped.

346. Appointment of Governor.

Proposed by Sir Percy Marsh and seconded by Dr.Andrew Shepherd; that Mr.K.D.D.Henderson be invited to join the Board of Governors. Agreed.

347. Future Plans

(a) Accommodation

Miss Macdonald reported on enquiries being made into the possibilities of new School accommodation.

(b) Building Fund Appeal

Agreed: that appeals be made for contributions to a School Building Fund, and that the target aimed at be £50,000; monies subscribed to be held by the Trust.

To this end procedure as follows was approved:

(i) Foundations and Trusts

Approach to be made to likely Foundations and Trusts, with a view to substantial initial contributions.

(ii) Parents of ex-students

(iii) External sources

Authority given to prepare an appeal from the School to parents of old students and to the parents of present students at the end of their course; also to prepare an appeal to individuals and organisations unconnected with the School.

(c) Contribution from fees.

Agreed: that notice be issued without delay of an increase of School fees by five guineas per annum, to commence in May 1958, the notice to be drafted in consultation with Mr.Bredin, and the ultimate proceeds of the increase to be paid into the School Building Fund.

348. Dates of Meetings.

It was decided that the next Meeting of Governors be held on Thursday the 7th.November 1957, now altered to November 15th., and the Meeting of the General Purposes and Finance Committee on Thursday the 17th.October.

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NOV 15. 1957

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the Meeting of Governors held at Harberton House on the 15th November, 1957.

Present: Sir Hugh Casson (in the Chair)
Mr. G. R. F. Bredin,
Mr. Harold Loukes,
Sir Percy Marsh,
Mrs. Nugent Young,
Miss Celia Westropp

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

Apologies were received from:
Dr. A. Shepherd,
Mr. Matthews,
Dr. McInnes,
Miss Macleod,
Mr. Scott.

349. Minutes — The Minutes of the Meeting held on the 5th July, 1957 as previously circulated were confirmed.

350. Principal's Report — The Principal's Report for the year ending 31st August, 1957 and the commencement of the Michaelmas Term was received.

Business arising:

a) Salary Scale Increases. — Agreement which had been reached would result in increases in Occupational Therapy (Whitley) Salaries and would make necessary a readjustment of staff salaries. Additional expenditure involved could not be met unless students fees and hostel charges were increased. It was agreed that salaries and wages be adjusted to the new situation.

b) Fees and Hostel charges — Concerning fees and hostel charges, the policy of a sufficient increase to make unnecessary any further alteration during the next few years was adopted. It was therefore resolved:

Tuition fees — i) that tuition fees be increased by 5 guineas per term to bring in £110.5.0d. per student per annum;

Harberton House — ii) that hostel charges be increased to 4 guineas per week, exclusive of heating;

Registration Fees. — iii) that registration fees be increased to 5 guineas, to be paid on acceptance as a student, returnable only on notice of withdrawal at least six months before commencement of the course.

The new fees and hostel charges to apply from the commencement of Trinity Term, 1958.

Estimated: that during the current financial year, items (i) and (ii) above would add £1,290 to School income, and in a full year, when item (iii) would also apply, £4,097.

The Beeches — It was also resolved that from next March, fees for residence at The Beeches be increased by 2/6d per week as follows: small double rooms, 35/- per week, large double rooms, 37/6; single rooms to remain at the present fee of 2 guineas.

351. General Purposes and Finance Committee Minutes. — The Minutes of the General Purposes and Finance Committee Meeting held on the 21st October, 1957 were received.

Business arising:

a) Statement of Accounts and Auditors Report. — The Statement of Accounts for the year ending 31st August 1957 with the Auditor's Report thereon was received. The slight amendments requested by the Committee had been made.

Agreed: that the Statement and the Auditors Report as presented be submitted to the Annual General Meeting for adoption.

b) Recommendations Approved. The recommendations of the Committee as follows were approved:

i) The transfer of £250 from the surplus for the year (£651) to the Major Repairs and Renewals Fund, with a view to the transfer of a similar amount each year;

ii) The transfer of £12 from the Income and Expenditure Account to the Library Fund.

iii) To ask for the 1/- "Rental of Van" from the Helping Hand for two years.

c) Estimates for 1957/58 — The estimates for the current financial year 1957/58 were reviewed. These took into account readjustments to which the Governors agreed, following on the proposed increase in Whitley salary scales. The estimates were approved.

d) Salaries and Wages. — Following on the decision in 350 (a) above, it was agreed that appropriate increases in salaries and wages be authorised, review of the detailed list to be deputed to the Chairman of the General Purposes and Finance Committee, Mr. Bredin.

e) Superannuation Scheme — The Governors were informed that were the Superannuation Scheme linked to National Savings, staff contributions would be taxed. The proposal that an insurance company scheme be investigated was approved.

f) The Cheques Act, 1957 — The arrangements made by the Committee in adjusting to the Cheques Act, 1957 (Minute 4) were noted.

g) Payment of Accounts by new Entrants. — The draft of a notice intended for the information of grant-aided students, concerning the payment of fees was submitted for review. Some amendments were suggested, and the draft notice approved in principle. The final shaping was referred to Mr. Loukes and the Principal.

h) Administrative Work of the Association. — The Principal reported that the Association had rejected the representatives of the Governors with reference to the inspection of training Schools. Two matters were involved: (i) the submission of a Statement of Accounts, objected to because irrelevant to the purpose of an inspection, and also because many schools could not submit such a document; and (ii) the inclusion of a Principal or other member of a school staff as one of the four visiting inspectors.

With regard to (i) it was agreed to inform the Association that the School Statement of Accounts was not published, but a copy was lodged with the Registrar of Companies in accordance with usual procedure. (The Principal asked that her objection to the latter part of the decision be recorded in the Minutes.)

With regard to (ii) the copy of a letter notifying the Association that the matter would be considered by the Governors at the current Meeting, sent by Mr. Bredin as Chairman of the Committee, had been previously circulated together with a draft letter which it was proposed should be signed and forwarded by the Chairman of the Governors.

It was agreed that the proposed letter should be forwarded, subject to certain amendments, among them the following "ineffective" instead of "effective" (a typing error) at the end of line 4 in the fifth paragraph; "School" instead of "College" at the end of the second line in the eighth paragraph; and the addition of a final paragraph to say that the Governors regarded the matter as of such importance as to request that a meeting be arranged between representatives of the Governing Body and of the Association, (the Chairman of the Association, the Chairman and Vice-Chairman of the Board of Studies being suggested) to discuss this and other educational problems.

352. Insurance Policies. — The attention of the Governors was drawn to the practice by insurance Companies of reducing charges for insurance if policies were taken up for a period of years ahead. It was agreed that period policies be arranged accordingly.

353 Dates of next Meeting. — Decisions as to the dates of the next Meetings were deferred.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the Meeting of Governors held at Harberton House on the 24th. February 1958

Present: Sir Hugh Casson (in the Chair)
Mr. G.R.F.Bredin
Sir Percy Marsh
Miss Winifred Macleod
Dr.Celia Westropp
Mrs.Nugent Young.

In attendance: Principal, Vice Principal, Accountant, & Secretary.
Apologies were received from Mr.D.N.Matthews, Dr.McInnes, Dr.Andrew Shepherd, and Mr.J.C.Scott.

The Governors expressed great regret that the absence of Dr.Shepherd was due to ill-health, and hoped that his health would quickly improve. Miss Macdonald was asked to write to him on behalf of the Governors.

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354. Minutes

The Minutes of the Meeting held on the 15th.November, 1958, as previously circulated were confirmed.

355. Principal's Report: Hilary Term.

The Principal's Report for Hilary Term, 1958 was received. Miss Macdonald supplemented the Report.

356. Superannuation Arrangements.

Mr.Bredin introduced representatives of The Sun Life Assurance Society Ltd., Mr.Coombes, from Head Office, and Mr.Winter, the local agent. He also outlined briefly the consultation between the two representatives and the General Purposes and Finance Committee which had already taken place.

A scheme drafted by the Assurance Society (previously circulated) intended to cover superannuation of members of the staff not covered by the Ministry of Education Scheme was submitted for review. It was observed that some members of the current staff might wish to be excluded from any scheme, or might choose to join a National Savings Scheme, by reason of their personal circumstances.

The proposed scheme was approved in principle and Mr.Bredin and Miss Macdonald were deputed to amend detail as they thought advisable.

357. General Purposes and Finance Committee: Minutes.

The Minutes of the Meeting of the General Purposes and Finance Committee held on the 10th.February 1958, previously circulated, were received.

Matters arising:

a. Will of Sir Geoffrey Peto

The Governors noted that Mr.J.B.Talbot had approved arrangements for the Casson Memorial Curative Workshop, on behalf of the Executors of The Casson Estate.

b. New Prospectus

Reported: the new prospectus was not quite ready for publication

c. Statement of Accounts: Michaelmas Term.

The Statement of Accounts for Michaelmas Term 1957 was received. Mr.Bredin and Mr.Dennison commented on various items. In relation to the Budget, a favourable balance was noted.

d. Appointment of Training Committee

The recommendation that an Advisory Training Committee be appointed was approved and the following were nominated to be members: Mr.Loukes, Miss Macleod, Dr.McInnes, and Dr.Westropp.

The suggestion of the Chairman that a draft of the terms of reference and general principles of procedure for this Committee be prepared for the next Meeting of the General Purposes and Finance Committee to consider, was adopted. Further suggestions were that the committee should meet at least once a year, and that during part of a meeting the staff of the school be in attendance, and that some members of the committee might be deputed to be present at the annual Conference on Hospital Practice. The appointment of its Chairman was left to the Advisory Training Committee.

c. Appointment of Governor. In view of the interest he had shown in the work of the School, it was agreed to invite Mr.J.B.Talbot to join the Board of Governors. If he consented, in his capacity as an Executor of Sir Geoffrey Peto's estate, Sir Geoffrey's connection with the School would be appropriately continued.

f. Future Plans. Miss Macdonald gave an account of properties considered as possible sites for future School buildings. A model layout on a Churchill Hospital site, prepared by Mr.Dennison, was on view. Mr.Bredin and Miss Macdonald were authorised to continue investigations.

358. The Association.
a. Visiting Committees. The Governors were informed that in response to their representations the Association had decided to place ex-Principals of Schools on the panel of potential members of Visiting Committees, choice of a Principal or ex-Principal to be at the discretion of the School visited. This was regarded as a satisfactory outcome of the protest made.

b. Joint Meeting. It had been suggested that a meeting representative of the School Governors and the Association should be arranged and the Chairman agreed to send a letter in reply.

359. Principal's Visit to Argentina. In the absence of the Principal from the Meeting, the Governors decided that a contribution of £50 be made towards covering expenses ancillary to her visit to Argentina.

360. Secretary's Honorary Degree. The Secretary was congratulated on the conferment of the honorary degree of Master of Arts by Oxford University.

361. Date of next Meeting. Agreed: that the next Meeting of Governors be held on the 12th.July 1958 at 11.15 a.m.

Idwyn Cann
July 12. 1958.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the Meeting of Governors held at Harberton House on the 12th.July 1958.

Present: Sir Hugh Casson (in the Chair)
Mr.G.R.F.Bredin
Dr.Andrew Shepherd
Mr.K.D.D.Henderson
Mr.Harold Loukes
Dr.R.G.McInnes.
Miss Winifred Macleod
Mrs.Nugent Young
Miss Celia K.Westropp

In attendance: Principal, Vice-Principal, Accountant and Secretary. Apologies were received from Sir Percy Marsh and Mr.D.N.Matthews.

362. Minutes — The Minutes of the Meeting held on the 24th.February as previously circulated were confirmed.

363. Principal's Report — The Principal's Report for Trinity Term, 1958, was received. Miss Macdonald supplemented, in particular with an account of examination results.

The resignation of one of the Lecturers, Dr.J.Badenoch, was notified, and it was decided that a letter on behalf of the Governors be forwarded to Dr.Badenoch in appreciation of his service to the School.

The illness of Miss Christer was reported. The Governors expressed their sympathy, and their good wishes for a quick return to her normal health.

364. General Purposes & Finance Committee: Minutes. — The Minutes of the Meeting of the General Purposes and Finance Committee held on the 24th.June 1958 were received.

Business arising:

(A) Statement of Accounts: Hilary Term. — The Statement of Accounts for Hilary Term, 1958, and the Accountant's Report thereon were received.

(a) The Beeches — The recommendation of the Committee that the scale of charges for accommodation at The Beeches be increased by 2/6d. per week as from the 1st.September next was approved.

(B) Visit to the Argentine — The Governors were informed that approval of the contract relating to the Principal's visit to the Argentine by the new Government was still awaited.

Assuming that the visit would take place, the following recommendations were approved.

(a) Superannuation — That the contributions of both School and Principal to her superannuation be paid by the School during the Principal's absence.

(b) Staffing
(i) Vice-Principal — That two terms car allowance of £40 per term, plus £10 per term, be paid to the Vice-Principal whilst in charge of the School during the Principal's absence.

(ii) Lectures — That payment up to £150 be authorised for lecture fees necessary during the absence of the Principal.

i) Extra-staff help. That the appointment of additional help for the period of the Principal's absence be authorised.

Hospitals Board Representative The Governors regretfully accepted the resignation of Mr.J.C.Scott from the Board. It was agreed that the United Hospitals Board be asked to nominate one of their number for appointment in place of Mr.Scott.

Mr.R.B.Cole The Committee reported the good service rendered to the School by Mr.R.B.Cole as solicitor, and it was agreed that a letter of appreciation be forwarded to him.

Future Plans (a) Building Fund The Principal gave an account of procedure to date relating to the Building Fund Appeal. Including promised contributions, mainly by way of covenant, the Fund now totalled approximately £1250. Further procedure was approved, including proposals for a Fete, also a Jumble Sale and the hire of The Playhouse on some Sunday evening for an entertainment by Sir Lewis Casson and Dame Sybil Thorndike, if they would agree to help. The suggestion of Dr.McInnes that a field for the Fete could most likely be provided by the Warneford Hospital was warmly welcomed.

(b) Prospective Premises A statement of current circumstances concerning possible future sites for School accommodation was received, and was supplemented verbally. At the moment no decisions whatever had been arrived at by City authorities concerning the use to be made of Headington Hill Hall Stables. It was agreed that negotiations continue under the eye of the General Purposes and Finance Committee, and that the Committee use its discretion to summon an emergency meeting of Governors as and when the situation warranted.

Mr.J.B.Talbot Mr.J.B.Talbot having notified his willingness to serve on the Board, it was cordially agreed that his appointment as a Governor be confirmed.

Hugh Casson
Nov 3rd 1955.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the meeting of Governors held at Harberton House on the 3rd. November 1958.

Present: Sir Hugh Casson (in the Chair)
Mr.G.R.F.Bredin.
Dr.Andrew Shepherd.
Mr.K.D.D.Henderson.
Mr.H.Loukes.
Miss J.Winifred Macleod.
Mr.J.B.Talbot.
Miss Celia K.Westropp.
Mrs.Nugent-Young.

In attendance: Principal, Vice-Principal, Accountant, Bursar and Secretary. The Solicitor and Auditor also attended.

Apologies for absence were received from:- Sir Percy Marsh, and Dr.R.G.McInnes. The Chairman warmly welcomed Mr.J.B.Talbot to his first Meeting of Governors.

367. Minutes — The Minutes of the meeting held on the 12th.July 1958 as previously circulated were confirmed.

368. Principal's Report — The Principal's Report for the year ending August 1958 and the beginning of Michaelmas Term was received.

In supplementing the Report, the Principal informed the Governors that more satisfactory arrangements for examinations (in which representatives of the School would have part in shaping) were in prospect.

The Governors congratulated the students on the examination results and on their efforts for the Building Fund.

They also approved the opinion expressed by the General Purposes and Finance Committee that if the Principal returned from the Argentine via the U.S.A. this involves no diminution of her salary.

369. General Purposes and Finance Committee: Minutes. — The Minutes of the Meeting of the General Purposes and Finance Committee held on the 20th.October 1958 were received.

(a) Statement of Accounts — The Statement of Accounts for the Year ending 31st.August 1958 was received. The Accountant commented on various items.

The Auditor's Report was received. Mr.Bayliss made a few observations, and said that this year's Accounts were much as could be expected from previous years.

Proposed, seconded and agreed: that the Statement of Accounts be adopted for submission to the Annual General Meeting of the Company.

(b) Budget for the Year 1958-59 — A report on the Budget for the Year 1958-59 was submitted, and decisions were made as follow:

(i) Salary and Wage Increases — Salary and wage increases as recommended were endorsed, namely:

The Principal's Secretary, Mrs.Fenn, an increase of £20, her salary to be £500 per annum from January next.

The Gardener, increase 12/- his wage to be £10.10s.0d. per week

The Assistant Gardener, increase 7/6 his wage to be £6.3s.0d. per week.

The School Stoker and Handyman, Mr.Lawrence, increase 3/4, his wage to be £11.5s.0d. per week.

(Wage increases to begin in the current week of November)

Other recommendations were slightly varied as follows:

Cleaners: authority was given to increase the hourly rate at discretion, but not to exceed 3/- per hour.

Cook etc., adjustment of other staff wages, as advisable, to be decided by Mr.Bredin and the Principal.

(ii) Burnham Committee Salary Scales

The Governors were informed of the salary increases recommended by the Burnham Committee probably to apply as from January next. These would involve the School in an additional expenditure of £240 in the current year. It was agreed that this item be inserted in the Budget.

(iii) Repairs and Renewals.

The allocation of £300 to the Major Repairs and Renewals Fund was approved; and also approved were the increased estimates under "Repairs and Renewals"; Furniture and Equipment £350: Property £250.

(c) Superannuation Fund: withdrawal

The recommendation that Mr.Dennison be allowed to withdraw both personal and School contributions to the Superannuation Fund to meet an emergency was approved.

370. W.F.O.T. Conference.

The report of the Vice-Principal, Miss Collins, on the Congress of the World Federation of Occupational Therapists at Copenhagen in August 1958 was received. Miss Collins was thanked for donating half her expenses in attending the Congress to the Building Fund and congratulated on the reception of her able summing-up of Congress proceedings at the final meeting of the Congress.

371. Articles of Association: proposed changes

The Solicitor, Mr.R.B.Cole, informed the Governors that he had considered the suggestions made to him for revising the Memorandum and Articles of Association of the school which were:-

(a) that permission be secured to omit the word "Limited" from the school title - (This he said should not be difficult to secure and would not involve any change of limited liability) and

(b) that the company be turned from a share-holding to a non-shareholding concern.

This would not be possible without winding up the existing company, a process which might result in unfortunate misunderstanding. The non-issue of further shares might, however, be arranged, and this would prevent additions arising to existing difficulties.

At the same time, a revision of the Memorandum and Articles of Association would provide an opportunity for bringing these up todate. The cost would not be more than £70, probably less, much of this, the cost of printing.

The Auditor, Mr.Bayliss, suggested that transference of existing shares to a nominee of the Governors might be of advantage in limiting effort spent on formalities.

Proposed, seconded and agreed: that Mr.Cole be asked to draft amended Memorandum and Articles for the consideration of the Governors, having in mind the desirability of providing some method whereby the shares of deceased members need not be vested in and have to be transferred by his or her Executors, the Secretary's experience being that they were rarely interested enough to wish to retain the shares or transfer them.

372. Future Plans
(a) Building Fund

Reported: with the help of staff and students, more than £1500 had now been raised for the Building Fund, including covenants for payment over seven years. Although full information had been sought, the fact that covenants should be stamped was not mentioned; this omission was now being rectified.

Agreed: that contributors with incomes below the appropriate income tax level be notified that they can withdraw from the covenants entered into.

(b) Proposed School site. Harberton ground.

Mr.Bredin confirmed his report to the G.P. and F.Committee that when interviewed by him in company with Mr.Johnston, the occupier of "Gateways", Mr.Grimwood, was very friendly in his attitude to the proposal of the School to build on Harberton ground.

Mr.Cole explained that Mr.Grimwood's predecessors in title secured a lease of "Gateways" in 1932 and this had almost 70 years to run. It provided, as did the conveyance of Harberton House to the Trustees, that the consent of the lessee to any additional building on Harberton House ground was necessary. The lessor, Brasenose College, probably could not object but this was in doubt. He reported a consultation with Mr.Grimwood's Solicitor, who took the attitude that no objection would be raised provided that the plans for building were acceptable. There was a trace of a suggestion that such building would reduce the value of "Gateways" as a property, and the idea was put forward that the school might purchase; a figure of £7,000 was mentioned not by way of an offer, but to give some idea of the value.

The Principal was emphatic that purchase was out of the question. The payment of some small compensation for legal costs involved, and loss of value, if necessary, was discussed. It was agreed that preliminary plans of the school, showing the height of the buildings, be shortly submitted for the consideration of Mr.Grimwood and his legal advisor.

(c) Lord Nuffield

Procedure for approaching Lord Nuffield on behalf of the Building Fund was reviewed. The Chairman pressed the need of careful estimates of expenditure required for school buildings to ensure that all supplementary costs, e.g. 10% for professional fees, etc., in addition to

adequate primary costs, would be covered by the target figure of the Building Fund. He had the impression that the £60,000 mentioned in the draft letter to Lord Nuffield was too low.

The Principal explained that the current figure had been based on specifications of the cost per square foot as allowed by the Minister of Education to local authorities when building schools. To advise on plans and estimates the Chairman suggested a local architect, Mr.David Booth, who would suggest an appropriate consultant if he himself were not available.

After discussion it was agreed that the approach to Lord Nuffield should not be long delayed and that (i) the preliminary letter be signed by the Secretary; (ii) reference to the Building Fund required be worded as to allow for contingencies; (iii) the expected membership of the delegation be included; and (iv) mention be made that a site in the grounds of the existing Hostel is available.

Hugh Cassin

Mar 16. 59.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY LIMITED

Minutes of the Tenth Annual General Meeting held at Oxford, at Harberton House, on the 3rd. November 1958. Sir Hugh Casson in the Chair.

1. Minutes

The Minutes of the Ninth Annual General Meeting were read and confirmed.

2. Reports and Statement of Accounts

The Report of the Governors and the audited Balance Sheet and Accounts for the year ended 31st.August 1958 with the report of the Auditors were received and adopted.

3. Resignation: Sir Percy Marsh

Sir Percy Marsh, who was unable to attend the meeting owing to ill health, asked that his resignation be accepted on account of his advanced age. The resignation was accepted with regret, and the Chairman agreed to express to Sir Percy the regret of the members of the Company, their thanks for his past services, and their good wishes for future years.

4. Election of Governors

Mr.D.N.Matthews and Miss J.Winifred Macleod were nominated for re-election as Governors.

Mr. Matthews had written to say that his other engagements made it difficult for him to attend to his duties as Governor of the School, and in view of this he offered his resignation, to take effect immediately or at the end of the current academic year. It was agreed that he be re-appointed until the end of the current School year. The Chairman agreed to write an appropriate letter to Mr.Matthews informing him of this decision. Miss Macleod was re-elected.

5. Auditors

Messrs.W.M.Bayliss, Sons & Company agreed to continue as Auditors. It was decided that audit fees be fixed by the Board of Governors, and that the Auditors be thanked for their services.

23.x.59.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the Meeting of Governors held at Harberton House on the 16th.March 1959.

Present: Sir Hugh Casson (in the Chair)
Mr.G.R.F.Bredin.
Dr.Andrew Shepherd.
Mr.K.D.D.Henderson
Mr.J.B.Talbot.
Mrs.Nugent Young.

In attendance: Vice Principal, Accountant, Bursar and Secretary.

Apologies for absence were received from Mr.H.Loukes, Miss G.Winifred Macleod, Dr.R.G.McInnes and Miss Celia E.Westropp.

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373. Miss Westropp: resignation

A letter was received from Miss Celia K.Westropp saying that owing to increasing medical work she wished to resign from the Board of Governors, as she would not be able to attend more than an occasional meeting. Her resignation was accepted with regret.

374. Minutes

The Minutes of the Meeting held on the 3rd.November 1958 as previously circulated were confirmed.

375. General Purposes and Finance Committee: Minutes.

The Minutes of the General Purposes and Finance Committee held on the 23rd. February 1959 were received.

Business arising:

(a) Articles of Association

The main amendments to the Memorandum and Articles of Association as proposed had not as yet been circulated. Consideration was therefore deferred until the next Meeting.

(b) Statement of Accounts

The Statement of Accounts for Michaelmas Term was received, and was supplemented by Mr.Dennison. The commendation of the Committee on the care exercised in administrative work was warmly endorsed. It was decided that a letter of congratulation be forwarded to the Hostel Warden, Miss Christer, on her outstanding competence in supervising the Hostel in the interests of both the School and the students.

(c) The Principal leave of absence

It was reported that Miss Macdonald had not been able as yet to make appropriate arrangements for the care of her mother. If the contract for the Argentine was authoritatively endorsed in time for sailing on the 1st.April she intended to return to the School ten days before that date in order to prepare. Otherwise the Argentine project would be cancelled.

Were the contract not endorsed in time she asked for unpaid leave until the 1st.May, the beginning of the Summer Term. It was decided to inform her officially that the Governors reserved the right to regard the current leave of absence already granted, and future absence, as unpaid.

(d) Salaries & Wages.

The decisions of the Committee to implement the increase in the Burnham scales and to increase Mr.Dennison's salary, additions of 5% as from the 1st.February 1959 were approved.

(e) Future Plans
(a) Building Fund

Reported: todate the sum of £2,134 in all had been contributed or promised for the Building Fund. Arrangements in view for the forthcoming Recital by Sir Lewis Casson and Dame Sybil Thorndike were also reported. Staff and students continued to be active for the Fund in various ways, including a prospective Sale of Work.

(b)Building Schemes: Sub-Committee's Recommendations

The Minutes of the First Meeting of the Building Fund Sub-Committee, held on the 9th.March 1959 were received.

(i) Scheme (b)

Of the three schemes submitted for consideration, in current circumstances the Governors approved Scheme (b) namely: to retain Harberton House as the main Hostel building. To convert the annexe to School use for wood and metal work. To build a new annexe containing ten double rooms and to divide the top rooms in the house. To build the remainder of the School in the grounds.

380

(ii) Review of plan

The Vice-Principal reported a consultation with Mr.Booth, the architect, concerning the possibility of reducing costs by revising the original plan for school buildings, a plan applicable to Scheme (b) With an eye to reducing ultimate costs the Governors favoured a suggestion that appropriate fittings (shelves, cupboards, etc) should be built in.

381

(iii) Probable cost

The probable cost of Scheme (b) was discussed. In general, the view accepted was this would be at least £70,000. Miss Collins emphasised the point that Miss Macdonald wished to limit costs if possible to the figure of £50,000. To shape a more definite figure drawings and estimates would have to be awaited. Architects and Consultants fees, and other ancillary costs, should not be overlooked.

382

It was decided to ask Mr.Booth to apply to the City Council Planning Committee for approval in principle to building on the selected site in Harberton House grounds, and to submit an outline plan with the application, prior to making any detailed plans.

(iv) Raising funds

Meantime, tentative inquiries were to be made of possible contribution to the Building Fund by certain Trusts and from other sources.

376. Principal's Report: Hilary Term

The Principal's Report for Hilary Term 1959 was received. Miss Collins supplemented, in particular explaining the circumstances which had led to a temporary fall in the March intake, not regarded as significant of any decline in the flow of potential students.

383

The Governors noted with much regret the death of Mrs.Foulds, who had been connected with the School in various capacities since 1941. It was agreed that a letter of sympathy at the loss of his wife be forwarded by the Chairman on behalf of all the Governors to Dr.Graham Foulds.

377. Illness of Stoker.

The illness of the stoker employed at the Hostel was reported. The outcome of his spell of ill-health was uncertain, but meantime his work was being undertaken by part-time assistants.

378. Open Day

Open Day, held biennially, was due this year, and the date fixed for it was the 11th.July. The Church Service would begin at 11 a.m.

379. Dates of Meetings

In view of the above, a Meeting of the General Purposes and Finance Committee was fixed for Tuesday the 16th.June, and of the Board of Governors for the 30th.June.

Hugh Carson

June 30.

Dorset House School of Occupational Therapy

Minutes of a Meeting of Governors held at Harberton House on the 30th.June 1959

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

In attendance: Acting Principal; Accountant; Secretary.
Mr.R.B.Cole also attended for legal business.

Apologies were received from Mr.K.D.D.Henderson, Miss Winifred Macleod, Dr.R.G.McInnes, Mr.D.N.Matthews, Mr.J.B.Talbot.

380. Minutes — The Minutes of the Meeting held on the 16th.March 1959 as previously circulated were confirmed.

381. Articles of Association — Suggested amendments to the existing Articles of Association and notes by the Secretary submitting a case for recasting the Company were received.

Mr.Cole dealt with relevant legal matters, and estimated that the total cost of voluntary liquidation of the existing Company and of the procedure to re-form it as a Company by guarantee and not for gain, with permission to delete the word "Limited" from the title, should not exceed £200. After careful review of the circumstances, Mr.Cole was authorised to prepare for a reorganisation on the lines suggested, in time for the next Meeting of Governors later in the year.

382. Vice-Principal's Report — The Acting Principal's Report for Trinity Term 1959 was received. Miss Collins supplemented the Report.

With reference to the note on the successful Recital given by Dame Sybil and Sir Lewis in support of the Building Fund, the Chairman agreed to write a letter expressing the appreciation of the Governors.

383. General Purposes and Finance Committee: Minutes — The Minutes of the Meeting of the General Purposes and Finance Committee held on the 16th.June 1959 were received.

Business arising:

(a) Examination Procedure and Payments — Agreed, as recommended, that the figure of £2.2s.0d. per student now offered by the Association by way of examination expenses be accepted and that no attempt be made to obtain back payments on this scale.

(b) Statement of Accounts — The Statement of Accounts for Hilary Term and the Accountant's notes thereon were received. With the exception of The Beeches finance expenditure was well within the Budget figure.

(i) Insurance claims — The possibilities of claims for damage under insurance policies were discussed.

(ii) Argentine debt — Mr.Dennison drew attention to an item of some £12 worth of material supplied to the Argentine Government, for which, in the hurry of the last-minute implementation of the contract for the Argentine visit, no charge had yet been made. Agreed: that the debt be written off.

(c) The Beeches: finance — Miss Collins reported from experience so far gained on the likelihood of any contribution from the use of The Beeches to the smooth working of the School as a counterbalance to past and likely future financial loss. On the part of students there appeared to be definite disinclination to enter into residence there, although they did settle down after allocation. The Welfare Officer, Miss Brown, was of the opinion that no great

difficulty would be encountered in finding sufficient lodging elsewhere.

The Governors took into account the need to accummulate as large a sum as was possible to meet expenditure on new School buildings, and decided that Messrs.Carter Jonas & Sons be consulted as to the most appropriate time from next Spring onwards to offer The Beeches for sale.

(d) Students leaving before completing course

The meeting discussed the question as to the fees which should be charged to a student resident at the Hostel who withdraws from the course without giving the statutory term's notice. H itherto only the Tuition Fee, amounting to £36.15s.0d. had been charged.

In line with the opinion expressed by the G.P. & F. it was agreed that a part of the unavoidable overhead expenses of running the Hostel could in fairness be charged in such cases and the meeting ruled that in future the total sum so charged should be £52.10s.0d. including Tuition fees. The proviso was added that the Principal with the consent of the G.P. and F. Committee could in appropriate circumstances remit these charges in whole or in any part. It was noted that students vacating outside lodgings prematurely made arrangements personally with their landladies.

(e) Staff Matters
(i) Principal's Secretary

The meeting noted that Miss Booth's existing policy from Regents Park College was fully paid up, and agreed to encourage her to enter the School's Superannuation Scheme.

(ii) Mrs.Kuemmel's leave

It was agreed that, in view of the additional responsibility which would fall on Miss Hance during the eight weeks absence of Mrs.Kuemmel, the sum of 15 guineas be paid to Miss Hance.

(iii) Non-teaching staff: rates of pay

The Acting Principal reported that need had arisen to consider increases in the pay rates of certain members of the non-teaching staff.

Authority to make any such necessary re-adjustments was deputed to Mr.Bredin and the Acting Principal.

(f) Future Plans
(i) Building stages

Mr.Bredin informed the Governors that the G.P. & F. Committee were concerned that the new building should replace the unsatisfactory Nissen huts at the earliest possible moment. They had therefore recommended that the new School be built in two stages, priority to be given to the administrative buildings, workshops and bearing in mind the possibility of erecting a boiler house designed to provide heating for both Hostel and School.

It was agreed to request the architect to prepare $\frac{1}{8}$" scale design drawings by September next, covering the first stage which should include provision of administrative buildings and workshop.

(ii) Appeal Specialists

It was also decided that information be obtained about Appeal specialists.

(iii) Appeal Committee

Furthermore, suggestions as to suitable nominees for an Appeal Committee were requested, a list of names to be presented to the next meeting of Governors. The names of Sir Douglas Veale (previously mentioned) and Mr.Alan Bullock were noted.

(g) Pensions Scheme: eligible staff

The opinion of the G.P. & F.Committee that full-time members of non-technical staff at Harberton House should be invited to enter the School Pension Scheme was endorsed.

(h) Principal's leave of absence

The recommendation that Miss Macdonald's leave be extended until March 1960 so that her original intention to visit the U.S.A. could be fulfilled was approved.

The Governors expressed their appreciation of the admirable manner in which the Acting Principal was supervising the work of the School.

(i) Greenhouse

As proposed, a recommendation was submitted to the Casson Trustees that the greenhouse recently purchased from Headington Hill Hall be moved to a new site below the tennis court, and that an extension of the greenhouse be purchased. The Trustees have asked that estimates be obtained for:-

(a) Moving old greenhouse
(b) Buying new greenhouse (8' high)
(c) Installing new greenhouse.

384. Founder's Day

The Acting Principal reported on arrangements being made for Founder's Day.

385. Friends of Dorset House School

The Accounts for the first year's work of the Friends of Dorset House School were received. The nett total raised during the year to 16th.April 1959 was £217.9s.0d. Including the proceeds of the Recital given by Dame Sybil and Sir Lewis, the amount accumulated todate on behalf of the Building Fund totalled £327.

23.x'.59.

Vice Chairman

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the Meeting of Governors held at Harberton House on the 23rd. November 1959.

Present: Mr.G.R.F.Bredin (in the Chair)
Dr.Andrew Shepherd
Mr.K.D.D.Henderson
Mr.Harold Loukes
Miss J.Winifred Macleod
Mr.J.B.Talbot
Mrs.Nugent Young.

In attendance.
Miss Collins (Acting Principal)
Mr.H.L.Dennison(Accountant)
Mr.Sam Smith(Secretary)
Mr.R.B.Cole (Solicitor)
Mr.G.W.Bayliss (Auditor)

Apologies for unavoidable absence were received from Sir Hugh Casson.

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386. Minutes

The Minutes of the meeting held on the 30th.June 1959 as previously circulated were confirmed.

387. General Purposes and Finance Committee: Minutes

Notes, previously circulated, on the Memorandum and Articles for the proposed new Company were considered by the Committee, together with supplementary explanations by Mr.Cole and comments by Mr.Bayliss. The liquidation of the old, and establishment of the new Company, would need to be completed simultaneously when various adjustments would have to be made, including transfer of the funds to new bank accounts.

A. Memorandum and Articles of Association

(i) Reference to the promoters

Mr.Cole was asked to ensure that reference to Dr.Elizabeth Casson, the Founder, and to the initial Board of Governors was included in the Memorandum of the new Company.

(ii) Quorum

(iii) No proxies

(iv) Governing Body

(v) Rotation

It was agreed that the quorum for a general meeting remain at three, as for the old Company; that no proxy voting be provided for; that the managing body be known as "the Board of Governors" and be referred to as "the Governors"; that a rotation of appointment be established, one-third of the number of Governors to retire each year and to be eligible for re-election

Mr.Cole and Mr.Bayliss were authorised to continue with arrangements for the transition and to notify the Governors when these were completed.

Thanks to Mr.Cole for his services were recorded.

B Statement of Accounts 1958/59

(i) Work appreciated

The Statement of Accounts for the Year ending 31st.August 1959 and the Auditor's and Accountant's report thereon were received; a surplus of income over expenditure, £2,568, was shown. The Governors decided that a message expressing their appreciation of good work done be passed to the Staff.

(ii) Deposit and Current Accounts.

The G.P. and F.Committee were asked to consider whether any advantageous re-adjustment could be made between the Deposit and Current Accounts.

(iii) Reinvestment.

(iv) Major Repairs and Renewals Fund

Recommendations of the Committee were approved as follows: (i) £500 in 3½% and £1,000 in 4% Defence Bonds to be reinvested in 5% Defence Bonds or City of Oxford 5½% Stock; (ii) £300 to be placed to the Major Repairs and Renewals Fund.

With reference to probable demands on the Major Repairs and Renewals Fund, the condition of the Nissen huts was discussed. Owing to a waterproofing process applied to three huts on information obtained by Mr.Dennison, the opinion was expressed that the cost of waterproofing would not be prohibitive. Mr.Dennison was thanked for his useful suggestion.

C. Budget for the Year 1959/60

A Budget for the Year 1959/60, amended by an attached list of recommended increases in Salaries and Wages, was received. An increase in the Burnham Scales dating from the 1st.October 1959 had been notified and an increase in the Whitley Scales was pending decision: hence the submission of recommendations subsequent to the Budget as originally drafted.

The Budget and recommended increases were reviewed and increases per annum as follow were authorised. (It was decided to defer review of the salaries of other members of the staff until the next meeting, by which time a possible increase in Whitley Scales might be known)

Craft Staff - Mrs.Kuemmel £35; Mr.Maggs £35; Miss Griffiths £50; Miss Lenthall £37; Miss Hance £25; Miss Dickens £15; Mr.Nott £25.

Other Staff - Miss Shaw £55; Mr.Smith £40; Mr.Dennison £45. Increases to commence as from 1st.October 1959.

The original estimate of £1072 surplus of income over expenditure was amended in view of the list of increases to £587.

D. Future Plans

(i) Building Fund. The Friends of Dorset House were congratulated on collecting in small sums, £489. 1s.3d. for the Building Fund.

(ii) Public Appeal

(a) List of Patrons. The Governors were informed that Lord Amulree had been asked to suggest medical men whose names in a list of Patrons of the Public Appeal would be influential. He had sent in a short list, and had himself offered to be known as a Patron. The names of other medical men had been suggested, and it was agreed that a letter be sent to each of those named, to enlist their support. It was also suggested that Sir George Schuster and the Mayor be approached.

(b) Appeal note. The number of students qualified as occupational therapists after taking the School course was noted as an important point for any appeal.

(c) Appeal Secretary. The engagement of a special Secretary to work for the Public Appeal was discussed and the request made that relevant information on such a possibility be secured.

(d) Working Committee. The formation of a Working Committee was deferred for later consideration.

E) Harberton House

(i) Heating system. Reported; that the cost of installing an oil-fired heating system at Harberton House would be £2096 plus £500 building costs, approximately. Fuel costs were estimated at roughly £620. Figure for gas and coal in 1958/9, £593. Oil heating would entail less manual attention but the houseman could advantageously be employed on other work. Risk of gas poisoning in students' room would be abolished. The estimates were noted and action deferred.

(ii) Aga cooker. The decision that a new Aga Cooker be purchased and the cost charged to the Major Repairs and Renewals Fund was approved.

TELEPHONE: OXFORD 2948

W. M. BAYLISS, SONS & CO.
CHARTERED ACCOUNTANTS

S. W. BAYLISS, B.A., F.C.A.
F. G. HARRIS, F.C.A.

AND AT
MARKET SQUARE, BUCKINGHAM. TEL. 3245
29, GREAT WESTERN STREET, AYLESBURY. TEL. 5272

16, BROAD STREET,
OXFORD.

OUR REF.

YOUR REF.

AUDITORS' REPORT TO THE MEMBERS OF THE DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY LIMITED on the Accounts for the year ended 31st August, 1959.

We have examined the attached Balance Sheet together with the annexed Income and Expenditure Account. We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of the audit. In our opinion, proper books of account have been kept, so far as appears from our examination thereof, and the said Balance Sheet and Income and Expenditure Account are in agreement therewith.

In our opinion and to the best of our information and according to the explanations given to us, the Balance Sheet and Income and Expenditure Account give the information required by the Companies Act 1948, in the manner required and give a true and fair view of the state of the School's affairs as at 31st August, 1959, and of the trading transactions for the year ended that date.

W. M. Bayliss, Sons & Co.

CHARTERED ACCOUNTANTS

OXFORD
17th November, 1959.

388. (New) School Buildings: views of the Casson Trustees.
Reported: The Casson Trustees had approved the arrangements outlined below, subject to later readjustment as required. A preliminary plan for a main two-storey building fronting Harberton Mead Road, with one-storey extensions at the rear to which further sections could be added as required. This would allow an attractive open space to remain behind Harberton House and would have the minimum effect on local amenities. It was hoped that this plan would be ready shortly for consultation with Mr.Grimwood of Gateways, and other interested residents as advisable.

The most convenient process, it was suggested, might be to build in two stages, one to be the workshops in their entirety, and the other to be the assembly hall and appropriate neighbouring rooms.

The opinions expressed by the Trustees were endorsed.

389. Acting Principal's Report — The Acting-Principal's Report for the year 1958-59 and the commencement of the Michaelmas Term was received with approval. The Governors congratulated Miss Collins on her effective supervision of the work of the School in the Principal's absence.

390. Examination Results — The results of the May/June 1959 examinations were received and note taken of the continuing high standard maintained by D.H. students.

391. Nomination to the Board — Dr.Shepherd proposed that Sir Geoffrey Vickers be considered as a possible future member of the Board of Governors.

Hugh Casson
March 3rd 1960.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the Meeting of Governors held at Harberton House on 3rd March, 1960.

Present: Sir Hugh Casson (in the Chair)
Dr. Andrew Shepherd
Mr. G. R. F. Bredin
Mr. Harold Loukes

In attendance: Miss E. M. Macdonald (Principal)
Miss B. G. Collins (Vice Principal)
Mr. H. L. Dennison (Accountant)
Mr. Sam Smith
Mr. R. B. Gray - for consultation (Architect)

Apologies were received from Mr. Henderson, Miss MacLeod, Dr. McInnes, Mr. Talbot and Mr. Johnston.

In the name of the Governors the Chairman spoke of their pleasure in welcoming back Miss Macdonald after her remarkable effort in the Argentine. Concerning her work there, he had received a letter from the Argentine expressing the utmost admiration. He also voiced their esteem for the competence with which the work of the School had been supervised by Miss Collins whilst the Principal was away.

392 Minutes

The Minutes of the Meeting held on the 23rd November 1959, as previously circulated, were confirmed.

393. Memorandum and Articles of Association

Miss Macdonald reported a consultation with Mr. Cole concerning the appropriate time at which to recast the Company, and it was agreed that the change be made at the end of the Financial Year.

394 Nominations to the Board

The proposal to nominate Sir Geoffrey Vickers to the Board of Governors, and the nomination of Dr. Mason already made by the United Hospitals Board were discussed. It was decided to defer consideration until a Meeting of the Governors to be held in May, when the whole question of appointments to the Board could be reviewed.

395 General Purposes and Finance Committee: Minutes

The Minutes of the Meeting of the General Purposes and Finance Committee held on the 15th February 1960 were received.

Business arising:

A. Financial Statement Michaelmas Term

The Financial Statement for Michaelmas Term was submitted for review. A surplus of £1,020 over the Budget estimate was shown: of this, £489 was more income than was estimated, and £531 less expenditure. The Statement was received with thanks to Mr. Dennison.

B. Wages and Salaries

In view of the revised Whitley Scales, the recommendation that tutors be placed on the new Teachers' Scale, subject to a ceiling of £775, as on the Burnham scale, was approved. Detailed recommendations as follow, were also approved:

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

To maintain salary differentials it was decided to increase the salaries of the Principal and Vice Principal as follow:

	Increase	New salary
Principal	85*	980
Vice Principal	80	915

Recommendations relating to other non-Whitley, non-Burnham staff were approved, i.e.

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

* One-fifth of the residents' increases to be an additional charge for board and lodging.

Miss Booth, Principal's Secretary	25	525

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

Wage increases were granted to the gardener (£1 per week, to include the superannuation levy); the under-gardener (the amount of the superannuation levy).

C. Future Plans

(b) Building Fund

It was noted that the total of Trust and other assets would yield some £20,000 for the new School building requirements. It was agreed in principle to approach the Ministry of Health to discover if they were prepared to associate themselves with the re-housing of the School.

(b) Sale of The Beeches

It was agreed that £7,500 be asked for The Beeches, unfurnished, and that Mr. Bredin conduct negotiations for sale.

(c) Public Appeal

Agreed: that a special meeting of the Governors be held early in May. In preparation for it, Miss Macdonald was asked to circulate to the Governors a list of possible Patrons for the Building Fund from which to select nominees likely to be of value, and to exclude any who, from some circumstance or other, were unlikely to be of due weight. The replies from Governors to be received by the 21st March.

(d) Plan of New School

i) Approval of preliminary plan

A plan for the new School submitted and commented on by Mr. Gray was examined. The general layout was approved, and any need of possible re-adjustment was deputed to Miss Macdonald in consultation with the Architects.

ii) Requirements from Architects

Instructions were given that at this stage plans be prepared ready for submission to the local Planning Authority, if at all possible by the beginning of May next. A picture of the completed School was required.

The Architects were to be requested to submit a list of fees relevant to each stage of planning, the fees to be on the normal R.I.B.A. scale.

Mr. Gray was thanked for his services

i) Official appointment.

Resolved: that the Secretary forward an official letter on behalf of the Governors, appointing Messrs. Booth, Ledeboer and Pinckheard to be the architects of the new School.

Harberton House

The engagement of a handy-man to undertake painting and decorating at Harberton House and the School was approved.

Trust Business

Recommendations of the G.P.& F Committee concerning gates of Harberton Mead Road and The Lodge were reported as already dealt with by the Casson Trustees.

396
Vice Principal's Report

The Vice Principal's Report was received. Arising out of the Report, the relation of future numbers of students to prospective accommodation was discussed. The full list of 1961 entries was already complete.

397
The Helping Hand Van

The Helping Hand Van had been out on loan since it was given to the School and had now been returned It could be of use to the Corporation for the disabled workshop. It was agreed to offer to sell it to the Corporation, and failing such a sale at a valuation, then to dispose of it to the highest bidder, the proceeds to be placed in the Building Fund.

398
Date of next Meeting.

The next Meeting of Governors was fixed for Thursday, the 12th May.

14/vii/60

Vice Chairman

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of an Extraordinary Meeting of Governors held on the 12th May 1960

Present: Sir Hugh Casson (in the Chair)
Mr. G.R.F. Bredin
Dr. Andrew Shepherd
Mr. J.D.D. Henderson
Mr. Harold Loukes
Mr. J.B. Talbot
Mrs. Nugent-Young

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

Apologies were received from Dr. R.G. McInnes and Miss Winifred Macleod.

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399. Architects' Plans

Plans submitted and commented on by the architects were examined.

(a) The New School

Features of the new school as planned: brick building, adjusted in chain sequence to contour of ground; additions easily made; main entrance separating ~~single-storey~~ workrooms from the two-storey administration block; light and open design, north lights in roof if required; courtyards paved - not turfed - could be covered to make additional rooms or built over (though primarily inadvisable) if need imperative.

In the course of discussion the following matters were considered: paths to doors; drawers, cupboard and locker provision in students' rooms; plumbing with economy; car parking and garaging; exits in the event of fire; facilities at caretaker's lodge; massed building or alignment as shown.

Decisions:

Agreed: plumbing, the Principal to list those adjoining rooms which could share sinks, etc; car-parking, space to be provided for garaging six cars; 'fire' exits, an additional door to the library; for caretaker's lodge, walled yard and garden to ensure privacy, and a shed for convenience; alignment as shown endorsed.

(b) Hostel New Wing.

Features of Harberton House new wing as planned: one-storey brick building sited in adjustment to contour of ground; 12 rooms in 6 blocks of 2, with central corridor widened at room entrances for ease of access; two students per room, partition at each bed head, facilities for study by each student individually; entrance hall sited to separate first-year students from the more advanced students in the new wing.

Matters raised in discussion: possibility of additions (limited by ground available to one block of four); single rooms; oil heating for the hostel as a whole.

Decisions.

Agreed: single rooms, if required, to be added on to the end of the wing; oil heating left for later consideration.

Principal's Lodge: Additions.

Extensions to Principal's Lodge: minor planning adjustments inside; one-storey brick building with timber roof; extra room 14' by 27'; new fuel store; new front door. Estimated cost, not less than £1,500, excluding professional fees.

Decisions: all three projects.

Agreed, for all three projects: facing bricks of approved colour: plans approved in principle for submission to the planning authority. The architects were congratulated on the shaping of the plans.

400. Proposed "Institute of Training" Plan

Miss Macdonald suggested that at this stage of the School's career it would be advantageous to undertake a wider field of functions than up to now had been covered. More stimulus might be given to research, and use could be made of partial training, so that more people could be of service in occupational therapy. The name should be changed so as to indicate the new development, and she suggested "The Oxford Institute of Training in Occupational Therapy". These changes were appropriate to notify when making the Appeal.

Careful consideration to the proposal would have to be given, and it was suggested that, to retain the "Dorset House" connection, the address might be - Dorset House, Harberton Mead. The title "Oxford" School was tentatively mentioned. This issue was referred to the Appeal Committee for further consideration; the scheme in general met with preliminary approval. The Governors agreed to think over in the meantime the proposals made. Mr. Talbot consented to review the Articles of Association in order to judge whether they covered the wider field of functions in view.

401. Appeal Brochure

Items under the heading "Appeal Brochure" were selected from the Agenda for consideration:

(b) Model (p.1). The comparative costs and efficiency of a model or plan or perspective of the new buildings to appear on p.1. were reviewed. A perspective of the School was favoured, and a plan of the Hostel new wing, to be ready for the issue of the brochure not later than July.

(e) (i) Estimated cost (pp. 8-9). A close estimate of costs could not as yet be made in the absence of the quantity surveyor's figures, but the total cost of all three projects would probably be at least £165,000.

Appeal Committee sub-Committee

(f) Appeal Committee and new Governors. (p.9). The following Governors were appointed as a sub-Committee of the Appeal Committee to decide on potentially appropriate non-Governor members of the Committee and on Sponsors, also to consider in detail the Appeal Brochure draft and Appeal Committee procedure: Mr. G.R.F. Bredin, Mr. K.D.D. Henderson, Mr. Harold Loukes, Mrs. Nugent-Young; the Secretary to act as convenor.

402. Extension to Principal's Lodge: finance

The Principal strongly expressed her desire to finance the extension to the Principal's Lodge in the first instance if the need of extension - because of family requirements - became urgent, expenditure to repaid by the School in instalments over ten years. In the ordinary course of events extensions to the Lodge would be the final project implemented. This proposal was accepted in principle, and Mr. Bredin and Miss Macdonald were authorised to consult Mr. R.B. Cole and her solicitors on the drafting of an appropriate legal agreement.

403. Principal's fund-raising tour (I.C.C.)

Miss Macdonald was authorised to book a passage to the United States provisionally in August next, on the occasion of the International Cripples' Congress, in order to secure contributions to the Building Fund. Further consideration was referred to the Appeal sub-Committee.

404. Harberton Mead

The Principal briefly reported current circumstances affecting Harberton Mead. The estimates for installation of a gate at the Julianstow end of the road had not yet been received.

405. Spain

Miss Macdonald reported receipt of an invitation from a Provincial Authority in Spain, near Bilbao, to visit the district in order to advise on rehabilitation and a training course in occupational therapy. Expenses and a fee of £25 would be paid. The Governors warmly approved acceptance of the invitation.

406. Meeting Dates

The Governors were informed that a World's Mental Health Open Day would be held on the 9th July. Dates for Meetings were then agreed upon as follows:

Appeal sub-Committee:	Thursday 2nd June
General Purposes and Finance Committee:	Tuesday 28th June
Governors' Meeting:	Thursday 14th July.

14/6/60

D. A. Reed
Chairman
via

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the Meeting of Governors held on 14th July 1960.

Present: Sir Hugh Casson (in the Chair)
Mr. G.R.F. Bredin (in the Chair pro.tem)
Dr. Andrew Shepherd
Mr. K.D.D. Henderson
Mr. J.B. Talbot
Mrs. Nugent-Young.

In attendance: The Principal
The Vice Principal
Accountant
Secretary

Apologies for absence were received from Mr. Harold Loukes and Miss Winifred MacLeod.

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407. Minutes

The Minutes of the meeting held on the 3rd March 1960, as previously circulated, were confirmed.

The Minutes of the meeting on the 12th May 1960, as previously circulated were confirmed, subject to the deletion of the word "single-storey" from the third line of Minute 399(a)

408. Appeal Sub-Committee

The Minutes of the meeting of the Appeal Sub-Committee on the 2nd June 1960 were received.

Mr. Bredin and the Principal reported a consultation with Sir Douglas Veale subsequent to the Sub-Committee meeting, and it was agreed -

(a) That negotiations with specialists in raising funds as suggested by Sir Douglas be continued.

(b) That for the time being the Appeal brochure lie on the table, and

(c) That the proposal to change the name of the School be dropped, at any rate for the present.

409. G.P.& F. Committee Minutes.

The Minutes of the meeting of the General Purposes and Finance Committee held on 28th June 1960 were received.

Business arising:

(a) Sale of The Beeches.

The report that the Beeches had been sold, furniture included, for £8,250 was received with satisfaction.

(b) Hilary Term Accounts.

The statement of income and expenditure for the Hilary term was received.

(c) Proposed "Institute of Training" Plan.

The Principal's memorandum on the proposed "Institute of Training" plan and Mr. Talbot's report on the memorandum and Articles of Association were received. The meeting warmly thanked Mr. Talbot for his report.

The meeting endorsed in principle the extensions of training suggested in the memorandum, paragraphs A to E inclusive, as and when it is found possible to implement them (taking into account the subsequent paragraph enclosed in brackets). G.R.B.

(d) Building Costs. An estimate of building costs, dated 2nd June, was received from the architects.

(i) Hostel Extension. The Governors approved the recommendation to reduce building costs by foregoing the addition of a new annexe to Harberton House, and purchasing instead any convenient house on the estate falling vacant. It was agreed that a formal letter be forwarded to the architects to this effect, confirming the verbal advice already given.

(ii) The Lodge. It was also agreed to approve the erection of a second-storey to The Lodge on the one-storey building already proposed. £1,500 of the cost of the additions to the existing building to be borne by Miss Macdonald, initially, by a loan from her, and £1,500 by the Trust.

(e) Proposed Fund-raising Tour. It was decided to defer the proposed fund-raising tour in the U.S.A. as this might be inadvisable before making a substantial effort to raise funds in the home country. Provision could be arranged for an ex-student now in the States to represent the School in name at the Conference of the International Society for the Welfare of Cripples. The fees for such representation to be paid by the School.

(f) New Governors. Agreed: that Dr. Annis Gillie, Dr. Warin, and Sir Geoffrey Vickers be invited to join the Board of Governors, and that a formal invitation be forwarded to Dr. Mason.

Dr. Mason was accepted as a nominee of the United Hospitals Board, but it was agreed to request the Board to nominate one of its own members in addition.

A representative of the Regional Hospitals Board was considered desirable, and it was decided that Sir George Schuster be informally approached.

(g) Proposed entrance to the Mead Road from "Cotuit". When meeting with residents on the current date, it was decided to ask them to forward letters to the Secretary, reinforcing the progest made by the School against the intention of the City Authorities to provide access to Harberton Mead Road from "Cotuit": their letters would be handed on to the Trust's solicitor.

(h) Harberton Mead Road Gate. Reported: that an estimate sent in by Messrs. W.G. Powell for supplying and fixing a gate at the "Julianstow" end of Harberton Mead Road for the sum of £33. 5. Od. had been accepted by the Casson Trust.

(i) Founder's Day. Explanation was given of the revised arrangements that had been made for Founder's Day. Regret was expressed that Dr. Shepherd had been unable to give the introductory address.

(j) Fees. The recommendation that any consideration of an increase of fees should be postponed until after the issue of the Appeal was approved.

10. Government Superannuation Scheme. There was produced and read to the Meeting a memorandum which has been agreed by the Company and the Trustees modifying the regulations of the Trust Deed dated 28th July 1959, governing the Company's Staff Superannuation Scheme, and it was resolved that the memorandum produced and read to the Meeting be and it is hereby approved and that Mr. G.R.F. Bredin, a Director, be and he is hereby authorised to sign the memoransum on behalf of the Company, and the same was signed accordingly, and the Secretary was instructed to pass the said memorandum to the Trustees for signature.

GRFB

411. Principal's Report: Hilary Term. — The Principal's report for the Hilary term, signed by the Principal and Vice Principal, was received with appreciation.

412. Date of next Meeting. — Agreed: that the next Meeting of Governors be held on the 8th November, 1960, and the next Meeting of the General Purposes and Finance Committee on the 25th October, 1960.

SS/BP
29.7.60.

Vice Chairman

16/4/60

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY.

Minutes of the Meeting of Governors held on the 1st December 1960.

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

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

Apologies were received from Sir Hugh Casson, Mr. K.D.D. Henderson, Mr. Harold Loukes, Dr. R.G. McInnes, Miss Winifred Macleod.

On behalf of the Governors, the Chairman warmly welcomed Dr. Mason as a new member of the Board.

413. Minutes. The Minutes of the Meeting held on the 14th July 1960 as previously circulated were confirmed.

414. General Purposes and Finance Committee. The Minutes of the Meeting of the General Purposes and Finance Committee held on the 8th November 1960 were received.

Business arising:

(a) Accounts 1959-60. The Statement of Accounts for 1959 - 60 and the Auditors' Report thereon were reviewed, and the Statement adopted for submission to the Annual General Meeting.

(i) Helping Hand Van. Permission was given to sell the Helping Hand Van and to give the proceeds to the Friends of Dorset House Building Fund.

(ii) Wages and Salaries. The Principal was authorised to undertake the usual yearly review of wages and salaries in consultation with the Chairman of the General Purposes and Finance Committee.

(iii) Annual General Meetings. In place of the suggestion by the G.P. and F. Committee that authority to sign the Annual Statement of Accounts be delegated in order to expedite its circulation, it was agreed that a quorum of shareholders could conveniently attend any Annual General Meeting called after the statutory notice had been given.

(b) Budget 1960-61. The Budget for 1960-61 was received and examined.

Business arising: agreed

(i) Major Repairs Fund. that the sum of £500 be placed in the Major Repairs and Renewals Fund;

(ii) Hostel Fees. that fees at the Hostel per week be increased to newcomers from March to £4.15.-, the charge for heating to be dropped.

(c) Proposed new Company. The circumstances that had made it advisable to defer the formation of the new Company were discussed, and the Secretary was instructed to write a formal letter to Mr. Cole requesting deferment.

(d) Building Fund Trust: legal advice. Report was received of consideration given by the Casson Trustees to legal advice on the administration of the Building Fund. This was, that as the new School buildings would be on ground owned by the Casson Trust, the buildings would be the property of the Trust; contributions to the Building Fund should therefore be paid to the Trust, and the Trust should decide with the Governors the terms of the financial arrangements between Trust and School. The contribution possible from School funds could be dealt with as rent in advance, or as a loan.

Agreed, that the arrangement outlined be accepted in principle.

(e) New Governors. Dr. Mason undertook to suggest a member of the United Hospitals Board who might, in order to fulfil the terms of the original agreement, become a nominated Governor of the School. Now that the School had the benefit of Dr. Mason's help as a medical man, a layman could fill this vacancy.

(f) Government Superannuation Scheme. Reported: that all the staff eligible for superannuation were contracted out of the Government Superannuation Scheme.

(g) Heating at Harberton House. The estimate for wiring to heating equipment at Harberton House was referred to the G.P. and F. Committee.

(h) Book on Occupational Therapy. Miss Macdonald and her colleagues were warmly congratulated on the publication of the book on Occupational Therapy.

415. Appeal Sub-Committee: meeting with Consultants. The Minutes of a Meeting of the Appeal Sub-Committee with the Appeal Consultants on the 14th November 1960 were received.

Matters arising:

(a) Fees and expenses. An itemised list of fees and estimated expenses submitted by the consultants was noted by the Governors: consultancy fee £1200; consultancy expenses £200; campaign secretary £300; brochure £600; with other items, total expenses were estimated as £1800. Period of campaign envisaged: twelve months.

(b) District organisation. The possibilities of recruitment for voluntary staffing in district campaigns was discussed. Reported: to further recruiting a reunion of Dorset House students in London was being planned.

(c) The Press. Reliance on the co-operation of local Press in the various regions was emphasised. Possibilities of using the national Press were discussed. A feature for magazines was suggested, and appropriate articles on careers for girls.

(d) Film premiere. Dr. Shepherd undertook to make enquiries with reference to the suggestion of a film premiere.

(e) Industry. Reference was made to likely help from Sir Douglas Veale in securing contributions from industry.

(f) Governors' decisions. Agreed: that the scheme outlined be endorsed in principle, and that the Casson Trust be recommended to accept the estimates.

It was also decided that the preliminary letter announcing the Appeal be drafted by Mr. Bredin and the Principal and signed by the Governors.

416. Miss Collins: research work. The Principal reported that the Association had asked Miss Collins to undertake research work on its behalf selecting her as the most appropriate person for the enterprise. Some twenty mental hospitals and clinics were to be visited, and a report drawn up on the role of occupational therapy in hospitals. The time estimated as required for the work was a month full-time, but it would be spread over a period of three months. The Association would allocate £50 or £60 towards the school's loss of service and expenses. If this work were undertaken, it would be necessary to reinforce the staff in order to make up the gap in School service which would result.

The Governors readily agreed that Miss Collins should accede to the request made by the Association, and congratulated her on this recognition of her ability. They authorised the Principal to consult with Mr. Bredin to decide on payments necessary for supplementing School service.

H. M. Casson
March 13. 61.

10.1.61. RT.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY.

Minutes of the Meeting of Governors held on the 13th March, 1961.

Present: Sir Hugh Casson (in the Chair).
Dr. Andrew Shepherd.
Mr. J.B. Talbot.
Sir Douglas Veale.
Mrs. Nugent Young.

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

Apologies were received from Mr. G.R.F. Bredin, Mr. K.D.D. Henderson, Mr. Harold Loukes, Dr. E.F. Mason, Dr. R.G. McInnes, Miss Winifred Macleod.

417. Minutes. The Minutes of the Meeting held on the 1st December 1960 as previously circulated were confirmed.

418. Appeals Committee. The Minutes of a Meeting of the Appeals Committee held on the 13th February 1961 were received. Matters dealt with at a meeting of the Committee in the morning of the 13th March 1961 were also reported.

Business arising:

(a) Title of Committee. As recommended, it was agreed that the Appeals Committee be given a different name, as follows: "The Dorset House School Development Fund Committee."

(b) Ministry of Health: interview. Sir Douglas Veale gave an account of an interview with Dr. Godber at the Ministry of Health. No grant could be available for School development, but a letter from the Ministry would give full backing to the Appeal.

(c) Sponsors. Acceptances from 18 of 33 potential Sponsors approached had already been received.

(d) Literature. Literature concerned with the Appeal was reviewed. It was decided that the year announced for completion of the new School buildings should be 1964, not 1967.

(e) Oxford business men: date of open day. Reported: an open day at the School for Oxford business men would be held on Monday the 5th June next, from 12 noon.

419. General Purposes and Finance Committee. Minutes of a Meeting of the General Purposes and Finance Committee held on the 13th February 1961 were received. Dr. Shepherd introduced the record.

Business arising.

(a) Financial Statement: Michaelmas Term. The Financial Statement for Michaelmas Term 1960 on income and expenditure was reviewed. This showed a surplus of £528 over the estimate.

(b) Wages and Salaries. Reported: a few increases in wages had been given, and salary increments duly implemented. Possible increases in the Burnham Salary Scales were pending consideration.

(c) New Governors: recommendations. The Committee's recommendation that Sir Charles Ponsonby be invited to join the Board of Governors as representative of the Regional Hospitals Board, and Mr. Michael Rowntree, as representative of the United Hospitals Board, was accepted. The recommendation that Dr. Margaret Agerholm might later be invited, as successor to Dr. Celia Westrop, was also approved.

(d) Dr. E.F. Mason. Comment was made on the considerable help Dr. Mason might give as a member of the General Purposes and Finance Committee. The Chairman agreed to request him to become a Committee member, on behalf of the Governors.

(e) Harberton Mead: entrance from "Cotuit." Reported: on behalf of the City Council, a request was expected for consent to allow access from "Cotuit" to Harberton Mead, for the use of the Warden alone. Meantime temporary access had been allowed to builders erecting extensions to "Cotuit." The degree of possible inconvenience to Harberton residents was being assessed.

(f) Harberton House: redecoration. A tender of £425 for the exterior redecoration of Harberton House was accepted, on the recommendation of the Committee, payment to be made from the Major Repairs and Renewals Fund.

(g) New Articles of Association. The Governors were informed of suggested changes in the wording of certain clauses of the projected new Articles of Association. One difficulty, the possible fixing of too high a quorum for Meetings of Governors, had already been overcome by the consent of the Board of Trade to the existing quorum of three. A later report would be submitted to the next Meeting.

420. Superannuation.
(a) Monies in the initial scheme. In connection with the final shaping of the superannuation schemes affecting the School staff, now entirely unrelated to the Government's main scheme, the Governors were asked to consent to the withdrawal by Miss Collins and Mr. Dennison of monies placed to their credit in the fund, established by the School for superannuation purposes prior to the current situation. Nothing from this fund could now be transferred to the approved superannuation schemes. One condition applying to the prior scheme was that no interim withdrawals from the fund would be allowed except on leaving the employment of the School, or, in special circumstances, by consent of the Governors. Both Miss Collins and Mr. Dennison were in urgent need at the moment of additional cash. Agreed: that the withdrawals in question be allowed.

Two other members of the staff, Miss Shaw and Mrs. Brown, also had credits in the fund. It was decided that they be given the option of withdrawal on request, but informed that the Governors would on the whole prefer that the monies be left in, for their future personal advantage.

(b) Mr. Dennison: addition to salary.

The Governors were informed that Mr. Dennison had taken up superannuation with the Sun Life Company. The School's contribution was lessened by £2. 3.11. a month, and could not be increased as the company's set scales were rigidly applied. The Governors agreed that the payment of this amount be transferred as an addition to Mr. Dennison's salary.

421. The Principal's Report: Hilary Term.

The Principal's Report for Hilary Term was received. It was noted that enquiries concerning entry to the School made at this time of year attained round about a total of 150 year by year. More help from hospitals was wanted for student training.

422. Examination results.

A list of examination results was received: a high standard continued to be maintained. The Governors expressed appreciation of the efforts of the staff.

423. Billets for coloured students.

The difficulty of finding billets for coloured students was discussed. The Principal was advised to advertise, as by that means some appropriately sympathetic individuals might be found.

424. Miss Pierce-Jones: fees.

The Governors were asked whether, in circumstances stated, a term's notice to leave the School, as from the middle of one term to the middle of the next, should be accepted. This concerned notice given by one of the students, Miss Pierce-Jones. Acceptance was approved.

425. Students in hospitals.

Miss Macdonald asked for advice on how to deal with an awkward situation that unfortunately had arisen. Some of the students were fanatically religious, and had held services in hospitals, a practice which almost inevitably would distort the effects of their training and was detrimental to the patients.

Dr. McInnes had suggested that the hospital chaplains be approached and, with their support, the participation of students in religious activities be limited to the services conducted by them.

The Governors recommended that, first, approach be made to the hospital authorities and the circumstances clearly explained. A second suggestion was that, failing adequate results from such an approach, written permission from hospitals to participate should be requested.

426. Date of next Meeting.

Agreed: that the date of the next Meeting be the 5th June 1961, and that Mr. Bredin be asked to choose, if possible, a date for the General Purposes and Finance Committee among three, the 15th, 16th and 17th May, respectively.

H. McCann.
June 5. 1961.

SS/RT. 30. 3.61.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY.

Minutes of the Meeting of Governors held at Dorset House School on the 5th June, 1961.

Present: Sir Hugh Casson (in the Chair).
Mr. G.R.F. Bredin.
Mr. K.D.D. Henderson.
Mr. Harold Loukes.
Mrs. Nugent Young.

In attendance:
Miss E.M. Macdonald (Principal).
Miss B.G. Collins (Vice-Principal).
Mr. H.L. Dennison (Accountant).
Mr. S. Smith (Secretary). Major Bell (Consultant) was also present during discussion of the Development Fund Appeal.

Apologies were received from Dr. Andrew Shepherd, Dr. R.G. McInnes, Miss Winifred Macleod, Dr. E.F. Mason, Mr. J.B. Talbot.

427. Minutes. The Minutes of the Meeting held on the 13th March 1961 as previously circulated were confirmed.

428. General Purposes and Finance Committee. The Minutes of the Meeting of the General Purposes and Finance Committee held on the 15th May 1961 were received.

Business arising:

(a) Financial Statement Hilary Term. The Financial Statement for Hilary Term was reviewed. The Governors expressed appreciation of the arrangement whereby, for £2 per student, a special class in a two-weeks course for Dorset House School was held at the College of Technology.

(b) Salary awards and School Fees. The effect of impending Burnham Scale salary awards was considered. In relation to the awards as finally decided, a re-assessment of the whole range of School salaries and wages was recognised to be essential, entailing an increase in School fees to meet the additional expense thereby incurred. The forewarning of such an increase issued to parents on the authority of the General Purposes and Finance Committee was approved. The rejection by the N.U.T. of the proposed 15% increase in Burnham scales would further delay a final decision, and the Committee were authorised to adjust

(i) Salaries and wages.
(ii) School fees.

salaries and wages to the awards as ultimately fixed. To meet additional outgoings arising therefrom, authority was also given to increase School fees over and above the current 105 guineas a year by an appropriate sum within the range 16 to 30 guineas.

(c) New Governors. Changing circumstances which made it advisable to delay approach to potential new Governors were reported, and deferment was approved.

G.A.B.

(d) Harberton House: fire precautions. The Principal informed the Governors of the current arrangements at Harberton House in the event of fire, which although accepted by the Fire Prevention Officer of the Oxford Brigade, she regarded as inadequate. It was agreed that the architects' suggestions with itemised costs requested by the G.P. and F. Committee be circulated for consideration.

429. Principal's Report: Hilary Term. The Principal's Report for Hilary Term, which had been previously circulated, was received.

430. Development Fund Appeal: progress report. Major Bell reported that everything was ready for the start of the Appeal campaign with the exception of the brochure, which would be ready in three weeks. Visits to potential subscribers could then begin. The response of ex-students to the recruiting for visitors had been better than was the usual experience. He emphasised that personal visits to follow up the luncheon to Oxford business men were urgently needed, as soon as the brochure was available. The Governors agreed to help with this.

The Governors were informed of the arrangements at the luncheon to present to the School the Gold Cross awarded by the Greek Red Cross and to entrust to Miss Gregoriades a letter of appreciation in acknowledgement, to convey to Greece.

(Adjournment. At this stage the meeting was adjourned so that the Governors could welcome the guests visiting the School and subsequently attending for the luncheon at Harberton House. It was resumed for a brief period after the luncheon.)

(a) Governors: personal visits. Procedure for the allocation of personal visits by members of the Board was considered. The visitation to the School and the course of events at Harberton House had seemed to be markedly appreciated by the guests, as judged by their comments and the interest shown.

(b) Students and services. The proposal that a note from the Governors thanking the students for their most helpful co-operation in the day's proceedings should be forwarded was warmly approved.

SS/RT. 27th June, 1961.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of an Ad Hoc Committee of the Board of Governors held at Harberton Lodge on the 23rd September, 1961.

Business: to consider possible advantage from the purchase of property offered for sale by auction on the 29th September 1961 on behalf of Headington School. Auctioneers: E. J. Brooks and Son.

Present: Sir Douglas Veale (in the chair), Mr. Harold Loukes, Dr. E. F. Mason, Mrs. Nugent Young.

In attendance: Miss Macdonald (Principal), Miss Collins (Vice-Principal), Mr. Cole (Solicitor), Mr. Gray (Architect), Mr. Beasley (Estate Agent), Mr. Dennison (Accountant), Mr. Smith (Secretary).

Of the five lots to be offered for sale, attention was given to the possibilities of Lots 1 and 2.

Lot 2: Hillstow, 58 London Rd., Headington.

Accommodation at Hillstow: 23 rooms, 4 bathrooms, 6 W.C.'s, domestic offices, coach-house.

(a) Restrictions on development.

Mr. Cole stated that the site was restricted to use for residential purposes only, but this restriction had been waived by its use for the purposes of a school over thirty three years.

Mr. Gray added that there was a very slight distinction between a school and a vocational training college, but that the possibility of difficulty in this regard would be resolved by Tuesday next when a meeting of the City Council Planning Committee would be held.

Further, a Tree Preservation Order was proposed which would prevent use of ground now covered by a copse for future school extensions, unless an appeal for rejection, or some appropriate variation of the Order, were successful. The implementation of the Order would involve recourse to some three-storey instead of two storey building for such extensions.

(b) Character of site

Mr. Gray circulated a plan of Lot 2 showing the area covered by the present Hillstow premises and the copse, also that which would be covered by the School extensions as now visualised. Lot 2 has a frontage to London Road of about 230 feet and a depth of about 200 feet.

(c) Estimated costs.

Also circulated was his short-term estimate of costs involved in restoring Hillstow to approximately the condition of a new building for the purposes of the School, and the cost of extensions. Comparison could then be made with the existing scheme. It should be borne in mind that no detailed survey of the property could be had in the time available, but a superficial inspection of the roof-space, roofs, exterior paintwork and general internal condition had been made. The figures submitted should be treated as a guide only. Without a detailed structural survey, the Trustees would be "buying blind". (Both Mr. Beasley and Mr. Gray commented on the peculiar roof structure, which would tend to accelerate deterioration.)

As roughly estimated, internal work on the existing building would cost £24,000; work on the exterior and supplementary extensions, £9,000. The new buildings, in accordance with the schedule prepared by Miss Macdonald, would cost £50,000, plus accommodation for the caretaker, £1,500, cycle shelters and garages, £2,700, site works, etc., £5,000. In all, a total of £92,000.

Professional fees for Architect, Quantity Surveyor and Engineers would amount to £13,500.

As a round figure, the total cost of developing the site would be £106,000. Assuming the purchase price to be £20,000, the all-over expense would be £126,000. (The estimates as given take account of the impending increase in wages in the building trades, beginning October, 1st, 1961.)

(d) Comparison of costs with Harberton Scheme.

The estimates for building on the Harberton House site, as submitted to the Trustees on 23rd September 1960, and taking account of increased building costs, envisage a total of £132,000.

On the basis of the estimates given, the purchase of Hillstow could possibly show a saving of not more than £6,000.

(e) Accessibility

Miss Macdonald emphasised the importance of accessibility to this site as compared with the site at Harberton House. Parents and other visitors found difficulty in locating Harberton House, whereas finding the site on the London Road would be relatively easy.

(f) Date for possession.

One factor pointed out by Mr. Beasley was that possession would not be handed over for twelve months, which would give a margin of time for raising the necessary funds.

2.
Lot 1: Approximately 1½ acres in Latimer Rd., Headington.

Mr. Cole made the suggestion that if both Lot 1 and Lot 2 could be bought, selection of a site most advantageous to the School could be made from the combined areas, and the surplus land resold. In the present trend of the market, there was little risk of ultimate loss. One comment made on this suggestion was that it savoured of the current vogue for land speculation, and another remarked on the financial difficulties likely to be met.

Attention now turned to the consideration of Lot 1, with a frontage to Latimer Road of 223 feet and an average depth of about 290 feet, approximately 1½ acres in extent, in current use for tennis courts.

(a) Comparison: built-on and virgin sites.

Stress began to be laid on the inconvenience of using premises already built but adapted to new purposes; rooms designed for other needs, corridors and staircases awkwardly placed, for example. Entirely new buildings, specifically designed for the work of the School, could be erected on some carefully-chosen site in an unbuilt-on area. In an old building, too, the cost of maintenance and service would be greater than in a new one shaped to meet requirements. The convenience of accessibility applied to Lot 1 as to Lot 2, and entrance and exit would be less dangerous than on the main London Road site.

(b) Maintenance and service costs.

(c) Decision: on comprehensive review.

The relative weight of considerations that had arisen in the course of the meeting was carefully reviewed. The Committee came unanimously to the conclusion that a bid should be made for the purchase of Lot 1, and that only if this failed should an attempt be made to buy Lot2.

3.
Finance

Mr. Dennison reported that cash and readily encashable assets available to the School would realise £4,900, and to the Casson Trust £15,100. Probably the sale of three building plots at Harberton House would realise £5,000. In all, some £25,000 could be said to be in hand.

Mr. Beasley and Mr. Gray observed that in these circumstances any deposit required for the purchase of either site could be readily provided.

4.
Maximum purchase price

Agreed unanimously: that the Trust be requested to arrange that latitude be given to bid for Lot 1 up a maximum price of £25,000, and for Lot 2 to a maximum of £30,000 Mr. Beasley agreed to attend the auction and to make bids on behalf of the School.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the Meeting of Governors held at Harberton House on 30th November 1961.

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

In Attendance: Miss Macdonald (Principal)
Miss Collins (Vice-Principal)
Mr. Dennison (Accountant)
Mr. Bayliss (Auditor)
Mr. Smith (Secretary)

Apologies were received from Sir Hugh Casson, Dr. Andrew Shepherd, Mr. Harold Loukes, Miss Winifred MacLeod and Dr. R.G. McInnes.

431. Minutes — The Minutes of the Meeting held on the 5th June 1961, as previously circulated, were confirmed.

432. General Purposes & Finance Committee

(a) Statement of Accounts 1960-61. — The audited Statement of Accounts for the year ended the 31st August 1961 was reviewed, and the Auditors' Report received. Mr. Dennison was congratulated on the way in which the accounts were kept. The Statement was adopted for presentation to the shareholders at the Annual General Meeting of the Company.

(b) Budget for 1961-62. — The Budget for 1961-62 was received. The Board accepted the recommendations of the Committee as follows:

(i) That increases in salaries be given as specified in relation to the basic figures of a 20% increase; that wages of cleaners, stokers, handymen and certain assistants at the School be raised by 4d. an hour; that at Harberton House discretion to be given for the head cook and head gardener to have their wages increased by 6d. an hour; the assistant cook, the cleaners, the houseman and the under gardener by 4d an hour.

(ii) that tuition fees be increased by 7 guineas per term (i.e., 20%), to meet the higher expenditure as forecast, (also 20%). (Warning had been given in May last of a likely increase in tuition fees next January).

The work of the Principal and Accountant in devising so clear a presentation of a complex setting was warmly appreciated.

(c) Repairs & Renewals Fund. — As recommended, it was agreed to make Repairs and Renewals Fund up to a total of £500 by the addition of £200 to the current amount.

(d) Progress of Building Fund Appeal — The Chairman of the Appeal Committee, Sir Douglas Veale, reported on current circumstances affecting the Appeal.

The Board agreed with the opinion of the Casson Trustees that an attempt be made to defer the date of the luncheon at the Goldsmiths' Hall until April, May or June, and to approach Sir Wilfrid le Gros Clark, Sir Miles Thomas, and possibly Lord Taylor, in that order, to be the speaker at the luncheon. The date of the sherry party at Corpus for Oxford business men also to be readjusted as found advisable.

(e) Lectures in Psychiatry. — The Governors accepted the recommendation that the students from Mansfield College be allowed to attend lectures in Psychiatry at the School.

(Contd.)

(f) Misplaced Publicity

Informal consultations at the office of the Regional Board on the possibility of joint use of facilities in particular fields of study by students training for different professions had been made. These were to be regarded, in intention, as preliminary soundings, but unfortunately the Board had circularised other professions in a way which was misleading in its references to the School. New paragraphs had been drafted by Mr. Loukes, to whom thanks were due, for a follow-up circular, in an attempt to correct the wrong impressions given.

Dr. Mason was greatly concerned that this muddled situation had arisen, and said that he would enter a strong protest on the matter. His offer to do so was much appreciated.

(g) King's College Hospital

The notice given by King's College Hospital that after 6-8 months no students could be received for hospital practice was discussed. Miss Macdonald had visited the hospital and had seen Dr. Cooksey about this matter. Apparently he was pressing for implementation of a ten year plan which he hoped would include the training of the Hospital own therapists, together with students for other professions. Miss Macdonald said that she could understand that there might be difficulty in accommodating the usual 12 students at the Hospital during the impending re-organisation, but thought it likely that a smaller number might be accepted for a time with advantage to the Hospital itself.

Her suggestion, as follows, was agreed to by the Governors: the Governing Board of the Hospital to be approached and a request made that the current arrangement continue until next September, and beyond that date if the new plans in substitution were not ready by then.

433. Future Plans

(a) Purchase of "Hillstow"

The Chairman of the meeting of the ad hoc committee held on the 23rd September last, Sir Douglas Veale, gave a brief account of the meeting and reported the subsequent purchase of "Hillstow" for £19,500, and a house in the grounds for £3,600; one year to elapse before possession. The Casson Trustees would be meeting in January to confirm the purchase.

The transaction should result in an appreciable economy in re-housing the School. The buildings would be much more accessible and conveniently placed than those proposed for Harberton House ground.

Action taken by and on behalf of the committee was endorsed, as also was the purchase of the cottage on "Hillstow" ground.

(b) Ad Hoc Committee Minutes

The Secretary apologised for the omission to circulate the minutes of the Ad Hoc Committee meeting held on the 23rd September last. As a consequence of the need for secrecy prior to the auction, they had not been typed as usual in the Principal's office, and were not found until immediately prior to the present meeting. They would be circulated to the meeting of the Casson Trustees next January and subsequently to the next meeting of the Governors.

(c) Request to the Casson Trustees.

The Governors decided to request the Casson Trustees to proceed with the purchase of "Hillstow" and the cottage, using Trust assets to the extent necessary or possible. If assets fell short of the sum required the balance would be provided from the School funds. The Trustees would need to consider relative costs, based on the detailed recommendations of the architects, the Principal of the School, and others concerned. Presumably, the ownership of the property would devolve on the Trust, and the School pay rent for its use.

434. Principal's Report. Michaelmas Term

The Principal's Report for Michaelmas Term, including a review of the School year 1960-61, was received. The examination results were noted with great satisfaction. The service given by all staff drew appreciative comment.

435. Board of Governors.

The Governors were notified that the United Hospitals Board had nominated Colonel L.K. Ledger to become a representative Governor. It was unanimously agreed that the nomination be accepted.

(Contd.)

436. Harberton House — Reported: certain renovation was necessary on the top floor of Harberton House, and an estimate of £16[illegible] for the work to be done had been received. It was agreed that the work be undertaken.

437. Personal Contacts — Some of the Governors were reminded of the necessity to follow up specific personal connections on behalf of the Appeal Fund. The Principal is to forward the brochures when the inset about Hillstow has been prepared.

SS/BP
16.1.62.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the Meeting of Governors held at Harberton House on 30th November 1961.

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

In Attendance: Miss Macdonald (Principal)
Miss Collins (Vice-Principal)
Mr. Dennison (Accountant)
Mr. Bayliss (Auditor)
Mr. Smith (Secretary)

Apologies were received from Sir Hugh Casson, Dr. Andrew Shepherd, Mr. Harold Loukes, Miss Winifred MacLeod and Dr. R.G. McInnes.

431. Minutes — The Minutes of the Meeting held on the 5th June 1961, as previously circulated, were confirmed.

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(Contd.)

436. Harberton House — Reported: certain renovation was necessary on the top floor of Harberton House, and an estimate of £163 for the work to be done had been received. It was agreed that the work be undertaken.

437. Personal Contacts — Some of the Governors were reminded of the necessity to follow up specific personal connections on behalf of the Appeal Fund. The Principal is to forward the brochures when the inset about Hillstow has been prepared.

Hugh Cann.
19. 3. 62.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY, LTD.

Minutes of the Twelfth Annual General Meeting,
held at Oxford, at Harberton House, on the 1st December 1960.

1. Minutes. The Minutes of the Eleventh Annual General Meeting were confirmed.

2. Report and Statement of Accounts 1959 - 60. The Report of the Governors, and the Audited Balance Sheet and Statement of Accounts for the year ended the 31st. August 1960 (with the Auditors' report) were received.

3. New Company. Agreed: that the recommendation of the Governors - that the formation of the proposed new Company be deferred until a date to be decided later - be approved.

4. Re-election of Governors. Dr. Andrew Shepherd and Mr. K.D.D. Henderson were elected to be Governors for a further period.

5. Appointment of Auditors. Messrs. W.M. Bayliss, Sons and Company agreed to continue as Auditors. It was decided that audit fees be fixed by the Board of Governors, and that the Auditors be thanked for their services.

10.1.61. RT.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of the Meeting of Governors held on the 19th March 1962.

Present: Sir Hugh Casson (in the Chair)
Mr. G.R.F. Bredin
Colonel Ledger
Mr. H. Loukes
Mrs. Nugent-Young

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

Apologies were received from Mr. K.D.D. Henderson, Miss Winifred MacLeod, Dr. E.F. Mason, Dr. R.G. McInnes, Dr. Andrew Shepherd, Mr. J.B. Talbot and Sir Douglas Veale.

438. Minutes. The Minutes of the Meeting held on the 30th November 1961, as previously circulated, were confirmed.

439. Financial Statement: Michaelmas Term. The Financial Statement for Michaelmas Term was received, Mr. Bredin and Mr. Dennison supplementing with comments on various items.

Instructions were given that investments in Defence Bonds were not to be sold without the required notice being given.

440. General Purposes & Finance Committee The Minutes of the Meeting of the General Purposes and Finance Committee held on the 5th March 1962 were received. Business arising:

(a) Harberton House

(i) Salaries The Committee had recommended that in addition to Miss Christer and Miss Parry a third person be employed part-time at Harberton House, Miss Christer and Miss Parry having volunteered to contribute part of their recent increases in salary towards the expense of this arrangement, that is, Miss Christer one half and Miss Parry two-thirds, £67 and £82 respectively, leaving £215 per annum to be contributed by the School.

Miss Macdonald outlined the circumstances which had given rise to this proposal. What was in view was the employment of Miss Jones, who now did vacation work, to relieve Miss Christer, and Miss Parry, particularly Miss Parry, by working part-time. The recommendation was approved.

(ii) Hostel Fees A further recommendation, to meet increasing expenditure, was that as from the beginning of September next the fees for residence at the Hostel be raised from the current figure of £4.15. 0d. per week to £5. This was also approved.

(iii) Kitchen equipment. It was reported that the meat slicer which the Committee had authorised to be purchased, at a cost of £114, was giving excellent service.

(b) Progress of Development Fund It was noted that, as reviewed by the Committee, the Development Fund had reached a total figure of £8,798: of this, £1,000 had been raised by the Friends of Dorset House School (staff and students); £1,739 by the previous Appeal; £4,709 by the current Appeal - (including £374* from business firms represented at the Oxford Lunch); and by cheque recently

* Additions to date increase the total to £545.

G.R.F.B.

received, £1,350 - a letter of thanks to the donor was being forwarded on behalf of the Casson Trustees.

(c) Social Occasions

(i) Oxford Sherry Party.

The arrangements for the Sherry Party at Corpus Christi College on the 27th March next were reviewed. Sponsors and business men with their wives were invited, and a letter enclosing a brochure would help to secure donations, if forwarded by a Governor to any business man he was unable to interview within a short period of time after the party had taken place.

(ii) London Luncheon

Preparations for the London Luncheon were considered. A list of possible guests to be invited was read, and additions made. Ways of approach to a number of potential donors were discussed.

(d) Sale of building plots.

Sir Hugh reported that the Casson Trustees had agreed to the sale of the site on Harberton House ground intended formerly for new School buildings. One potential purchaser had made enquiries, but it had been decided to wait until at least two more had made purposeful soundings. Prior to sale, planning permission was to be sought for the erection of 15 flats on the site, with parking space for 15 cars, and information obtained informally as to the attitude of the planning authority to new building on any other suitable sites within the area of Harberton House ground. An account was given of the detailed instructions to be passed on to Mr. Beasley for his guidance. The Governors expressed approval of the action taken.

(e) Future Procedure

The plan of future procedure for financing the new School buildings, as approved by the Committee, was reported.

441. Principal's Report

The Principal's Report for the Hilary Term was received. It was noted that enquiries and applications for training were more numerous than during the same period in 1961, in spite of an increase in fees.

(a) Coloured students

A proposal to use the cottage at "Hillstow" for coloured students (owing to the difficulty of securing lodgings for them) was discussed. The need to find ordinary lodgings whenever possible was stressed.

(b) Philadelphia Conference

The Governors expressed their view of the advantages which were attached to Miss Macdonald's attendance at the World Federation of Occupational Therapists' Congress in Philadelphia next October, and she was asked to make a provisional registration, so that she could go if possible.

(c) Sir Douglas Veale

At the end of the Principal's Report, reference was made to the considerable amount of time Sir Douglas Veale had given to furthering the success of the Development Fund Appeal. The Chairman agreed to send him a letter of appreciation on behalf of the Governors.

442. Dates of Meeting

The following date for the next meeting of the General Purposes and Finance Committee was suggested - 24th May.

PLEASE NOTE

Since Minute 442 was recorded the date for the General Purposes and Finance Committee Meeting has been changed to 21st May, with a Development Fund Committee Meeting in the morning. The Governors and Casson Trust Meetings have been fixed for 25th June.

SS/JM. 11th May, 1962.

25.v.62.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY.

Minutes of the Meeting of Governors held at Harberton House on the 25th June 1962.

Present: Mr. G.R.F. Bredin (in the Chair)
Mr. K.D.D. Henderson
Colonel Ledger
Mr. Harold Loukes
Dr. E.F. Mason
Dr. Andrew Shepherd
Sir Douglas Veale

In attendance: Miss E.M. Macdonald (Principal); Miss B.G.Collins (Vice-Principal); Mr. Sam Smith (Secretary).

Apologies were received from Sir Hugh Casson, Dr. R.G. McInnes, Mr. J.B. Talbot and Mrs. Nugent Young.

The absence of Mr. H.L. Dennison (Accountant) was due to suspected appendicitis: he had been admitted as an emergency case to the Radcliffe Infirmary. The Governors asked that a letter be forwarded to him on their behalf, expressing their sympathy and their good wishes for rapid and complete recovery.

443. Minutes — The Minutes of the Meeting held on the 19th March 1962, as previously circulated, were confirmed.

444. Development Fund Committee — The Minutes of a Meeting of the Development Fund Committee held on the 21st May 1962 were received.

445. General Purposes and Finance Committee — The Minutes of a Meeting of the General Purposes and Finance Committee held on the 21st May 1962 were received.

Business arising:

(a) Financial Statement — The Financial Statement for Hilary Term was received.

(b) The American Congress — With the consent of Miss Macdonald, it was agreed that she should return to the School £206 in repayment of her salary received from the School for time taken in writing her book on Occupational Therapy and that Miss Macdonald should have her expenses, incurred in attending the Congress of the World Federation of Occupational Therapists paid up to a figure of £200. It was also agreed that in the event of Miss Macdonald being unable to attend the Congress owing to the pressure of other duties Miss Collins should attend in her stead.

(c) "Hillstow". — It was reported that as matters stood at the moment some £2,000 would still be in hand after the final payment for the purchase of "Hillstow", to be made next September.

(i) Finance enquiries / (ii) Retention of "Hillstow". — The Governors approved that the Bank be sounded on the possibility of a loan of £2,000 on the security of the covenants, and be asked what security would be required for a further loan of £10,000. It was agreed that in the circumstances the need to re-sell "Hillstow" would not appear to arise.

(iii) Cottage extensions. — Concerning possible extensions to the cottage on "Hillstow" ground the suggestion that an additional bedroom be provided was not approved. The project to add a kitchen and bathroom was deferred for

consideration at the Meeting of Governors next September.

The cottage at the corner of Latimer Road and London Road had been offered to the School on a tenancy at a high rental. The reply authorised was that the governing body were not interested.

(d) Founders Day. With regard to the Parent's Meeting on Founders Day, from 3 to 3-45 p.m., advice given was that the report on the progress of the Appeal should be optimistic, and that the various ways in which people can help the School should be indicated. A short address would be given by Sir Douglas Veale.

(e) Retirement of Mrs. Kuemmel presentation. On the recommendation of the G.P. and F. Committee it was decided to present to Mrs. Kuemmel the sum of £50, or its equivalent in kind, on the occasion of her retirement from the Staff. The procedure outlined was that a formal presentation of flowers should be made on Founders Day, a letter to be forwarded later from Sir Hugh Casson covering the gift from the Governors.

446. London Luncheon: report. At the commencement of the Governor's Meeting, Dr. Shepherd commented enthusiastically on the success of the London Luncheon, naming it as a most outstanding and enjoyable occasion. He spoke with appreciation of the good work done by Sir Douglas Veale and Miss Macdonald and her helpers. This was warmly endorsed by the meeting.

Sir Douglas gave a general report. The postponement of the Luncheon from February to June had been thoroughly justified. The engagement of Sir Wilfrid le Gros Clark as a speaker was fortunate; his speech was most impressive: it would be printed and circularised. Of the seventy-two who had accepted invitations, only four had not attended. He expressed warm appreciation of the help given by the students who attended. He had good hopes of the financial outcome of the occasion.

Warm thanks were expressed to Sir Douglas by the Governors for his report and for all the work he had done to further the Appeal.

447. Industrialists in the Oxford region. A proposal to arrange a small-scale lunch for industrialists in the Oxford region, on or about December 14th next, was approved.

448. Visits to ex-student centres. The Principal informed the Board that owing to pressure of other matters and to the difficulty of arranging meetings, the round of visits on behalf of the Appeal to ex-student centres would now have to be completed by correspondence.

449. Hospital practice. Miss Macdonald reported on the difficult situation concerning arrangements for hospital practice. Dr. Cooksey would now help until next February, but no prospect of replacing the facilities of King's College Hospital at other hospitals had yet been realised, though approach had been made to hospitals over a wide area. The possibility of some further provision at Oxford Hospitals was discussed, and Dr. Mason was asked to make representations to the Oxford United Hospital Board in regard to the School's need.

450. Principal's Report. — The Principal's Report for Hilary Term, supplemented by her comments, was received.

451. Miss Macleod: resignation. — A letter was received from Miss Winifred Mcleod expressing regret that owing to the pressure of other duties it was necessary to resign from the Board of Governors. The resignation was accepted with regret and it was agreed that the Chairman of the Board should convey the thanks of the Governors to Miss Macleod for her service on the Board.

452. Memorial Workshop. — It was agreed that the Casson Memorial Workshop should, if possible, be sited at the new school buildings. Dr. Mason and Miss Macdonald were to meet Dr. Warin to discuss the matter on July 9th.

453. Newfoundland Scholarships. — Miss Macdonald explained the situation concerning the proposed entry to the School of two students from Newfoundland, and in view of the special circumstances the Governors agreed that a fees scholarship might be offered to one of them and that, if necessary, a grant should be made to the other sufficient to bring the value of her existing bursarship up to that of a fees scholarship.

454. School assets and Development Fund. — It was agreed that there be consultation with Mr. Talbot and Mr. Cole on the suggestion that the School might pass over as a gift to the Trust the £7,000 which would have to be used to complete the payment on "Hillstow".

456. Date of next Meeting. — The 17th September 1962 was provisionally fixed as the date for the next Meeting of Governors.

H. M. Casson
Nov 20th
1962.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY, LTD.

Minutes of the Thirteenth Annual General Meeting, held at Oxford on the 28th December 1961.

1. Minutes. The Minutes of the Twelfth Annual General Meeting, held at Oxford on the 1st December 1960, were confirmed.

2. Reports and Statement of Accounts. The Report of the Governors, and the audited Balance Sheet and Statement of Accounts for the year ended the 31st August 1961, with the Auditors Report, were received and accepted.

3. Election of Governors. Mr. Harold Loukes and Dr. R.G. McInnes were re-elected to the Board of Governors for a further period.

4. Auditors. Messrs. W.M. Bayliss, Sons & Co., having agreed to continue to act as Auditors to the Company, the Governors were authorised to decide the terms of remuneration for their services.

21st November, 1962.

SS/JM.

18/xii/62.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Meeting of Governors held at Harberton House on 20th November 1962

Present: Sir Hugh Casson (in the Chair)
Mr. G.R.F. Bredin
Mr. Harold Loukes
Mr. K.D.D. Henderson
Sir Douglas Veale
Mrs. Nugent Young.

In attendance: Miss E.M. Macdonald (Principal)
Miss B.G. Collins (Vice-Principal)
Mr. H.L. Dennison (Account)
Mr. Sam Smith (Secretary)
Mr. Bayliss (Auditor) was present during consideration of the Statement of Accounts.

Apologies were received from Dr. R.G. McInnes, Dr. E.F. Mason and Mr. J.B. Talbot.

457

1. Minutes — The Minutes of the Meeting held on the 29th June, 1962, as previously circulated, were confirmed.

458

2. Development Fund Committee

(a) 22nd October, 1962. — The Minutes of a Meeting of the Development Fund Committee held on 22nd October, 1962, previously circulated, were received. Recommendations concerning the transference of the administrative staff to Hillstow and the use of workshop accommodation were deferred pending a further report from the Committee.

(b) 20th November, 1962. — Sir Douglas Veale, as Chairman of the Development Fund Committee, reported on the proceedings of the Committee at the meeting held on the current date, the 20th November 1962, in the morning.

The report and its recommendations were unanimously adopted; it was agreed that a copy of the Committee Minutes be inserted in the Minute Book.

459

3. General Purposes & Finance Committee. — The Minutes of a Meeting of the General Purposes and Finance Committee on the 22nd October, 1962 were received.

Business arising:

(a) Statement of Accounts 1961-62 — The Statement of Accounts for the year ending 31st August 1962 was received, supplemented by comments from Mr. Dennison and Mr. Bayliss. On the suggestions of the Auditor, the item relating to £206 repaid by Miss Macdonald was transferred to the accounts for the current year, 1962-63.

The Statement of Accounts was adopted for submission to the shareholders at the Annual General Meeting.

(b) Bad Debts: Cancellation. — The lists of debts owing to the School were submitted for consideration. (i) amounting to £298.12.11d., regarded as bad debts, irrecoverable, (ii) amounting to £536.10. 8d. and regarded as probably recoverable. In fact over £400 had already been received. It was decided that items on the first list be cancelled as bad debts, to be written off over a period of two years.

(c) Hillstow School & Trust Finance — Agreed: that the recommendation to arrange that the loan by the School to help in the purchase of Hillstow be regarded as rent in advance and a formal lease at an agreed rent be drawn up be referred back for further consideration.

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Cont'd....

(d) Major Repairs & Renewals Fund.

Decided: that no transfer to the Major Repairs and Renewals Fund from the income of the year 1961/62 be made in current circumstances.

(e) Budget 1962-63

The Budget drafted for the year 1962/63 was received.

(f) Salaries & Wages.

Agreed: that Mr. Dennison be given an increase in salary of £100 per annum dating from the 1st September 1962, to make the total £1,100 per annum. It was also agreed to increase the wages of the gardener to £14 per week and the under gardener to £8 per week from January 1963, subject to some work being unde taken at Hillstow. The cleaners' wages had already been raised from 3/4d to 3/6d an hour, the current rate.

Payment of a bonus of £10 to Miss Christer, and of £5 to Miss Griffin, for useful service in re-decoration work was approved.

(g) Memorial Workshop.

The Recommendation of the Committee that, when possible, the Memorial Workshop be provided on the School premises was endorsed.

460

4. The American Conference

Miss Collins was welcomed back from representing the School at the American Conference. She provided an interesting and informative account of her experiences in visiting schools of occupational therapy and hospitals providing hospital practice, and of the Conference.

461

5. Principal's Report

The Principal's Report for the year 1961-62 and the current Michaelmas Term 1962 was received, a revealing account of the many important issues involved in the administration of the School.

H M Cassin -

1st. April 1963

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

MINUTES OF THE SPECIAL MEETING OF GOVERNORS

Held at "Hillstow" (58 London Road, Headington) on 11th January, 1963.

Present: Sir Hugh Casson (in the Chair)
Mr. K.D.D. Henderson
Colonel Ledger
Mr. J.B. Talbot
Sir Douglas Veale

In attendance: Miss E.M. Macdonald (Principal), Mr. H.L. Dennison (Accountant), Mr. Sam Smith (Secretary), Mr.R.B. Cole (Solicitor), Mr. J.F. Beasley (Estate Agent)

462

1. Sites for extensions to 'Hillstow'

Alternative plans for siting the proposed extensions to to existing buildings were examined. Estimated additional floor space require: 7,700 square feet.

Booklets obtained from firms supplying material for prefabricated buildings were reviewed, and the estimated cost in view was assessed at about £3.10.0. per square foot of floor space. Advice was to be sought, in confidence, from the City or County Architect upon his experience, successful or otherwise, with the product of these or any other firms which he might be prepared to recommend.

It was decided that sketch plans of possible sites, adequate in size, which could be built on without destroying amenities, and with any necessary links with the main building indicated, be submitted to the next meeting of Governors - the sketch plans to be prepared by Mr. Beasley in consultation with the Chairman.

(a) Inspection

To form some opinion on the possibilities of appropriate siting the Governors walked round the grounds.

Later, after inspection of the interior of the present building, business continued to be dealt with at Harberton House, at lunch and after.

463

2. Harberton House Ground

Mr. Beasley advised that offering the whole of idsposable ground at Harberton House for sale in its entirety would be preferable to the sale of portions. The sale of only 2/3rds of an area should

1/2

bring £8,000. Receipts from selling would be affected by the character of the planning permission secured. It was agreed that after enquiries from the City Architect, application be made simultaneously for two sets of planning permission, one for the redevelopment of the whole of the site, and one for partial development only.

464

3. Prospect of raising loans

The Governors reviewed possibilities of raising money to meet the cost of extensions at Hillstow, estimated to be some £30,000. On Harberton House a mortgage of £4,000 applied already. Probably a further £9,000 could be raised on the whole of the property. A further £115,000 might be raised on "Hillstow" by borrowing from an insurance company or bank, as two-thirds of the value of a property was the usual amount of a bank loan, though for a relatively short period. In all, some £24,000 was likely to be available from this source. The Goldsmiths had contributed £1,000, so £5,000 more would have to be found. It must be noted that a large sum per annum would have to be paid to the bank in interest. It was agreed that Sir Douglas Veale and Mr. Bredin should be asked to approach Barclays Bank to obtain specific information. The School and the Casson Trust had some £3,000 in hand. (A temporary loan of £5,000 without interest would be helpful).

(a) Approach to Barclays Bank

465

4. Heating at "Hillstow"

Concerning the central heating of "Hillstow" and the proposed extensions it was agreed that advice be sought from an appropriate firm, e.g. Church's or Alden's. Relevant questions to be decided were whether the main buildings and the extensions, should have separate systems, or one system providing for both, and the kind of fuel to be used. The main building already had two boilers. Opinion was expressed that an appropriate general heat would be of about 65 degrees Farenheit, subject to increase or reduction in any room.

466

5. Garage as flat

The Governors approved in principle a proposal that the garage at "Hillstow" be used to provide a flat for the accommodation of the houseman, and authorised the obtaining of separate estimates for this at once.

HC

467

6. Emergency conditions — Photographs of conditions at the School due to the severe weather were shown to the Governors, who congratulated the Principal and the staff for coping so well with the emergency. The Principal paid particular tribute to the office, cleaning and stoking staffs on whom the brunt of the discomfort had fallen.

H. McCann
14th April 1963

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY LTD.

Minutes of the Fourteenth Annual General Meeting held at Oxford on the 18th December, 1962.

1. Minutes — The Minutes of the Thirteenth Annual General Meeting, held at Oxford on the 28th December, 1961, were confirmed.

2. Reports and Statement of Accounts — The Report of the Governors, and the audited Balance Sheet and Statement of Accounts for the Year ended the 31st August, 1962, with the Auditors' Report, were received and accepted.

3. Election of Governors — Dr. R. G. McInnes and Mr. J. B. Talbot were re-elected to the Board of Governors for a further period.

4. Auditors — Messrs. W. M. Bayliss, Sons & Co., having agreed to continue to act as Auditors to the Company, the Governors were authorised to decide the terms of remuneration for their services.

J. B. Talbot
20 Dec 1963.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Meeting of Governors at Harberton House on 1st April, 1963.

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

In attendance: Miss E.M. Macdonald (Principal); Miss B.G. Collins (Vice-Principal); Mr. H.L. Dennison (Accountant); Mr. Sam Smith (Secretary); Mr. Beasley of Messrs. Carter Jonas & Son was also present. An apology was received from Dr. R.G. McInnes.

468
1. Minutes — The Minutes of the Meeting held on the 20th November 1962 and of the Special Meeting held on the 11th January 1963 were confirmed.

469
2. The late Dr. Shepherd — The Meeting recorded its deep regret at the death of Dr. Andrew Shepherd, who had given the School such long and such devoted service.

Medical Director — At the request of the Board, Dr. Mason agreed to act as Medical Director of the School.

470
3. Future Plans — Proposals for alterations to 58 London Road, extensions of the building, and the heating of both old and new premises were considered.

New Accommodation — The intended use of pre-fabricated building material for the extensions had proved impracticable, as they seemed unlikely to prove sufficiently durable; traditional building methods would need to be used.

Tree Preservation — The plans had to take account of tree-preservation as decided by the Ministry. The walnut tree and the group of pines were to be preserved. The poplars were judged to be too old for preservation. The present decision offered no serious problem.

471
4. Statement of Accounts: Michaelmas Term — The Statement of Accounts for the Michaelmas Term was received, supplemented verbally by Mr. Dennison. The statement was received.

The possible impact of the forthcoming Burnham Award on future commitments was discussed. This had been catered for in the rise of fees being implemented from May 1963.

472
5. Finances
(a) The Appeal — The total sum realised to date from the Appeal is £14,548. 6. 3d. The recommendations of the Casson Trustees concerning ways and means to cover the remainder of the total expense involved in the building and equipping of the new school premises werereceived, and endorsed.

(b) Proposed gift to Trust. — It was resolved that the balance of certain sums of money put at the disposal of the Casson Trustees by the School to make possible thecompletion of the purchase of Hillstow and Hillstow Cottage, and certain other sums of money due to the School from the Trust, particulars of all of which are set out in the statement annexed hereto, be

HC.

deemed to be a subscription to the Trust's Building Fund.

(c) Lease: Trust and School.

The Governors agreed that a lease of the new premises from the Trust to the School be drawn up providing for payment of a rent assessed at an economic figure, and that any further annual payments due as a contribution to Trust funds be made under covenant.

473

5. Progress with new premises

Plans and the programme for the provision of new premises for the school were then discussed with Mr. Beasley, who pointed out that the renovation of the main building could be undertaken immediately.

Concerning heating, he thought that the necessary consultation could possibly be completed within a month, both as th the layout of the heating plant and for the improvement of the heating in the main building. An estimate of £750 as the overall cost of heating was mentioned.

Tenders for the extensions should be called for by the end of a month, and sketch detailed drawings submitted to the Chairman.

The flat for the houseman over the garage would also have to be completed, and the alterations to the cottage made when the present tenants vacated it.

It was agreed that Mr. Beasley should draw up a detailed programme on the above lines.

474

6. Plans for moving

The programme for moving to the new premises was visualised as follows:-

Nine huts at the Churchill Hospital to be vacated not later than Christmas 1963 - if possible, leaving fifteen to be cleared in the following year.

It was agreed that the Regional Hospital Board be called upon to take over at a valuation the improvements carried out to the huts by the school during its occupation of the premises.

475

7. Founder's Day

It was agreed that in place of the Founder's Day in July, a visiting day for parents be arranged for October. This deferment was due to the weight of commitments during the mid-summer period. Among other occasions, the B.M.A. Conference was to be held in Oxford, at which Dorset House was showing some exhibits.

476

8. Principal's Report Hilary Term 1963

The Principal's Report for Hilary Term 1963 was received. This gave an account of the difficulties faced during the severe winter, when members of the staff and some students were continually away ill, and some alternative accommodation had to be found at Harberton House and the Technical College. The Technical College's charge approximated £63 for the accommodation occupied, this being a special charge made, without prejudice, in special circumstances.

The Governors expressed their profound gratitude to the School staff and to the staff at Harberton House for the admirable service rendered by them throughout the winter, and congratulated them warmly on the results achieved under conditions of unprecedented difficulty.

The Principal answered questions in regard to probation, particularly of students from abroad, and on the Teacher-trainee system as it affected Occupational Therapy.

SUBSCRIPTION BY DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY TO THE DEVELOPMENT FUND

A. Cash and Realisation of Investments

5½% City of Oxford Loan repayment	2,000	
5% Defence Bonds encashment	3,000	
Deposit Account	2,520	
Current Account	300	7,820

B. Current Account

1961-62

Appeal expenses	996. 14. 4.		
Lodge extensions	189. 12. 0.		
Mortgage interest	188. 7. 6.		
Hilstow Cottage equipment	61. 1. 6.		
Salaries	50. 0. 0.		
Fire Insurance	44. 2. 7.		
Audit fee	24. 13. 6.		
Road Survey fee	3. 3. 0.		
Paid by school on behalf of Trust.	1557. 14. 5.		
Less amounts due to Trust by School	501. 6. 11.	1056 7. 6.	

1962-63 (to 27th March 1963)

Hillstow Cottage equipment	340. 2. 0.		
Repairs	43. 3. 8.		
Agent's fee	16. 16. 0.		
Appeal expenses	87. 5. 4.		
Mortgage interest	65. 17. 6.		
Salaries	16. 13. 4.		
Share Transfer fee	12. 9.		
Paid by School on behalf of Trust	570. 10. 7.		
Less amount due to Trust by School	166. 13. 4.	403. 17. 3.	1460. 4. 9.
			£ 9280. 4. 9.

H. M. Cassie
Nov 4 - 1963.

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Meeting of Governors at Harberton House on the 19th November, 1963.

Present: Sir Hugh Casson (in the Chair)
Dr. E. F. Mason
Sir Douglas Veale
Colonel L. K. Ledger
Mr. Harold Loukes
Mr. J. B. Talbot
Mrs. A. Nugent Young

In attendance: The Principal; the Vice-Principal; Mr. H. L. Dennison (Accountant); (from Messrs. Carter Jonas & Sons) Mr. Field and Mr. Whitehouse; Mr. Bayliss (Auditor); Mr. Sam Smith (Secretary).

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

477
1. Minutes — The Minutes of the Meeting held on the 1st April, 1963, were confirmed, subject to the deletion of Minute 5(b) "Proposed gift to Trust".

478
2. Accounts for the Year 1962-63. — The Final Accounts for the Year 1962-63 were received and adopted, on condition that financial relations of School and Trust were reconsidered.

The issue of "Payment to the Trust in respect of the Lease" was referred to the Lease Sub-Committee for reconsideration.

479
3. Budget Estimates for 1963-64 — The Budget Estimates for the Year 1963-64 were received.

Matters arising:

a) Hostel fees — It was decided to increase fees for residence at the Hostel from £5 to £5. 5. 0. per week, from March next; the Hostel fees to be reconsidered later, in June next.

b) Allocation of beds — It was also decided that as there were two extra beds available the entry numbers to the Hostel should be "over subscribed" until the position was clarified at the date of entry and then adjusted.

480
4. New School Buildings — Owing to unforeseen delays the completion of work to be done by Messrs. Minns was liable to be six weeks late.

Present position; work authorised — Work on the new buildings would be allocated according to the outcome of competitive tenders invited by the end of the current year. The selection of the appropriate tender should be made next January or February and it was hoped to begin building in March, to be completed possibly by September.

Concerning the cottage; the ground floor of this was to be devoted to the treatment of the disabled housewife, and Mr. Noble, of the Central Council for the Disabled, had advised on appropriate arrangements, for which detailed drawings were reviewed by the Governors. It was agreed that the Chairman forward a letter to the Council expressing thanks for the assistance given.

It was agreed to allocate £500 from a special fund for this purpose, a decision to be made later as to whether this would be in memory of Sir Geoffrey Peto or Dr. Elizabeth Casson.

481
5. The Principal's Report for 1962-63. — The Principal's Report for the Year 1962-63 was received.

Unfortunately, the work of the year had been badly affected by the abnormal amount of ill-health among members of the staff, and there had been great difficulty in maintaining the usual adequacy of the students' courses. The Principal expressed warm appreciation of the help given by Dr. Mason in this awkward situation.

The possibility of insuring against illness of members of the staff was discussed, and it was agreed that inquiry be made to ascertain what provision of this kind was available.

With regard to proposals for widening the curriculum to include undergraduate and post-graduate studies, and readjustments relating to matter in the Robbins Report, it was decided that a Training Sub-Committee be formed, and the following members were appointed: Sir Douglas Veale, Dr. Mason, Mr. Harold Loukes and Miss Macdonald, Miss Collins to act as Secretary; the first meeting of this Sub-Committee to be held on the 22nd January, 1964.

482
6. Imprest Account

A proposal to increase the limitations of the Imprest Account to £200 was approved.

483
7. Staff Insurance

There was produced and read to the Meeting a Memorandum which has been agreed by the Trustees modifying the Regulations of the Trust Deed dated the 28th July, 1959, governing the Company's Staff Superannuation Scheme, and it was resolved that the Memorandum produced and read to the Meeting be and it is hereby approved and that Sir Hugh Casson a Governor be and he is hereby authorised to sign the Memorandum on behalf of the Company and the same was signed accordingly, and the Secretary was instructed to pass the said Memorandum to the Trustees for signature.

484
8. Annual General Meeting

It was agreed that the Annual General Meeting of the Company be held at 12 noon on the 20th of December, 1963.

485
9. Opening of New Buildings

Possible personalities to be invited to officiate at the opening of the new School Buildings were considered, and the Princess Royal was approved as the first to approach. Princess Alexandra, Princess Marina and the Duchess of Gloucester were among personalities mentioned. It was also suggested that the Archbishop of York might be invited to officiate at the Founders Day and Opening Service.

486
10. Meeting of Governors

Fixing the date of the next Meeting of Governors was deferred as it might be necessary to fix one at short notice to take decisions on various urgent matters.

487
11. Terms of Lease

The Meeting of the Sub-Committee for considering the issue of "Payment to the Trust in respect of the Lease" was fixed for the 5th December, 1963, and it was suggested that the meeting place be in Mr. Cole's office.

488
12. Resignation of Secretary

The Secretary informed the Governors that owing to ill-health due to his age he would need to resign in March, 1964, much as he regretted resignation.

Douglas Veale
13.iv.64

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY, LIMITED.

Minutes of the Fifteenth Annual General Meeting of the Company held at Oxford on the 20th December, 1963.

1. Minutes. — The Minutes of the Fourteenth Annual General Meeting, held on the 19th December, 1962, were confirmed.

2. Report: 1962-63. — The Report of the Governors and the Audited Balance Sheet and Statement of Accounts for the Year ended the 31st August, 1963, were received and accepted.

3. Election of Governors — Sir Hugh Casson, Mr. G. R. F. Bredin and Mrs. 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 their service as auditors, and therefore were re-appointed: remuneration to be agreed upon by the Board of Governors.

Douglas Veale
29th December 1964

DORSET HOUSE SCHOOL OF OCCUPATIONAL THERAPY

Minutes of a Meeting of the Governors held at Harberton House on Monday, April 13th, 1964.

Present: Sir Douglas Veale (in the Chair)
Mrs. A. Nugent Young
Colonel L. K. Ledger
Mr. H. Loukes
Dr. E. F. Mason
Mr. J. Talbot.

In attendance: The Principal.
The Vice-Principal
The Accountant.

In the absence of Sir Hugh Casson and Mr. Bredin, Chairman and Vice-Chairman respectively, it was unanimously agreed that Sir Douglas Veale be invited to take the Chair.

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

489. Minutes — The Minutes of the meeting held on 19th November, 1963, were confirmed.

490. Resignation of Secretary — The resignation of Mr. Sam Smith from the post of Secretary to the Governors was accepted with regret. Warm tribute was paid to his service, not only directly to the Governors, but also to the School as a whole, particularly in its relations with the City of Oxford.

It was agreed that this service should be rewarded by a small pension. The Chairman undertook to enquire into the possibility of interesting other bodies in increasing the pensions they paid to Mr. Smith, and it was agreed that the amount of the pension to be paid to Mr. Smith by the School should be £100 per annum less any increases so obtained.

It was further agreed that Mr. H. L. Dennison should be appointed to the vacant post of Secretary to the Governors at a salary of £75 per annum, and £50 per annum would be paid to Miss Judson for extra clerical help.

491. Future Policy — A Sub-Committee appointed by the Governors (Sir Douglas Veale, Mr. Loukes, Dr. Mason and the Principal) had considered the future development of the School with particular reference to the implications of the Robbins Report, and a Memorandum setting out their conclusions and recommendations had been circulated to the Governors.

The main recommendation was that the School should approach the University of Oxford to seek approval of the School's status as an institution offering professional training, conducting its own examinations under the supervision of the University and awarding a Diploma which would, in effect, carry the endorsement of the University. Precedents for such approval have already been established, e.g. Ruskin College, which is recognised as an approved institution whose students undertake further studies leading to the award of a Diploma, and others.

This proposal received general approval from the Governors, being regarded as a means of raising the School's educational standards, enhancing its status and tending to ensure its independence. Mr. Talbot, however, wondered if the Diploma awarded by Dorset House would be as acceptable to prospective employers as a Diploma awarded by the Association of Occupational Therapists. The Principal pointed out that enrolment in the State Register of Occupational Therapists was the employer's guarantee of proper training and proficiency, and that the Registration Board's Regulations specifically permitted the Board to recognise examinations conducted by individual schools.

It was agreed that the best hope of achieving this objective lay, in the first instance, in an informal approach to sympathetic influential members of the University who would support a formal approach, and that Mr. Bredin should be asked to undertake such informal approaches.

492. Statement of Accounts — The Accounts for the Michaelmas Term 1963 were presented, showing that income and expenditure for the term were closely in accordance with the budget estimates, and were adopted.

It was pointed out that the Hilary Term accounts might be somewhat less favourable, in view of the high rate of staff illness.

493. Lease of New School Building. — The Chairman reported that Mr. Cole and Mr. Bayliss had settled the financial provisions of the lease. These were:

1) A fixed rent of £2,500 should be payable during the first twenty years of the lease.
2) The Casson Trust should have power to accept payment of rent in advance, should the School desire to make such payment.
3) The Casson Trust should have power to accept a reduced payment of rent in any year.

The Governors agreed that these proposals constituted an acceptable financial basis to the lease.

494. New School Buildings — The Principal reported that work on the existing building was almost completed, and that work was in progress to convert a stable into a sitting-room for the caretaker.

Plans to convert the ground floor of 44 London Road to a teaching room dealing with the rehabilitation of the disabled housewife were being prepared, but were not finished and no estimate of the cost was yet available.

Plans for the removal of the School to its new premises were discussed. The Principal pointed out that certain huts at the Churchill Hospital would have to be retained by the School until the new wing was completed, but proposed that all the office accommodation and the teaching facilities scheduled to be located in the existing building should be moved during August. This would mean that, for the first three weeks of the Michaelmas Term, the School would be divided, but the nuisance was tolerable in view of the relatively short period involved, and the hope that it would not be necessary to heat the huts.

It was reported that the United Oxford Hospitals Board were anxious to commence building operations on the site now occupied by the School. It was agreed to inform the Board of the School's programme and to assure them that the School would do everything in its power to keep to it, but that no firm assurance of a moving date could be given at this stage.

495. Appeal Brochure — It was proposed to bring the brochure up-to-date by incorporating in it a plan of the new premises at London Road; this plan was presented to the Governors and approved.

496. Formal Opening of New School — It was reported that H.R.H. the Princess Royal had consented to perform the formal opening ceremony, but that the date had not yet been fixed. It was agreed to invite the Archbishop of York to preach at the annual Dorset House service which would precede the ceremony.

Further discussion of detailed arrangements for the opening was deferred until the Autumn meeting of the Governors.

497. Principal's Report — The Principal's report for the Michaelmas Term, 1963, was received. The Governors particularly commended the staff on the excellent examination results, despite the high rate of staff illness.

The Principal drew attention to the problem created by the withdrawal of students immediately before the commencement of their course, and read to the Governors a letter which is now sent to intending students to warn them that, unless within six weeks of the commencement of the course they asked for postponement to a later entry, they would, on withdrawal, be held liable for the payment of tuition fees and, if

appropriate, board and lodging charges, for one term. The Governors approved of this step but suggested that the phrase "..within six weeks.." should be amended to "..not later than six weeks before..".

498. Sick Pay Scheme — A proposal to extend the periods of paid sick leave available to domestic weekly-paid staff was approved by the Governors.

A proposal to undertake commercial insurance against staff illness was discussed but was rejected in view of the excessive cost of the premium involved.

Further consideration of the effect of the sick-pay scheme on the School's finances was deferred until the Accountant could provide detailed information on the subject.

499. Compassionate Leave — The Governors agreed to a proposal that compassionate leave might be granted by the Principal, on the basis of two days' leave for each year of service up to a maximum of ten days in any one School year. Applications for extensions of this period would be considered by the Governors.

500. Dr. McInnes — A letter from Dr. McInnes was read, in which he regretted that extreme pressure of work prevented him from attending meetings of the Governors and suggested that he should therefore resign. The Governors were reluctant to accept the resignation and it was agreed that he should be so informed, in the hope that he would not press the resignation.

501. New Governor — It was proposed by the Chairman, seconded by Dr. Mason, and agreed that Dr. Mandelbrote of Littlemore Hospital should be invited to join the Board of Governors.

502. Darlington Hall — Consideration of this matter was deferred until Sir Hugh Casson should be present at a meeting of the Governors.

503. Barnsley Hall Hospital — The Principal reported that she had been invited to attend and speak at the opening exhibition for a new Occupational Therapy department at Barnsley Hall Hospital, which provided a temporary home for the School during the war years. In token of the School's gratitude for this hospitality she had presented a cheque for £10 for books for the Department's library; the Governors approved of this gift.

9.xi.64

COPY

The United Oxford Hospital.

The Radcliffe Infirmary,
Oxford.

20th February, 1953.

Dear Mr. Bredin,

I put up to my General Purposes Committee on Wednesday your request for a 15-year lease of the premises occupied by the Dorset House School.

While they appreciated that it is essential for the School to be able to book students for a certain three years, they felt that in all the circumstances they ought not to commit themselves for so long a period as 15 years, although I can say that my Committee considered that the chances of their having to occupy the premises at present leased to the School during this period were remote. They instructed me, therefore, to say that they are agreeable to an extension of the lease for four years, and to suggest that it be reviewed annually on the understanding that at each review, if the lease were renewed, it would be renewed for a further four years, so that in this way the School would have a guarantee of being able to book students for a three year course without fear of the lease being terminated and, on the other hand, my Board at each review could look forward to the possibility, if necessary, of occupying the premises four years from the review instead of 15 years from now.

I also put forward your request that the rent be £200 per annum exclusive of rates which the School now pays might be reduced, and they regretted that they did not see their way to recommend to the Minister that any reduction should be made.

If you would like to have further conversations about the present suggestion for the continuation of the lease, I should be very pleased to meet you again.

Yours sincerely,

(E.J.R. Burrough)
Administrator.

G.R.F. Bredin, Esq., C.B.E.,
Dorset House School of Occupational Therapy,
The Churchill Hospital,
Headington.

193 pages + 29 additions
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