

Bolitho School

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S. CLARE'S ARCHIVE
Penzance
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The school has many photographs, some in albums but many in envelopes and folders. These will require a separate archive.

Under the heading 'location' in this list the letter A refers to the large cupboard in which most of the archive material is now stored.

Items of archive importance at the School of S. Clare, Penzance in March 1986.A. History i Minutes, governing body records and papers

Serial	Date	Location
A i 1	1892 to 1922	<p>Reports of the Directors of the Penzance Church of England High School Co., with annual balance sheets. Early reports to 1900 give details of school growth. The 1915 report reflects serious financial concern and records generous help from Mrs. Bolitho. Her gift to the school of Polwithen House is reported in 1918.</p> <p>The last (1927) paper is the notice for an extraordinary general meeting on Dec. 20 to wind up the Co. and hand over to Woodard. 1 vol. Hm</p>
A i 2	1926 to 1928	<p>Papers relating to the take over by Woodard include</p> <p>Letters to Provost from Canon Humphrey</p> <p>" " " " Miss MacPherson</p> <p>" " " " Bishop of Truro</p> <p>" " " " Freeman (Registrar)</p> <p>" " " " Mrs Frances Bolitho</p> <p>Letters to Miss MacPherson from Freeman</p> <p>Western Division report detailing conditions agreed for the transfer arrangements made with Mrs. Bolitho</p> <p>Statement of school account for the Lent term 1928, the last for which Co. was responsible.</p> <p>Copies of the Chapter minutes of Jan 11 and Feb 17 which arrange for the regulation of the school under Woodard.</p> <p>Resolutions of the Corporate Chapter of Feb 9</p> <p>1926 Report of Governors sub-committee on salaries</p> <p>Papers relating to teachers' superannuation.</p> <p>Papers relating to Local Authority request to lay drains through school grounds for new housing estate.</p> <p>1 file Hm</p>

A History i (Cont.)

Serial	Date		Location
A i 3	1927	Typed account of the meeting of High School parents, Mrs. Bolitho in the chair, at which Canon Humphrey explains the Woodard Corporation and Miss MacPherson (ex Abbots Bromley) adds her view. Resolution expresses parents' gratitude to Mrs. Bolitho for her generosity.	1 bundle A
A i 4	1928 to 1932	School Council (first known as Local Committee) minutes begin with record of the last three meetings of High School governors (Mrs Bolitho in the chair) and continue with the first Woodard meeting on May 12 1928 with Mrs Bolitho as a member.	1 vol Hm.
A i 5	1932 to 1944	School Council minutes. The meeting of July 1940 hears of two mistresses and sixteen girls of S. Michaels Bognor at S. Clare's. In 1940's the school has four Heads or acting Heads in three years.	1 vol Hm.
A i 6	1944 to 1946	School Council minutes	1 vol Hm.
A i 7	1946 to 1951	School Council minutes record the appointment and the departure after half a term as Hm. of Miss Watson, and Council's concern at what is seen as dilatory ways of Chapter.	1 vol. Hm.
A i 8	1951 to 1962	School Council minutes reflect the problems raised by decline of St. Katherine's. 1957 President's ruling against the admission of non- Christian children save in particular cases.	1 vol Hm.
A i 9	1962 to 1969	School Council minutes, typed and mostly unsigned. The series seems complete with the exception of a meeting in Jan. or Feb. 1963.	1 bundle Hm.
A i 10	1969 to date	School Council minutes	1 vol Hm.

A. History ii. Historical accounts, books, magazines, cuttings, etc.

Serial	Date		Location
A ii 1	1889 to 1936	'Important facts in the history of the School', MS. notes with some pencil additions which tend to repeat. 1 bundle	A
A ii 2	1889	MS copy of The Cornishman editorial which welcomes the foundation of the school.	A
A ii 3	1889	MS copy of the report in The Cornishman of the opening with Miss Hare, Miss Trentham and 12 girls.	A
A ii 4	1889	MS copy of school advert. in The Cornishman.	A
A ii 5	1893 to 1900	School scrap book contains cuttings reporting prize givings with speeches which record development of the school in numbers and academically. 1 vol.	A
ii 6	1909	'The Merry Maidens', first issue of school magazine. Founded by Miss Hare and named after a local pre-historic stone circle, it is largely devoted to original pieces, but there are notes on school events, plays, sports, visits, fire drill etc. and Old Girls' notes. 1 issue	A
A ii 7	1911 to 1921	Penzance Church of England High School Magazine increases reports on school. Constitution and rules of the Old Girls Club are published. 5 issues	A
ii 8	1927 to 1936	The 1927 High School Magazine becomes the S. Clare Magazine in 1931. The 1927 editor refers to the gap between that issue and the previous one, but from 1927 to 1936 the series seems to be complete, although the magazine is not published annually. 6 issues	A
A ii 9	1938 to 1940	School Magazine 3 issues	A
ii 10	1949 to 1950	School Magazine. Editor explains the gap as due to wartime restrictions on use of paper. 2 issues	A
A ii 11	1957 to 1962	School Magazine. 1957 editorial refers to 'the years that have passed since our last magazine'. 7 issues	A

A History ii (Cont)

Serial	Date		Location
A ii 12	1964 to 1974	1964 issue opens with a brief history of the school since 1889 in 4 pages. 11 issues	A
A ii 13	1981 to 1984	School magazine (cyclostyled). 1981 Head Mistress refers to 'long gap' since the last magazine. 4 issues	A
<p>It looks as if from A ii 6 to A ii 13 few numbers of the magazine, if any, are missing. There may have been a 1963 issue, but most gaps in the series are gaps in publication.</p>			
A ii 14	1935	S. Christopher's leaflet. Magazine of S. Clare's Junior School. 1 issue	A
A ii 15	1930 to 1931	'Hesperia', magazine of the schools of the Western Division Vol. 1 nos. 1 to 6 1 vol	A
A ii 16	1952	Revised version of 'The Story of the Woodard Schools' by K.E. Kirk, first published in 1937. 1 vol	A
A ii 17	c. 1939	Press cutings and photos recall the school's connection with the Ethiopian royal family. 1 bundle	A
A ii 18	1984 to date	Letters and photocopies of newspaper articles about the imprisonment of the Ethiopian royal family. Princess Aida was a pupil at S. Clare's during the second world war. School is invited to press the Foreign Office to work for the release of the members of the family in prison. 1 file	Hm.
A ii 19	1901 to 1959	Scrap book begins with first world war ration documents. 1901, 02, 09, 29, 33 reports of prize givings. 1928 reports of Woodard opening ceremonies 195i Agreement of an assistant mistress. 1 vol	A

A History ii (Cont.)

Serial	Date			Location
A ii 20	1939 to 1961	MS log book records lectures, competitions, events, first Air Raid practice in detail, air raids on Penzance. At first largely written by girls, it becomes from 1941 a log of events with some programmes and orders of service, probably kept by Head Mistress.	1 vol	A
A ii 21	1964 to 1972	Scrap book of press cuttings	1 vol	A
A ii 22	1972 to 1979	Scrap book includes a copy of Cynix (1975), an unofficial magazine.	1 vol	A

A History iii. Events.

A iii 1	c. 1893	Directors of Penzance High School co invite Miss Hare to the Prize Giving.		A
A iii 2	1942	Programme for a school garden fete		A
A iii 3	1943	Jubilee programme with MS account of the day	1 bundle	A
A iii 4	1949 to 1968	Speech Day programmes for all years except 1967		A
A iii 5	1969 to date	Speech Day programmes and text of Head Mistress's speech for all years.	1 file	A
A iii 6	1969 to 1983	Summer fete programmes for most years.	1 file	A
A iii 7	1968	Invitation to the opening of the new Junior School with a photograph of the occasion.	1 bundle	A
A iii 8	1975 to date	Programmes for Careers Conferences	1 file	A

For events see also A ii 5, A ii 19, A ii 21 and A ii 22.

B. Administration.

Serial	Date		Location
B 1	1893 to date	For reports of the Directors of the Penzance Church of England High School Co. and for minutes of the S. Clare Local Committee, later the School Council, see A i section of this list.	Hm.
B 2	1920's	High School, Polwithen brochure	A
B 3	1931	Prospectus (Miss MacPherson)	"
B 4	1935	" (Miss MacPherson/Miss Petrie)	"
B 5	c. 1950	" (Miss Johns)	"
B 6	1960's	" (Miss Harvey) 2 versions	"
B 7	1970's	" (Miss Coney)	"
B 8	1980's	" with Jun. Sch insert (Miss Coney)	
B 9	1946 to 1966	Hm speech on Speech Days for most years. 1 file	Hm.
B 10	1969 to date	Hm reports to Chapter and speech Day speeches 1 file"	
B 11	1974 to 1977 and 1983 to date	Minutes of the School Committee at which school matters are discussed between girls and Hm. 2 vols.	Head Girl
B 12	1977	Constitution of the Clare Association for Parents, Teachers and Old Girls. 3 pages	Hm.
B 13	1977 to date	Minutes of the AGM of the Clare Ass. 1 vol	"
B 14	1981 to date	" " Committee " " " 1 vol	"
B 15	1968 to date	Names of Prefects in each year. 1 vol	"
B 16	1954 to 1965	St. Ia house books record girls' marks, house events and some general comments. 2 vols.	St. Ia
B 17	1975 to date	St. Madron house book records girls' marks and some house events. 1 vol.	St. Madron
B 18	1970 to date	Circular letters to parents from Hm. 1 file	A.
B 19	1961 to date	Woodard Kalendar	"
B 20	1970	Second Report of the Working Party on Woodard Educational Policy. 1 bundle	"
B 21	1974	Woodard Statutes Brochure	Hm.

B. Administration (Cont.)

Serial	Date		Location
B 22	1974	Memorandum and Articles of Association of the Woodard Schools, Western Division Ltd. Brochure	Hm.
B 23	1981	'Joining the Woodard Corporation', a leaflet by Canon K.R. Wilkes, Provost of Denstone, setting out the advantages to schools that join.	"
B 24	1984	Letter from Hm to prospective parents: 'Children with learning difficulties'.	"
B 25	1980's	Letter to prospective parents: 'The S. Clare's Association for Parents, Staff and Old Girls'.	"
26	1980's	Letter to prospective parents: 'Bursary scheme for younger brothers and sisters'.	"

Serials	Date			Location
C 1	1891 to 1921	Penzance Church of England High School Co. annual statement of accounts with Directors' reports. See A i l	1 vol.	A
	1943 to 1947	Girls fee books	1 vol	Hm.
	1947 to 1956	" " "	6 vols	Sec.
C 4	1957 to 1966	" " "	5 vols	Hm.
C 5	1966 to date	" " "	13 vols	Sec.
C 6	1926 to 1931	Cash book for a number of school accounts: Chapel collections, library, magazine, games, lectures, etc. 1 vol		Hm.
	1964 to date	Cash books for school accounts.	10 vols.	Sec.
	1937 to 1961	Annual balance sheets	1 bundle	Hm.
C 9	1962 to 1966	" " "	1 bundle	"
C 10	1967 to date	" " "	in files of the Western Division papers.	"
C 11	1938 to 1966	Approximate accounts termly for most terms. 2 bundles.		"
	1937 to 1947	Teaching Staff salaries book.	1 vol	"
	1947 to 1964	Analysis of expenditure	4 vols.	"
C 14	1969 to date	Letters announcing increase in fees.	1 file	"
C 15	1980's	Southern Div. Bursar's paper on the taxation advantages of charitable status.	1 bundle	"
C 16	1972	New Hall Appeal brochure		"
C 17	1978	Golden Jubilee Appeal brochure		"

Serial	Date		Location
D 1		Very large scale plans of the Polwithen area	Hm.
D 2		Architects' drawings of the elevations and floor plans of Polwithen House. 1 bundle	"
D 3	1953	Bills of quantities for the Dining Room and Kitchen. 1 bundle	"
D 4	1954 to 1964	Letters and papers relating to the Tredarvah property. 1 file	"
D 5	1955	Architects' drawings for the new wing. 1 bundle	"
D 6	1955	Bills of quantities " " " 1 book	"
D 7		" " Chapel extension 1 bundle	"
D 8	1963	" " Laboratories 1 bundle	"
D 9	1963	Specification of works and materials for the Laboratories. 1 file	"
D 10	1963	Plan for the Domestic Science Room and Laundry 1 sheet.	"
D 11	1964	Plans for the extension of the cottage 1 file	"
D 12	1967 to 1980	Jun. Sch. work: specifications 1967 1 file	"
		plans and papers 1967 1 file	"
		specifications 1980 1 file	"
		Bills of quantities 1979 1 book	"
D 13	1974	Architects drawings for the Assembly Hall - Gym. 2 bundles	"
D 14	1979	Architects' drawings of proposed extensions 1 bundle	"
D 15		Plan for Music and Craft block 2 bundles	"

E. Chapel

Serial	Date			Location
E 1	1944 to 1978	Chapel service register	1 vol	A
E 2	1978 to date	" " "	1 vol	Chapel
E 3	1963 to date	Copy of the register of confirmations.	1 vol	Hm.
		The original is in the Parish church.		
	1956	Order of Service for the hallowing of Chapel		"
E 5	1961	Memorial service for Mildred Edith Hudson		"
E 6	1964	Thanksgiving service for the 75th anniversary		"
E 7	1968	Service for blessing the Jun. Sch.		"
E 8	1970 to date	Psalms, hymns, readings used at morning Chapel		"
E 9	1969 to date	Carol service sheets	1 file	"
E 10	c. 1975	Service for blessing the new hall		"
E 11	1978	Thanksgiving service for the golden jubilee of the school as a member of the Woodard Corporation.		"
E 12	1982	Commemoration card for the Woodard Corporate Eucharist in Westminster Abbey.		"
E 13	1983	Order of Confirmation		"

F. Registers of pupils and staff.

Serial	Date			Location
F 1	1914 to 1965	Admission Register for pupils	1 vol.	Sec.
		To identify the gaps in this register see the notes on the fly-leaf.		
F 2	1965 to date	Admission Register	2 vols.	Hm.
F 3	1940	Lent term school list	1 bundle	A
F 4	1945 to 1966	Record card for girls entering.	3 bundles	S
F 5	1967 to date	Files of girls entering in these years are in leavers' bundles in the office filing cabinets.		Sec.
F 6	1944 to 1962	Staff register on Ministry of Education record sheets.	1 folder	Hm.
F 7	c 1962 to date	Files of members of staff who have left		"
F 8		Current staff files		"
F 9	1932 to 1939	Minutes of staff superannuation committee	1 vol	"
F 10		Newspaper cutting on the life and work of Miss Alicia Lawrenson, Art teacher at S. Clare's.		A
F 11	1980	'Values and Ideals', programme of a staff conference.		A

Serial	Date		Location
G 1	1909 to date	School Magazine in A ii 6 to 14 of this list has been largely devoted to original contributions from girls.	A
G 2	1935	'A parting magazine from the Junior School' contains poems, prose and illustrations by the children. 1 vol	"
3	1948 to 1962	Leavers' farewell notes, quotations, original poems, thanks and photographs. 1 album	"
G 4	1975	Cynix, one issue of an unofficial magazine. See A ii 22	"
G 5	1980's	'Bits and Pieces', a collection of poems and prose by members of the school.	"
G 6	1967 to date	Sports day programmes 1 file	"
7	1973 to date	Music programmes 1 file	"
8	c 1973 to date	Programmes and notices of plays 1 file	"
9	1985	Photo of two Gold Award winners, Duke of Edinburgh scheme	"

H. Reports, examination results and curriculum options.

H 1	1930	HMI report refers back to Recognition as Efficient in 1919.	Hm
H 2	1951	HMI report	"
3	1963	HMI report with a letter (1962) to the effect that the school retains its place in the list of schools Recognised as Efficient	"
H 4	1951 to date	GCE results at O and A level	"
H 5	1976	S. Clare's in the 1980's, a report circulated to parents reflects the deliberations of Council on the future shape and policy of the school. 1 bundle	A
H 6	1977	O level choices - a letter to parents	A
7	1984	Letter to parents details sixth form work with an outline syllabus of each subject offered at A level or as part of the general education. 1 bundle	A

NOTES ON THE S.CLARE'S ARCHIVE

The records begin with the Reports of the Directors of the Penzance Church High School Co. from 1892 to 1921 (A i 1), and these, with reports of speeches made at Prize Giving in the last years of the nineteenth century (A ii 5) show the early development of the school. We have little to indicate the circumstances in the 1920's which caused the Company to seek new owners for the school, but as soon as the take over by Woodard is suggested the records become full and clear. In A i 2 there are the letters of those most concerned and other papers which show the arrangements in detail. Here, as elsewhere in the school's history, the name of Bolitho is prominent.

S. Clare's did not suffer evacuation in the second world war, but it did for a time find room for some girls and mistresses from Bognor (A i 5). In other ways the school did suffer, for from 1942 to 1946 no less than six ladies could claim to have been its Head or acting Head. The strain shows in the Council minutes (A i 7) where Chapter is criticised. Later, in May 1952, the Provost discusses the Council's attitude to the difficulties of St. Katherine's school, and suggests that S. Clare's has in the past received help within the Society (A i 8).

The school accounts are well shown under section C, where it is evident that S. Clare's has never known long periods of financial security. Nevertheless, the school magazine, which is more than usually devoted to publishing the work of the children in the school, makes it clear that S. Clare's has been through its history and remains to-day alive and well.

Hugh Dillon
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March 1986