

Archives & Records Management at Brunel



BFSS Archives ANNUAL REPORT 2016



Brunel
University
London

Celebrating
50
years

Overview of the year

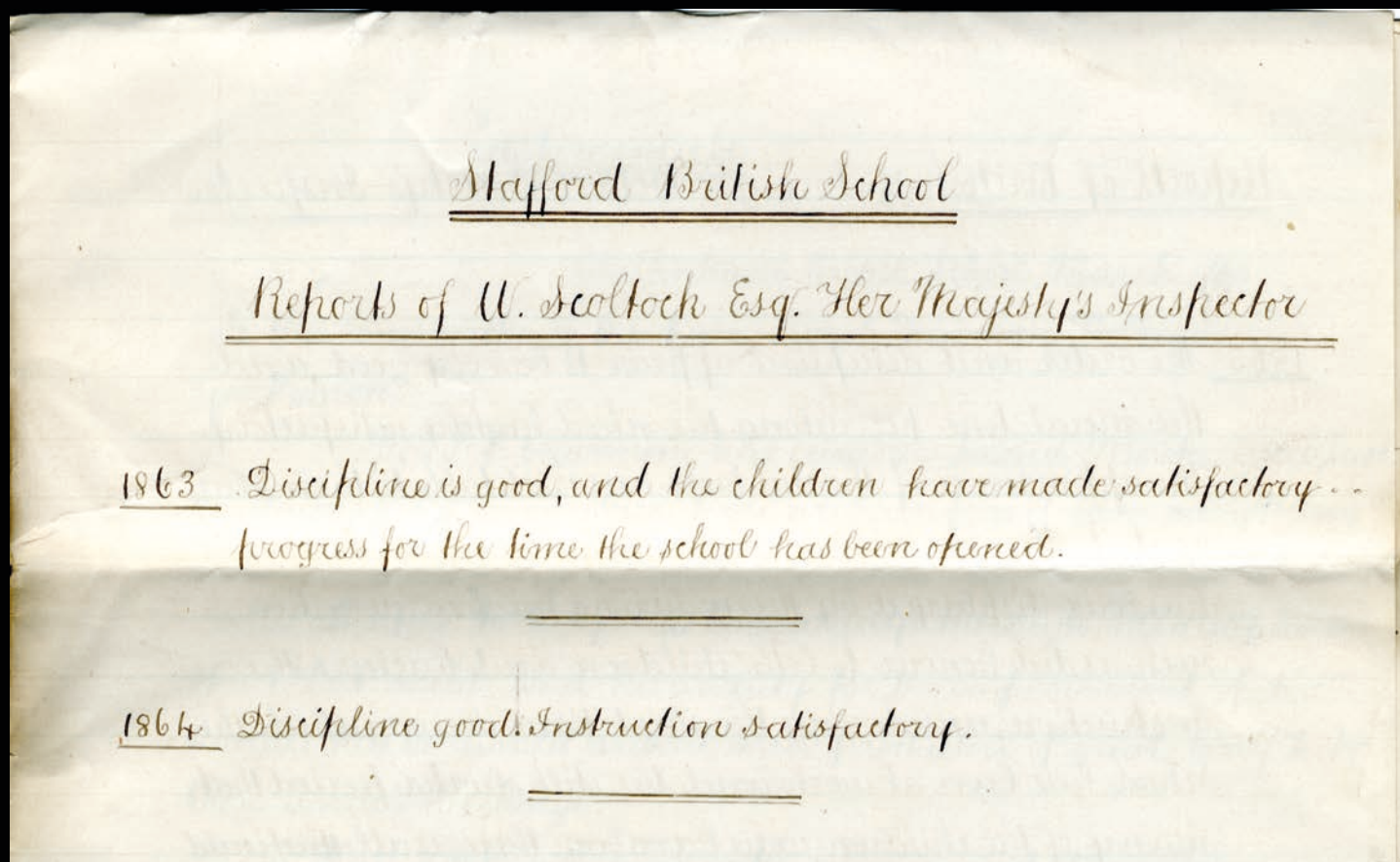
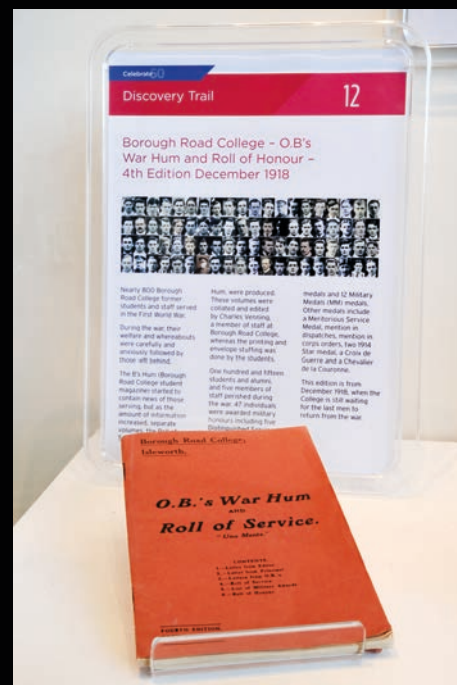
We are pleased to present the third British and Foreign School Society (BFSS) Archives Annual Report 2016.

We have had another very productive year and continue to open up and make the BFSS Archives more accessible to a wider audience. Among the many achievements to tell you about are –

- **CALM catalogue online** – approximately 6,200 detailed descriptions searchable 24/7
- **Successful Stage 1 application to the Arts Council England's Designation Scheme**
- **Discovery Trail** – an exhibition to celebrate Brunel's long history from our predecessor colleges, the award of our Royal Charter in 1966 to the present day

This year the number of enquiries has reached 51.

We have also hosted seven researchers over 29 days, in our Reading Room, and provided another 'introduction to archives' session for 2nd year Brunel history students.



The BFSS Archive is a unique place for those who study the period in the history of education which is somehow connected with the activities of the BFSS. As to the services it provides, they are of good quality and everyone would surely appreciate the pleasant and comfortable atmosphere and a kind personal treatment one can find there.

ACADEMIC RESEARCHER

Archives

The British and Foreign School Society (BFSS) Archive covers the period 1808 to 1976 and is approximately 178 linear metres (or 15 cubic metres). It contains a range of materials in many formats such as official papers, letters, publications, photographs, maps, plans, trophies, clothing and furniture.

The records include Joseph Lancaster's letters (1810-12), committee minutes and papers, financial records, handwritten student applications with supporting testimonials and correspondence, teaching practice reports, establishment and progress of the British Schools, 19th century schools (both UK and Foreign) correspondence, Newcastle Commission returns from British schools, BFSS charities and funds, agents and inspector reports, Annual Reports, student magazines (such as the B's Hum), photographs of staff, students and buildings, teaching manuals and lesson books, portraits of principals of the teacher training colleges, clothing such as blazers, ties and sporting honours caps, furniture and memorial plaques. It also contains particularly unique and irreplaceable items such as a copybook done by slave children from a British school in Jamaica containing examples of handwriting and needlework (presented to the BFSS in 1826), individual sewing samples, sketch books and other personal memoirs of former staff and students, and silver 'monitorial' medals.

There is also a large selection of educational books and pamphlets, many of them rare editions, dating from the 19th century including works by Lancaster, Bell, Pestalozzi and Froebel – leading educationists of the time, and Victorian and Edwardian children's books. One collection of books was presented by David Salmon, biographer of Joseph Lancaster and former tutor and student of Borough Road College and Principal of Swansea Teacher Training College.

The archives are catalogued to professional standards at a high-level (down to file or box level) on our CALM catalogue. Over the past few years, we have been focussing on cataloguing the archives down to item level as much as possible, for example, individual entries for letters and photographs. This is very time consuming. The biggest series of records is the Foreign Correspondence – x number of individual catalogued entries are on CALM. To-date, we have over 600 scanned images, 407 of which are attached to our catalogue.

CALM Catalogue:

There are now 3,570 BFSS items on CALM (out of 7,332 for all our collections) compared to 2,991 entries reported last year.

Since the last report, 352 BFSS items have been added to CALM with 1,795 items modified (entry improved, additional information added).

Opening up the archives:

- **Designation Scheme** – administered by the Arts Council England, it exists to celebrate collections of outstanding resonance, that deepen our understanding of the world and what it means to be human.

We submitted a 1st stage bid last year and are delighted to announce that our Stage 1 application was successful which means that we can proceed to Stage 2, a full application for designated status.

It is a challenging process as it is a mark of distinction identifying pre-eminent collections of national and international importance. We believe the BFSS Archives meet the criteria and hope that the application we submit is successful.

- **'News from the Archives'** – we recently announced about the Salmon Book Collection in connection to World Book Day – it is collection of about 230 books on the practice and theory of education in the early part of the nineteenth century, assembled by David Salmon (former Borough Road College student and Principal of Swansea Training College).

www.brunel.ac.uk/services/archives-management/news

- **Teaching Appointments** – we started a new project to catalogue 72 boxes of teaching appointments; 35 boxes relating to male teachers and 37 for female teachers. The applications include both teachers who have written to the BFSS asking for help obtaining a post in a British school and letters from the schools themselves requesting teachers. After the 1870 Elementary Education Act, government inspections began in schools, which led many schools to demand certificated Borough Road College teachers to be employed to help them pass inspection.

This cataloguing project came about because of an enquiry we received from an ancestor of a Borough Road College student who wanted to find out more about his relative. The gentleman in question had made considerable relocations across the country, much less common in the mid-19th century. He went from being a student at Borough Road College in 1851 to a job at a British School in Mold, Wales then to King's Lynn in Norfolk, then to Nottingham before setting up his own private school in Lincoln. After getting information on his time at Borough Road College, the enquirer wanted to investigate further and the teaching appointments were the perfect part of the collection to try and decipher why his relative moved so much.

We will continue to catalogue the teaching appointments as they provide a wealth of information on the setting up, running and organisation of British schools around the country.

- **First Register of Male Student** – a fully searchable transcript of the first register of Male Students at Borough Road College, 1810-1916. The register, like the female register we reported on last year, provides a wide range of information on the students; from their name and hometown, to their appointments after attending the College and the School Masters' own comments about them. The register details the variety of places that students both came from and went to after the College. Men attended Borough Road from across the United Kingdom, but also further afield, such as Africa, France, Russia, the West Indies and USA. Furthermore, after finishing their studies, men were appointed in locations as far flung and diverse as India, Canada, Sierra Leone and Australia. Some student entries also include their date of death.

www.brunel.ac.uk/services/archives-management/university-collections/british-and-foreign-school-society-collection

- **Student applications** – we are continuing with the student applications project – letters are unfolded and basic preservation carried out, filed under each student with individual names logged onto CALM. To-date, we have completed 40 years of male applications (1817 – 1857) and 15 years of women applications (1817-1832).
- **Information sheets** – on the BFSS – we have recently added an information sheet on Saffron Walden College.

www.brunel.ac.uk/services/archives-management/university-collections/british-and-foreign-school-society-collection

CALM online

We are delighted to announce that we have launched our CALM catalogue online –

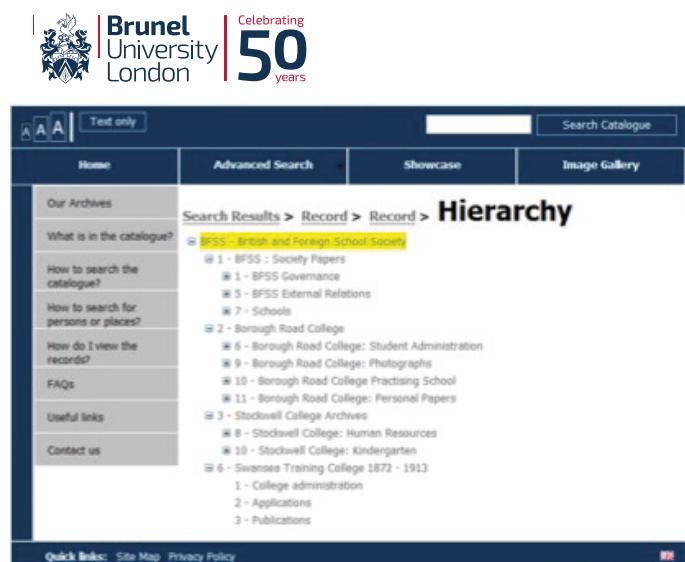
<http://archivesearch.brunel.ac.uk/calmview>.

It has been a huge undertaking to get to this point. We have tried to make as much material as possible available but it does only represent a small proportion of the BFSS Archives – it is an incremental approach rather than a big bang. We have listed below what the online catalogue currently contains. We will be adding more material on a regular basis.

BFSS	Annual Reports, Ladies' Committee, Agents, Foreign Correspondence, Education Record, Home and Colonial School Society, Newcastle Commission Returns, Student applications, Salmon Book Collection
BFSS / BOROUGH ROAD COLLEGE	Applications Men (1817-1857), Applications Women (1817-1832), Student registers, photos
BFSS / STOCKWELL	Stockwell College Kindergarten
BFSS / SWANSEA	All Swansea College records held at Brunel University
BFSS/SAFFRON WALDEN	Saffron Walden Children's Book Collection

Here is some more detailed information under each heading –

ANNUAL REPORTS (BFSS PUBLICATION)	145 items, with descriptions of Domestic Correspondence (British Schools and Foreign Correspondence)
LADIES COMMITTEE	44 files/items
AGENTS	15 items
EDUCATION RECORD (BFSS PUBLICATION)	76 volumes, with brief content descriptions
HOME AND COLONIAL SCHOOL SOCIETY	33 items
NEWCASTLE COMMISSION RETURNS	45 files (1 per county)
SALMON BOOK COLLECTION	272 books individually listed
BOROUGH ROAD COLLEGE MEN APPLICATIONS	45 boxes (1817-1857) with 3,100 individually named applicants fully searchable
BOROUGH ROAD COLLEGE WOMEN APPLICATIONS	2 boxes (1817-1832) with 214 individually named applicants fully searchable
BOROUGH ROAD COLLEGE – STUDENT REGISTERS	61 volumes
BOROUGH ROAD COLLEGE – PHOTOGRAPHS	18 files, 409 photos listed with scanned images attached fully searchable
STOCKWELL KINDERGARTEN	28 files
SWANSEA COLLEGE	1 box, 3 files
SAFFRON WALDEN – BOOK COLLECTION	272 books individually listed
SAFFRON WALDEN – CHILDREN'S BOOK COLLECTION	229 books individually listed





Dr Yumiko Taoka, a researcher from Ryukoku University in Japan, used the Stockwell Kindergarten archives extensively during her year as a visiting researcher at Roehampton University.

To enable her research, the Archivist catalogued the Stockwell Kindergarten to file level. The 28 files, covering the period 1865-1895, include objectives and plans, timetables, pupil lists, a school log book, fees and receipts and a range of correspondence between Miss Heerwart, Alfred Bourne and other supporters of the Froebel method of teaching.

The kindergarten at Stockwell began in September 1874, under Miss Heerwart and Miss Pattison. It initially took place in the gymnasium of Stockwell College. Its initial intake of pupils was 9 children in the 5 days a week classes, and 13 in the Saturday morning only class. It was very firmly associated with the Froebelian Kindergarten movement.

It was not free – fees were 20s per quarter and 5s per quarter respectively. Visitors were allowed to attend on Saturday mornings at a fee of 10s per quarter.

Stockwell College offered 3 classes for kindergarten teachers, advanced, elementary and special. Fees were £10 pa, 5 pa and 30s pa respectively. Certificates of competency were awarded at the end of each year. Resident students were entitled to sit for a government exam in December each year.

In January 1876 the “Kindergarten College and Practising School” moved into a neighbouring house which had been taken on lease and fitted out. The BFSS Annual Report for 1876 states that the kindergarten had 28 students that year, plus 27 acting teachers who attended short courses, and produced 10 trained kindergarten teachers.

Eleonore Heerwart was head of the Kindergarten at Stockwell College from 1874 – 1883. When she retired the BFSS decided to give up the training of private students as kindergarten teachers, although the kindergarten was continued as an independent school serving the local area by the Misses Crombie.

Thank you so much to the BFSS archive staff members.

One of my research topics is the activity of Eleonore Heerwart who was a pioneer of Froebel’s thought and practice about early childhood care and education which was expanded in the U.K. from Germany. I found some materials about her on the BFSS website.

The archivists really do an excellent job. Quickly, accurately, helpfully and always welcoming! They are very kind any time and assist me with a smile. Through their constant help, I was able to tackle the difficult hand written letters of those days. The atmosphere in this archive is cheerful and warm like a home. I appreciate their professional support to me.

ACADEMIC RESEARCHER

Enquiries

Since last year's report, we have received 51 enquiries. These equate to 19 Borough Road College, 11 British School, 18 BFSS general and 3 Stockwell College enquiries. This year's number of enquiries is slightly down on the previous year's total of 66 enquiries. Since our last report we have put numerous lists online which may account for the fall in enquiry numbers from last year. For example, we added a transcribed list of Male Students at Borough Road College 1810-1916 and a transcript of the first register of Male Students at Borough Road College 1804-1821. Having this information available online allows our users to have quicker access to information on our collections and gives the archives staff more time to concentrate on cataloguing and getting further information online for our users.

We received 5 enquiries this year from a local history group, who also contacted us last year, regarding a British School in Charlbury,

Oxfordshire. This group have spent a long time researching the 19th century history of their local primary school and hopefully when they have finished, they will be able to give us and our researchers an insight into the school's history.

In November 2015, a primary school contacted us regarding the WW1 profile for William Ewart Hopkinson available online. William was a Borough Road College student 1912-1914 and then went on to get a job at their primary school in 1914. He enlisted in the army in November 1914 and was unfortunately killed in action in France in June 1915. As part of the primary school's remembrance service, they wanted to pay tribute to W.E.Hopkinson. We located photos, an obituary and an article on his sporting achievements whilst at BRC, which they were able to use and later make available on their website.

Many thanks indeed for these photos - they will really bring W E Hopkinson's story to life for the schoolchildren.

The material you sent me about W E Hopkinson went down very well at the [School] Remembrance Assembly yesterday... many thanks.'

ENQUIRER 2015



Webpages

Over the past year, we have continued to put more information on our web pages and have added:

- ❑ Saffron Walden Information Sheet added to BFSS web pages
- ❑ Salmon Book Collection online
- ❑ Borough Road College Male Student list 1810-1916

In our 'News Items' we have added:

- ❑ Magna Carta Women – spotlight on influential women including Elizabeth Fry (connected to the Magna Carta Women exhibition on campus by artist Tracy Satchwill), May 2015
- ❑ History of Rugby – showcasing many of the players and contributions made by Borough Road College, September 2015
- ❑ Commonplace books – November 2015
- ❑ Discovery Trail – celebrating the University's long history from predecessor colleges, the awarded of Royal Charter in 1966 to the present day, November 2015
- ❑ Brunel's Teacher Training Background – celebrating the role of Borough Road College and Stockwell College in the early teacher training movement, November 2015
- ❑ BRC Male Student List 1810-1916 – a fully searchable transcript and article, January 2016
- ❑ World Book Day – celebrating World Book Day with a closer look at our book collections including the Salmon and Saffron Walden Collections, March 2016

Overall we have had 5,210 views of our various web pages over the last year (1 April 2015 to 31 March 2016). The World War I profiles have been the biggest draw for online traffic, receiving 704 views, with the general BFSS collection page second with 613 views.

Views of the BFSS page have nearly doubled from this time last year, which could be in part due to the additions of:

- ❑ Saffron Walden Information Sheet
- ❑ Transcribed list of the Male BRC Students 1810-1916
- ❑ Transcript of the First Register of Male Students at BRC 1804-1821
- ❑ The Salmon Book Collection catalogue

We are currently working on a transcript of the list of Females Students at Borough Road College and Stockwell 1813-1916 which should be available on our website within the next few months.

Visitors to the Archives

Again this year, we have given presentations and tours of the archives to batches of 2nd year Brunel history students, many of whom had not visited an archive before. A total of 40 students attended over two sessions.

We have also received a number of academic visitors to the archive, who examined a range of material from the BFSS foreign correspondence and Stockwell Kindergarten.

RESEARCHER	SUBJECT	NO OF ITEMS VIEWED	NO OF DAYS
ACADEMIC	Stockwell Kindergarten	BFSS/3/10 – 3 Boxes, 28 files and Annual Reports	16 days
ACADEMIC	BFSS in the USA	4 items and Annual Reports	2 days
ACADEMIC	BFSS in Jamaica	FC/Jamaica – 1 box	1 day
ACADEMIC	BFSS in Jamaica	FC/Jamaica – 1 file and Annual Reports	6 days
ACADEMIC	BFSS in West Indies	FC/West Indies – 2 boxes and Annual Reports	1 day
ACADEMIC	BFSS in Jamaica	FC/Jamaica – 2 files	2 days
ACADEMIC	BFSS in Italy	FC/Italy – 2 boxes and Annual Reports	1 day

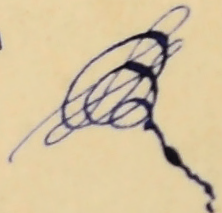
Just wanted to say a big thank you for a very interesting and useful workshop with the students

ACADEMIC LECTURER

Mannerism
from B. R.C.



"Take it in your stride"
"Get well off the mark"
"That is so."
"Yes yes"



Ness

Exhibitions

Brunel University London 50th Anniversary

To mark the University's 50th Anniversary, we have been involved in producing a fun and informative exhibition across campus. The exhibition consists of 50 objects in 27 unique displays located in 13 different buildings showcasing the University's history from predecessor colleges to the present day.

We exhibited a number of items from the BFSS Archives in the Discovery Trail exhibition. Of the 50 objects, 16 are from the Archives. Out of the 16, 3 objects are from the BFSS Archives. It was difficult to select only three, given the wealth of BFSS material. We included –

- ❑ **First Register of Women students at BRC 1806** – this was the very first register of the female “trainee teachers” at Borough Road College, one of the first teacher training colleges in the UK. It shows that women were being trained alongside men from the very start. The register contains entries showing female students from Sierra Leone and New York. It also shows the first two teaching positions of the successful students, revealing overseas destinations for some young women as a Haiti, Antigua, Barbados, Cape of Good Hope and New South Wales.
- ❑ **Letter to Henry Dunn, Secretary of the BFSS from Jabez Tunley in Jamaica 22 November 1844** – this letter is one of many letters sent to the BFSS by Jabez Tunley from Jericho, Jamaica. It accompanied an exercise book full of examples of handwriting produced by Tunley's pupils at the Jericho British School, St Thomas in the Vale, Jamaica. Tunley attended Borough Road College in 1839 and set up his school in Jericho in 1843. The letter is part of the fully catalogued BFSS Foreign Correspondence.
- ❑ **Borough Road College Old Boy's War Hum and Roll of Service (4th Edition December 1918)** – Nearly 800 Borough Road College former students and staff served in the First World War. The B's Hum, the student magazine, contained news of those serving. As the information increased a separate Roll of Service and Old B's War Hum were produced. One hundred and fifteen students and alumni, and five members of staff perished during the war. This edition from December 1918, is still waiting for the last men to return from the war.

The exhibition will run until the end of the year. You can also view the exhibition online at <http://fifty.brunel.ac.uk/discovery-trail/> as well as download the Trail brochure.

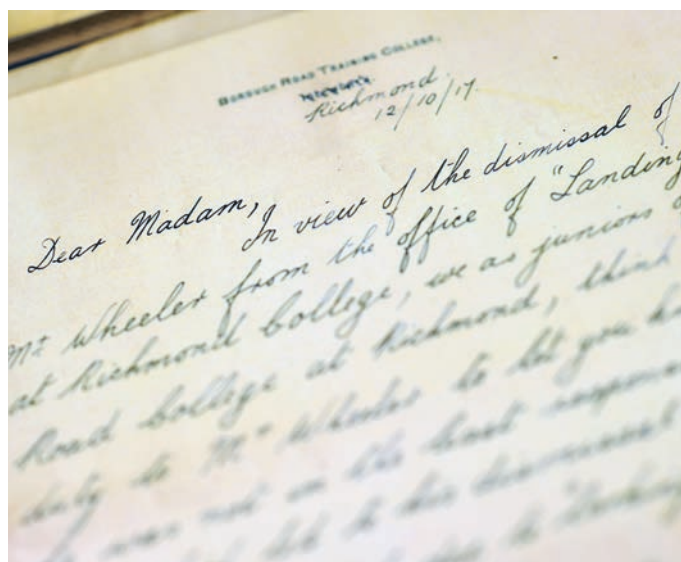
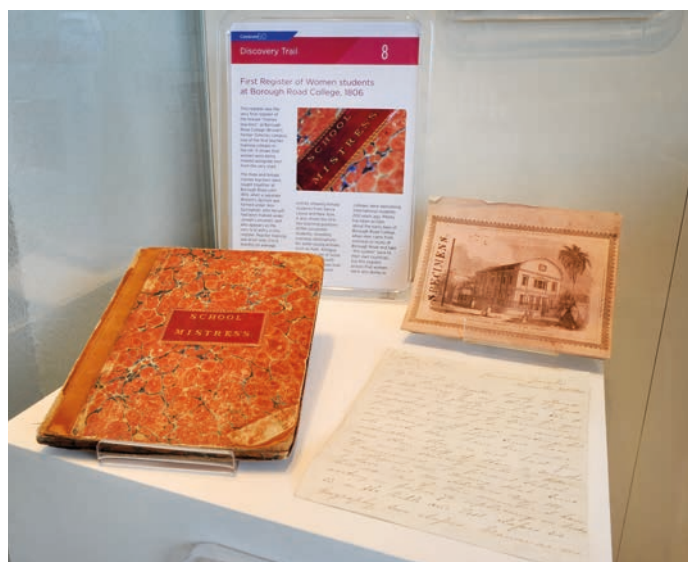
Borough Road College Commonplace books

We presented an exhibition of commonplace books which were created by students at Borough Road College as a way of remembering their time at the college. They include academic material alongside artistic and personal elements. They are predominantly written and drawn in by students other than the owner of the book, in some cases having the appearance of American-style year books. Students would pass around their books allowing friends to contribute to them, often with photos and signatures of departing students.

These journals offer a uniquely personal insight into students' time at the college and, in some cases, their life after as well. They contain a variety of different media and content – photographs, poetry, sheet music, prose, bible verses, pressed flowers, illustrations and paintings, newspaper cuttings, and items collected from the college (letters, forms, programmes, etc.).

The books almost exclusively contain material generated by the students. Because of this, the books are excellent sources of information for family history researchers. From the books researchers can tell what the students looked like; their personal interests, their handwriting, events they attended, classes they took, contemporary contact details for other students, and the various friendship groups and sports teams at the college.

The exhibition has been of great interest to visitors, in particular the visiting 2nd year History students, as they offer an amazing insight into the “Student Experience” of a hundred years ago.



Archive Volunteers

We would like to thank our volunteers for their help and dedication over the past twelve months. Their work continues to support our work to a very high standard.

Over the past year, our student volunteers have continued to concentrate on the cataloguing the Borough Road College male student applications – completing ten more years of applications! One year of applications takes around three days to complete. Each letter has to be unfolded and basic preservation carried out, all letters for a particular student are then organised together, the applications alphabetised and the students' names recorded on Calm – now available online. Our volunteers work extremely hard and have had to contend with some fairly difficult Victorian handwriting!

We also had a short term volunteer who catalogued a further eight years of the Borough Road College female student applications in November last year. To date, we have completed 15 years of these applications (1817-1832).

Ginny Dawes-Wooding, a Brunel History graduate who has volunteered extensively at the Archives returned to volunteer with us for a short time after graduating from University College London with an MA in Archives and Records Management. She helped catalogue the commonplace books and design the exhibition with the Archivist.



Volunteering at the archives since November 2015, I really enjoy my time handling primary sources and learning more about the inner workings of the BFSS.

Determined to focus my interests upon the heritage sector this year, I came to the Brunel Archives ready to learn about general archiving practice. I had initially thought that none of my areas of interest would be covered by the archives; however the sheer breath of the collection captured me as I learnt more about the BFSS' history. Mainly cataloguing applications from the mid-19th century onwards, the humanity of the applicants was a welcome surprise. With discussion of everything from accommodation for the day of interviewing to requests for scholarships, I am reminded that every document holds a piece of the author's life. Often structured like a CV with snippets of life adversities or worried applicants looking for a response, some of the pieces would easily apply to a 21st century setting.

With my family originally coming from Jamaica, I was delighted to be able to look through the BFSS activities in the Caribbean. The Specimens of pupils' work (1828) was of particular interest, as there are many pages of handwriting repeating bible verses or emblazoning words such as "Education" across the paper. This gave me my first intimate look into the activities of slaves and free children in the days after emancipation, as well as access to Caribbean-related primary sources. I really enjoy my time volunteering at the archives, as I am guaranteed to learn something new each session. Whether a more recent document in university history or letters from teachers looking for jobs 150 years ago, the Brunel Archives proves to be an invaluable resource.

3RD YEAR POLITICS & HISTORY STUDENT

Staff

Mandy Mordue Head of Archives and Records Management

Phaedra Casey Archivist

Ruth Maguire Archive Assistant

Current Volunteer

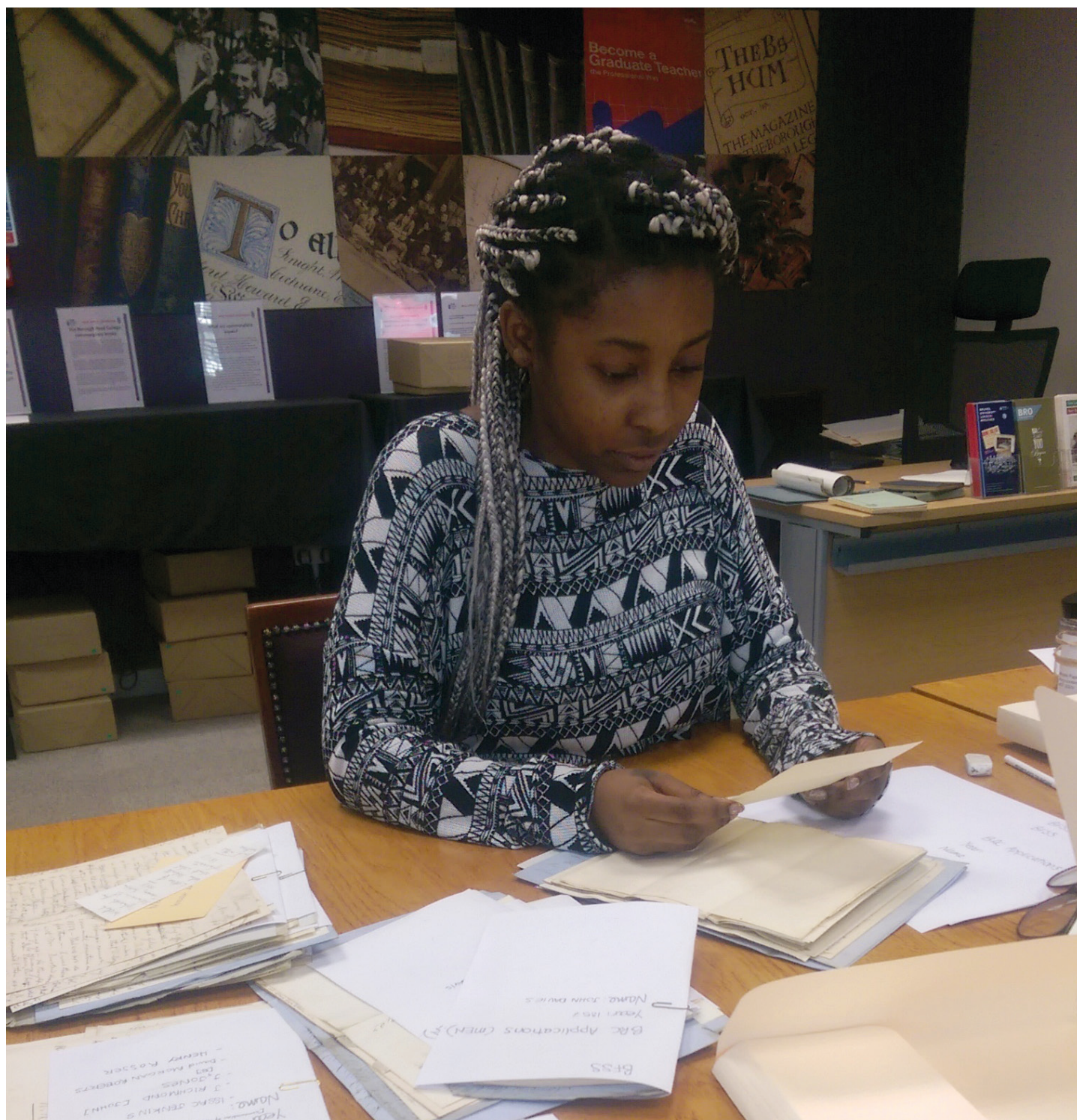
Joshua Insley 3rd Year History Student 1 day per week
(November 2014 -)

Donata Miller 3rd Year History Student 1 day per week
(November 2015 -)

Looking forward - 2016-2017

In the coming year, we hope to:

- ☐ Continue to open up and celebrate the BFSS Archives by adding more detailed descriptions to our online (CALM) catalogue
- ☐ Submit a 2nd Stage Application to the Arts Council England's Designation Scheme for collections of national significance
- ☐ Further cataloguing projects - teaching appointments, student applications





Brunel
University
London

Celebrating
50
years

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