

1799
The Religious Tract Society,
56, Paternoster Row,
London 20th of Jan 1877.
E.C.

Bourne Esq.

Dear Sir

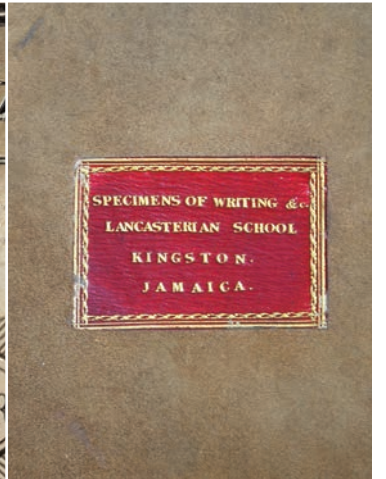
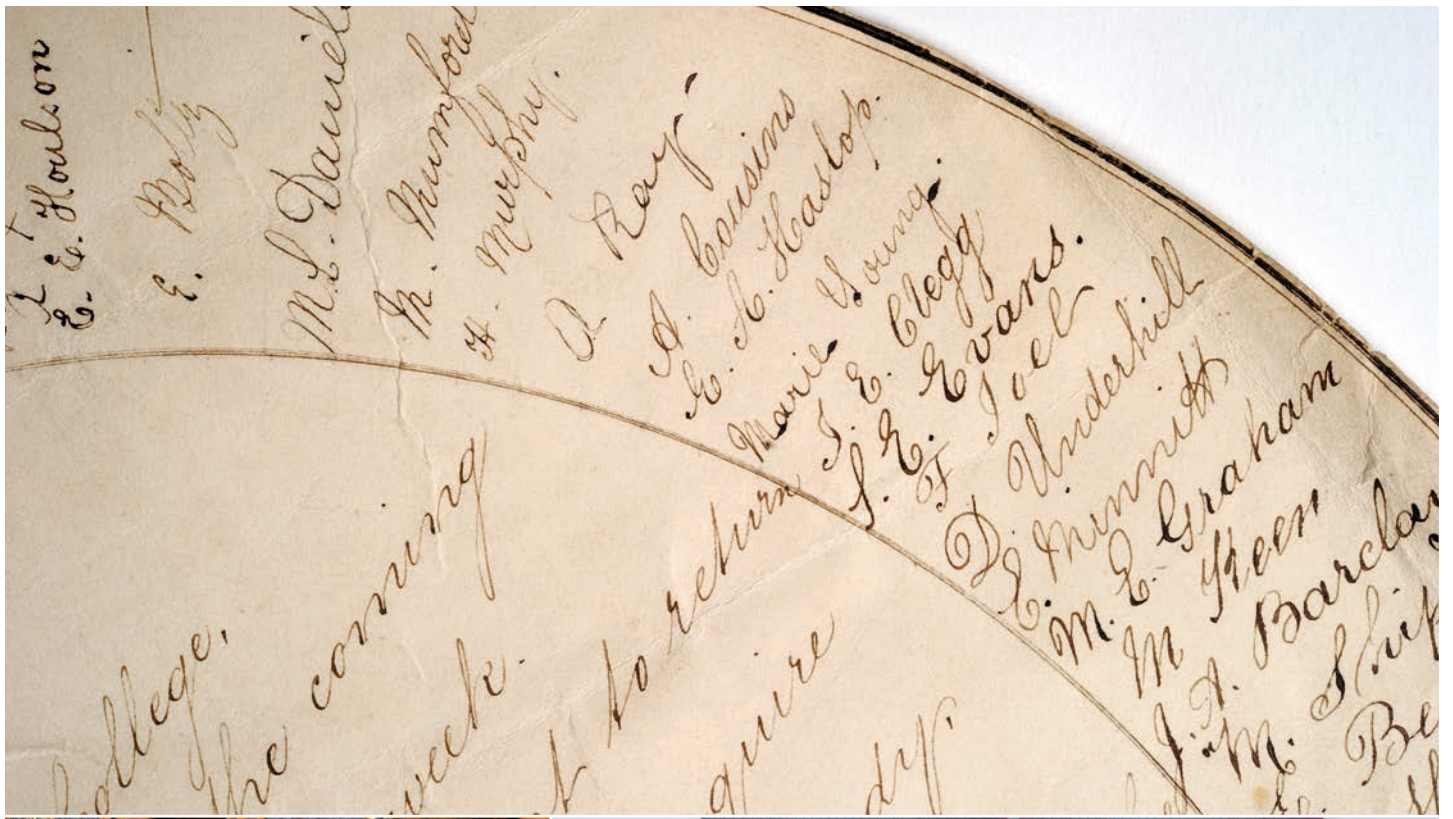
Thanks to your kind note
is it - informing me about the
made by your Committee for
book at Vols - Please give my
to the gentlemen of the Com.
the same yourself.
during the reading of these articles
requested Mr. Leppard & Smith
I have - bought some paper

copy of the English and
originals for a new
apocrypha and apocrypha
of a copy of the sixty
Report of the Br.
Flem School Town
rough Road Town
and (or) Manuscript
originals of the
originals of the
originals (or) original
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of a copy of the Har
of Model School
or Hand Book
rough Road
if the volume was
a edition later
1859. also one for
a book
of a set of tabular
of arithmetic 1870.

Archives
& Records
Management
at Brunel

BFSS Archives ANNUAL REPORT 2014

Brunel
UNIVERSITY
LONDON



Overview of the year

Welcome to the first British and Foreign School Society (BFSS) Archives Annual Report 2014.

It has been another busy and productive year with a number of achievements we'd like to tell you about:

- ❑ **1st World War project**
a project pulling together all the information we hold in the archives on staff and students who fought in the First World War
- ❑ **BFSS Foreign Correspondence**
a project to catalogue all the letters received by the BFSS Secretaries from over 72 countries worldwide between 1816-1910
- ❑ **BFSS Annual Report**
a project to index domestic correspondence with specific British schools, foreign correspondence and committee reports in the bound reports from 1814-1955

We have received a high number of enquiries again this year, an increase on the number of enquiries we responded to in 2012. We have also hosted 14 researchers in our Reading Room, and provided an 'introduction to archives' session for 2nd year History students.

We have been delighted to host a one-year work placement student in the archives to support the work of the archivist, as well as four enthusiastic and dedicated volunteers.

We are also thrilled that the BFSS have 'gifted' their archive to the University. The signing of the Deed of Gift between the University and the BFSS was held on 11th December 2013 and was attended by the Chair of the BFSS Council, Director and many Trustees, along with the VC and senior members of staff from the University.



The [BFSS] records continue to provide a remarkable window into the past, not only of the BFSS, but also of our history. It has been a considerable pleasure and privilege to have seen even a small part of them.

VOLUNTEER



Archives

There are 178 linear metres (or 15 cubic metres) of archive material including committee papers, photographs of buildings, staff and students, artefacts such as the monitorial medals and sewing samples and correspondence with British schools both within the UK and overseas commenting on the development of the school or asking for help to provide qualified teachers or school supplies.

A high-level catalogue (down to file or box level) was created as part of the Heritage Builds Bridges project, funded by the Heritage Lottery Fund. Since that time, we have focussed on cataloguing the archives down to item level as much as possible – individual letters and photographs.

Although we are trying to address the issue of digital information, the major holdings and accessions continue to be paper-based which need to be sorted, repackaged and catalogued. This process is an essential part of long-term preservation and access to archives and work that needs to be completed before digitisation can take place. However, we are continuing to investigate the best way forward to address digitisation.

Opening up the archives:

- Created an electronic searchable 'master' student list from the various paper student lists and information to help deal with enquiries quickly
- Created an electronic searchable British school list to help respond to enquiries
- Indexed the BFSS Annual Reports onto CALM with references to all named British schools and foreign correspondence
- Created BFSS College information sheets

The Brunel Archives are an extremely rich resource for both scholars and students.

LECTURER IN BRUNEL
SCHOOL OF SOCIAL SCIENCES

CALM Catalogue:

We have steadily been adding more entries onto the CALM catalogue including:

- Annual Report – each volume's entry on CALM now includes a description of the contents such as correspondence with specific schools or foreign correspondence
- Student applications Borough Road College – letters are unfolded and basic preservation carried out, filed under each student with individual student names logged onto CALM. So far, we have completed 1817-1828 (men) and 1817-1824 (women)
- Trusts/Foundation – background information (Admin History) about the BFSS various Trusts and Foundations have been entered onto CALM
- Saffron Walden College – ADLIB catalogue has been transferred onto CALM
- Stockwell College – ADLIB catalogue has been transferred onto CALM
- Student dissertations – titles of student dissertations have been entered onto CALM in the secondary source section
- Agents in Wales – correspondence and papers written between the BFSS and its agents in Wales catalogued to item level on CALM
- Ladies Committee – papers and reports of the Ladies Committee which was established to deal with the female department at Borough Road College catalogued to item level on CALM
- Human Resources – papers including job applications, management of staff both within the Society and schools and salaries catalogued to item level on CALM
- Secretary Robb papers catalogued to item level on CALM (although catalogued these records, with agreement from the BFSS, are closed)
- Corby school catalogued to item level on CALM
- James Pitman (Chair of the BFSS, 1957-1979) catalogued to item level on CALM
- Committee Minutes catalogued to item level on CALM

There are now 5,478 entries on CALM.

BFSS Foreign Correspondence project

The BFSS Foreign Correspondence comprises hundreds of 19th Century letters sent to and from the BFSS in the administration of its foreign business. Although filed under continents (with file names that reflect Victorian geography, such as "the Ottoman Empire"), the letters had never been catalogued individually. A project has been underway for over 3 years, led by the Archivist and with the help of several volunteers, to catalogue every single letter with a content description. We have discovered items from over 60 countries, including Greenland, The Cook Islands, Azerbaijan and Peru! The oldest letter dates from 1816, and is about a group of Borough Road College (BRC) trained teachers who

went out to Haiti under the auspices of the interestingly named "Conte de Limonade". Other early examples include letters from provinces that went on to become the nation of Canada, a batch of BRC trained students who went to South Africa (sadly some of them met an unfortunate end soon after their arrival), and the teachers who went to Van Dieman's Land [Tasmania], who did survive, and descendants of whom have been in touch with the archives in recent years.

There are now 733 individual foreign correspondence entries on CALM, including some historical background information known as Admin Histories.

COUNTRY	NO OF ITEMS	STATUS
ANGUILLA	1	Re-packaged, listed and on CALM
ANTIGUA	15	Re-packaged, listed and on CALM
ARGENTINA	8	Re-packaged, listed and on CALM
AUSTRALIA	45	Re-packaged, listed and on CALM
AZERBAIJAN	1	Re-packaged, listed and on CALM
BAHAMAS	45	In progress
BARBADOS	18	Re-packaged, listed and on CALM
BELIZE	1	Re-packaged, listed and on CALM
BELGIUM	5	Re-packaged, listed and on CALM
BERMUDA	2	Re-packaged, listed and on CALM
BOSNIA	1	Re-packaged, listed and on CALM
BOTSWANA		To do
BRAZIL	3	Re-packaged, listed and on CALM
CAMEROON		To do
CANADA		In progress
CHILE	11	Re-packaged, listed and on CALM
CHINA		In progress
COLUMBIA	1	Re-packaged, listed and on CALM
DENMARK		Admin History completed only
DOMINICA		In progress
DOMINICAN REPUBLIC	6	Re-packaged, listed and on CALM
EGYPT	7	Re-packaged, listed and on CALM
FALKLAND ISLANDS	1	Re-packaged, listed and on CALM
FRANCE	100	Re-packaged, listed and on CALM
GERMANY		To do
GHANA		To do
GIBRALTAR		To do
GRAND TURKS AND CAICOS ISLANDS		In progress
GREECE	22	Re-packaged, listed and on CALM
GREENLAND		To do

COUNTRY	NO OF ITEMS	STATUS
GRENADA		In progress
GUATEMALA	1	Re-packaged, listed and on CALM
GUYANA	78	In progress
HAITI	19	Re-packaged, listed and on CALM
HUNGARY	1	Re-packaged, listed and on CALM
IRELAND	3	Admin History completed only
ITALY		To do
JAMAICA	239	Re-packaged, listed and on CALM
JAPAN		In progress
MADAGASCAR		In progress
MADEIRA	1	Re-packaged, listed and on CALM
MALACCA		In progress
MALAYA		In progress
MALTA		In progress
MANGAIA (COOK ISLANDS)	1	Re-packaged, listed and on CALM
MEXICO	1	Re-packaged, listed and on CALM
MONTSERRAT	1	Re-packaged, listed and on CALM
MORAVIANS IN WEST INDIES		To do
MOROCCO	3	In progress
NETHERLANDS	1	Re-packaged, listed and on CALM
NEW ZEALAND	21	Re-packaged, listed and on CALM
NICARAGUA	1	Re-packaged, listed and on CALM
PERSIA	1	Re-packaged, listed and on CALM
PERU	6	Re-packaged, listed and on CALM
PORTUGAL		To do
RUSSIA	6	Re-packaged, listed and on CALM
ST EUSTATIUS	2	Re-packaged, listed and on CALM
ST KITTS	8	Re-packaged, listed and on CALM
ST THOMAS	1	Re-packaged, listed and on CALM
ST VINCENT	5	Re-packaged, listed and on CALM
SIERRA LEONE		To do
SOUTH AFRICA		In progress
SPAIN		To do
SWEDEN		To do
SWITZERLAND	1	Re-packaged, listed and on CALM
SYRIA		In progress
TOBAGO	5	In progress
TRINIDAD	13	In progress
TURKEY		In progress
USA	13	Re-packaged, listed and on CALM
URUGUAY	1	Re-packaged, listed and on CALM
VENEZUALA	3	Re-packaged, listed and on CALM

1st World War project

One of our volunteers (3rd year Brunel History student), under the supervision of the Archivist, has been working on compiling a list of staff and students from Borough Road College who fought in the 1st World War. She has used the Roll of Honour, student applications and photographs to compile a detailed spreadsheet. She has also searched external sources such as the War Commission website to help identify individuals and fill in gaps of information.

The list includes name, rank, regiment, date of death (if known) and other information such as if the individual received the Military Cross, discharged or was in a Prisoner of War camp. In compiling the information, it came to light that Bernard Pitt, a known poet who attended Borough Road College had fought in the 1st World War receiving his commission in April 1915.

We are working on a format that we can launch on the University's website in the next few months.



Borough Road College - Roll of Service and Roll of Honour.				
People who died. They are listed in the <i>Roll of Honour</i>				
Name	Rank	Number, Regiment, Location	Address [as of 1918]	Any other info (inc source)
211 Beverley, C. A.	Private	West Lancashire Ambulance	Craig-Owen, Ravensthorpe, Dewsbury	
212 Clegg, J.	Lance-Corporal	R.A.M.C., Salonika	23, Russell Street, Rochdale, Lancashire	
213 Coombs, G. M.	Lieutenant	Ord. Base Depot, Mesopotamia	Ivydene, Barrow Road, Streatham, S.W.	
214 Denny, A. W. J.	Sergeant	R.A.M.C.	99, Haldane Road, East Ham, E. 6	
215 Fowler, J.	Sergeant	C. of L. Terr. Corps, Palestine	2, Penford Street, Myatt's Park, Camberwell, S. 8	
216 Greenwood, A. G.		West Lancashire Ambulance		
217 Horwood, A. K.	Private	Middlesex Regiment, India		
218 Jude, C. W.		H.A.C.		
219 Martin, J.	Sapper	A.A.S.S., B.E.F.	60a, Latimer Road, Forest Gate, E. 7	
220 Metrick, C.	Sergeant	R.A.M.C.		
221 Mogford, C. J.	Corporal	R.A.M.C., B.E.F.	Ivy Lodge, Westbury-on-Taym, Bristol	
222 Ogden, W.	Sergeant	R.A.M.C., Water Tank Coy., B.E.F.	Haworth, Nr. Kneighly, Yorkshire	
223 Stocks, A. E.	Gunner	R.H.A., H.A.C.		

Enquiries

In 2013, we received 74 BFSS enquiries. This is an increase of 10 enquiries from 2012.

The enquiries included requests for information relating to specific British schools, students, BFSS overseas, staff, copyright and publications and Home and Colonial School Society.

One interesting enquiry requested information on multiple siblings who attended Borough Road and Stockwell Colleges. The Moss family: George, Charlotte, Sarah, Alice, Amy and William, attended the Colleges between the 1860s and 1870s. We found both the brothers in the college register, a photograph, testimonial

and appointment for William, and found all the sisters in the college registers and their first appointments. Another query, related to Borough Road College alumni who fought in the 1st World War – Adam Ross, Reginald Salmon, Alfred Chivers. They all attended Borough Road College in 1915. We also received a curious enquiry from the Coptic Church Bishop of Melbourne asking for information on the influence of the BFSS school materials on the Sunday schools of the Coptic Church in Melbourne. Unfortunately, we were unable to find any connection.

So far in 2014, we have received 28 BFSS enquiries



Accessions

An interesting range of material has been deposited into the BFSS Archives, along with a number of secondary source material, such as academic research papers, newspaper articles, a couple of photographs and a memoir of a Stockwell College student.

ACC2013/18	BFSS Annual Report and Financial Statements for the Year Ended 31 December 2012, BFSS 2012 Case Studies	ACC2014/9/6	Borough Road College, 21st Anniversary of the Student's Union Society Dinner 26/03/1955 (x2)
ACC2013/28/2	International Athletics Meeting, Borough Road College V Amateur Athletics Association	ACC2014/9/7	Borough Road College, Dinner for return of Principle E.R. Hamilton from Nigeria 13/01/1956, menu and attendees listed (x3)
ACC2013/28/3	91st Annual Gala Sevens, Netherdale, Galashiels, 1982	ACC2014/9/8	Borough Road College, Christmas card with crest
ACC2013/28/4	Harrow Borough V Borough Road College, 1969	ACC2014/9/9	Sting, Borough Road College RAG Magazine, 1955
ACC2013/32 5	Postcards (b/w) showing interior and exterior of Borough Road College, Isleworth – including entrance hall, study room, common room, cricket match and rear exterior.	ACC2014/9/10	Sting, Borough Road College RAG Magazine, 1974
ACC2014/8	Postcards (x20) of BRC 1906 and early 20th C, interior and exterior images, incs "memorial room 1950"; Sports programmes (x2) , Borough Road College Third Annual match v A.A.A, Philips International Athletics Meetings; Photos (b/w x2) of new intake party Sept 1954; Photos (b/w x 3) of Principal's party in Student Common Room February 1955; Photos (b/w x6) of Rag 14/5/1955; Photo (b/w) of supporters at rugby match BRC v St Mary's Twickenham 5/10/1955; Photos (b/w x8) of Rag 12/5/1956; Photos (b/w x3) of Annual Sports May 1956; Photo of Albert Perry (b/w), lecturer in Art n.d. [c1954 – 1956].	ACC2014/9/11	Sting, Borough Road College RAG Magazine, 1957
ACC2014/9/1	Borough Road College School Practice Booklet 1954?	ACC2014/9/12	B's Hum, The Magazine of Borough Road College Whitsun, 1954
ACC2014/9/2	Borough Road College Handbook 1954/1955	ACC2014/9/13	B's Hum, The Magazine of Borough Road College Whitsun, 1955
ACC2014/9/3	Borough Road College Dramatic Society Hamlet programme 1955	ACC2014/9/14	B's Hum, The Magazine of Borough Road College Whitsun, 1957
ACC2014/9/4	Borough Road College, Music Society Pirate of Penzance programme, 1955	ACC2014/9/15	B's Hum, The Magazine of Borough Road College Whitsun, 1958
ACC2014/9/5	Borough Road College, Warm It Up, The First Year Revue programme 1955	ACC2014/9/16	B's Hum, The Magazine of Borough Road College, 1959
		ACC2014/9/17	B's Hum, The Magazine of Borough Road College, 1960 – 150th Anniversary Edition
		ACC2014/9/18	B's Hum, The Magazine of Borough Road College, 1961
		ACC2014/9/19	B's Hum, The Magazine of Borough Road College, 1962
		ACC2014/9/30	The British and Foreign School Society Newsletter, December 1991?
		ACC2014/9/31	The British and Foreign School Society Newsletter, November 1992
		ACC2014/9/32	The British and Foreign School Society Newsletter, June 1993
		ACC2014/9/44	Beer glass, Borough Road College Anniversary Year Group 1941-1943, actual date n.d.
		ACC2014/9/45	BRC College Club, Essex and Suffolk District file, 1961 – 1965
		ACC2014/9/46	BRC College Club London and District Region file, 1967 – 1987
		ACC2014/9/47	BRC ephemera file

Visitors to the Archives

Over the past year, we have given presentations and a tour of the archives to PhD students and batches of 2nd year history students, many of whom had not visited an archive before. A total of 50 students attended over three sessions.

As part of the History module 'Historians and their craft', which introduces students to some of the methodological and theoretical issues that historians encounter in the practice of history, and equips them

with the skills needed to locate sources and analyse primary and secondary sources, we helped 3 students. During their visit to the archives we helped them identify archive sources – the Roll of Honour, photographs of particular individuals and a selection of extracts from B's Hum (BRC student magazine) which they wrote about for their coursework.

We have received a high number of academic visitors to the archive this year, who examined a range of material.

RESEARCHER	SUBJECT	NO OF ITEMS VIEWED	NO OF DAYS
ACADEMIC (X3)	Foreign Correspondence – Greece	FC/Greece = 22 items, Annual Reports	3 days
ACADEMIC	Stockwell College and Tryphenia Sparks	Stockwell College = 3 boxes, Annual Reports, Educational Record, Secondary Sources	1 day
ACADEMIC (X2)	Foreign Correspondence – Africa	FC/Africa = 1 box, Annual Reports	1 day
ACADEMIC	Foreign Correspondence – Chile	FC/Chile = 1 box Secondary Sources (articles on BFSS in South America) = 1 box, Annual Reports	1 day
ACADEMIC	BFSS Schooling pre 1833	Annual reports, BFSS minute books x 6, Ladies Committee = 1 box BFSS Dissertations = 1 box	1 day.
ACADEMIC	BFSS Teaching methods (reading) 19th C	Annual Reports BRC Teaching material = 1 box	1 day
BRUNEL UG HISTORY STUDENTS (X3)	BRC WW1	BRC Applications, student photos, BRC buildings photos, BRC student lists	3 researchers, 0.5 day
FAMILY HISTORIAN	Stockwell College	Student lists, STC Register, photos, Annual Reports.	1 day
LOCAL HISTORIAN	BRC WW1	BRC Roll of Honour, War Memorial Project, BRC photos	0.5 day

The trip to the archives was of tremendous value to the students.

LECTURER IN BRUNEL SCHOOL OF SOCIAL SCIENCES



Exhibitions

We have curated four exhibitions using material and information from the BFSS Archives.

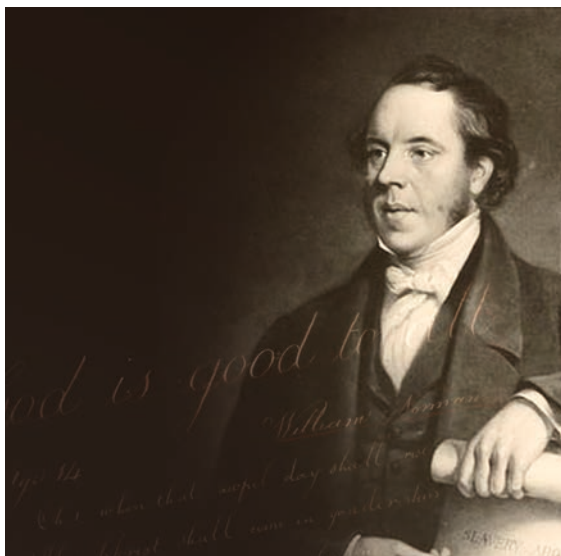
Celebrating Our History

Following the commission and installation of three high-spec display cabinets in our flagship building, the Eastern Gateway Building, we have curated a display about the history of the University. The first cabinet displays artefacts relating to Isambard Kingdom Brunel, after whom the University is named. The second cabinet displays artefacts about Brunel University including our Coat of Arms. The third and largest cabinet has been used to exhibit material from the BFSS Archives to celebrate the gifting of the BFSS Archives to the University. In this cabinet, we have displayed various photographs, a selection of monitorial medals, a Borough Road College blazer, running vest and sporting caps. Alongside each cabinet we have produced a timeline to show the life of IK Brunel, the University and the BFSS. We have received very positive feedback, particularly from our students.

The current exhibition will run to the end of this academic year, as it is anticipated that the displays will be changed twice a year.

Men as Educators – International Men’s Day

We celebrated International Men’s Day on 19th November by exhibiting material on four men who have contributed towards the development of education. One of the men we chose to include in the exhibition was William Knibb, an English Baptist Minister and Missionary, who trained at Borough Road College before going to Jamaica. He was heavily involved in the anti-slavery campaign and is still remembered in Jamaica today.



Celebrating Pioneering Women – International Women’s Day

In celebration of International Women’s Day at Brunel, we curated an exhibition telling the fascinating stories of Maria Grey and Eglantyne Jebb – two pioneering women linked to the University’s history.

Eglantyne Jebb, a former student at Stockwell College, was a social reformer and founder of the Save the Children Fund. Having trained as a school teacher, she decided it was not the vocation for her and found herself involved with the Charity Organisation Society. She helped with the Macedonian Relief Fund in 1913 and saw the aftermath of war, particularly on children. On 15th April 1919, she set up a fund to raise money for German and Austrian children – Save the Children Fund was established.

Stanley Jones and the 1948 London Olympics Exhibition

This exhibition told the story of Stanley Jones, a former Borough Road College student and the London 1948 Olympics. Stanley Jones, and his fellow Borough Road College student Les Lewis, were our first alumni to participate in an Olympic Games.

Stanley had just finished his teacher training course at Borough Road College when he was selected to run the 1948 Men’s Olympic marathon for “Team GB 1948”. Selected only a month before the Olympic Games, he missed out all but one of the rations-boosting food parcels the other athletes had been enjoying for up to a year. And there was no fancy Olympic Village for Stanley, he was put up “over the road” in RAF Uxbridge and transported to Wembley on a Routemaster bus! Struggling with injuries and the 90F heat on the race day, Stanley was however determined to finish the race...

We displayed Stanley’s Olympic issue blazer, running vest and medal, a genuine 1948 Olympic torch, and other 1948 Olympics memorabilia.



Archive Volunteers

We need to thank our volunteers for their help and dedication over the past twelve months. Without their passion and dedication, much of the fantastic work might not have been achieved. Their work continues to support our work to a very high standard.

Current Volunteers

Ginny Dawe-Woodings, 3rd year History Student – 120 hours (from April 2013)

Sara Brimble, 3rd year History Student – 30 hours (from April 2013)

John Power, 2nd year History Student – 28.5 hours (from November 2013)

Clare Powell, 2nd year History Student – 16 hours (from November 2013)

Here is a detailed look at the work the volunteers have undertaken over the last year.

PROJECT	APPROX. NO. OF VOLUNTEER HOURS [WITHIN APR 2013-APRIL 2014]	WORK INVOLVED
FOREIGN CORRESPONDENCE	67.5 hours	Read, transcribed, repackaged and listed all letters onto CALM.
1 ST WORLD WAR PROJECT	c. 120 hours	Transcribed war memorials, compiled a complete list of BRC staff and pupils who served in WW1. Tracked down biographical info on all the above who died in WW1, including photos where possible.
ANNUAL REPORTS	35 hours	Indexed the entire set of BFSS Annual reports onto CALM, with ref to Foreign and Domestic correspondence.
BOROUGH ROAD COLLEGE STUDENT APPLICATIONS / MEN	50.5 hours	Cataloguing and basic preservation to each student file. Names added to CALM and therefore searchable.
BOROUGH ROAD COLLEGE STUDENT APPLICATIONS / WOMEN.	16 hours	Cataloguing and basic preservation to each student file. Names added to CALM and therefore searchable.
BFSS ENQUIRIES	18 hours	Checking CALM, Annual Reports, student applications etc. to answer specific enquiries.

During my time volunteering at the Brunel University Archives, the work I have done on the British Foreign Schools Society collection includes cataloguing the Annual Reports and their contents. This opportunity to combine both my studies and my interest in archiving has made my time at Brunel's archives even better. It is always interesting and I have really enjoyed my time spent there since I began.

3RD YEAR HISTORY STUDENT

Looking forward – 2014-2015

In the coming year, we hope to:

- ❑ Complete the Foreign Correspondence project – all letters read, repackaged and listed onto CALM
- ❑ Further develop our web site – to include news items and more information about the material we hold in the Archives
- ❑ Start a project to attach all the scanned images onto the CALM catalogue
- ❑ Launch the CALM catalogue online



The experience has been brilliant and insightful, and I feel it was incredibly worth my time. Without a shadow of a doubt, the archives have been crucial to developing my skills and I have enjoyed working on the invaluable documents that reside within the strong room. I look forward to returning to use these sources in my dissertation next year.

WORK PLACEMENT STUDENT

