

Aim at improvement
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Overview of the year

We are pleased to present the fifth British and Foreign School Society (BFSS) Archives Annual Report 2018.

Over the past year, we have seen a number of staff changes. At the end of August 2017, we said goodbye to Harry Baulcombe who had been covering Ruth Maguire's maternity leave as Archives Assistant. In September 2017, we welcomed Ruth back but saw her leave again in November after successfully obtaining a professional post at Leicester University – we wish her the best of luck in her new role. A new Archives Assistant, Sarah Trim-West, joined us in January 2018.

Since November 2017, we have been delighted to host 4 enthusiastic and dedicated volunteers.

This year we have received 44 enquiries. As expected the number of enquiries is reducing each year as we put more and more information online.

We have hosted 9 researchers over 15 days in our Reading Room, and provided another 'introduction to archives' session for 2nd year Brunel history students.

Due to the changes in staff, and other work commitments such as the Content Management System (CMS) project, we have not been able to complete as many projects as in previous years. However, here are some of the past year's achievements to tell you about –

- **CALM catalogue online** – there are a total of 4,385 detailed descriptions searchable 24/7
- **Student Applications** – due to work completed by our student volunteers, we have completed another 14 years of applications. We have now completed 88 years' in total
- **New look web pages** – the University has moved to a new content management system (CMS)



Archives

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

The records include Joseph Lancaster's letters (1810-12), committee minutes and papers, financial records, handwritten student applications with supporting testimonials and correspondence, student registers, teaching practice reports, establishment and progress of the British Schools, 19th century schools (both UK and foreign) correspondence, Education Commissions 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.

These records contain a wealth of detailed information on the Society and its schools, as well as the progress of education in Britain and overseas.

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. To-date, we have close to 1,000 scanned images, of which 474 of which are attached to our catalogue and can be viewed online.

CALM Catalogue:

There are now 4,385 BFSS items on CALM, the archival management software we use.

Since the last report, we have added 201 completely new BFSS files and items to CALM with another 487 items modified (entry improved, additional information added).

Opening up the archives:

- **Student applications** – we have continued with the student applications cataloguing project – letters are unfolded and basic preservation carried out, filed under each student, with individual names logged onto our catalogue.

With the help of our student volunteers, in the past year we have completed –

BRC male applications – 1876, 1877, 1878, 1879, 1886, 1887, 1888, 1889, 1891, 1896, 1897, 1898

BRC female applications – 1834 and 1835

We have now completed 69 years of male applications (between 1817 and 1905, not inclusive) and 19 years of female applications (1817-1835). This equates to thousands of individual people being key-word searchable on our catalogue.

- **Borough Road College Practising School** – a project to catalogue 33 files covering learning and teaching, school management, financial management, staff and pupil teachers – 1802-1891.
- **BFSS Kindergarten teacher appointments** – a project to catalogue letters from British and Board Schools (1875-1896) and letters from private Schools [c.1875-1896]
- **Kindergartens (Non-British School)** – a project to catalogue prospectuses and letters from non-BFSS Kindergartens and correspondence with Bishop Otter's memorial College – 1870-1894
- **News from the Archives** – we have added news items for Canada Day – to celebrate 150 years of Canada as a country and to commemorate the 100th anniversary of the Battle of Passchendaele

You have been enormously helpful. Thank you so much. I shall investigate your leads and think about using your research service. Thank you so much again and I hope that someone looks after you today as beautifully as you have looked after me.

RESEARCHER, JANUARY 2018



CALM online – update

Following the launch of our CALM catalogue online – <http://archivesearch.brunel.ac.uk/calmview> we have continued to add more detailed entries. This is a high-level overview of what is now available online.

BFSS / SOCIETY PAPERS	Governance	Council Minute Books, Secretaries Papers; Ladies' Committee, Annual Reports, Agents,
BFSS / SOCIETY PAPERS	Finance	Trusts, Funds, Foundations, Bursaries, Scholarships, Grants
BFSS / SOCIETY PAPERS	Human Resources	Teaching Appointments
BFSS / SOCIETY PAPERS	External Relations	Foreign Correspondence, Education Record, Home and Colonial School Society
BFSS / SCHOOLS	British Schools	Commission Returns 1858-1894 BFSS Controlled schools including Corby, Petersham New BFSS Kindergarten – teacher appointments BFSS Pupil teacher administration Kindergarten (NON-British Schools)
BFSS / BOROUGH ROAD COLLEGE		College Governance papers, Applications Men (1817- 1905), Applications Women (1817-1835), Student registers, and photos, including attached digital images. New Teaching appointments Correspondence with Board of Education Borough Road College Practising School
BFSS / STOCKWELL		Stockwell College Kindergarten, Old Students' Association papers, magazines and newsletters, and prospectuses
BFSS / SAFFRON WALDEN		Saffron Walden Children's Book Collection, Old Students' Association papers New House Committee Annual reports 1885-1977 Log Books College diaries Prospectuses 1910-1975 HR papers Photographs
BFSS / SWANSEA		All Swansea College records held at Brunel University

Over the past year, we have added 201 completely new catalogue (at item level descriptions e.g. individual letters) entries onto CALM. Here is a detailed description of the items that have been added.

BFSS / SCHOOLS	<p>BFSS Kindergarten Teacher appointments</p> <ul style="list-style-type: none"> <input type="checkbox"/> Letters from British and Board Schools 1875 – 1896 <input type="checkbox"/> Letters from Private schools [c.1875 – 1896]
BFSS / SCHOOLS	<p>BFSS Pupil teacher administration</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pupil-teachers in British Schools 1869 – 1869 Returned completed forms regarding names of pupil-teachers in British Schools. A-Z by name of school (town). Fully key word searchable by pupil's name. 150 schools, (Bungay to Yealand) approx. 450 named individuals. <input type="checkbox"/> Circulars and returns respecting pupil-teachers 1867 – 1871. Handwritten tables of British Schools by district, showing teachers' names, names of male and female pupil teachers, date of inspection etc.
BFSS / SCHOOLS	<p>External Relations: Kindergartens (Non-British School) 1870 – 1894</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prospectuses and letters from non-BFSS Kindergartens <input type="checkbox"/> Correspondence with Bishop Otter's Memorial College regarding its kindergarten. Including requests for teachers, applications for posts there from Stockwell graduates.
BFSS / BOROUGH ROAD COLLEGE	<p>Teaching appointments</p> <ul style="list-style-type: none"> <input type="checkbox"/> BRC Men 1882 Letters from Schools. Every letter read, name of school asking for a new teacher, usually name of teacher about to leave. Sorted into individual files for each school, arranged A-Z by town, listed on Calm NB town name and school name usually the same for BFSS schools. <input type="checkbox"/> BRC Men 1882 Letters from Teachers. Every letter read, name of teacher (usually a BRC graduate), name of his current school, listed on Calm.
BFSS / BOROUGH ROAD COLLEGE	<p>Correspondence with Board of Education regarding students and national service 1939-1952</p> <ul style="list-style-type: none"> <input type="checkbox"/> External correspondence with Board of Education clarifying wartime policies regarding military exemptions for BRC students. Includes some lists of individual students called up for service and meeting minutes with the Principal Council discussing how to respond, 1939-1941 <input type="checkbox"/> External correspondence with the Ministry of Education clarifying wartime policies. Includes some correspondence discussing accepting soldiers back to BRC, 1942-1945 <input type="checkbox"/> External correspondence with the Ministry of Education about grants for soldiers returning to the education at BRC. Includes correspondence with Ministry and Doctors regarding the health of the former soldiers and related costs, 1950-1952
BFSS / BOROUGH ROAD COLLEGE	<p>BRC Practising School 1802 – 1891 covering learning and teaching, school management, financial management, staff and pupil-teachers – 33 files</p> <p>Student applications to college:</p> <p>Men: 1860, 1861, 1862, 1867, 1872, 1876, 1877, 1878, 1879, 1881, 1887, 1888, 1889, 1891, 1896, 1896, 1899, 1900, 1901, 1902, 1903, 1904, 1905</p> <p>Women: 1834, 1835</p> <p>Every letter read, put in small file for each individual students. Applications, testimonials and medical certificates brought together in the file.</p>
BFSS / SAFFRON WALDEN	<p>House Committee 1945 – 197</p> <p>Annual Reports 1885 – 1977</p> <p>Log books 1884 – 1888</p> <p>College diaries 1965 – 1977</p> <p>Prospectuses 1910 – 1975</p> <p>HR papers 1932 – 1977 12 files. [CLOSED to public, but catalogued for archive staff use]</p> <p>Photographs – sorted into files from loose collection of random photos. NB catalogue descriptions only, not digital images. 21 files</p>

Website project

In 2016, the University procured a new Content Management System (CMS) called Contensis, to update and better facilitate user access to information.

Towards the end of last year, we managed to migrate our information onto the new CMS. The work, the majority of which was undertaken by Ruth before she left, took some time to complete but offered us the opportunity to update/redesign some of our information.

Our new pages can be viewed at <http://www.brunel.ac.uk/about/Archives>

Over the last year, we have had 8,133 views of our various web pages. The World War I profiles continue to be the biggest draw for online traffic, receiving 951 views, but the general BFSS collection page had 898 views, an increase from last year.

This year, we have added the following 'News Items' online:

□ Canada Day: 150 years on – 19 July 2017

<http://www.brunel.ac.uk/about/Archives/News-and-events/News/Canada-Day-150-years-on>

To celebrate the 150 years of Canada as a country on 1 July 2017, we highlighted the Foreign Correspondence we hold in relation to Canada and over 60 other countries. The BFSS set up schools in Canadian provinces from around 1813, 54 years before Canada was established as a country in 1867.

□ The 100th Anniversary of the Battle of Passchendaele –

<http://www.brunel.ac.uk/about/Archives/News-and-events/News/The-100th-anniversary-of-the-Battle-of-Passchendaele>

To commemorate the 100th anniversary of the Battle of Passchendaele, officially known as the Third Battle of Ypres, we remembered 15 Borough Road College men who are believed to have died in the battle, using information from the World War I profiles.

Harold Wilfred Asbrey

Private Harold Wilfred Asbrey attended Borough Road College 1915-1917. Asbrey fought with the 13th Battalion Royal Sussex Regiment, and was killed on 13 August 1917.

Buried/Memorial: Klein-Vierstraat British Cemetery



George Arthur Baker

Second Lieutenant George Arthur Baker attended Borough Road College 1911-1913. He enlisted into the Royal Army Medical Corps and was later commissioned into the Royal Garrison Artillery. Whilst serving, Baker was

awarded the Croix de Guerre and Chevalier de la Couronne for carrying back to the lines a wounded Belgian soldier. On November 29 1917 Baker was killed, aged 25, when an enemy shell exploded near him.

Buried/Memorial: Steenkerke Memorial Cemetery



George Percy Stephenson Brown

Private George P. S. Brown attended Borough Road College 1906-1908. He joined the Kings Liverpool Regiment on 2 May 1916 and went to France in November 1916. He was shot and killed by enemy aircraft on 26 September 1917.

Buried/Memorial: Tyne Cot Memorial, Belgium



Denis Frederic Church

Lance Corporal Denis Frederic Church attended Borough Road College 1914-1916. He enlisted in the London Regiment and was killed on 20th September 1917 aged 22.

Buried/Memorial: Tyne Cot Cemetery, Belgium

Ernest Greenwood

Lance Corporal Ernest Greenwood attended Borough Road College 1912 – 1914. Greenwood joined the King's Liverpool Regiment in February 1916. He was killed by enemy fire on 4 November 1917. His brother Albert was also killed only a week later.

Buried/Memorial: Tyne Cot Memorial, Belgium



Robert Jones

Lieutenant Robert Nelson Jones attended Borough Road College for three years, graduating with a BSc in 1907. He enlisted on 5 July 1915 into the 4th Battalion Northamptonshire Regiment. Jones was 30 when he was shot by a sniper on 31st July 1917.

Buried/Memorial: Menin Gate, Ypres, Belgium

Austin Long

Lieutenant Austin Theodore Long attended Borough Road College 1901-1903, graduating with a BA. He joined the Royal Army Medical Corps as a Private on 1 September 1914 but was later commissioned into the 10th Battalion Royal Scots. He was 34 when he died at Passchendaele on 22nd August 1917.

Buried/Memorial: Tyne Cot Memorial, Belgium



Carl Lowther

Second Lieutenant Carl Lowther attended Borough Road College from 1898-1900. He joined the Manchester Regiment in September 1914. He was 40 when he was killed by shellfire at Steenbeck (Ypres) on 16 August 1917.

Buried/Memorial: Tyne Cot Memorial, Belgium



Herbert Milnes

Second Lieutenant Herbert Albert Edwin Milnes attended Borough Road College from 1893-1894. He became principal of Auckland Training College. He enlisted as a private in March 1916 and was later commissioned

into the 3rd Battalion Auckland Regiment, New Zealand Expeditionary Force. He was 43 when he was killed by shellfire at Otto Farm, Ypres on 4th October 1917.

Buried/Memorial: Tyne Cot Cemetery, Belgium

John Moore

Captain John Moore attended Borough Road College 1902-1904. He enlisted in the Royal Fusiliers on 1st September 1914 and was commissioned one year later into the 3rd Battalion Border Regiment. He was 33 when he died on 26 October 1917.

Buried/Memorial: Tyne Cot Memorial, Belgium



Adam Ross

Private Adam Ross attended Borough Road College 1912-1914. Ross enlisted into the Royal Army Medical Corps. He was killed on 11th September 1917, aged 24.

Buried/Memorial: Oosttaverne Wood Cemetery, Belgium

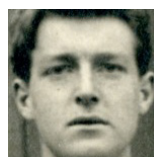


James Thompson Scott

Lieutenant James Thompson Scott attended Borough Road College 1914-16. After leaving Borough Road College he went straight into active service. Scott was wounded at Polygon Wood on 2nd October 1917 and died in

hospital on 5th October 1917.

Buried/Memorial: Etaples Military Cemetery



Lewis James Stribling

Second Lieutenant Lewis James Stribling attended Borough Road College 1911-1913. Stribling enlisted in September 1914 into the Royal Engineers and rose to Corporal before his death on 13 November, aged 26.

Buried/Memorial: Menin Road South Military Cemetery

A. T. Turner

Lance Corporal A. T. Turner attended Borough Road College 1913-1915. He enlisted into the Oxford and Bucks Light Infantry and was wounded in 1915. He was awarded the Military Medal for bravery. Turner died on 27 August 1917 aged 24.

Buried/Memorial: Lijssenthoek Military Cemetery



Joseph Wood

Second Lieutenant Joseph Wood attended Borough Road College 1910-1912. Wood enlisted into the North Lancashire Regiment and was later commissioned into the Sherwood Foresters. He was killed on 27

September 1917, aged 26.

Buried/Memorial: Tyne Cot Memorial

Enquiries

Since last year’s report, we have received 44 enquiries. These equate to

- 17 British Schools,
- 2 British Schools pupils,
- 14 Borough Road College (College itself, staff and students),
- 3 BFSS general queries,
- 5 Saffron Walden College (staff and students),
- 2 Stockwell College, and
- 1 Swansea College.

As you can see, we received 17 enquiries for British Schools. Although the list of British Schools is available on our website at <http://www.brunel.ac.uk/about/Archives/BFSS/British-Schools>, we still receive enquiries from individuals who are unable to identify their school on the list. Sometimes schools are known by local names rather than the official name of the school, for example, an enquirer asked about a Lambeth school in Doughty Street but it was actually listed as Lambeth Road.

We have also continued to supply information to researchers working on the Victorian County History of Oxfordshire. To-date, we have supplied information of the following British Schools in Oxfordshire – Binfield Heath, Caversham, Charlbury, Goring, Chipping Norton and Hook Norton.



One interesting enquiry we received this year, relates to Miss Florence Annie Morgan, a former member of staff at Saffron Walden College. The enquirer was researching the history of his 1933 vintage Morris car which, when new, was first registered to Miss Florence Annie Morgan, Saffron Walden College.

Visitors to the Archives

We have given presentations and tours of the archives to groups of 2nd year Brunel history students again this year, many of whom had not visited an archive before. Approximately, 50 students attended over three sessions.

We have also received a number of researchers to the archive, who examined a range of material including the BFSS foreign correspondence and specific British Schools in the UK.

RESEARCHER	SUBJECT	ITEMS VIEWED	NO OF DAYS	FROM
Academic	Anti-Slavery	Foreign correspondence: West Indies	3	UK (Brunel)
Academic	British School Cirencester	Annual reports, school returns, school pamphlets, teaching appointments	1	UK (VCH)
Alumnus	Borough Road College	BRC Student lists, timetables, prospectuses	1	UK
Academic	British School Brentford	Annual reports, school returns, school pamphlets, teaching appointments, school pamphlets	1	Australia
Academic	BFSS and Jeremy Bentham	BFSS Minute books, Salmon Collection	1	UK
Academic	Children’s literature and educational books in the British Caribbean in the 19th century	Annual reports, Educational record, depository file, teaching materials box, Saffron Walden College Book Collection, Salmon Collection (teaching manuals), FC/Jamaica, FC/Trinidad.	4	USA
Academic	Model school and practising schools	BFSS annual reports, BRC practising schools boxes	1	UK
Academic	History of elementary schools in South America during first decades of the 19th century.	Salmon collection volume of plans of British Schools, BFSS annual reports, list of students at BRC, first register of male students at BRC.	2	Brazil
Academic	Tryphenia Sparkes at Stockwell College	Round robin, student petitions, letters requesting leave, student residences, correspondence re College medical matters, superintendent reports.	1	UK

Archive Volunteers

Since November, we have welcomed 4 new student volunteers to work with us. They have worked on sorting and cataloguing student applications under the supervision of the Archivist and have managed to complete 14 years worth of applications.

We would like to thank them for their help and hard work which has supported our work to a very high standard.

NAME	DAY/TIME
Samina Amand, 2nd Year History Student	Tuesdays – 11.30-1.30
Ijaz Karim (Jaz), 2nd Year History Student	Tuesdays – 11.30-1.30
Liam O'Donovan, 2nd Year History Student	Wednesdays – 11-2
James Farmer, 2nd Year History Student	Thursdays – 9.30-12.30

The Archives and Records Association (ARA) Volunteering Sub Committee recently commissioned a report into the impact of volunteering in October 2017 – see <http://www.archives.org.uk/?view=article&id=494:volunteering-reports-and-case-studies-&catid=18> for the full report.

The report concluded that:

‘The impacts of volunteering both on individuals and services in the archive sector are substantial and significant, and vary according to the type of service. Volunteers feel the long-term effects of improved health and well-being, new and re-enforced skills and enhanced prospects of employability. Services find that volunteering can impact on strategic aims, service development, profile raising, workforce development, and access and use, adding value through new capacity and expertise. Impacts are therefore social, human, cultural and economic. There are challenges too, but nothing that cannot be met by good planning, management, communication and commitment.’

We completely agree that the impact of volunteering is substantial and significant both for the archive and the volunteers. We would not have been able to sort and catalogue the student applications without volunteer help and the impact on our students can be seen in the comments that we have included in our report.



This is great! Couldn't have asked for anything better. Thank you for your effort and help.

RESEARCHER, MAY 2017

You have done brilliantly.

RESEARCHER, SEPTEMBER 2017



I am currently in the second year of my degree studying for a BA in History.

Volunteering at Brunel University Archives was an invaluable experience. I now feel that I have greater confidence when approaching historical documents. This is due to both the welcoming staff and their expert knowledge, without which I would not have enjoyed such an insightful and enjoyable time.

Throughout the year I have been given the opportunity to examine key primary sources, such as previous student applications both male and female. These valuable documents have enabled me to build up my own skills, such as comprehending handwritten sources and written abbreviations. Volunteering at the archives has also shown me the correct way to handle old documents, without such a vital skill I would not be able to progress further in my degree with any great success.

Overall volunteering has been a great experience with only positive feedback.

IJAZ KARIM, VOLUNTEER



I am currently a second year student at Brunel University studying BA History with Professional Development.

I became interested in volunteering at Brunel Archives after a trip organised by my lecturer to visit the archives and to meet Phaedra and Mandy. Volunteering at Brunel Archives has genuinely been a great experience for me; I have a greater understanding when it comes to handling historical documents. I am also able to interpret the writing on the historical documents as well which was previously difficult for me. This was due to the staff at the archives. Phaedra and Mandy have been extremely helpful in teaching us how to approach the documents, but they also have made this experience very memorable for me as well.

Another thing I gained from volunteering at Brunel Archives is that it has opened up another route for my future, which is working as an archivist. I personally did not think that I would pursue this job route but my time volunteering has proved to me that working as an archivist is extremely enjoyable and it is something I can see myself doing in the future.

SAMINA ANAND, VOLUNTEER



I chose to volunteer at the Brunel Archives after a visit with one of my History lecturers piqued my interest and I was keen to discover more. The archivists are extremely friendly and ensured I was welcomed into the team and helped me with any questions I had during my time here. I've improved on many fronts from working at the Archives, from my organisational skills to gaining the ability to read Victorian handwriting on primary sources I would never have seen – which has been a fascinating experience. Not only that, but it's given me a unique skill that I can use to enhance my CV, hopefully allowing me to get a better job in future.

LIAM O'DONOVAN, VOLUNTEER



Volunteering in the Brunel archives has been a privilege. It has taught me skills that I lacked and improved on others. As a mature student studying at Brunel it has enabled me to decide what direction to go in with respect to my degree after I graduate. I found out about volunteering in the archives via a class visit.

The experience, support, encouragement of the small team in the archives has enabled me to really progress and I can now read materials and documents handwritten from the 18th and 19th century far more easily than before.

Looking to change my career direction once I do graduate I now know archiving is something I would really love to do and without volunteering I would not have known this was possible.

JAMES FARMER, VOLUNTEER

We are pleased to report that many of our previous volunteers continue to prosper in the archives/heritage sector. They are currently working in positions at the University of Manchester, Lambeth Palace, Buckingham Palace and Oxford University while another past volunteer is completing the MA in Archives management at UCL.

Farewell

We would like to say thank you, goodbye and good luck to Steve Hodkinson, Chair, BFSS Council and Jim Benson, University Secretary, both of whom are leaving their respective posts in the coming weeks.

Steve Hodkinson

Steve joined Brunel University in 1995 as Professor of Teacher Education, becoming Head of Department, Dean and finally, Pro-Vice-Chancellor for Development and External Relations, 2000-2006. At the same time, Steve was also a member of the BFSS, including member of the BFSS Council and in 2013, Chair of the BFSS Council.

His role as Pro-Vice-Chancellor took him out into the community as Brunel sought to become a single campus university and to develop its external profile. It was during this time that Steve became involved with the University Archives and in 2003, became a leading member of the Heritage Builds Bridges project – a partnership between the London Borough of Hillingdon, Brunel University and the BFSS to catalogue the archive, image and museum collections and make them available to the community. Following a successful bid to the Heritage Lottery Fund, we were awarded £247,500. The project started in early

2005 and was completed in 2009 – the website can be found at <http://www.heritagebuildsbridges.org.uk/>.

In recognition of his work, Steve was awarded an honorary degree of Doctor of the University.

In his role as Chair of the BFSS Council, Steve was influential in the BFSS gifting 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 of the Trustees along with the VC and senior members of staff from the University. One of the requirements of the gift was the production of an Annual Report as a means of keeping BFSS members up to date with work and developments in the BFSS Archives.

We are deeply grateful for Steve's help and guidance over the last 17 years. We will miss him.



Signing of the Deed of Gift between the BFSS and the University, 11 December 2013

Back row from left to right – Mr Jim Benson, Professor Steve Hodkinson, Mr Roger Howarth, Professor Mansoor Sahardi, Mrs Imogen Wilde
Front row from left to right – Professor Julia Buckingham, and Mr Brian York

Jim Benson

Jim joined the University as University Secretary and Secretary to Council on 10th September 2007. As Head of Governance, Information and Legal Office (GILO), his remit included university governance, information compliance, research ethics and the University Archives (including the BFSS Archives) and Records Management service.

Over the past 11 years, Jim has become quite an expert in archives and records management – helping to manage many issues relating to accommodation, legal requirements, and digitisation.

He was particularly instrumental in the negotiations between the University and the BFSS to gift the BFSS Archives to the University.

Thank you for your help and wise counsel. It will be strange without you.

Dr Gillian Collins (26/2/1920-3/6/2017)

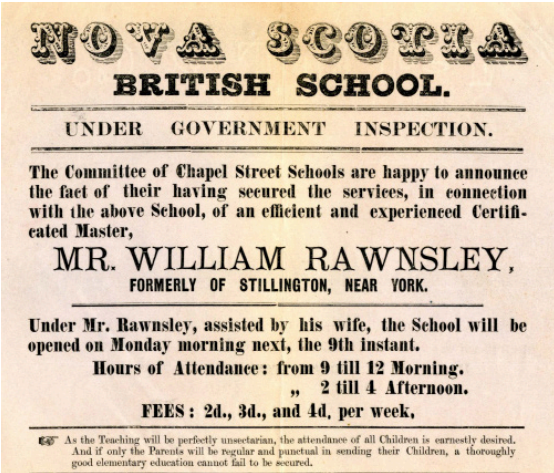
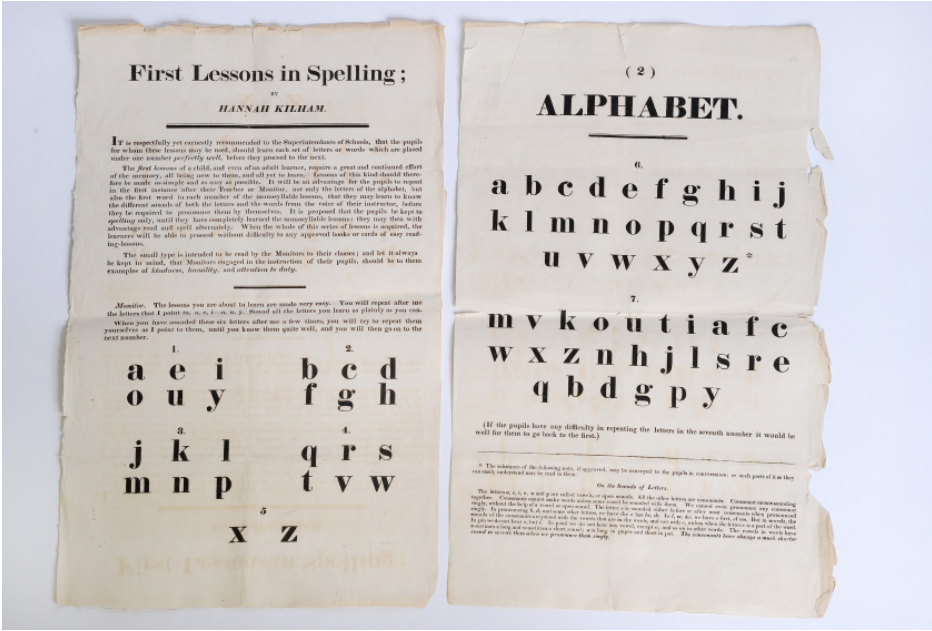
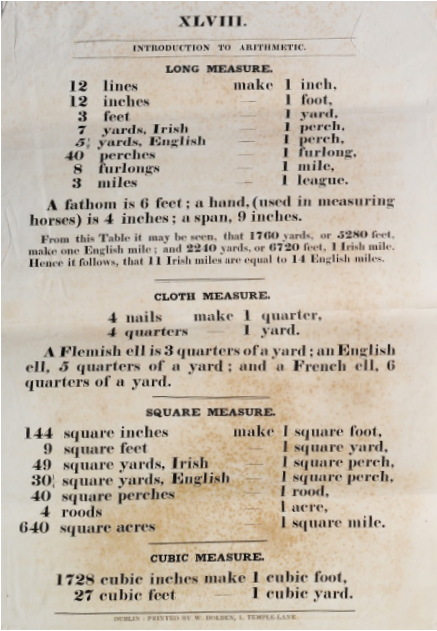
We were deeply saddened to hear that Dr Gillian Collins had passed away.

She was a strong and passionate supporter of the BFSS Archives from 1978 when she helped set up the British and Foreign School Society Archives Centre before becoming Associate Archivist in 1980. She was Chair of the BFSS Archives Committee until about 2009 during which time she supported the Heritage Builds Bridges project.



Staff

- Mandy Mordue
- Head of Archives and Records Management
- Phaedra Casey
- Archivist
- Ruth Maguire
- Archive Assistant (until November 2018)
- Sarah Trim-West
- Archive Assistant (from January 2018 -)



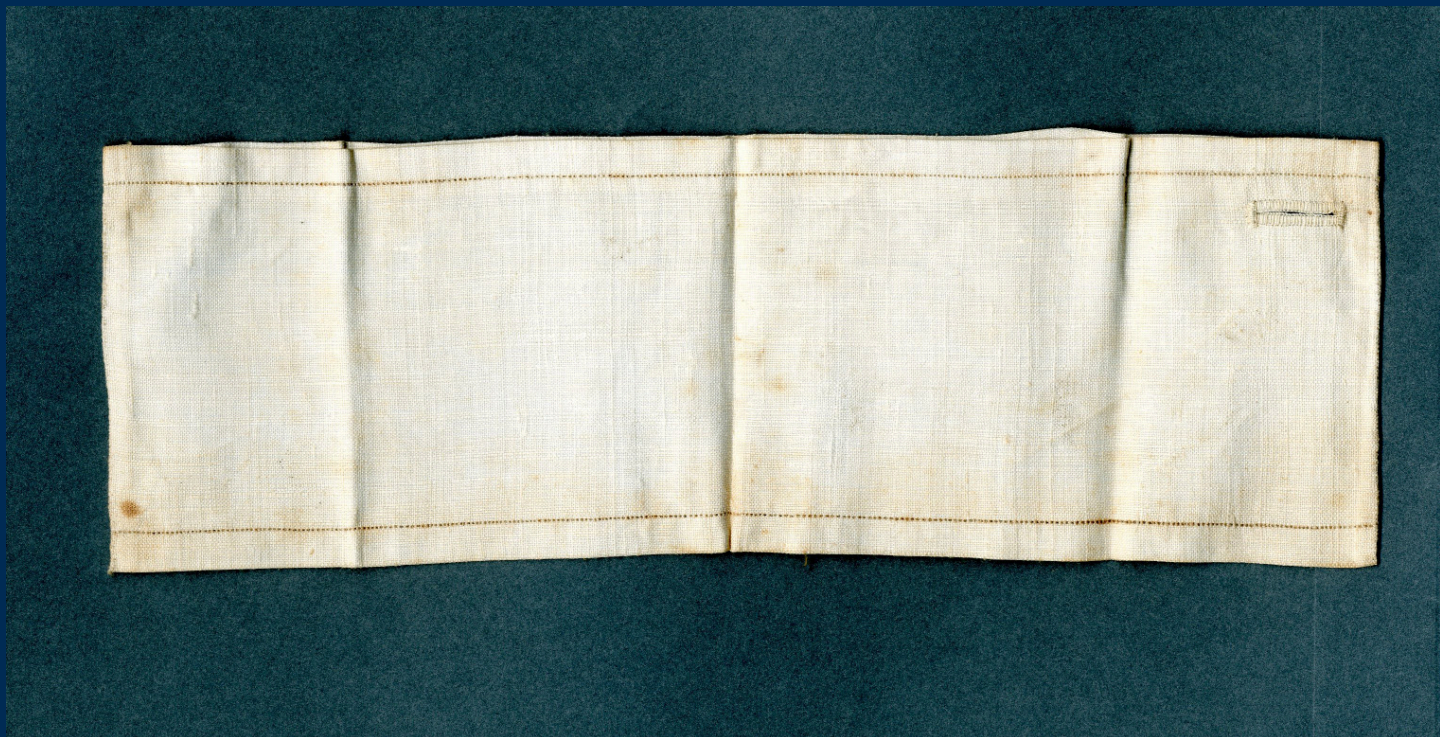
That is extremely kind. Best wishes, and thank you.

RESEARCHER, OCTOBER 2017

Looking forward - 2018-2019

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
- Further cataloguing projects - student applications, teaching appointments, scanning Saffron Walden photographs and uploading them against the catalogue entries, and cataloguing the Borough Road College reference books
- Delivery of a BFSS exhibition on the 'student experience'



*To the Committee
of the British and Foreign School
Ladies*

*5 Operative Terrace
Commercial Road*

Having long felt a desire
to be usefully employed in humble endeavours to promote
the present as well as future welfare of my fellow immor-
tals and more especially in the education of the young a work
to which I am devotedly attached. I have been led after much
reflection and earnest prayer for Divine guidance to seek
admission to the British and Foreign School, that in
succeeding its benefit I may be the more fitted for usefulness
in the responsible office to which I aspire. In making
known my wishes to the Committee, I beg to inform
them that as an individual settled in life and my
husband's business not allowing of removal, I am necessarily
confined to this locality and consequently cannot
be wholly at their disposal. Yet I dare hope that
will not be considered an objection, seeing as I am that
in taking this step I am following the leadings of a grain
and Providence and believing as I do that a sphere of usefulness
will open for me near my present abode. The com-
munication is not so much an object as the desire to be

*Testimonials
to
Mrs Hamild
July 1838*

*Testimonials
to
Sarah Freeguard
Oct 1838*

SCHOOL PROGRAMME.

Winter Term.
1876.

TIME.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.
9 to 9.15	HYMN.	HYMN.	HYMN.	HYMN.	HYMN.
9.15 to 9.45	READING.	READING.	READING.	READING.	READING.
9.45 to 10.15	WRITING and Correction of Home Lessons.	WRITING. and Correction of Home Lessons.	WRITING and Correction of Home Lessons.	WRITING and Correction of Home Lessons.	WRITING and Correction of Home Lessons.
10.15 to 10.45	COUNTING.	FIGURES on Slates.	COUNTING.	FIGURES on Slates.	POETRY.
10.45 to 11.20	KINDER-GARTEN GAMES.	KINDER-GARTEN GAMES.	KINDER-GARTEN GAMES.	KINDER-GARTEN GAMES.	KINDER-GARTEN GAMES.
11.20 to 12.	NATURAL HISTORY.	DRAWING.	MAT-FLAITING	NATURAL HISTORY	PEA-WORK.

January. 1876. * 0



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