

London Borough of Barnet

Directorate of Educational Services

Town Hall,
Friern Barnet, London N11 3DL
Telephone: 01-368 1255



J. DAWKINS, B.A., M.Ed.,
Director of Educational Services
and Chief Education Officer

S. J. BUTCHER, F.L.A., F.R.S.A.,
Borough Librarian

E. T. POTTER, B.Sc.,
Deputy Chief Education Officer

K.A. Birch, B.Sc. (Econ.)

All correspondence on this matter should be addressed to the
DIRECTOR OF EDUCATIONAL SERVICES

quoting Reference: ADM/LHW/IC

Your Reference:

21st June, 1974

Dear Mr. Edwards,

Quatercentenary Celebrations

I thank you for your letter of 17th June and note that the various accounts have now been closed for the Opera, the Commemorative Booklet and the fund raising activities.

In view of the sizeable deficits, I have asked the Director of Financial Services to audit your unofficial funds and let me have his report on the audit to enable me to discuss with him ways of dealing with the overspending.

Yours sincerely,

Mr. T.B. Edwards,
Queen Elizabeth's Boys' School,
Queen's Road,
BARNET.

TBE/MB

17th June, 1974.

J. Dawkins, Esq.,
Chief Education Officer,
London Borough of Barnet,
Town Hall,
Friern Barnet, N.11.

For the attention of Mr. Webb.

Dear Mr. Dawkins,

Your letter ADM/LHW/10 of 11th June -
Quatercentenary celebrations

I must first apologise for my long delay in replying to your letter of April 1st, due partly to the fact that this came in the holidays and partly to sheer pressure of work.

With regard to the Opera Account, the picture is not different from that presented to you in my letter of June 5th 1973, at the time this account was closed. There remains a deficit of £86.81.

As to the Commemorative Booklets, we had, as I wrote to you last June, then paid back £48.20. Since then we have made two payments, details of which follow as you ask:-

ES.3913 of 20th July 1973	£69.60
ES.3914 of 19th Dec. 1973	8.95
	<hr/>
	£78.75

This, with the £48.20 previously paid, makes a total paid back of £126.75. There will be no more income from sales (there are no more booklets), so there is a deficit here of £323.25.

There is thus a deficit of £86.81 + £323.25, a total of £410.06.

Are you able to agree that this could be made a charge against capitation? If this is not possible I should be glad to hear what suggestions you can make, since we too are naturally anxious to clear up the position.

Yours sincerely,

Headmaster.



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All correspondence on this matter should be addressed to the
DIRECTOR OF EDUCATIONAL SERVICES

ADM/LHW/IC

quoting Reference:

Your Reference:

11th June, 1974

Dear Mr. Edwards,

Quatercentenary Celebrations

I shall be glad if you will let me have a reply to my letter of 1st April as soon as possible in order that I can advise the Director of Financial Services of the final position in regard to the expenditure incurred on the above celebrations.

Yours sincerely,

Mr. T.B. Edwards,
Queen Elizabeth's Boys' School,
Queen's Road,
BARNET.

PRIVATE

Notes on attached letter

Commemorative Booklets

We had, when we wrote to the Borough last June, paid back to them

Since then we have paid back (details on attached letter)

£48-20

78-55

£126-75

There will be no more income so, with the booklets having cost £450, unless the Borough are willing to charge the balance to our capitation we owe them £323-25. (If they are willing to charge it to capitation, then of course this is reduced by the same amount.)

Opera

The position is not different from what it was when we presented the closed-account picture to the Borough in our letter of 5 June last, i.e. we owe them £86-81. Again the capitation/non-capitation remarks above apply.

I suggest you write asking them directly (rather than bluntly!) whether or not they will wear capitation as the solution. (I think, have always thought, that this is a question that should be answered by them with a direct Yes or No - as it never has been - before we are called upon to posit alternatives. What these alternatives would be I don't know: it is less that we don't have the money than a question of "improper" or "proper" use of the unofficial funds we do have.)

JM
4 Apr 74

On the question of "proper/improper" use of unofficial funds, our Club A/c is still owed £42-49 on notelets and Christmas cards, which the Borough flatly refused to "wear" on capitation and for which the bill was paid from Club A/c: our subsequent receipts have consequently, of course, been paid back to Club A/c, which explains the balance still owed of £42-49.

I had meant last term (but there was never time...) to offer to do something about the balance of cards and notelets that ~~may~~ are still locked away wherever P.F. left them. Any kind of disposal would bring in some money: unless we dispose of them this year they are so much waste paper. If you like, I will have a look and make some suggestion on the basis of whatever the stock is.

Also on cards and notelets, P.F. said the O.Es. owed us ~~£65~~, but ~~K.W.O. said this was £60~~, which we have had. ~~P.F. also said the O.E. £9-50~~ for notelets and postcards which we have never had. I seem to remember he said approach M.S.G., which I never did but have now done. This would be repayable to our Club A/c.

This represents a complete picture of the position at 4 Apr 74 and I didn't take a copy, so please don't lose till it is all settled.

LONDON BOROUGH OF BARNET
APPLICATION FOR MAJOR AWARD 1971

Strictly Private and Confidential

Student: Please complete the following details and pass the form to the Head Teacher of the school or college last attended in this country, within the last two years, for direct return to The Chief Education Officer, London Borough of Barnet, Town Hall, N.11.

Name of Student.....

Proposed Course

Name of College/University

Place of Birth

Head Teacher/Principal

Would you kindly let me have a confidential report on the above-named applicant.

J. DAWKINS
Chief Education Officer

1. Report:

To be completed in respect of applicants who were not born in the United Kingdom:

2. Was the cost of secondary education charged to the Department of Education and Science (DOE)?



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~~K.A. POTTER, B.Sc.~~ K.A. Birch B.Sc (Econ.)
Deputy Chief Education Officer

All correspondence on this matter should be addressed to the
DIRECTOR OF EDUCATIONAL SERVICES

quoting Reference: ADM/LHW/IC

Your Reference: _____

1st April, 1974

Dear Mr. Edwards,

Quatercentenary Celebrations

With reference to my letter of 15th June, I shall be glad if you will let me know the position regarding the fund raising activities planned to clear the deficit on the Opera Account and the printing cost of the Commemorative Booklet.

If you have made any credit transfers since ES.3911 of 3rd April, 1973, will you let me have details.

Yours sincerely,

ES 3913	65.20	} £69.60
of 20 Dec	4.40	
ES 3914	8	8.95
of 19 Dec		<hr/>
		£78.55

Mr. T.B. Edwards,
Queen Elizabeth's Boys' School,
Queen's Road,
BARNET.





LONDON BOROUGH OF BARNET

EDUCATION DEPARTMENT

J. DAWKINS, B.A., M.Ed.

CHIEF EDUCATION OFFICER

TO WHOM ALL COMMUNICATIONS
SHOULD BE ADDRESSED

TELEPHONE: 01-368 1255

PLEASE QUOTE REFERENCE

ADM/LHW/IC

TOWN HALL,

FRIERN BARNET,

LONDON, N11 3DL

OURS

YOURS

WHEN TELEPHONING OR CALLING PLEASE ASK FOR.....

15th June, 1973

I give up!

Dear Mr. Edwards,

Quatercentenary Celebrations

In reply to your letter of 5th June, the final statement of the Opera Account is as follows:-

<u>Income</u>	£	<u>Expenditure</u>	£
Ticket and Programme Sales and Donations	653.88	Hire of Costumes	250
Deficit	<u>86.81</u>	Other Expenditure	<u>490.69</u>
	<u>£740.69</u>		<u>£740.69</u>

For the time being, the hire of costumes has been paid by the Council pending income from the Opera and other fund raising activities. Your other fund raising activities are -

- (a) First Day Cover Stamp and Covers
- (b) Notelets and Envelopes
- (c) Quatercentenary Cards and Crest
- (d) Christmas Cards and Envelopes

The expenditure for these items is £150.78 and has been paid from the school's unofficial fund. You have not indicated what profit will accrue from these or any other items to offset the loss on the Opera account of £86.81 which has been met from Capitation.

The Commemorative Booklet cost £475 to print and I have noted that the income so far is £48.20 and the sales should be virtually complete by the end of this term.

In answer to your enquiry, I would expect the fund raising activities to cover the deficit on the Opera account and, in the case of the Commemorative Booklet, I would also expect the income from sales to cover the cost of printing, any profit accruing also to offset any deficit on the Opera account still outstanding and any residual profit to be credited to the unofficial fund when the deficit has been cleared.

I shall be glad if you will let me know the position at the end of the term.

Yours sincerely,

Mr. T.B. Edwards,
Queen Elizabeth's Boys' School,
Queen's Road, Barnet.

5th June, 1973.

The Chief Education Officer,
London Borough of Barnet,
Town Hall, N.11.

Dear Mr. Dawkins,

Quatercentenary Celebrations - your letter GE/LIN/IC of
February 27th

1. Opera. The final statement on the opera is as follows:-

<u>Credit</u>		<u>Debit</u>	
Ticket sales ...	£590-75	Cheques as per Accounts Book .	£490-69
Programme sales ...	56-50	Closing cheque to Barnet	
Donations ...	<u>6-63</u>	Corporation <u>163-19</u>
	£653-88		£653-88

Should you wish to have the account audited, the material is, of course, available at the school.

Of the £250 owed to our capitation from the proceeds of the opera to pay the bill for the hire of costumes, you will see that I hold a cheque for £163-19, which will be paid into Borough funds under code M89-830-7^K as asked by you in your letter of February 27th. I should be grateful if you would let me know what the arrangements are to be for the balance of £86-81 still owing to our capitation, for which there are no funds available from the opera account.

2. Commemorative Booklet. As you will be aware, payments totalling £48-20 have already been made (on ES.3911 of 3 April 1973) towards the £475 which these booklets cost, and by the end of this term, when it is expected that sales will be virtually complete, I hope to be in a position to give you the final picture.

Yours sincerely,

Headmaster.

* Cash Transfer E.10114 of 5 June 73.

QUEEN ELIZABETH'S, BARNET

Dear Sir, or Madam,

Travelling Facilities

Free travelling facilities by way of scholar's term tickets on L.T.E. road vehicles, and season tickets on railways, are available for those who live more than three miles from the school. These tickets are not available for short stages of journeys, i.e. tickets are not supplied for travel from Barnet tube station or Barnet Church to the school for boys who have to break their journey at these points.

The tickets for road vehicles may be used only for one journey each way per day.

If you wish to apply for these facilities, please complete the slip at the foot of this letter and return it to me at the earliest possible date - preferably by return. It should be noted that the home address should be given fully; the correct names of stations or fare stage points on buses, with the service numbers of the buses, should be given; and either "Underground" or "British Railways" for those travelling by rail.

Season tickets for boys travelling by bus are issued at school on the first day of each term: boys travelling by railway or underground should ask by name for the ticket at their home station booking office on their way to school on the first morning of term.

Yours faithfully,

D.S. Edwards

Name of pupil

Address.....

Boarding point..... Mode of Transport.....
(Home end) (Bus, trolleybus, rail etc.)

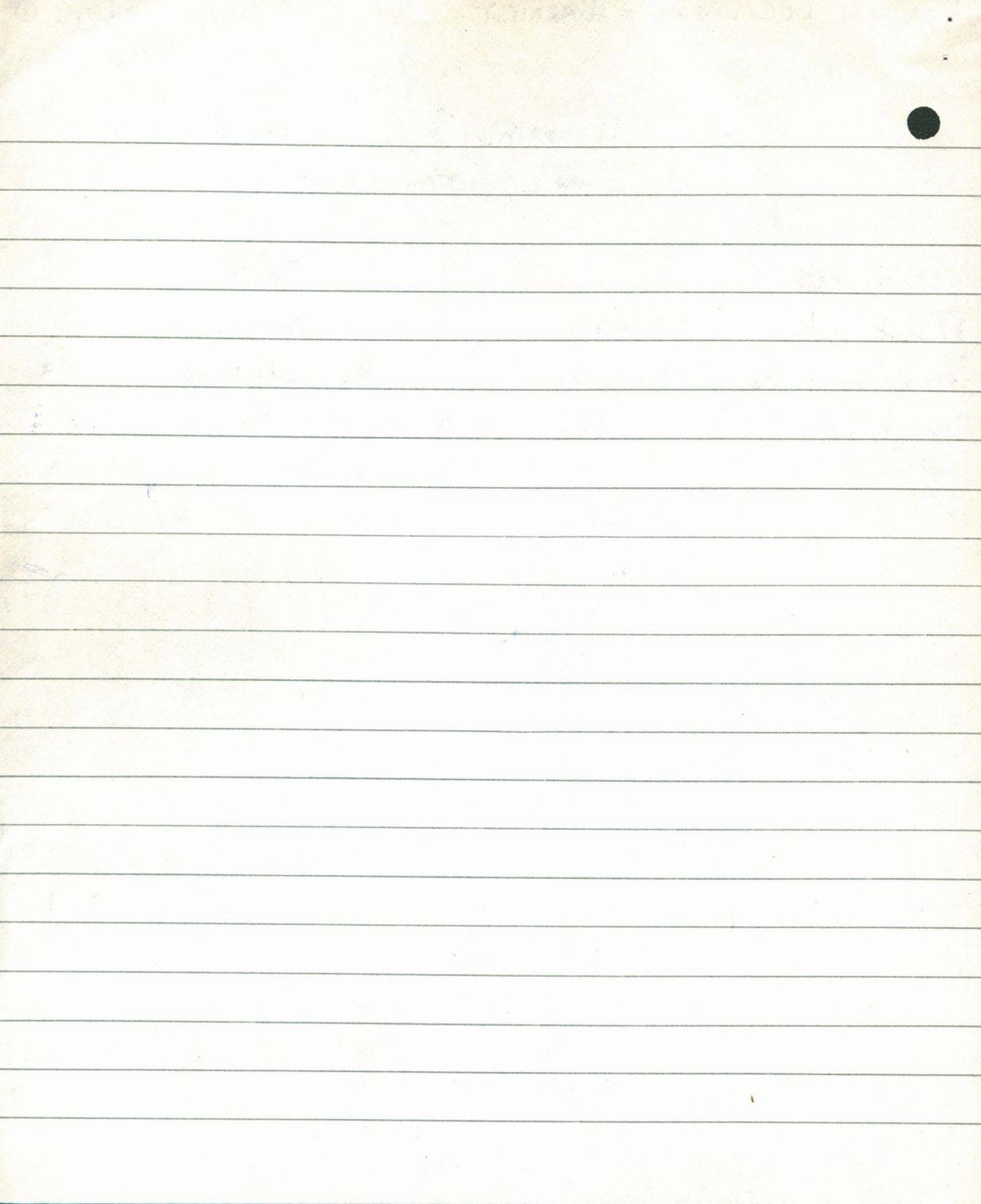
Transfer point..... Service number
(if any) of bus or buses.....

Alighting point.....
(school end)

Signature of Parent.....

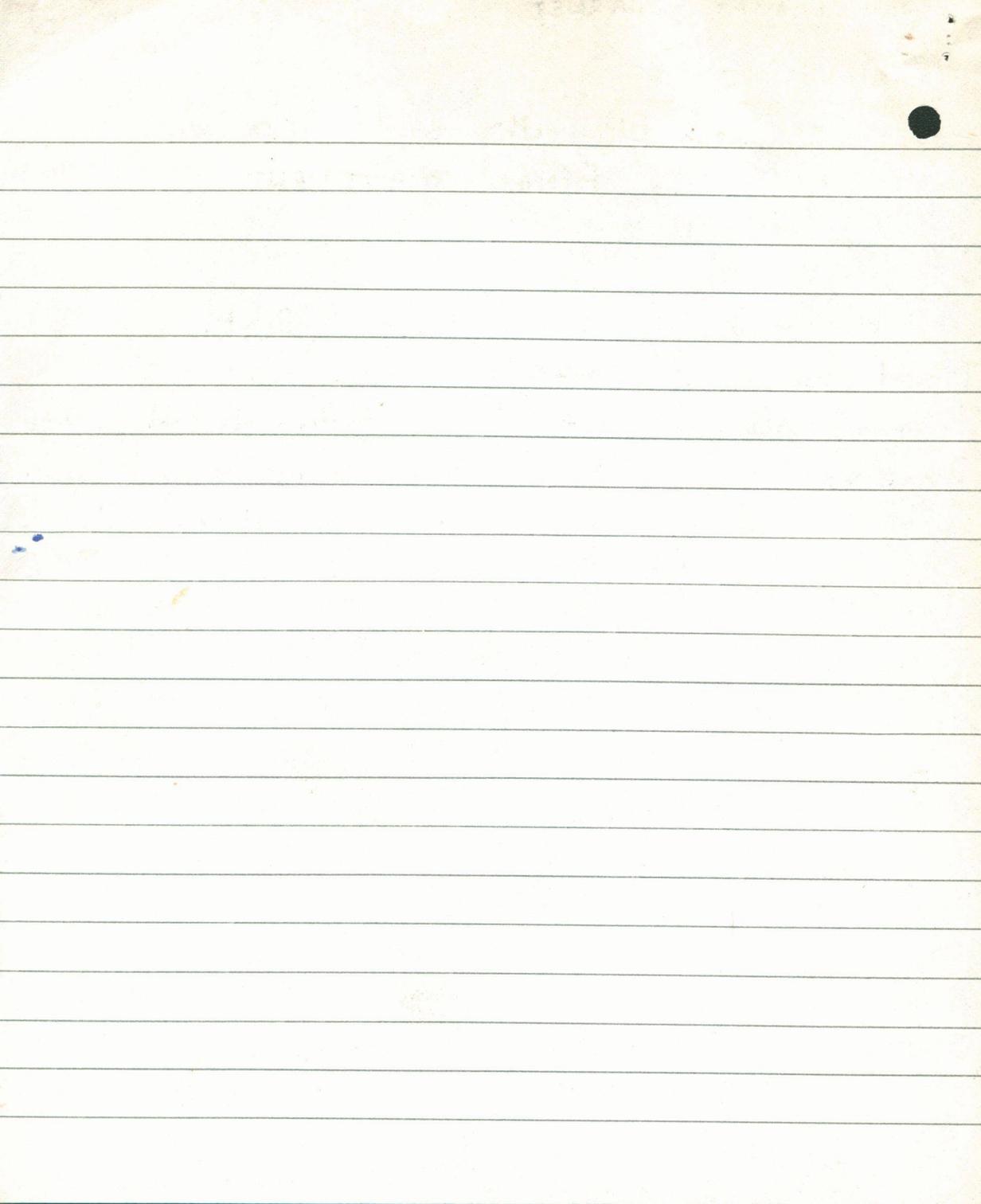
Queen Elizabeth's Boys Opera A/c
FINAL STATEMENT

Credit		Debit	
Ticket sales	590-75	Cheques as per	
Programme sales	56-50	Accounts Book	490-69
Donations	6-63	plus Closing Cheque	
		to Barnet Corp.	<u>163-19</u>
	<u>£653-88</u>		£653-88



Queen Elizabeth's Boys' Opera A/c
FINAL STATEMENT

Credit		Debit	
Ticket sales	590-75	Cheques a/c	
Programme sales	56-50	Accounts Book	490-69
Donations	6-63	plus Closing Cheque	
		to Barnet Corp.	<u>163-19</u>
	<u>£653-88</u>		<u>£653-88</u>



To Opera Files.

BARCLAYS

BARCLAYS BANK LIMITED

Barnet Branch

95/97 High Street, Barnet, Herts

Telephone: 01-449 0044

(Barnet Branch)
Pd in to Mak Wks. - ch dr £163.19:

Credit Transfer E 10114 of 5th Jul 73.

12th July, 1973.

AC/IG:

↑
K.E.W. wrote re these facts.

13/7/73.

K.E.J. Wiseman, Esq.,
Q.E. Boys School,
Queens Road,
Barnet, Herts.

Dear Sir,

Q.E. BOYS OPERA ACCOUNT.

I would refer you to our letter dated 24th May when we advised you that the balance on the above mentioned account stood at £163.19. I understand that you recently requested that this account be closed after a cheque for £5.00 had been cleared. I do not yet appear to have received your instructions as to the disposal of this balance, and I should be grateful if you would let me know in due course your requirements in this respect.

Alternatively, you may now require this account to remain open and if this is the case we shall obviously be prepared to continue to act as before.

Yours very truly,



Manager's Assistant.

1911, July 15

AC/13:

1. J. J. Wiseman, Jr.
2. J. J. Wiseman, Sr.
3. J. J. Wiseman, III

MEMORANDUM

I would like to see you in the office when we advised you of the balance on the account of \$100.00. I am sure that you will be glad to see me and I will be glad to see you. I am sure that you will be glad to see me and I will be glad to see you.

Very truly yours,
J. J. Wiseman, Jr.

16th March

1973

20-04-41

BARCLAYS

BARCLAYS BANK LIMITED
High Street, Barnet



o/v pay 20/3

Pay

Kenn Amos

or Order

Five pounds only

£ 5-00

Q.E. BOYS OPERA A/C

K.E.J. Wiseman

495368 20044 30750379

00000000500

BARCLAYS BANK LIMITED

MIDDLESEX BANK LTD
407-419
407-419
407-419

R.1555596

18 MAY 1973
RAWD

ABBNEY NATIONAL
BUILDING SOCIETY
15 MAY 1973
53, CHURCH ST
ENFIELD

Kevin James

Barclays Bank Limited

95, HIGH STREET, BARNET, HERTS

**STATEMENT
OF ACCOUNT**

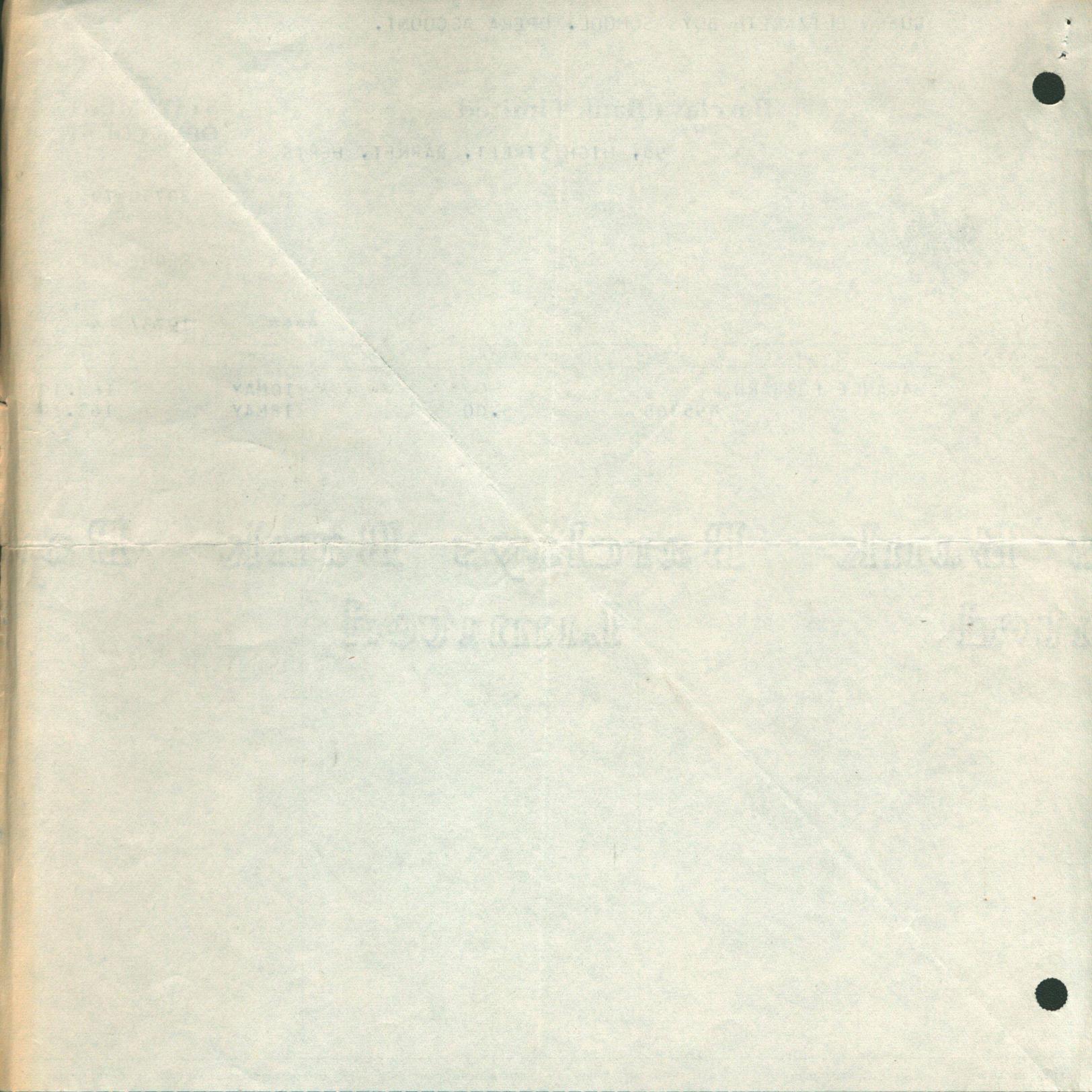
30750379

REQUEST



1973/ 4

CUSTOMER'S NOTES	DETAIL	PAYMENTS	RECEIPTS	DATE	BALANCE
	BALANCE FORWARD 495368		5.00	10MAY 18MAY	168.19 163.19



Q E. Opera A/c

All bills are now payed (and I asked at end of term if any more were due). No more are expected.

The Bank A/c ← Barclays Bank, Banet. stands at

£166-19. Presumably there may be bank charges. We had better wait till end of April for all cheques to be paid in.

KEE W.

10.4.73.



LONDON BOROUGH OF BARNET
EDUCATION DEPARTMENT

J. DAWKINS, B.A., M.Ed.
CHIEF EDUCATION OFFICER

PLEASE QUOTE REFERENCE

TOWN HALL,
FRIERN BARNET,
LONDON, N11 3DL

TO WHOM ALL COMMUNICATIONS
SHOULD BE ADDRESSED

OURS GE/LHW/IC

TELEPHONE: 01-368 1255

YOURS

WHEN TELEPHONING OR CALLING PLEASE ASK FOR.....

2nd March, 1973

Dear Mr. Edwards,

Quatercentenary Celebrations

I thank you for your letter of 1st March and would confirm that I have sent a copy, with the financial estimate of your Celebrations, to the Director of Financial Services.

Yours sincerely,

Mr. T.B. Edwards,
Queen Elizabeth's Boys' School,
Queen's Road,
Barnet,
Herts, EN5 4DQ

IMPORTANT

Quatercentenary money is owed:

1. To Club A/c - proceeds from notelets, First Day Cover Stamp, Advertising cards and Christmas cards. (We reimbursed this - £150-78 - to Borough from Club A/c.)
2. Income from sale of Commemorative Booklets to a total of £450 is owed back to the Borough (paying-in procedure handled by J.R.S.). Any excess over £450 is ours...
3. £250 is owed to Borough from Opera proceeds to pay the bill for hire of costumes. Again, any excess over £250 is ours.

(There is a copy of this in back of Club A/c ledger)

gd
28 Nov 73

**Friday
8 December**

**Monday
11 December**

The time-table may
prescribed duration
reasonable objection

The times for work
as soon as possible
and ending 11 Dec
any dates allocated

The official

1st March, 1975.

The Chief Education Officer,
London Borough of Barnet,
Town Hall, N.11.

Dear Mr. Dawkins,

Quatercentenary Celebrations - your letter GE/LHM/IC of February 27th
Thank you for your letter.

1. Opera. The forecast statement of income and expenditure is attached as you asked. Inevitably, some of the items of expenditure are estimates only, and the total figure must be regarded, therefore, as provisional and approximate.

2. Commemorative Booklet. This has been produced instead of a school magazine for this term. Because, for the first time ever, a charge has been made on school capitation for this purpose, I felt that we should make a charge to boys for the booklet of 10p. per copy. This should bring a return of £175 on the total of 1750 copies printed. (This is likely to be a minimum figure, since a small number - about 60 - have, for example, been taken by local bookshops from whom we shall be getting 25p. per copy.)

In reply to the last paragraph of your letter, I shall be grateful if you will ask the Borough Treasurer to pay the invoice (which has already been passed to you) on our behalf. All income from sales will, of course, be paid back to the Borough Treasurer by means of the paying-in book which we hold, using code M89-830-7 (as quoted in your letter for opera receipts) unless I hear from you to the contrary.

Yours sincerely,

Headmaster.

QUEEN ELIZABETH'S BOYS' SCHOOL

Income (Sale of Tickets)
Stalls (220)

Tuesday @ 25p. £55-

Opera

Expenditure



QUEEN ELIZABETH'S SCHOOL

QUEEN'S ROAD
BARNET, HERTS

BARNET 2829

26th March, 1971.

Mr. _____ has written to apply for the post of Deputy Head at this School from September, and he has given your name as a referee.

I enclose some information about the school and about the work and responsibilities of the Deputy Head which I hope will help you to understand the nature of the post.

I should be grateful if you could write fully and candidly about the applicant. In particular I should welcome your opinion as to his suitability to take a crucial part in the planning and running of the school as it develops. Administrative efficiency, sound judgment, initiative, a sense of humour, tact, and a thorough understanding of current educational trends are only some of the qualities needed.

I shall be drawing up a short list soon, and I should be grateful if you could let me have a reply by April 8th if possible.

Yours sincerely,

OPERA

Income (Sales Tickets)

Exp

	<u>Stalls (270)</u>	<u>Balcony (110)</u>	<u>Totals</u>
Tuesday @ 25p = £55		@ 25p = £27.50	82.50
Wed. @ £1.00 = £120		@ £1.00 = £110	330.00
Thurs @ 40p = £88		@ 50p = £55	143.00
Fri ditto		ditto	143.00
Sat ditto		ditto	143.00
			<hr/> 841.50 <hr/>

Set construction

Scaffolding	£ 30	
Ordn. lights	£ 10	
Light filter	£ 6.50	
Other materials	£ 35	81.50

Make-up

~~30.00~~
35

Printing

Programmes	£ 35	
Tickets	£ 10	
Order Forms	£ 15	
Posters	£ 20 15	75
		<hr/> 80.00 <hr/>

Instrumentalists

160.00

Costumes

250.00

Refreshments (Wed only)

80.00

671.50

681.50

BOOKLET

Sale of 1750 @ 10p £ 175

Printing of 1750

£ 475



LONDON BOROUGH OF BARNET

EDUCATION DEPARTMENT

J. DAWKINS, B.A., M.Ed.

CHIEF EDUCATION OFFICER

TO WHOM ALL COMMUNICATIONS
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TELEPHONE: 01-368 1255

PLEASE QUOTE REFERENCE

OURS GE/LHW/IC

YOURS

TOWN HALL,
FRIERN BARNET,
LONDON, N11 3DL

WHEN TELEPHONING OR CALLING PLEASE ASK FOR

27th February, 1973

Dear Mr. Edwards,

Quatercentenary Celebrations

Further to Mr. Webb's discussion with you, because you do not have financial coverage in your unofficial funds, the Borough Treasurer has agreed to charge the hiring of costumes for the Play at a cost of £250 to a suspense or holding account Code M89-830-7, pending income from the Celebrations fund-raising activities.

It has been agreed to charge £24.75 of the newsletter printed paper costs of £48.75 to Code 331. As your allocation on that code is now fully spent, the balance of £24 will be charged to Code 195.

I do not appear to have received the forecast of statement of income and expenditure which you promised to let me have for the Celebrations (including the Play) and I am wondering whether it has been sent to me.

I understand that you have charged to official funds (Code 195) the account for £475 of the Barnet Press Group for printing 1750 brochures. Will you include this expenditure in your Celebrations Statement and confirm that you wish me to ask the Borough Treasurer to pay this account on your behalf, pending income from sales which I assume will cover the cost of printing.

Yours sincerely,

Mr. T.B. Edwards,
Queen Elizabeth's Boys' School,
Queen's Road,
Barnet,
Herts, EN5 4DQ



CHRISTMAS CARDS / NOTELETS / POST CARDS

Takings paid in so far £41.62
Subsequent takings with PF. £ 1.80
£ 43.42

STOCK : i) Christmas Cards (600 out of 1500 sold)

Remainder : 900 @ 4p each = £36.00
@ 6 for 22p = £33.00

(These are clearly not saleable until Autumn 1973)

ii) Notelets (850 out of 1500 sold)

Remainder : 650 @ 6 for 20p = £22.00
@ 10 for 30p = £19.50

(These will be several good opportunities to sell these : we can probably sell all of them by July, may be even a reprint too!)

iii) Post Cards (100 out of 1000 sold)

Remainder : 900 @ 3p each = £27.00

but : most important opportunities for sale still to come,

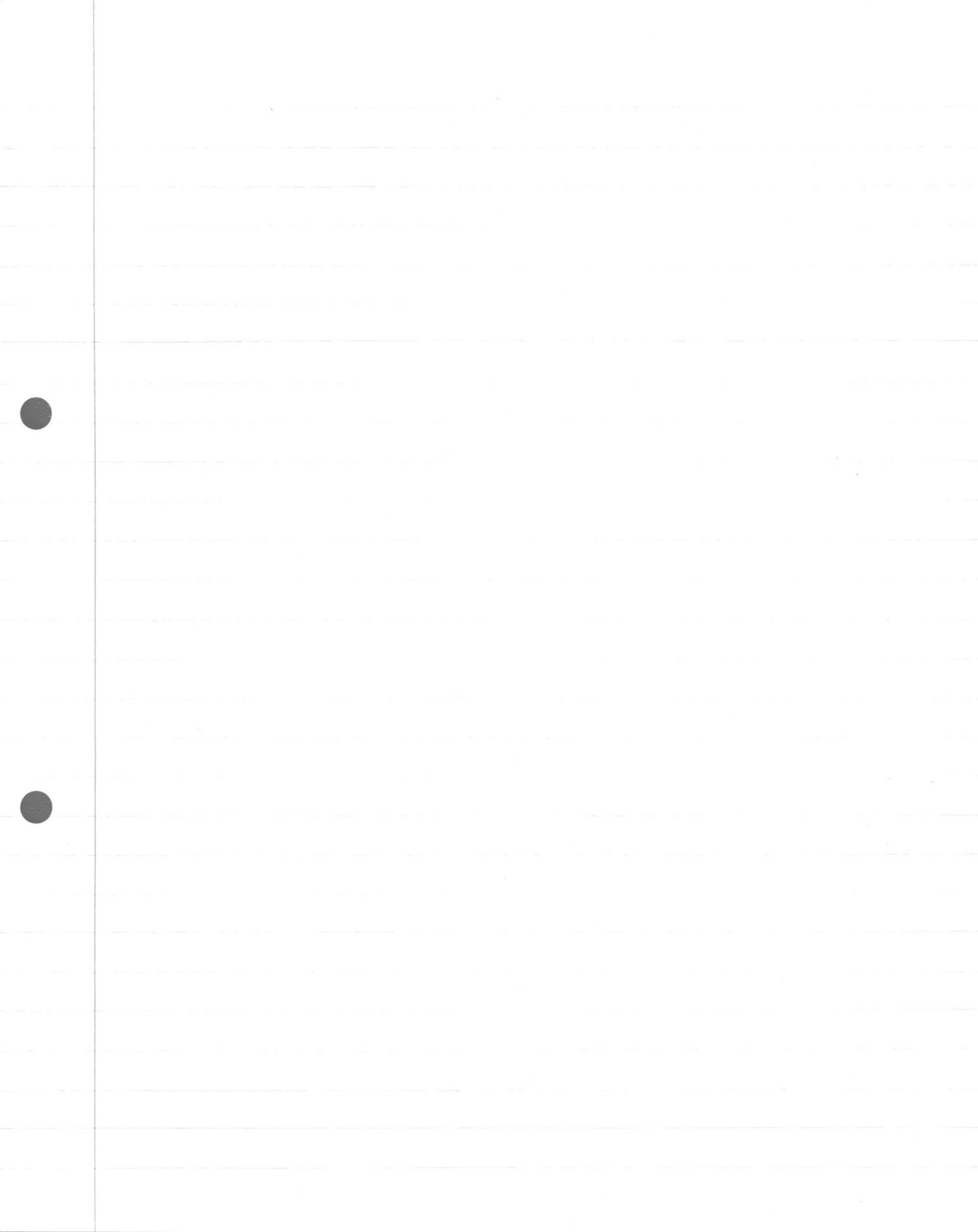
in particular for special post-mark on March 24th,
when it is hoped to sell stamped/cancelled cards

@ 9 or 10p each. If we can sell 200 of these @ 10p = £20.00.

but we may well sell a lot more : the market is a bit unpredictable!

For (ii) and (iii) possibilities of sales within the O.E.'s have not yet been investigated, but will certainly be in the immediate future.

P. P. follows.
25.1.73.



c. Jan 9 - Phone Call from Sawkins to say
some items from Request Mc would be
disallowed. No details. "A letter will
follow".

Jan 15 Recd: A Statement (totals only & figures
only - no details at all) from B Treasurer.

Jan 15 HM wrote to Sawkins to ask for details
"as a matter of urgency".

Jan 22 HM to Sawkins. Second request for details.
"Strange position" B have items disallowed
but no details.

Jan 23 Sawkins to HM (no Ref. ...) Details as
requested.

Jan 24 HM to Sawkins - Observations &
"disappointment".

Jan 29 Sawkins to HM "No consultation".



LONDON BOROUGH OF BARNET

EDUCATION DEPARTMENT

J. DAWKINS, B.A., M.Ed.

CHIEF EDUCATION OFFICER

TO WHOM ALL COMMUNICATIONS
SHOULD BE ADDRESSED

TELEPHONE: 01-368 1255

PLEASE QUOTE REFERENCE

OURS

JD/CF

YOURS

TOWN HALL,

FRIERN BARNET,

LONDON, N11 3DL

29th January, 1973

WHEN TELEPHONING OR CALLING PLEASE ASK FOR.....

Dear Mr. Edwards,

Quatercentenary Celebrations

I refer to your letter of the 24th January, 1973 concerning the financial implications of the Quatercentenary Celebrations. As is only too common in your letters to the office, your penultimate paragraph demonstrates an attitude which I have not come across too often in the many Head Teachers with whom I have had professional dealings. We would wish to help the school in every way possible in its Quatercentenary Celebrations which I regard as significant and worthy of support. What my officers find irksome and difficult to accept are the ways in which you have tried to do things without consultation with the office or seeking our advice. I am quite sure that if you were to approach Mr. Webb or Mr. Birch on a number of the celebratory items which you have in mind which clearly involves expenditure, then we would be only too glad to discuss them with you in the spirit of co-operation and trying at all times to help the school.

I suggest therefore that, as you ask in your final paragraph, you make an early appointment to see Mr. Webb and come along with a "shopping list" of items which are still causing you concern over the financial details, and we shall see in what way we can help within the realms of legal possibilities.

Yours sincerely,

Mr. T.B. Edwards,
Queen Elizabeth's Boys' School,
Queen's Road,
Barnet,
Herts EN5 4DQ

24th January, 1973.

The Chief Education Officer,
London Borough of Barnet,
Town Hall, N.11.

Dear Mr. Dawkins,

Quatercentenary Celebrations

Thank you for your letter of January 23rd, giving details of payments we have made from our Imprest Account which you have instructed should not be regarded as chargeable to education expenditure.

With regard to items 2, 3 and 5 (notelets and envelopes, advertising cards - actually printed postcards - and Christmas cards and envelopes), it was and remains my intention that all receipts from the sale of these items should be paid back through the Sales Book. Item 1 - the first day cover stamp - is in exactly the same position, namely that this is an expenditure to enable us to get 1,000 first day covers which will be sold and the money again repaid through the Sales Book. (I would like to add here that the first item on the imprest claim that will next be sent for reimbursement is a payment of £35 for the printing of the covers.)

All the above items are being sold at a profit, and therefore no conceivable expenditure will ultimately fall on capitation.

With regard to item 4, the news letters, these are blank sheets of duplicating paper with a Quatercentenary motif printed on them, on which we are intending to send out information in connection with our Quatercentenary arrangements. There will obviously be no direct income from this item.

With regard to the last item you mention, namely the hire of costumes for "The Prisoner", we are of course expecting income from the sale of tickets to cover at least a large proportion of this. This is, after all, a school production exactly like any other, of considerable educational interest and value, being as the world premiere of a specially commissioned opera involving boys at all levels throughout the school, and I am bound to say I should have thought this could very properly and reasonably be charged to School Fund.

/In

In all this, I am deeply disappointed to detect an attitude of resistance to the very holding of any celebrations in connection with our Quatercentenary. I understood very clearly from our Chairman of Governors, Councillor Usher, that when at my request he asked you whether any funds would be available from the Borough towards this very important year in our history, he was told that this was not possible. Since this was the case, as I was given to understand it, we have done our best, in the face of extreme difficulty, to meet financial obligations in a reasonable and straightforward way. I really had hoped that the Borough would be prepared to give some little extra help this year to match the very considerable voluntary effort and time being put in by all kinds of people connected with the school.

In view of the considerable urgency of this matter, since we are already theoretically in the red with our Imprest account and cannot, obviously, continue in this position, perhaps I could come and discuss the whole matter with yourself or with Mr. Webb to try to get it cleared up?

Yours sincerely,

Headmaster.



LONDON BOROUGH OF BARNET

EDUCATION DEPARTMENT

J. DAWKINS, B.A., M.Ed.

CHIEF EDUCATION OFFICER

TO WHOM ALL COMMUNICATIONS
SHOULD BE ADDRESSED

TELEPHONE: 01-368 1255

PLEASE QUOTE REFERENCE

OURS

YOURS

TOWN HALL,
FRIERN BARNET,
LONDON, N11 3DL

WHEN TELEPHONING OR CALLING PLEASE ASK FOR

23rd January, 1973

Dear Mr. Edwards,

Quater-centenary Celebrations

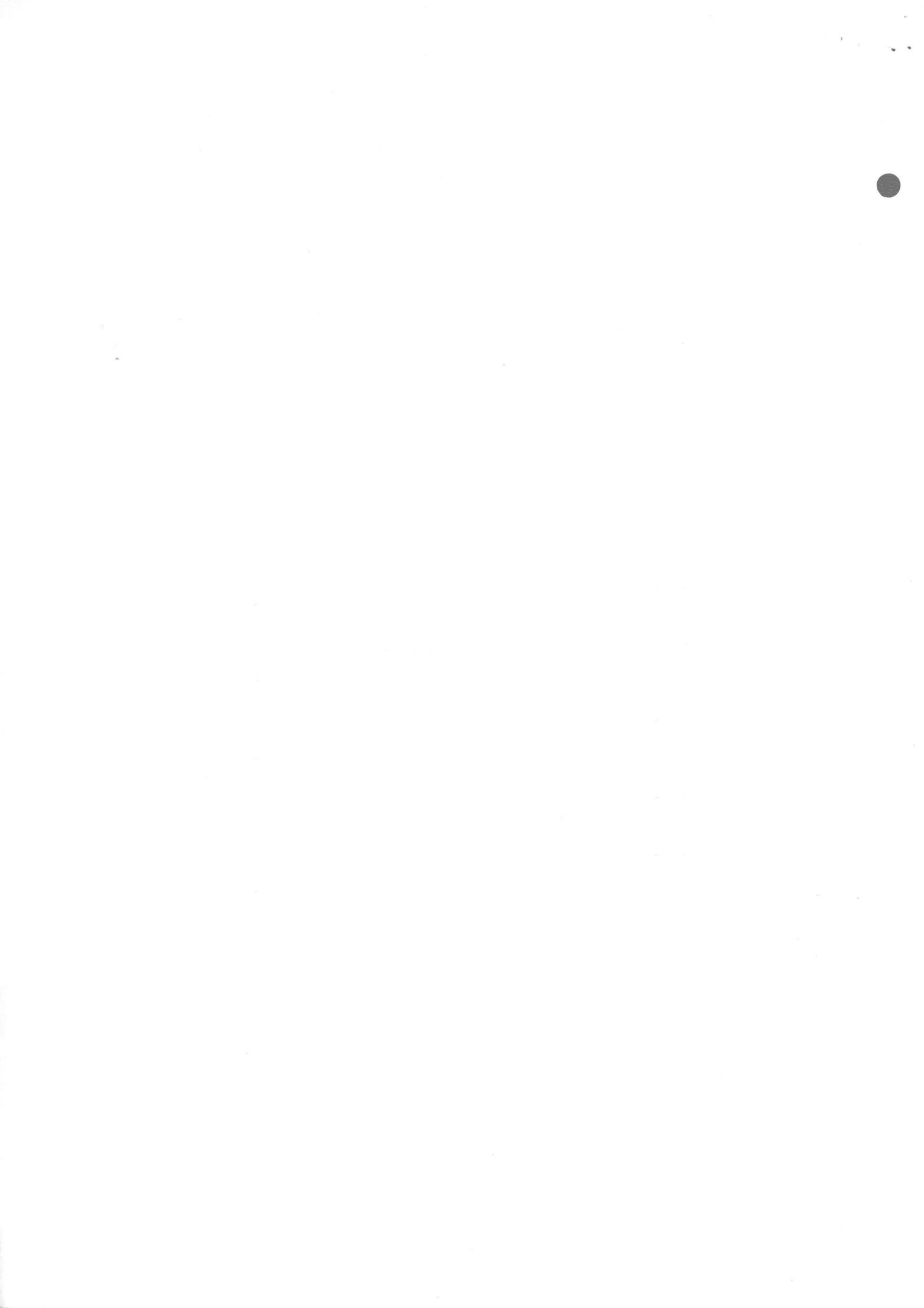
In reply to your letters of 15th and 22nd January, I have given instructions that until otherwise decided the payments you have made from the official imprest accounts in respect of the above, should not be regarded as chargeable to Education Expenditure.

The items are -

		£
15.12.72	Cheque to Post Office First Day Cover Stamp	25.00
22.11.72	<u>Barnet Press Group</u> PF 1500 Notelets 1500 Envelopes	26.95
17.11.72	<u>Barnet Press Group</u> PF <i>Postcards</i> 1000 Quater-centenary Advertising Cards and Crest	15.70
30.11.72	<u>Barnet Press Group</u> 10,000 Newsletters	48.75
17.12.72	<u>Barnet Press Group</u> PF 1500 Christmas Cards 1500 Envelopes	48.13
	Total	<u>£164.53</u>

I shall be glad if you will advise me what difficulties, if any, you envisage if you were to use your unofficial fund to meet the Quater-centenary celebrations and Christmas card expenditure. The income from certain sales and various functions will presumably be paid to that fund. I understand that you have issued an official order, coded to Capitation, for the hire of costumes for "The Prisoner" at a cost of £250. I assume that there will be some income from the sale of tickets to offset the expense of this play. It appears, therefore, that your unofficial fund should be used.

Continued....



I shall be pleased to consider your observations on these matters.

Will you please let me have a copy of the notelets and newsletters if they are not connected with the Quater-centenary celebrations.

Yours sincerely,

J. Hawkins,

Mr. T.B. Edwards,
Queen Elizabeth's Boys School
Queen's Road,
BARNET.



1927



URGENT

22nd January, 1975.

The Chief Education Officer,
London Borough of Barnet,
Town Hall, N.11.

Dear Mr. Dawkins,

I refer to my letter to you of January 15th concerning the disallowance, I understand by your Department, of certain items paid for out of our Imprest Account.

In my letter I asked you to clarify the matter, since I have still had no details whatever, as soon as possible as a matter of real urgency. I have still had no explanation, and must point out that it is to say the least a very strange position for items to be disallowed without explanation, or indeed without information as to which items are involved.

Can this matter please be dealt with at once?

Yours sincerely,

Headmaster.

QUEEN ELIZABETH'S, BARNET.

1st September, 1972.

Dear Parents,

Two separate kinds of emergency make it necessary for me to trouble you during the holidays:

1. The building work on the extension of the kitchens is not yet complete, so that it will not be possible for us to provide hot meals for at least three weeks.

Will you therefore please be sure to comply with the following requests:

- a) See that your son brings his own packed lunch on the first and second days of term.
- b) Do NOT send cash or a cheque for school meals in advance for the first half of term or the whole term.
- c) Decide whether or not you wish your son to have packed lunches provided by the school, to start on Monday, September 11th. (This decision will be needed by us on the first day of term to enable the School Meals Service to make the necessary arrangements.)

d) If you wish your son to have packed lunches provided by the school, payment will have to be made weekly in advance -- 60p. per week -- payable on each Monday. Payment should be in coin (the exact sum only, please) or by cheque made payable to "Barnet Corporation".

e) If your family has been away at the start of term, and you do not receive this letter until after September 7th, no packed lunch will be provided for your son for the week beginning September 11th, and he should bring his own. f) The Club Fee (50p) and, in the case of new boys only, Padlock money (50p) should be brought to school on the first day of term as already requested. g) Please complete the tear-off slip at the foot of this sheet -- whether your son wishes to have school-provided packed lunches or not. These slips must be returned to your son's Form Master on the first day of term.

2. Temporary classrooms. The four temporary classrooms that were promised us for the beginning of this term, and which are vital to our needs as our roll expands, will not, because of administrative delays, be ready for use until November 6th.

Faced with the alternative of excluding some boys from school or operating emergency make-shift arrangements, we have naturally decided on the latter. Considerable inconvenience will result -- to boys and masters alike. We are very sorry about this, and can only express our sincere regret and the hope that matters will improve quickly -- and that future buildings will be ready on time!

With apologies for the somewhat depressing nature of the news I have had to give you,

Yours sincerely,

Elizabeth

Headmaster.



QUEEN ELIZABETH'S SCHOOL
QUEEN'S ROAD
BARNET, HERTS

01-449 2829

18th October, 1971.

Dear

Speech Day, 27th October 1971

The arrangements are as follows: If you will show your invitation when you arrive, you will be taken to Room **E** where there will be pegs for hats and coats and a seating plan of the platform. Names will be placed on the chairs, but I should be grateful if you would also consult this plan. At 3 o'clock we will pass down the corridor at the left of the hall, on to the platform.

Tea and refreshments will be served afterwards in the Refectory. We are expecting that the friends of any Governor who asked for seats for them in the hall will be asked by the Governor to join us in the Refectory, and in any case where this is not so, or any Governor will not be staying to tea, I should be glad if I could be informed as soon as possible, so that I may know how many will be present.

Yours sincerely,

£164.53 Disallowed

15th January, 1973.

The Chief Education Officer,
London Borough of Barnet,
Town Hall, N.11.

Dear Mr. Dawkins,

I received the attached communication from the Borough Treasurer's Department this morning.

As you will see, no details whatever are given as to which items have been disallowed, or why. I should be grateful if you could help to clarify the matter for me as a matter of urgency.

Yours sincerely,

Headmaster.