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M E M O R A N D U M

re Administration of International Courses held at Bedford College in conjunction with the College of Nursing, and Administration of 15, Manchester Square as a residence for students attending these Courses together with the office routine to be adopted.

For the guidance of the Superintendent

Revised - October 1st, 1929.

LEAGUE OF RED CROSS SOCIETIES

15, Manchester Square.

I. ADMINISTRATION OF THE INTERNATIONAL COURSES

Bedford College Committee.

Title - Committee for Organization of Courses for International Students.

Terms of Reference - This Committee was instituted by Bedford College for a period of two years (1927-1929), which was prolonged for a further period of three years in 1929 to 1932, to undertake all work in connection with

- (i) the admission of students to both Courses arranged for International Students,
- (ii) the arrangement of their courses both practical and theoretical,
- (iii) the making of recommendations for the expenditure of the Fund granted by the League for a period of three years ending 1929. (This grant was prolonged for a further period of three years 1929-1932 on recommendation of Bedford College.)

This Committee which reports to the Council of Bedford College through the academic board is constituted as follows:-

- The Principal of Bedford College, Chairman,
- Full time Teachers of Bedford College concerned with the Course,
- The Lecturer in Hygiene and Public Health,
- Three Representatives of the College of Nursing,
- Two Representatives of the League of Red Cross Societies.

Members

Miss M.J. Tuke, Med. and Mod. Lang. Tripos, Cantab.,
M.A. Dublin, Principal of Bedford
College, Chairman.

Mrs. Reid, Nat. Science Tripos, Cant., Director
of Social Studies, Bedford College.

Members (cont)

- Miss Edgell, M.A., Ph.D. University Professor in Psychology.
- Mrs. Williams, B.A. Manchester, Lecturer in Economics.
- J.E. Edkins, M.A., M.B., D.Sc. Cantab. University Professor in Psychology.
- Miss Olive Baggallay, S.R.N. Tutor International Students-Department of Social Studies - Bedford College
- Miss Gladys M. Bowes, S.R.N. Tutor International Students-Education Department, College of Nursing.
- Miss A. Lloyd Still, C.B.E., R.R.C., Matron, St. Thomas's Hospital, Chairman, Educational Committee, College of Nursing.
- Miss R.E. Darbyshire, R.R.C., Matron, University College Hospital, Educational Committee, College of Nursing.
- Mrs. A. Cecil Carter, A.R.R.C., Chief, Division of Nursing, League of Red Cross Societies.
- Miss Nan Dorsey, R.N., Superintendent, 15, Manchester Square.

Secretary

Miss Olive Monkhouse, Bedford College.

II. ADMINISTRATION OF 15 MANCHESTER SQUARE

- (1) International Advisory Committee for 15 Manchester Square.

This Committee has not been called since 1928 on account of the difficulty of securing a quorum.

- (2) House Committee - 15, Manchester Square.

Terms of Reference:

To advise with regard to the administration of 15, Manchester Square as a residence for the League's Students.

To authorize all household expenditure in connection with the same.

This Committee is constituted as follows:-

- Representatives of the British Red Cross Nursing Advisory Committee.
- Representatives of the League.
- The Principal of Bedford College.

Members:

- Miss Tuke, Principal of Bedford College, Chairman.
- Dame Sarah Swift, British Red Cross Society - Vice-Chairman.
- Dame Maud McCarthy, British Red Cross Society.
- Dame Beryl Oliver, British Red Cross Society.
- Sir Arthur Stanley, British Red Cross Society.
- Miss Legatt (co-opted member)
- Miss Lloyd Still, British Red Cross Society.
- Mrs. A. Cecil Carter, Chief, Division of Nursing, League of Red Cross Societies.
- Miss Nan L. Dorsey, Superintendent, Secretary.

This Committee meets monthly and reports to the League of Red Cross Societies.

(3) Administrative Staff.

- (i) Superintendent - Miss Nan L. Dorsey.
- (ii) Housekeeper - Miss Woolcombe.
- (iii) Clerk - Miss Gazeley. (part time).
- (iv) Accountant - Miss Barrett. (" ")

(4) Medical Attention

The Hon. Medical Advisor (Dr. Shelley) is responsible for the health of the students and staff. Students requiring constant nursing care are referred by Dr. Shelley to St. Thomas's Hospital.

(5) Finance.

The expenditure in connection with the educational work and the maintenance of Manchester Square as a residence for students is met from:

A. Scholarships:-

- (i) League of Red Cross Societies.
- (ii) National Red Cross Societies.
- (iii) Other organisations.
- (iv) Private Students.

B. Appropriation from Headquarters.

This includes a fund of £1,222 placed at the disposal of Bedford College for a period of three years (1926-1929) - (Renewed for a further three years October 1929 - 1932.)

The total amount charged per annum per student is £200 in the case of students sent by Red Cross Societies, and such organizations as the Victorian Order of Canada and the Nightingale Fund.

For students sent by organizations such as the Commonwealth Fund, Insurance Companies, etc. or private students, the amount charged is £250 per annum per student, except under exceptional circumstances to be decided upon by Headquarters. These amounts include all payments for tuition fees, allowances for incidental expenses (i.e. small travelling expenses, laundry and stationery), books and maintenance.

III.

OFFICE ROUTINE

Finance

- (1) All payments made on behalf of Manchester Square to be made through the Nurses' Scholarship Account at Lloyd's Bank, St. James, London.
- (2) This account to be run in a revolving fund of £1000.
- (3) Cheques to be signed by
 - (a) the Superintendent (Miss Nan L. Dorsey)
 - (b) the Accountant (Miss Barrett)
- (4) Payments for all accounts for household expenditure to be authorized by the House Committee. A statement of accounts for payment to be prepared monthly by the accountant, to be signed by the Accountant and countersigned by the Superintendent, and such statement to be incorporated in the minutes of the House Committee meetings.
- (5) Household expenditure to include the following:-
 - (a) All expenses incidental to the running of the household.
 - (b) Small repairs necessary from time to time.

(c) Maintenance (equipment at its present standard).

(d) Office expenses.

but does not include:

(a) Purchase of new equipment.

(b) Structural alterations

authorization for which must be obtained from Headquarters if not provided for within the budget.

(6) Payments of \$ 1 or over to be made by cheque; smaller payments only to be made from Petty Cash, except in cases of emergency.

(7) All money received to be paid into the Nurses Scholarship Account and shown in the pay-in book, with exception of students' fees or refund of fees, which should be sent direct to Headquarters.

(8) Cash held in Trust for students may not be paid into the Nurses' Scholarship Account, but into a separate account to be opened for this purpose, or into the Post Office Savings Bank in the student's own name.

(9) The funds of the League may not be used for the purpose of changing foreign cheques, etc. or for anything but the League's own affairs.

(10) Educational expenditure to be authorized by the Superintendent, based upon instructions received from Headquarters. Any payment outside the scope of such instructions to be specially authorized by Headquarters.

(11) All payments of any kind should be supported by vouchers.

(12) The Accountant to prepare a monthly statement of receipts and expenditure to be sent to Headquarters the first week in each month (Source of income to be shown in detail) and to prepare accounts for audit at such intervals as may be arranged.

Correspondence

(1) All correspondence in relation to changes in

administration to be carried out from Headquarters.

- (2) All correspondence with National Red Cross Societies and other organizations outside England to be carried out from Headquarters.
- (3) Two copies of all correspondence to be made, one copy to be forwarded to Headquarters with the monthly report.
- (4) The form of outgoing letters as laid down in the memo of November 17th, 1924, issued by Headquarters, should be strictly adhered to (See memo attached).

Reports

- (1) Monthly reports to be submitted by the Superintendent to reach Headquarters not later than the ninth of each month. These reports to be accompanied by copies of the correspondence for the previous month, and the minutes of the previous meeting of the House Committee.
- (2) Annual report to be submitted by the House Committee at the end of the session.

Total estimated expenditure for Administration
of International Courses and 15, Manchester
Square from August 1st, 1929 to July 31st, 1930.

(based upon the expenditure of the past four years.)

| <u>Annual Charges</u> | £. s. d. | £. s. d. | £. s. d. |
|--|-----------------|------------------------|----------------|
| Ground Rent | 31. 10. - | | |
| Rates & Taxes | 290. 10. - | | |
| Insurances | 22. 10. - | | |
| Repairs | <u>200. - -</u> | 544. 10. - | |
| <u>Special Items</u> | | | |
| Exterior decoration | 219. - - | <u>219. - -</u> | 763. 10. - |
| <u>Household Expenses</u> | | | |
| Service | 550. - - | | |
| Catering (20 students 10 household) <u>less</u> visitors' payments | 1,200. - - | | |
| Cleaning | 100. - - | | |
| Laundry | 150. - - | | |
| Fuel, Electric Light & Gas | 270. - - | | |
| Household Renewals | 100. - - | | |
| Uniforms | 25. - - | | |
| Sundry Expenses | <u>75. - -</u> | | 2,470. - - |
| <u>Office Expenses</u> | | | |
| Housekeeper, Clerk & Accountant's fees | 225. - - | | |
| Stationery & Postage | 60. - - | | |
| Telephone | 40. - - | | |
| Travelling Expenses | <u>15. - -</u> | | |
| <u>Library</u> | | | |
| Subscriptions to Magazines and pur- chase of new books | | | 30. - - |
| <u>Educational Expenses</u> | | | |
| Books | 5. - - | | |
| College Fees | 47. 5 - | | |
| Subscriptions | 15 - | | |
| Excursions | 1. - - | | |
| Maintenance (Pract: Work) | 12. 10 - | | |
| Monthly allowance of £ 3.10.0. x 12 | <u>42. - -</u> | 108. 10. - | |
| | | x 20 | 2,170. - - |
| <u>Presentation of Certificates</u> | | | |
| | | | <u>35. - -</u> |
| Total | | £ 5,808. 10. 0. | |

Note

This does not include

- 1) Salary of Superintendent which is paid from Headquarters.

- 2) Fund of £ 1,222 allocated to Bedford College for improvements in the Courses for period ending October 1st, 1931

Secretary General

Chief, Division of Nursing

Annex

- I. Memorandum re fund of £ 1222 placed at the disposal of Bedford College Committee for improvements in the Courses.

- II. Agreement between Bedford College and the League setting out the conditions under which Bedford College undertook to appoint a Committee to be responsible for the Courses.
Scheme I was accepted by the College of Nursing for a period of two years and later extended for a further period of three years ending October 1932.

- III. Memorandum re the co-operation of Bedford College with the Social Service Department of St. Thomas's Hospital to secure facilities for the practical training of International Students, and also with the School of Hygiene.

MEMORANDUM

re Fund of £ 1,222 placed at the disposal of the Bedford College Committee by the League of Red Cross Societies for Improvements in the Courses

Following upon Recommendations made by the Nursing Advisory Board at its meeting held in London in July 1926 the League approached Bedford College laying before them a scheme for the carrying out of certain improvements in the Courses (outline of scheme attached). Bedford College undertook to carry out this scheme as far as was possible under certain conditions, which are outlined in a letter from Bedford College dated July 19th, 1926 (copy attached). The League accepted these conditions (Director General's letter, October 8, 1926) agreeing to place at the disposal of Bedford College a Fund of £ 1,222 for this purpose (Proposed Budget for this grant attached).

In a letter dated March 10th, 1927, the Director General authorized Bedford College to use £ 200 to be charged against this fund to subsidize the salary of the Education Officer of the College of Nursing (Reference - Minutes of Meeting of Bedford College Committee, July 11th, 1927).

The agreement between the League of Red Cross Societies and Bedford College by which the League placed at the disposal of Bedford College this sum for three years, came to an end in October 1929. The renewal of this was dependant upon the renewal of the agreement between Bedford College, the College of Nursing and the League with reference to the conduct of the Courses generally. Both these agreements were renewed for a further period of one year (1929-1930) during which time the whole question was studied. (Reference letter from Bedford College, February 8th, 1929)

The result of this study was a Recommendation made by Bedford College that the Courses be continued for a further period of two years (1930-32)

(Reference Letter from Bedford College, June 24th, 1929)

Bedford College as advised by the Committee as constituted under section 3;

4. that the Committee if formed, be a Special Committee constituted as follows:-

The Principal in the Chair,
 Full time teachers at Bedford College concerned in the course,
 Dr. Brincker,
 The Battersea Health Visitor especially concerned with the practical work of the Bedford College Public Health Students,
 3 Representatives of the College of Nursing
 2 Representatives of the League of Red Cross Societies.

5. that this Special Committee report to the Council of Bedford College through the Academic Board.

Scheme II.

That in the event of the College of Nursing being unwilling to co-operate in the above scheme

1. Bedford College undertake the duties suggested above for the course of Public Health Students only, the Committee to be a Special Committee, constituted as above, but without representatives from the College of Nursing;
2. that the organization of the Course for Nurse Administrators remain as at present under a Committee appointed by the League of Red Cross Societies.

I am sending a copy of this letter to the College of Nursing in order that they may be informed of the procedure proposed.

It would be convenient to know as soon as possible whether you are in agreement with our suggestions.

Yours very truly

(signed) Margaret Tuke
 Principal

E.P. Bicknell Esq.,
 League of Red Cross Societies,
 2, Avenue Velasquez,
 PARIS, France.

Note: Scheme N° I was accepted by the College of Nursing for a period of two years ending October 1929. It was renewed for a further period of one year (1929-30) and later for a further period of two years. (1930-32).

COPY

ANNEX II

Agreement between Bedford College and the League setting out the conditions under which Bedford College undertook to appoint a Committee to be responsible for the Courses. Scheme I was accepted by the College of Nursing for a period of two years ending October 1929, and later extended for a further period of three years ending October 1932.

BEDFORD COLLEGE FOR WOMEN

(University of London.)

Regent's Park, N.W.I,

26th March, 1927.

Dear Mr. Bicknell,

I am now able to send to you the resolutions passed by my Council at their meeting on Thursday last, in connection with your proposition concerning the reorganization of the Joint Advisory Committee. The resolutions passed were as follows

Scheme I. That the Council of Bedford College agree to adopt the proposal of the League of Red Cross Societies to institute a full College Committee for undertaking all the work in connection with

1. the admission of students to the two courses arranged for international students;
2. the arrangements of their courses, both theoretical and practical;
3. the making of recommendations for the expenditure of the funds granted by the League of Red Cross Societies;

subject to the following provisos:-

1. that the agreement be in the first instance for a period of three years;
2. that the College of Nursing agree to co-operate with the scheme and to send representatives to sit on the Committee;
3. that while the College undertakes to receive and consider suggestions from the League of Red Cross Societies, the final voice on the question of the curricula and courses of studies generally be with the Council of

COPY

BEDFORD COLLEGE FOR WOMEN
(University of London)

July 19th, 1926.

Dear Miss Olmsted,

The Council of Bedford College at their meeting on July 14th, 1926 had before them the scheme proposed by the Advisory Committee of the League of Red Cross Societies for the development of the course in Public Health Nursing at Bedford College (a copy of which is enclosed). I am directed to say that my Council are prepared to agree to the proposals contained therein on the following understanding:-

- a. that no financial liability in connection with the new proposals fall on the several funds of the College;
- b. that the scheme be provisional for the next three years
- c. that the scheme of lectures proposed be regarded only as a basis on which to act and that the Council have power in the light of experience or on expert advice to modify the scheme as regards allocation of lecture hours;
- d. that the appointment and dismissal of lecturers under the new scheme be in the hands of the Council of Bedford College;
- e. that the direction of the course be in the hands of the Head of the Department of Social Studies & Economics at Bedford College.

I am further to add that the Council of Bedford College agree to keep an account of monies supplied to them for the purposes of the scheme and submit a statement annually to the authorities of the League of Red Cross Societies.

Yours truly

(signed) Olive E. Monkhouse
Secretary.

Miss Olmsted
League of Red Cross Societies,
2, Avenue Vélasquez, PARIS.

October 8th, 1926.

Miss M.F. Tuke,
Principal, Bedford College for Women,
Regent's Park,
LONDON, N.W.1.

Dear Miss Tuke,

We have been authorized by the Director General to state that the League of Red Cross Societies is prepared to carry out the scheme proposed by its Advisory Committee for the development of the Course in Public Health Nursing at Bedford College, according to the conditions set forth in your letter of July 19th, 1926:

- a) that no financial liability in connexion with the new proposals fall on the several funds of the College;
- b) that the scheme be provisional for the next three years;
- c) that the scheme of lectures proposed be regarded only as a basis on which to act and that the Council have power in the light of experience or on expert advice to modify the scheme as regards allocation of lecture hours;
- d) that the appointment and dismissal of lecturers under the new scheme be in the hands of the Council of Bedford College;
- e) that the direction of the Course be in the hands of the Head of the Department of Social Studies and Economics at Bedford College;
- f) that the Council of Bedford College keep an account of monies supplied to them for the purposes of the scheme and submit a statement annually to the authorities of the League of Red Cross Societies.

We are also authorized to state that as soon as you, or persons appointed by the College, have drawn up a definite scheme of co-operation with a selected Borough or voluntary health organization and have chosen the proposed lecturers, the League will take pleasure in forwarding the necessary money for the conduct of the scheme, i.e. a sum not exceeding £1,122.4.0d per year, as proposed in your letter of July 19th.

Yours truly,

(signed) T.B. Kittredge
Assistant Director General

(signed) Katherine Olmsted
Chief, Nursing Division.

MEMORANDUM

re co-operation of Bedford College with
the Social Service Department of St. Thomas's
Hospital.

Arrangements were made between Bedford College and the Social Service Department of St. Thomas's Hospital whereby facilities were procured for the practical training of the Students. The scheme included the appointment of Miss Baggallay on May 1st, 1928 on the staff of the Social Studies Department of Bedford College as Tutor to the International Students. At the same time she was appointed on the staff of the Social Service Department of St. Thomas's Hospital attached to the Tuberculosis Department.

For full terms of the appointment refer to the Minutes of the Bedford College Committee held on March 2nd, 1928.