

Miss Mark Lane

Edwards with do not start
Selling point but finally increase
student fees

Under financial pressure
for full view of
Miss Lane fees
Selling heavily a part of College
great section of Red X
Look up Bowles? + all exact
Selling cannot be continued -
Increase fee - College be
responsible for Bowles & Daygally

Ask Mr. Dwyer a programme
Raymond 1930-

College of Nursing Attitude

MEMORANDUM

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

Daygally's Salary?

D. G. Baumer
Manchester

For the guidance of the Superintendent

Ceylon, part by
Miss Lane
Red X
as milled on note
of N.O.H. to Kepler
Invested - from
R. X. Soc
program acceptance
ref of Nation of this
Course

Chief, Divn of Nursing +
Health
Junior Red X
Relief

Drawn & Vice Pres of Soc Red X (A)

Chief

August 1st, 1928.

LEAGUE OF RED CROSS SOCIETIES

15, Manchester Square

I. ADMINISTRATION OF THE INTERNATIONAL COURSES

Bedford College Committee.

Title - Committee for Courses for International Students.

Terms of Reference - This Committee is instituted by Bedford College for a period of two years (1927-1929) 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. (Refer special memorandum for detail).

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.

Miss Edgell, M.A., Ph.D. University Professor in Psychology.

Mrs. Williams, B.A. Manchester, Lecturer in Economics.

J.A.H. Brincker, B.A., M.B., D.H.P. Cantab. Lecturer in Hygiene.

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 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.

Miss Cowlin, A.R.R.C., S.R.N., 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.

Terms of Reference:

To advise the League with regard to the administration of the
Capital Fund for 15 Manchester Square.

To appoint a House Committee.

This Committee which meets three times a year in March,
July and December, jointly with the House Committee, is constituted
as follows (Reference - Meeting of House Committee - December 10th
1927):-

Representatives of National Red Cross Societies who have
subscribed to the Capital Fund.

Representatives of the League of Red Cross Societies.

Members:

The Hon. Sir Arthur Stanley, British Red Cross, Chairman.
 Lady Novar - Australia.
 Mme. Baart de la Faille - Netherlands.
 Mme Benachi - Greece.
 Mme Masarykova - Czechoslovakia.
 Mr. Mariya - Japan.
 Colonel Mossberg - Sweden.
 Mr. Kittredge - Secretary General, League of Red Cross Societies.
 Mrs. A. Cecil Carter, Chief, Division of Nursing, League of Red
 Cross Societies, Secretary.

(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 which is appointed by the International Advisory 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 International Advisory Committee.

(3) Administrative Staff.

- (1) Superintendent - Miss Nan L. Dorsey.
- (2) Housekeeper - Miss Woolcombe.
- (3) Clerk - Miss Gazeley.
- (4) Accountant - Miss Barrett (part time)

(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. *A R.C.S.*
- (ii) National Red Cross Societies.
- (iii) Other organizations. *Com. Health Fund*
- (iv) Private. *has a total of not less than £1000 per year.*

B. Appropriation from Headquarters.

£1665 to fund -
deposit
 This includes a fund of £1222 placed at the disposal of Bedford College for a period of three years *£600/annum R.C.S.* (1927-1930). *Bones*

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.

- (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 excep-

tion 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 to the International Advisory Committee.

Total estimated expenditure for Administration of Inter-
national Courses and 15, Manchester Square from
August 1st, 1928 to July 31st, 1929.

<u>Annual charges</u>	£	s	d	£	s	d
Ground Rent	31	10	0			
Rates and Taxes	290	10	0			
Insurances	22	10	0			
Repairs	100	0	0			
				444	0	0
 <u>Household expenses</u>						
Service	500	0	0			
Catering (22 students, 10 Household) <u>Less</u> visitors payments	1,200	0	0			
Cleaning	100	0	0			
Laundry	140	0	0			
Fuel, Electric Light and Gas	250	0	0			
Household Renewals	150	0	0			
Uniforms	40	0	0			
Sundry Expenses	100	0	0			
				2,480	0	0
Allowance for seven additional students				840	0	0
 <u>Office expenses</u>						
Housekeeper, Clerk and Accountant's fees	250	0	0			
Stationery and Postage	60	0	0			
Telephone	50	0	0			
Travelling expenses	20	0	0			
				380	0	0
 <u>Library</u>						
Subscription to Magazines and purchase of new books				30	0	0
				£4,174	0	0

carried forward..... £4,174 0s. 0d.

Educational Expenses

Books	£ 7 0 0
College fees	47 3 0
Subscriptions	15 0
Excursions	1 0 0
Maintenance during practical work	10 0 0
Monthly allowance of £3; 10 x 12	42 0 0

£108 0 0 x 29 = £3,162 0s. 0d.

Presentation of Certificates

£ 35 0s 0d.

£7,371 0s. 0d.

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.

Secretary General

Chief, Division of Nursing

I. 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.

II. Memorandum re Fund placed at disposal of Bedford College by the League.

III. Memorandum re the affiliation made by Bedford College with the Social Service Department of St. Thomas's Hospital.

COPY

ANNEX I.

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 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 cooperate 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 No. I was accepted by the College of Nursing for a period of two years ending October 1929.

MEMORANDUM

re Fund of £1,222 placed at the disposal
of the Bedford College Committee for Improve-
ments 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).

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 Velasquez, PARIS.

For Special Academic Board and Council
July 14th, 1926.

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.

PROPOSALS.

- I. That the Practical work be more closely related to the Theoretical by:-
- (a) the appointment of a lecturer who being a public health nurse can combine the two aspects.
 - (i) in the College as a lecturer,
 - (ii) in outside practical work as superintendent of the public health work in a district where facilities for the training of the students can be arranged - either through a Borough or through a Voluntary Society.
 - (b) the enlargement of the present Social Studies Practical Work Committee to include Public Health - the Committee so constituted to arrange and report on student's work in Public Health.
- II. That the Theoretical Course as it exists at present be extended to cover:-
- (a) Ten lectures on Nutrition.
 - (b) Sixty lectures on Public Health nursing, of which
30 would be given by specialists
and 30 " " " " Staff Lecturers (See I.a.(i.))
 - (c) Maternity & Child Welfare lectures increased from 5 to 20, i.e.
15 lectures added.
 - (d) Health Education be linked up to the Principles of Teaching by lectures being given in addition to those now provided by the College of Nursing -
 - 4 lectures to the Public Health group and
 - 4 " " " " Hospital group (i.e. 8 in all).
 - (e) Four lectures be given in Tuberculosis by a specialist.
 - (f) That 5 lectures be given on Vital Statistics.

- (g) That Hospital Administration lectures be increased by 10.

Up to the present most of these subjects have been dealt with by sending the students to different centres, which entails considerable loss of time and does not give a satisfactory linking up with the course as a whole.

- III. That Bedford College be responsible to the League for the general conduct of this scheme, and shall appoint and pay those engaged in carrying it out.
- IV. That the League be responsible for making a grant sufficient to carry out these proposals including salaries.

For Council, July 14th, 1926.

Proposed Budget for League Grant to Bedford College for
additional lectures and practical work.

Practical Teaching Centre.

Salaries	(1) Public Health Nurse appointed by Bedford College to (1) lecture (2) supervise work in selected district	£400.0.0
	(2) Assistant Supervisor practical work	250.0.0
Rural experience		50.0.0
Hospital extra supervision		50.0.0
Teaching equipment, office expenses, etc.		<u>200.0.0</u>
		<u>£950.0.0</u>

Additional Lectures.

Nutrition	10	£21.0.0
Public Health Nursing	30	63.0.0
Infant Welfare	15	31.10.0
Vital Statistics	5	10.10.0
Tuberculosis	4	8. 8.0
Health Education	4	8. 8.0
Hospital Administration	10	21. 0.0
Methods of Teaching practical nursing to Hospital Group	4	<u>8. 6.0</u>
		<u>£172. 4.0</u>

Total for Lectures £172.4.0
Centre £950.0.0

Grand Total £1,122.4.0

October 8th, 1926.

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

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 affiliation of Bedford College with the
Social Service Department of St. Thomas's Hospital.

The affiliation with Battersea Borough Council came to an end on March 1st, 1928 (Refer minutes of Meeting of Bedford College Committee, December 15th, 1927).

An arrangement was entered into between the Council of Bedford College and the Social Service Department of St. Thomas's Hospital whereby the facilities could be had for the practical training of the International Students taking the Course in Public Health. Miss Baggallay was appointed on the staff of the Social Studies Department of Bedford College, on May 1st, as Tutor to the International Students. At the same time she was appointed on the staff of the Social Service Department at 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 March 2nd, 1928.

----- oOo -----

/OR
P. 9298

Oct - em - 4 at some other

I	O'Leary	10	lectures Maternity & child welfare
	Thomson	10	—
	Payne	5	"
	Hutchinson	6	—

II. Bowes or Hallows. ?
 procedure of Bowes appl - terminate

III. Mrs Hodgson in con. with fulland
 sister tutor lecturer of Coll of Nurs
 + as will be glad a wk before lecture
 will be reping to arrange in discussion class
 in connection with class with students -
 Programme for information

arrangements
 for discussions for 1 hour
 of different subjects

IV. Letter from Mr Wyatt Sec of Hospital Almoner
 about - Lasbrey's pract - wk -

of Report satis - Las compass
 of no answer had Mrs H⁵ in up Kelly's ser (Mrs Davis)
 Vict - 0871 + by Mrs Kelly wishes her to send to
 Hⁿ Reid^{at} B.C. copies of C.O.S. reports on Lasbrey at once.