

<u>Reference</u>	<u>Description</u>	<u>Dates</u>
<b>Minute books and general correspondence</b>		
ACC/1035/001	Minute book of the Managers of the Ruislip Church School. 1 volume	1864 - 1903
ACC/1035/002	Minute book of the Managers of Bishop Winnington Ingram School. The School was re-named after rebuilding in 1931. 1 volume	1903 - 1955
<b>Fabric of the school</b>		
ACC/1035/009	Rebuilding Papers relating to the condemning of the old school building, the proposal to transfer the School to Middlesex Education Committee, and the financial backing found by Miss Sawbridge of Great Yarmouth (acting for the Bishop of London) that enabled it to be re-built on the same site and remain a church school. Documents inserted loose. 1 file	1921 - 1932
ACC/1035/010	Plan and elevation for the new school by Clifton R. Davey, R.I.B.A. Photocopy of the original lease of the site by King's College, Cambridge, 1862, and plan for additional sanitary accommodation, 1953.	1930 1953
ACC/1035/011	Betton Charity Fund for the Repair of Church Schools: Miscellaneous papers. The School received a grant of between £15 and £20 in most years between 1943 and 1953. Documents inserted loose. 1 file	1942 - 1954
ACC/1035/012	Diocesan Maintenance Scheme: Miscellaneous papers. Including also correspondence relating to the use of the School as a polling station at local elections, 1958. [For repairs the division of responsibility was that internal repairs fell to the Local Education Authority and external ones to the Managers.] 1 file	1952 1958

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ACC/1035/013	Ministry of Education circulars relating to loans for building purposes. Original file No. 5. 1 file	1955 - 1960
ACC/1035/014	School improvements Correspondence relating to the installation of additional electricity points, and to a grant from Middlesex Education Authority to cover half the cost; also plan of the sanitary alterations and improvements of 1953 which served as a precedent for the grant. Original file No. 7. 1 file	1958
ACC/1035/015	Repairs General correspondence on repairs and maintenance, 1952-1957; also a diagram showing normal division of responsibility for repair of school buildings; and a report on a survey of the School, March 1960. Documents inserted loose 1 file	1952 - 1960
ACC/1035/016	Repairs General correspondence, 1957-1958; specification of materials and labour required for the erection of additional sanitary and lavatory accommodation. Original file No. 8. 1 file	1953 1957 - 1958
ACC/1035/017	Improvements in sanitary accommodation Correspondence, estimates, etc Documents inserted loose. 1 file	1951 - 1956
ACC/1035/018	Heating and lighting Correspondence with Middlesex Education Committee about provision of heat and light for activities after school hours. Original file No. 16. 1 file	1956 - 1958

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ACC/1035/019	School boundaries Correspondence relating to fences, walls, and trees. The liability for repair, etc., was the subject of much correspondence until 1954, when the Education Committee assumed responsibility. Original file No. 17. 1 file	1953 - 1958
ACC/1035/020	Insurance for fire, burglary, and third party risks with the Ecclesiastical Insurance Office Ltd. In 1958 it was decided that the Diocesan Board of Education should make an annual payment on behalf of parochial and nominated schools. Note on cover relates to licensing of parish hall. Original file No. 12. 1 file	1950 - 1958
ACC/1035/021	'Current matters' Mainly correspondence relating to insurance, repairs, and decorations following the survey of March 1960 1 file	1958 - 1961
ACC/1035/022	Correspondence and other papers relating to claims for grants from the Ministry of Education. Original file No. 6. 1 file	1959 - 1962
<b>Staff and pupils</b>		
ACC/1035/023	Appointment of head teacher. Correspondence relating to the resignation of Mr. T. Wilkinson, applications for his post, and the appointment of Mr. R. H. Jennings (together with his signed agreement) Documents inserted loose 1 file	1956 - 1957
ACC/1035/024	Staff Correspondence on appointments, together with signed agreements.	1950 - 1961
ACC/1035/025	School caretaker and cleaner Correspondence relating to their duties, hours, rates of pay, and applications for the retention of Mr. F. C. Emery and Mrs. A. A. Smith beyond retirement age. Original file No. 9. 1 file	1944 - 1960

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ACC/1035/026	Caretaker Correspondence relating to Mr. F. C. Emery's fitness to continue his duties, his resignation, and advertisement for his successor. Documents inserted loose. 1 file	1958 - 1961
ACC/1035/027	Admission of pupils Papers relating to church schools admissions, and to the Bishop Winnington Ingram School's catchment area; also individual applications from parents. Original file No. 15. 1 file	1957 - 1961
<b>Miscellaneous</b>		
ACC/1035/003	General matters Correspondence relating to the appointment of a new Correspondent, the reorganization of Southall secondary schools, circulars about the employment and distribution of teachers, additional temporary accommodation, etc. Original file No. 2. 1 file	1956 - 1961
ACC/1035/004	General matters Copies of minutes; notes and correspondence under subject divisions, including school admissions, repairs, maintenance, gratuity for retiring caretaker, visual aids, etc. Documents inserted loose 1 file	1958 - 1961
ACC/1035/005	General matters Subject divisions include roof inspection, insurance receipts, estimates for a new porch, construction of a new meals servery, etc. Documents inserted loose. 1 file	1957 - 1961
ACC/1035/006	General matters Subject divisions include school cleaner, staff -room cupboards, diocesan inspections, ceiling safety certificate, school holidays, etc. Documents inserted loose. 1 file	1958 - 1961

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ACC/1035/007	Application for 'state-aided school' status Papers and correspondence with the Ministry of Education and London Diocesan Board of Education. The application was successful. 1 file	1950 - 1951
ACC/1035/008	Diocesan inspectors' reports.	1931 - 1956
ACC/1035/028	Letting of school premises	1931 - 1933
ACC/1035/029	Parish hall Notes and correspondence with the Performing Rights Society relating to licences for music and dancing; revenue accounts; annual inspections Original file No. 13. 1 file	1937 - 1957
ACC/1035/030	School meals Papers and correspondence, including the County Architect's plan for adapting the building to the serving of school meals, 1942. Original file No. 11. 1 file	1942 - 1960
ACC/1035/031	School holidays Duplicated lists of dates, 1958-1961, and MS note of all occasional holidays granted, 1953 -1961. Original file No. 6. 1 file	1953 - 1961
ACC/1035/032	Postages and telephone calls. notebook	1958
ACC/1035/033	'Accounts received and attributed to the Managers'. Only two entries. notebook	1961