

Records of University House and University House Association

Reference: UB/HUH

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1902-2009

Records of University House, hall of residence for women students at the University of Birmingham established in 1904 which became a mixed hall of residence in 1964 and provided residential accommodation for students until its closure in 2002, and of University House Association, an alumni organisation formally set up in 1914 which flourished until 2002 and continued to be active in a more limited way until around 2009.

Full details of the scope and content of the records of both organisations are provided in the descriptions at sub-fonds level

Although University House and University House Association functioned as discrete organisations, each with a separate governing body, there are obvious overlaps between the functions and activities of University House the hall of residence and University House Association the alumni group set up to maintain contact between former students and staff and University House. Most of the Wardens of University House also attended meetings of University House Association committees and influenced policy, while members of University House Association in administrative roles also attended meetings of governing bodies of University House and corresponded with University officers about issues affecting the hall of residence

Records of University House are particularly strong for the period from its establishment to the 1960s; there are gaps in some of the major record sequences for the later period, although they still provide enough material to chart the operational history and development

of the hall of residence up to its closure in 2002. Records of University House Association are comprehensive, particularly its committee minutes and newsletters, and the other record sequences contain significant information about individual former residents, particularly women students who lived in the hall during the first half of the twentieth century, but also about some later residents, both men and women, and about some members of staff, particularly some of the Wardens.

The records of both organisations are a comprehensive resource for the study of the management and operation of the University of Birmingham's first residential accommodation for women students, which then became its first mixed hall of residence. The records contain a wealth of information about attitudes towards women in higher education in the early twentieth century, and reveal details about life for student residents at University House and for the staff members who lived there. Records of University House Association reveal details about their subsequent careers, including some significant figures in women's higher education. The records can be used to chart the development of the management and provision of residential accommodation at the University of Birmingham, and document the changes in the management structure and operation of University House which functioned as a self-governing body until 1981, and about the level of involvement and influence student residents had over their lives in hall at different periods in the hall of residence's existence. The records provide a valuable insight into the experiences of student residents at Birmingham over the course of the twentieth century and reveal changing social attitudes, not only towards women in higher education, but towards students and their lives in general, particularly after University House became a mixed hall in

1964

Administrative history: Mason Science College, the predecessor institution of the University of Birmingham, did not provide accommodation for its students, but made available a list of approved lodgings. The majority of students at Mason College were from Birmingham and the surrounding area, and so probably lived at home or with family or friends, but once the college was incorporated into the new University of Birmingham it was soon realised that there was a need for residential accommodation for women students. The idea of a hall of residence for women students was first considered in 1902 when a meeting was held to elect an executive committee chaired by Alice Beale. The other members of the committee were Margaret Ashley, Helen Caddick, Charlotte Chamberlain, Mrs Dixon, Mrs Frankland, Mrs Fiedler, Miss Hodson, Anne Joyce, head of the women's Day Training Department at the university, Mrs Wilson-King, Mrs Knox, Mrs Muirhead, Mrs Sonnenschein, Miss Landon Thomas, Head of Edgbaston Church of England College for Girls, and Miss Tarleton Young, Head of Edgbaston High School for Girls. The committee issued a circular to schools and colleges indicating that a hostel for women students would be established by October 1903 if there was sufficient interest. Response to this was limited, and so action was postponed until 1904. Members of the Executive committee identified a house to rent at 215 Hagley Road, and were empowered to acquire the lease. The General committee then canvassed for the necessary funds, some of which was supplied by University Council. It was agreed that the hall of residence should not be restricted to university students but would also be open to students from the School of Art and School of Cookery. Advertisements were placed in the 'Spectator' and 'The Athenian' for a warden, and Margery Fry

was appointed in June 1904. In October the Executive committee met for the first time at 215 Hagley Road, to be known as 'University House'.

Margery Fry was joined by her friend, Rose Sidgwick, who she had met while studying at Somerville College, Oxford, and who joined the University of Birmingham as a history lecturer and also managed the library at University House. Other staff members in these very early years included Helen Wodehouse who had been appointed lecturer in philosophy at the University, and Miss Phillip, Headmistress of the Girls' Pupil Teacher Centre at Handsworth. By the end of the 1904-1905 academic session there were a total of ten residents at University House, of which four were studying for a university degree. The others included students at the University of Birmingham Day Training College, Birmingham School of Art, and the School of Cookery, as well as teachers at local girls' schools.

Additional houses were rented to accommodate students including 19 Stirling Road in March 1905, and 59 Stirling Road in July 1906, but the cost of rents and staff wages made the use of private rented accommodation uneconomical, especially as numbers of students requiring residential accommodation continued to rise. A Canvassing Committee was formed to seek funds and acquire a site for a purpose built hall of residence for women students. Neville Chamberlain was appointed chairman of this committee, with his cousin, Charlotte Chamberlain, as secretary. Members of prominent Birmingham families and University staff donated funds or furniture and other gifts for the new building. Margery Fry was a member of a sub-committee appointed to draw up requirements for the new building, which was to include provision for a stage, and spacious public rooms, with the dining room boarded for dancing.

Herbert Buckland was chosen as architect, and a site on Edgbaston Park Road was leased from the Calthorpe Estate, close to the new buildings being constructed at Bournbrook by Sir Aston Webb and Ingress Bell. Gardens were laid out through the generosity of the wife of William Cadbury. The completed building, the lease of the site, all subscriptions and donations, together with the furniture and equipment were offered as a free gift to the University of Birmingham. Students moved into the new University House building in October 1908.

There were thirty five residents by 1909, and numbers continued to increase as more women students enrolled at the University. The managing body of the hall of residence had agreed to reserve half the places for students at the Day Training College, provided that it retained the right to give preference to students intending to take a University degree course, and on condition that it would be free to reduce the number of places reserved on payment of a corresponding portion of the Board of Education grant. The University House Committee voted to exclude teachers at High Schools from 1913-1914, but to continue to receive School of Art students for another year. Municipal Art students were excluded from 1920. Even with the introduction of restrictions on non-University residents, demands on space in the new building prompted suggestions for a new wing to be added. Funds were again raised by public subscription, including donations from former students, and the Beale wing extension, named for Alice Beale, chairman of University House Committee, was completed in 1913. An orchard was planted behind the new building, and a strip of land towards the Bristol Road provided a vegetable garden area, a winter tennis court, and a pitch for netball. When the First World War broke out in August 1914, University House was

requisitioned by the War Office to provide accommodation for nurses attached to the First Southern General Hospital, established in the new University buildings at Bournbrook. Many of the students and staff who had lived at University House and who remained at the University during the conflict were accommodated at Wyddrington, a house in Church Road, Edgbaston, offered as temporary accommodation by the executors of John Edward Wilson. The grounds included vegetable gardens, and orchard, and tennis courts, and students were also able to use the boating lake. Other residents were accommodated at Alice Beale's house at Maple Bank, or stayed in other homes in Birmingham. Margery Fry resigned as Warden in 1914, and was replaced by Beatrice Orange, previously sub-Warden at University House, who had spent the 1913-1914 academic session at Bedford College, London. The War Office paid rent for the use of University House, and also paid compensation for the expenses incurred in moving to Wyddrington. Social events continued at Wyddrington, including tennis, plays, and in 1915 a garden party was held there to raise money for a travelling field hospital for wounded soldiers in response to an appeal by John Masefield.

Several University House students undertook war work including fruit picking and other agricultural work, and VAD nursing. Students also sewed and knitted for soldiers and Belgian refugees. Margery Fry began working with the Friends War Relief Mission to France in 1915, and was joined by former students Marjorie Rackstraw and Hilda Clark, and French lecturer Jeanne Lepetit. In 1918 Rose Sidgwick was invited to join a Government Educational Mission from British Universities going to the United States to encourage collaboration between universities in both countries. She died in the influenza epidemic in

December 1918 in New York.

Students and staff returned to University House in the summer of 1919. Beatrice Orange resigned as Warden in 1923 and Hilda Walton was appointed. Gates were added to the main entrance in 1926, presented to Alice Beale in recognition of her service to University House, and a memorial to Rose Sidgwick in the form of a bird bath and fountain was placed in the gardens in 1922, following fund raising by former residents. The opening of the Guild of Students building in 1930 enabled University House residents to take part in more student activities, including athletics and other sports events, Carnival fund raising activities, and dances. Hilda Walton retired from her post as Warden in 1937 and was replaced by Janet Carpenter. Her initial tasks as Warden in the late 1930s included negotiating a relaxation in regulations governing late leave and male visitors, but as concerns about an impending European war grew, she was also involved in air raid precautions planning to ensure that University House could continue to accommodate students during a conflict. The building was not requisitioned during the Second World War, but it was used to accommodate male medical students recruited as emergency staff at the Queen Elizabeth Hospital during the first few weeks of the war in 1939, and groups of Radar students in 1941 and 1942. The number of domestic staff employed at University House was drastically reduced during the war; previously maids had taken responsibility for waking residents and answering telephone calls, as well as catering, cleaning and washing. Students living at University House during the war were involved in fire watching and also helped to serve meals and to wash up. First Aid courses and cookery classes were held, and residents and staff devised ways of coping with food and fuel rationing. Students also took part in fire

watching duties on the Edgbaston campus and in war relief work in Birmingham. Janet Carpenter took leave of absence in 1942 to join the armed services, and Edith Teverson was appointed Acting Warden. A shortage of accommodation during the war meant that all student rooms in University House had to serve as doubles by 1944. Winterbourne House had been bequeathed to the University by J. M. Nicholson, and was offered to University House as an annexe. Edith Teverson organised the conversion of the building for use as a hall of residence including acquiring furniture and redecorating. Winterbourne was used to provide accommodation for first year students, most of whom then moved into the main University House building in their second year. Meals were provided in University House, and students as there were no dining facilities at Winterbourne. The expansion in student numbers meant that the dining room had to be extended into the Junior Common Room.

Janet Carpenter resigned due to ill health in 1951, and was replaced by Amy Markwick. She resigned at the end of 1953, and Julia Friend was appointed Warden in her place, taking up the position in 1954. A prefabricated building at the end of Beale wing was constructed in 1953 for use as a common room, and was named for Edith Barling, chairman of University House Committee. Julia Friend and University House Committee implemented a programme of repairs and improvements to the University House building, and from 1954 the Junior Common Room President attended University House Committee meetings to represent the student residents. The University had acquired the Vale site in the late 1940s, and it was intended to use it to build new halls of residence. In 1955 it was suggested that the University House could be used to provide temporary accommodation for the Faculty

of Arts which was still using the original Mason College buildings at Edmund Street in the city centre, and that University House residents could be accommodated in one of the new halls. The proposal was dropped as development of the Vale site was postponed until the early 1960s, when the University also made plans to house the Extra Mural Department at Winterbourne. The University House building was extended again, and Winterbourne was closed as the University House annexe in 1964. Meanwhile, the University had bought the land on which University House and its grounds were sited in 1955, and became both owner and lessee. Control of the gardens passed to the University Estates department.

University House became a mixed hall of residence in 1964, prompted by 'the greater mixing of the sexes and the larger part that women are playing in the whole life of the University' according to the Warden, Julia Friend. There were concerns that social life in University House was suffering because its residents preferred to take part in activities organised by the Guild of Students, in mixed company. Members of academic staff, both men and women, were recruited to live at University House as a Senior Common Room and Mmale residents were selected from second and third year applicants by a panel consisting of the Warden and representatives from the Senior Common Room and Junior Common Room. Other members of University staff were invited to become non-resident members with the aim of building up a mixed group to represent a cross-section of the academic community. It was intended that University House should continue to be run as a self-governing body, as it had been since its establishment, and that the Junior Common Room would have a more influential role, responsible to the Warden and the University House Committee, with

the co-operation of the Senior Common Room. Two Co-Presidents were elected, one male student and one female student. By 1967 Julia Friend was the only surviving Warden and University House the only independently administered hall of residence. All the new halls of residence on the Vale site were governed by the new Halls of Residence Committee. University House was not represented on this committee but retained control over its own affairs whereas in the other halls matters of finance, staffing, and internal maintenance were the responsibility of the central Halls Administrator. Links between University House and the new halls of residence were established however, with joint activities organised between the Junior Common Rooms.

Improvements to the University House building in the 1960s included the construction of a bar in the basement, the installation of refrigerators, and the opening of a shop, also in the basement. Julia Friend retired as Warden in 1968 as was replaced by Arthur Butterworth, the first male Warden and the last to be appointed as a Warden in his own right, without an academic post, unlike the Presidents of the new halls of residence on the Vale site. During the 1970s concerns began to be raised about threats to the independence of University House, and following Arthur Butterworth's retirement as Warden in 1981 a working party of University Council was set up to undertake a complete review of the management structure of University House, which resulted in the full-time post of Warden being replaced by a member of academic staff acting as Warden, and the transfer of the traditional management role of University House Committee to the Halls of Residence Committee rather than being directly accountable to the Finance & General Purposes Committee. University House Committee was reconstituted, and external members of

the Committee, and representatives of University House Association were no longer part of the decision making process from that point. Financial and administrative decisions were now taken by the Administrator, Residences and Conferences rather than by the University House Bursar.

Dr David Bedford was appointed Warden in 1981 and served until 1989. During this period a growing proportion of University House residents were first year students, and places were also reserved for applicants with disabilities, because of the hall's proximity to the Edgbaston campus. Increased running costs and concerns about increases in hall fees led to the establishment of an informal working group in 1986 with membership made up of representatives from different halls of residence which recommended reduced catering at weekends and reduced cleaning. Following an informal inquiry into the management structure of University House in 1987 it was recommended that the hall should establish a Hall Council system in common with the other halls of residence. All matters of policy would then be decided by Hall Council and all committee would be sub-committees of Hall Council. The inclusion of all of the Senior Common Room and all principal officers of the Junior Common Room would give wide internal representation. The chairman of the University Student Accommodation Committee and external members of the Senior Common Room would provide for a wider University viewpoint. Links with the local community would be through external members and links with University House Association. As a result of these recommendations, the SCR/JCR Executive Committee and University House Committee were disbanded.

The bar was moved to the Barling room in 1986 and the basement room was transformed into Sky tv room. The shop

closed in 1996 as supermarkets were now available on campus. Dr Tony Manchester replaced David Bedford as Warden in 1989 and supervised a redecoration work and the installation of new kitchens, baths and showers. The strip of land which ran down to the Bristol Road and which included the tennis court was sold by the University in 1990. The selection of applicants for places in University House was conducted by the University Housing Services for the first time in 1992, with the Warden only involved in selecting the number of applicants with unconditional offers which University House wanted to accept, and those accepted on medical grounds. By 1996-1997 applicants were accepted solely on a first-come, first-accepted basis. Tony Manchester retired as Warden in 1994 and David Rolf was appointed. He had been President at Mason Hall, and so had experience of managing a hall of residence. He retired at the end of 1997, and Professor Richard Simmons took his place as Warden. He had also previously served as Hall President, at Wyddrington. During the late 1990s a computer room was added, and the Senior Common Room was refurbished. Other repairs were urgently needed by 1999 and funds were set aside to undertake work needed for improvements and a possible extension, after a strategic review reported that University House should remain a catered hall of residence. By 2001 it had been decided to convert University House for use by the University's Business School, as it was felt that the improvements needed to refurbish and convert the building to provide en-suite accommodation for all students would be too expensive, particularly for a hall of residence which accommodated a relatively small number of students. Members of University House Association lobbied against this proposal, but University House closed as a hall of residence in the summer of 2002 and was

refurbished to open as the Business School in 2004. It includes a room commemorating the history of University House.

Informal gatherings of old students took place on an informal basis from at least 1908. Yearly meetings were held at the end of the summer term and newsletters were sent out. University House Association was formally constituted in 1914 and a committee was formed. Annual General Meetings were held from this point, and a regular yearly newsletter was sent out to members. The first formal reunion weekend was held in 1914. Margery Fry was the first President of University House Association, and the post was subsequently held by former Wardens Beatrice Orange and Hilda Walton, with Margery Fry returning as President from 1939 to her death in 1958. Former students Frances Keay, Dorothy Styles, and Alice Godsell served as Presidents between 1958 and 1971, and former Warden Julia Friend was President from 1971 to 1979, and Elizabeth Kenrick took on the role between 1979 and 1982. Marianne Woolgar, a former student, served as President between 1982 and 1985, and Isobel Jackson, another former student, was President from 1985 onwards. The main functions of University House Association were to facilitate communication between former residents, through publication of the annual newsletter, and through the organisation of regular reunion events. It also supported activities at University House, and helped to raise funds to assist current students. In later years, members of University House Association committee campaigned against threats to the continued operation of University House as a hall of residence on the terms it had been established.

University House Association flourished in the 1920s and 1930s, when a large

proportion of former residents were members and were able to attend reunions. Reunions were not held during the Second World War, but were re-established in the 1950s, and many who had been students at University House during the 1940s and 1950s became active members in University House Association. A group of former students based in and around London began meeting on an informal basis from around the time when Beatrice Orange went to Bedford College in 1913, and Margery Fry joined this group after the First World War. However, it was not until 1950 that a formal London branch was set up, run by Alice Godsell. The group organised theatre trips and visits to places of interest, and was active during the 1950s and 1960s but had declined by the late 1970s. It appears that proportionally fewer former residents became members of University House Association from the 1960s onwards, and the core active membership seemed to consist of older members, though more recent graduates did join, and membership was opened to current University of Birmingham students who had moved out of University House after their first year. Annual reunions were held until 2002, and included special events to celebrate anniversaries of the establishment of both University House and University House Association.

With the closure of University House as a hall of residence in 2002 and the transfer of the building to the Birmingham Business School, it was realised that University House Association could not be maintained indefinitely without new income. There were no more student members, and no new life memberships were offered. The Association was determined to celebrate the centenary of the establishment of University House in 2004 and to postpone decisions about the basis of any continuation of the organisation until after that event. Reunions were no longer annual events

after this point, and the newsletter was no longer published on an annual basis. The 2009 newsletter contained information about a Special General Meeting of University House Association in September 2009 to discuss the way the Association would operate in the future and decide how to dispose of the Association's funds. The University of Birmingham Alumni Office continues to provide a University House Association members area on its alumni website in 2014 but it is likely that membership is now dwindling

Arrangement: The collection has been arranged into two sub-fonds, reflecting the fact that it comprises records of University House as a hall of residence, and University House Association, the alumni organisation for former residents

Records of University House

A/1: Governance records

A/2: Financial records

A/3: Wardens' papers

A/4: Property records

A/5: Promotional records

A/6: Log books

A/7: Student lists

A/8: Photographs

A/9: Papers relating to the history of University House

A/10: Miscellaneous records

Records of University House Association

B/1: Governance records

B/2: Membership records

B/3: Newsletters

B/4: Papers relating to University House Association reunions and members

B/5: Papers of Isobel Jackson, University House Association

29 standard boxes; 1 large box; and 2 outside boxes

Access: Open, but subject to some access restrictions

Access conditions: The majority of these records are open to all registered researchers. The collection contains personal information of some living individuals. Access and use of this information is covered by our 'Access to Archives and Manuscripts' declaration in order to comply with the Data Protection Act 1998. Where records relating to living individuals are of a sensitive nature, further access restrictions have been applied to the records, in the form of a closure period. Where a closure period has been applied, small sections of the collection will not be generally available to researchers until the closure period has expired. More details of closure periods applied can be found in file descriptions

Copyright: Permission to make any published use of any material from the collection must be sought in advance in writing from the Director of Special Collections (email: special-collections@bham.ac.uk). Identification of copyright holders of unpublished material is often difficult. Special Collections will assist where possible with identifying copyright owners, but responsibility for ensuring copyright clearance rests with the user of the material

Language: English

Creator name: University House, University of Birmingham; University

House Association, University of
Birmingham

Custodial history: Records of University House were stored in laundry baskets in the basement of the building and initially sorted in the 1970s by Isobel Jackson and others for an exhibition to celebrate the centenary of Margery Fry's birth in 1974. Much of this material was subsequently transferred to Special Collections to form the basis of the University House archive. Some of these records were affected by flood damage, and several 'large ledgers' were destroyed. Isobel Jackson and others, including the last Warden of University House, Richard Simmons, were instrumental in gathering historical records of University House, and Jackson also collected records of University House Association for deposit in Special Collections

Acquisition: Records were transferred to Special Collections in sections, from the 1970s onwards. The initial deposit was listed by item and a paper catalogue was made available in the Heslop reading room. This catalogue was converted to electronic format as part of the first phase of the A2A in 2001, and this list, now superseded by this catalogue, still exists on the A2A database and the Archives Hub database 2014. Subsequent deposits were received from Isobel Jackson in 1998, 1998, 2002, and 2004, with a deposit of minutes of Junior Common Room Committee meetings from Pauline Adams, archivist at Somerville College in 2002, found amongst the library of University House accepted by Somerville College because of its connections with Margery Fry

Archival notes: Catalogued by Helen Fisher, February 2014. Prepared in compliance with General International Standard Archival Description, ISAD(G), second edition, 2000; National Council on

Archives Rules for the Construction of

Personal, Place and Corporate Names,
1997

Related material: COU22 contains minutes of University House committee 11 February 1965; COU39 minutes of University House sub-committee 1955-1981; Joint Senate and Council Committee on Halls of Residence Minutes 1966-1972 (JSC8); Senate Committee on Halls of Residence 1962-1966 (SEN85)

Records of other halls of residence include UB/HCH Records of Chancellor's Hall; UB/HMH Records of Manor House; UB/HMA Records of Mason Hall

Associated material: GB 152 MSS138 Records of the Margery Fry Memorial Trust at Modern Records Centre, University of Warwick Library

Publication notes: Isobel Jackson, 'University House: 98 years as a Hall of Residence of the University of Birmingham', University House Association 2002, second edition 2004

UB/HUH/A

Records of University House

1902-2002

Records of University House, a hall of residence established for women students at the University of Birmingham and initially also open to other women students studying or teaching in Birmingham, but which became the University's first mixed hall of residence in 1964, consisting of minutes of governing bodies and student committees; administrative papers; financial records; correspondence files and associated papers of the Wardens of University House; property records relating to the lease of land and buildings used by the hall of residence; promotional records; log books; student lists; photographs; papers relating to the history of University House;

and ephemera.

The most complete record sequences are the committee minutes documenting the governance and administration of the hall of residence, which cover the entire period of the institution's existence to 2002. Records of the student Junior Common Room Committee are incomplete and only cover the period to the mid 1970s, but records of sub-committees provide some evidence for student involvement in the governance of University House after this date. There are also some early reports and papers of committees set up to investigate support for a hall of residence and to canvass funds, beginning in 1902. The series of Wardens papers complement the committee minutes in providing additional information about the management of the hall of residence from 1904 to the end of Julia Friend's Wardenship in 1968. There is also some coverage of the 1980s and early to mid 1990s in papers of Wardens David Bedford and Tony Manchester, but there are few records for the 1970s or the mid 1990s onwards.

There are comprehensive financial records only for the period to 1945. After this date the only surviving sequences document expenditure. There is a sequence of log books only for the period 1993 to 2002, and these were kept to record incidents mostly relating to safety and security, and to student discipline. Two separate log books also survive, covering the period 1915 to 1918 and recording term time activities at University House, and an air raid log book covering the period 1940 to 1945. The only lists of students for the period from the mid 1960s onwards are those which record names of students leaving University House, and these cease in 1998. There are no student photographs for the 1920s to the mid 1940s, or for the period from

the mid 1960s onwards apart from a small

number dating from the late 1980s.

Although some record series are incomplete, and other sequences are probably missing, the surviving records make up a valuable resource for the study of the management and operation of the University of Birmingham's first hall of residence for women students, and its first purpose-built student accommodation, from the start of the campaign by women associated with the University or interested in women's education to provide residential accommodation for women students in the city, through the early years of its existence as a women's hall of residence and the development of the student community, including evidence about the impact of the First World War and Second World War on life for residents, to the transition to a mixed hall of residence in 1964 and changes in the constitution and management structure of the hall which brought it under the direct control of the University administration and meant that it operated in the same way as the University's other halls of residence until its closure in 2002.

The records are also a rich resource for the study of student life and experience at the University of Birmingham, in particular for women students studying for degrees or teaching qualifications during the early years of the twentieth century and, to a lesser extent, for women members of staff at the institution, including influential individuals Margery Fry, Helen Wodehouse, Rose Sidgwick, and Beatrice Orange. The residents registers and student lists contain much useful information about these early residents, and are complemented by early committee minutes, programmes for dramatic performances, and photographs. It is possible to construct a similarly detailed overview for the 1920s and 1930s through study of the committee minutes and student registers, and

additional evidence survives for the 1940s in the air raid log book, Wardens papers, and ephemeral material which all provide detailed information about the effects of the Second World War on the university experiences of residents. Although the records are less detailed for the post 1945 period, they still provide useful information about student life at University House during the 1950s and early 1960s, including the initial impact of the hall becoming mixed accommodation for both women and men students, and about life from the 1980s to 2002, though this is largely seen through records of the Warden and hall management rather than through records generated by students themselves

23 standard boxes; 1 large box; 2 outside boxes

Access: Open

UB/HUH/A/1

Governance records

1902-2002

Records of and generated by the bodies responsible for the management and administration of University House, largely consisting of minutes of governing committees including University House Committee, later University House Council and its sub-committees; University House Junior Common Room Committee; and University House Club Committee, but also comprising correspondence files probably kept by the Warden or by other members of University House Committee which document policy decisions regarding the funding and construction of the University House building on Edgbaston Park Road and subsequent extensions and alterations; and administrative files concerning the governance of University House

Minutes of the major committees, University House Committee and the Junior Common Room Committee, span

most of the period the hall of residence existed, with minutes of University House Committee covering the period 1902 to the hall's closure in 2002, and Junior Common Room Committee minutes documenting the period from 1908 when the hall of residence opened at Edgbaston Park Road, to the mid 1970s. Sequences of sub-committees or associated committees of these two main bodies fill some gaps in the records of these two main bodies. Papers relating to the construction and extension of the building largely date from the 1900s and 1910s, but there are also some later papers which provide evidence for post-1945 alterations and expansion, while the administrative files primarily date from the 1950s onwards, and relate to changes in the function of University House and its constitution, including its conversion to a mixed hall in 1964. However, there are also some early annual reports dating from 1904-1907, and a small amount of other material documenting rules and regulations issued for the effective management of the hall of residence

There are some overlaps in content between this section and papers of individual Wardens, described at UB/HUH/A/3

20 volumes and 23 files

Access: Open

UB/HUH/A/1/1

Records of the University House Building Fund 1904-1912

These records consist of papers largely relating to fundraising for the new hostel on Edgbaston Park Road and planning for the layout, furnishing and decoration of the building, probably kept by the University House committee; copies of estimates and accounts for construction of the building drawn up by the architects Buckland and Haywood Farmer; and records kept by the University House

canvassing committee to list subscriptions and donations to the building fund

3 volumes and 1 file

Access: Open

UB/HUH/A/1/1/1

Correspondence and other papers relating to the women's hostel building

1904-1912

These papers largely relate to the work of the canvassing committee set up to raise funds for a new women's hostel on Edgbaston Park Road and include correspondence from donors, but also include papers relating to the recognition of the earlier hostel at 215 Hagley Road and a building grant allocated to the new building by the Board of Education, and consist of:

/1: Memorandum of Agreement made 6 December 1907 between Messrs Richard Fenwick Limited, Birmingham and Neville Chamberlain, chairman of the canvassing committee, for the construction of a women's hostel on Edgbaston Park Road for the sum of £15,400, with sketch plan of the plot of land to be used for the hostel and its grounds

/2: printed circular issued by Alice Beale, president of the University House committee, and Neville Chamberlain, chairman of the canvassing committee, asking for donations towards the sum of £15,000 to build and equip a new hostel for women students at the university, with a list of members of the canvassing committee and list of donations already promised by the building fund by named individuals, undated

/3: printed circular issued by Neville Chamberlain informing donors and subscribers that their offer to present the hostel building with its furniture and equipment to the university as a gift has been accepted, May 1908

/4: correspondence from Charlotte

Chamberlain, secretary of the canvassing committee, to Margery Fry discussing the proposed site, with a rough sketch

drawing of the proposed building and surrounding plot of land, undated

/5: draft report by Charlotte Chamberlain on the work of the canvassing committee and building committee giving details of the funds raised and the selection of the architect Herbert Buckland

/6: printed subscription forms recording contributions by individuals to the installation fund for the proposed hall of residence for women students, to be returned to Miss Hodson, 1904

/7: blank printed subscription form to record donations to the building fund, to be returned to Professor Kirkcaldy, treasurer, 1907

/8: handwritten notes giving details of subscriptions received and the fees to be charged to students to ensure the new hostel remained open, 1908

/9: Women's Hostel building fund accounts to 20 November 1909 showing receipts and payments

/10: handwritten list of promises of donations or subscriptions to the Women's Hostel fund set out in alphabetical order, undated

/11: letter from Henry Fowler to Miss Hodson regretting his inability to subscribe to the women's hostel fund, April 1904

/12-/25: letters from donors or subscribers largely addressed to John Greg but also to Miss Hodson, 1907:

/12: letter from Charlotte Chamberlain concerning her sister Mary's subscription,

/13: note from Mrs Sonnenschein accompanying subscription. January 1907

/14: letter from Anne Joyce to Miss Hodson enclosing her subscription, February 1907

/15: letter from Helen Gladstone to John Greg explaining that she no longer subscribes to the hostel fund, December 1907

/16: letter from John Greg to G. Hookham, reminding him that his subscription is now due, December 1907

/17: letter from G. C. Frankland explaining that he no longer subscribes, December 1907

/18: letter from N. Dicksee apologising for her inability to continue subscribing to the hostel fund, December 1907

/19: letter from John Greg to Mrs V Burnstall, reminding her that her subscription is now due, December 1907 with envelope returned with the note 'gone away'

/20: letter from Miss Tarleton Young enclosing her subscription, December 1907

/21: letter from K. Harman, regarding the discontinuation of his subscription, December 1907

/22: letter from Professor Kirkaldy enclosing his subscription, December 1907

/23: letter from Marian Lloyd enclosing her final subscription, December 1907

/24: letter from Gertrude Dale explaining that she no longer subscribes, December 1907

/25: letter from George Hookham explaining that he no longer subscribes, December 1907

/26: printed circular from Charlotte Chamberlain inviting subscribers to the women's hostel fund to attend a meeting at the Council room of the University at Edmund Street which will move resolutions for the agreement for a lease of the site from Lord Calthorpe and the reservation of half the total number of places in the hostel for students at the Day Training College, undated (3 copies)

/27: handwritten list giving the names and addresses of committee members and subscribers, undated

/28: letter from Eleanor Powell to her sister, Agnes offering to make a donation to the women's hostel fund but suggesting that women studying at Birmingham might not be of the same social class as those who study at Oxford and Cambridge and live in a residential college and asking for assurances about the type of woman student choosing Birmingham, the courses taken, and the financial viability of a residential college there, 25 November 1906

/29: copy of draft proposals for specifications for the women's hostel setting out the size and type of rooms required and the furniture and facilities to be included, undated

/30: letter from Alice Beale to Margery Fry commenting on draft proposals, with annotations presumably by Margery Fry, 11 February

/31: letter from Eleanor Powell to Margery Fry concerning furniture for the hostel, 22 September 1908

/32: letter from Eleanor Powell to Margery Fry with detailed suggestions for the tiles and woodwork in the hostel, 10

November 1908

/33: note giving names and addresses of fireplace contractors, undated

/34: completed preliminary statement to the Board of Education about the hostel at 215 Hagley Road, its warden, Margery Fry, and plans to provide a permanent hostel in a new building, c.1906

/35: typed letter from A. W. Newton, Board of Education concerning the application for recognition of University House, 215 Hagley Road, as a hostel, on condition that the scale of fees comply with regulations, 21 October 1904

/36: copy of letter from Charlotte Chamberlain in reply to A. W. Newton, Board of Education, concerning the scale of fees at University House, 9 November 1904

/37: typed letter from R. G. Mayor, Board of Education to Margery Fry concerning the terms under which a hostel would be eligible for a building grant, 26 August 1907

/38: copy of letter from Sir Robert Morant, Board of Education, to Oliver Lodge concerning a delay in the allocation of a building grant for the hostel, 26 February 1909

/39: copy of invoice issued by Martin & Martin to the 'committe of the University Hostel for ladies' for drawing up sketch plans to Charles Beale and Margery Fry for a new hostel in 1906, 13 July 1910

/40: letter from Edward Balden, agent to the Edgbaston Estate Office, to Thomas J. Vince, Council House, concerning the extension of University Road in front of the women's hostel to form a footpath, 10 November 1911

/41: estimate issued by the City Surveyor's Department, Corporation of

Birmingham, for reconstructing the main road leading from Edgbaston Park Road to the students' hostel, undated

/42: letter from Herbert Buckland, architect, to Margery Fry concerning alterations to the hostel building during the university vacations, 29 November 1912

/43: letter from J. H. Parsons, Richard Fenwick Ltd, building contractors, to Buckland & Farmer concerning proposed laundry appliances at the women's hostel, 2 July 1913

/44: letter from Hume Pinsent to Margery Fry discussing payment to the consulting engineer involved in the construction of the extension to University House, 31 July 1913

/45: incomplete letter from Henry Lea & Son, consulting engineer, to Margery Fry concerning the enlargement of the boilerhouse, 1 August 1913

/46: copy of letter from unidentified writer to unidentified recipient concerning the submission of sketch plans for the Birmingham women's hostel, undated

/47: note from Margery Fry to engineer approving tender [for enlargement of the boilerhouse], undated

1 file

Access: Open

Notes: Old Reference: UH1/3, UH1/23, UH1/19-36, UH1/104-105, UH1/138-162

UB/HUH/A/1/1/2

Records and accounts concerning the construction of the women's hostel

1907

Volume containing copies of estimates and bills drawn up by architects and surveyors Buckland and Haywood Farmer for the women's hostel committee. A note

at the top of the first page of the volume states that this copy was made for the architects. Costs have been written by hand. The estimates include a summary of the construction work to be carried out, with overall costs of craftsmen and general conditions of the work to be carried out by the contractor, followed by details of the works, including the excavation of the site and installation of drainage, the construction of the building, the design of doors, windows, stairs and fireplaces in the interior of the building, painting, plastering and plumbing work, and the construction of built-in cupboards in the 'bed sitting' rooms

1 volume

Access: Open

Notes: Old Reference: UH10; UC21

UB/HUH/A/1/1/3

University House donations book

n.d [1906-1907]

Lists kept by Charlotte Chamberlain as secretary of the canvassing committee formed to raise funds for the new building and inscribed on the inside front page with her name and address. Names are recorded in alphabetical order with adjacent lists of the sums donated.

The names and addresses of members of the building committee, the executive committee and the canvassing committee are included at the rear of the volume

1 volume

Access: Open

Notes: Old Reference: UH12/UC21

UB/HUH/A/1/1/4

University House subscriptions book

n.d [1906-1908]

Lists giving details of sums of money donated to the University House building fund by individuals, many of whom then contributed funds as a regular yearly subscription. The volume is divided into

alphabetical sections, with names and addresses of donors and subscribers recorded in the appropriate section. A letter from Mrs and Miss James, The Elms, Selly Oak, to Margery Fry is inserted in the volume at the I-J pages, accepting an invitation

1 volume

Access: Open

Notes: Old Reference: UH13/UC21

UB/HUH/A/1/2 Papers relating to the expansion of University House premises 1913-1980s

This section consists of correspondence and associated papers relating to extensions to the original University House building after its completion in 1908. The most substantial set of papers document the funding and construction of the Beale wing, completed in 1913, and includes correspondence of Margery Fry concerning contributions towards the new wing and negotiations with the Edgbaston Estate office, as well as architects plans, estimates and other financial records. There are also papers relating to proposed alterations to the building in the 1920s to provide more accommodation for students, and to actual alterations made to the entrance gates and approach. The other major changes to the building, which included the construction of a new common room and alterations to existing rooms, are documented in a file of correspondence, architects plans, and financial records which largely date from the post 1945 period, but also contain papers dating from before the Second World War which discuss proposals for these changes

3 files

Access: Open

UB/HUH/A/1/2/1 Papers relating to the Beale wing 1913-1914

extension

Correspondence and other papers
discussing construction and funding of the

extension to University House, completed
in late 1913, consisting of:

/1: letter from Herbert Buckland, architect,
to Margery Fry enclosing sketch plans
and elevations showing the proposed new
block with letter giving estimated costs,
11 February 1913 [check architects plans
for proposed extension listed at UH5a]

/2: copy of resolution passed by House
committee of University House at a
meeting held 12 February 1913
discussing the estimated cost of the
extension and the funds raised towards it,
and asking University Council to approve
the decision to proceed with the extension

/3: letter from George Morley, University
Secretary, to Margery Fry informing her
that University Council have authorised
the construction of an extension to
University House, 14 February 1913

/4: letter from Edward Balden, agent to
the Edgbaston Estate Office, to Margery
Fry discussing the lease of land for the
hostel extension, 7 March 1913

/5: letter from George Morley, University
Secretary, to Margery Fry offering
assistance but suggesting that a Clerk of
Works should be appointed to oversee
the construction of the extension, 11
March 1913

/6: letter from Edward Balden, agent to
the Edgbaston Estate Office, to Margery
Fry giving figures for the area of land on
the eastern side of the current University
House building, 13 March 1913

/7: letter from Margaret Hirst to Margery
Fry discussing contributions to the
extension building fund from former

residents of University House and quoting from some of the contributors letters, 5 May 1913

/8: letter from Margaret Hirst to Margery Fry enclosing a cheque which forms the last instalment of contributions towards the new wing by former residents of University House, giving the names of some of the contributors, and discussing the impact on the family of the recent death of her father, Margery Fry's work with the British Association, and the departure of Beatrice Orange and return of Mademoiselle Lepetit to University House, 18 September 1913

/9: letter from Edward Balden, agent to the Edgbaston Estate Office, to Margery Fry informing her that difficulties concerning the lease of land in Bristol Road have been settled, 19 November 1913

/10: estimate drawn up by Bick Bros, Nurserymen and Landscape Gardeners, for work in the University House grounds, including preparing sites for netball and tennis, 24 November 1913

/11: copy of Margery Fry's acceptance of Bick Bros' estimate for laying out the ground between University House and Bristol Road, 27 November 1913

/12: letter from Edward Balden, agent to the Edgbaston Estate office, to Margery Fry, discussing the landscaping work being undertaken by Bick Bros on the Bristol Road plot, 23 December 1913

/13-/16: copies of letters and estimates of expenditure for the original University House building and the 1913 extension, sent to the University College of North Wales at Bangor in 1922 presumably for information

/17-/20: accounts of the Beale Wing extension fund, consisting of lists giving the names of donors and the amounts

contributed, and details of expenditure on building and lighting, furniture, bank and cheque charges, and architects fees, 1914

/21: accounts for 1909-1910 with estimated accounts for 1910-1911 and for the hostel with an extension, giving details of expenditure on wages, food, laundry, fuel, rent and utilities, and receipts for student fees and grants and visitors payments

/22-/23: lists setting out sums owed to local businesses for the construction and furnishing of the Beale wing extension, 1913-1914

/24: note probably originally attached to estimate giving details of additional work on the drive to University House, undated

/25: incomplete letter sent from Bordesley Hall, Alvechurch to Alice Beale apologising for lack of success in raising funds for the extension, giving amounts contributed by individuals, and enclosing Mrs Hugh Dixon's letter 'in case her scheme commends itself to you', 19 May 1913

/26: bank deposit book kept by Charlotte Chamberlain recording sums received for the University House extension fund and cheques drawn to pay local suppliers, 1913-1914

/27: receipts for building and furnishing the University House extension, submitted by local contractors and suppliers, 1913-1914

/28: Architect's plan of University House womens hostel, showing existing building and proposed alterations and extensions, drawn up by Buckland and Haywood

1 file

Access: Open

Notes: Old Reference: UH1/37-61,
UH1/85, UH1/163; UC11/iv/1

UB/HUH/A/1/2/2 Papers relating to inter-war building alterations 1921-1926

Correspondence and other papers relating to the need to provide more places in university accommodation for women students in the period immediately after the First World War, and the alteration of the approach to University House by the provision of entrance gates in 1926

/1: letter from R. L. Monkhouse, Board of Education, to Charles Grant Robertson, University of Birmingham Principal, advising the university that the Board cannot extend their recognition of lodgings for women at Birmingham beyond July 1922 unless better accommodation can be found, and that the university should make arrangements to extend hostel provision if possible 'apart from the general undesirability of young women living in lodgings there are an insufficient number of lodgings of the right type in Birmingham available for women students. Those already in use, which I have seen, I consider quite unsuitable'. 29 October 1921

/2: copy of letter from Alice Beale, chairman, and Beatrice Orange, warden of University House, to George Morley, University Secretary, setting out the observations of University House committee concerning the provision of additional hostel accommodation, as advised by the Board of Education, acknowledging the inadequacy of the current accommodation, rejecting the possibility of extending University House or providing temporary accommodation in army huts in the grounds, and suggesting

the purchase or rental of a large house or allocating reserved accommodation for students in a boarding house or in YWCA

or Girls Friendly Society hostels, 30 November 1921

/3: copy of letter from H. H. Humphries, City Surveyor, to Buckland and Haywood, architects, approving request to make alterations to the footpath on Edgbaston Park Road and agreeing to provide a crossing, 11 February 1926

/4: letter from Herbert Buckland, architect, to Mrs Crosskey enclosing UB/HUH/A/1/2/2/3, for inspection by the committee, enclosing a sketch of a key designed by Marley Brothers who have provided an estimate for the gates, and giving costs of the work to be carried out, 17 February 1926

/5: full size sketch drawing of key to University House entrance gates

1 file

Access: Open

Notes: Old Reference: UH1/62-65

UB/HUH/A/1/2/3 Papers relating to post-war extensions 1938-1980s

Correspondence and other papers relating to proposals to provide additional space at University House for a common room and library, and to the construction of an extension to provide these facilities

/1: copy of letter from Janet Carpenter to Miss Barling discussing suggestions for an extension at University House for a new common room and library, and to provide additional rooms for staff, 9 November 1938

/2: letter from Herbert Buckland, architect, to Janet Carpenter, enclosing a drawing for the new library with estimate of costs

for this and a new Porter's Lodge, 22
November 1938

/3-/4: copy of letter from chairman of
University House committee to Herbert
Buckland informing him that the
committee will approach the
Developments committee of the University
to find out what financial and other
assistance can be given for any extension
to University House, 9 November 1943,
with handwritten notes for plans to
provide linking passages connecting the
extension to the existing buildings

/5: typed report compiled by Janet
Carpenter, warden of University House,
on current facilities for students at
University House and the annexe at
Winterbourne, emphasising the
disadvantages of operating the hostel
across two separate buildings and making
proposals for a new extension wing at
University House to provide additional
bedroom and bathroom facilities, with
reference to the superior standard of
accommodation likely to be provided by
the planned new halls of residence, 19
November 1948

/6: sketch plan showing existing buildings
and suggested site for future extension,
undated

/7: typed list of accommodation in the
proposed new wing, alterations to the
existing buildings, and numbers of
students displaced by the changes, 16
September 1949

/8: typed list setting out suggested
modifications to plans for new common
room, library, sick bay, warden's quarters,
and toilets, undated

/9: typed notes on plans for the new wing,
giving details of rooms to be removed and
proposed replacement accommodation,
21 February 1950

/10: press cutting from unidentified

newspaper consisting of article on the extension of residential halls at Leeds University, 1950

/11-/12: rough plans consisting of notes for alterations at University House giving

two alternative suggestions illustrated by sketch plans

/13-/14: typed and handwritten lists of costs for furnishing the new common room, 1954

/15: estimate by Lee Longland, furniture supplier, Birmingham, for fitting curtains and curtain rails to the stage and back stage area of the new common room, 11 September 1953

/16: typed report by the warden of University House on use of the new common room for the first time for a University House dance, November 1953

/17: copy of suggestions made at a Junior Common Room meeting held 10 December 1953 on use of the new common room

/18: estimate by Lee Longland, furniture supplier, Birmingham, for fitting curtains and curtain rails in the hall, 1 October 1953

/19: letter from Holland Hobbis, architect, to Mrs Markwick, warden of University House, giving details of estimates received from J. J. Gallagher & Co. for additional work to concrete outside areas, and stain parts of the stage, 1 October 1953

/20: notes on estimates for furnishing the new common room, 1953

/21: sketch plan of proposed extension to University of Birmingham Women's Hostel, drawn up by Holland W. Hobbiss, showing elevation and ground plan, June

Records of University House and University House Association

1951

/22: sketch plan drawn up by Holland W. Hobbiss, showing detail of sink cupboard, undated

/23-/24: notes relating to expenses incurred by University House jubilee events in 1964 including copy of letter to Mr Skene accompanying list of expenses

/25-/28: drawings by Jackson & Edmonds, architects, showing proposed extension to University House, 1962

/29: typed copy of regulations for the use and hire of the Barling room at University House, undated but probably issued during the 1970s or 1980s

1 file

Access: Open

Notes: Old Reference: UH1/86-96a; UH5a; Acc.1999/4

UB/HUH/A/1/3

Papers relating to the maintenance of University House and grounds

1908-1992

This section comprises papers relating to various aspects of the maintenance and running of University House as a hall of residence, consisting largely of correspondence but including invoices and other financial records, plans, and some legal documents. These records contain information about the heating and hot water system at University House, the operations of domestic services including the kitchen and laundry, the running of the hall of residence library, and the upkeep and maintenance of the gardens and grounds at University House. These papers were probably generated or kept by successive wardens of University House, but have since been separated by subject.

Most of the papers date from the period between the 1920s and the 1960s, but

Records of University House and University House Association

there are some earlier records, mostly relating to the maintenance of the heating and hot water system, and some later records which mostly concern the running of the library

4 files

Access: Open

UB/HUH/A/1/3/1 Maintenance of the heating and boiler 1908-1921

This file contains plans showing 'warming and hot water service arrangements' for the Birmingham women's hostel showing fittings to be installed on each floor of the building, 1908; correspondence relating to the servicing and maintenance of the hot water system and boiler at University House, 1911-1914 including engineers reports and specifications of work to be carried out, and correspondence discussing the insurance of the boiler; and a small amount of correspondence dated 1920-1921 concerning repairs to the hot water supply system

1 file

Access: Open

Notes: Old Reference: Acc.2004/67

UB/HUH/A/1/3/2 Kitchen and laundry operations 1927-1962

This file contains correspondence relating to the maintenance of steam boiler, 1920s-1930s and with Bournville Village Steam Laundry concerning damage to sheets and towels sent out for washing 1939; correspondence with Richard Fenwick, (builders) Ltd relating to the conversion of rooms in University House to bathrooms 1944 and 1946; tables showing fuel costs in coal and firewood 1936-1937 and list of food costs compiled for the Ministry of Education 1943-1944 showing expenditure on meat and fish, dairy, grocery and bread, and greengrocery across the three terms of the academic year; lists of duties in the

kitchen, scullery, servery and dining hall 1949, 1950 and 1951 setting out the responsibilities and working hours of staff arranged by job title, with some names of individual employees given; summary of wages paid to domestic staff at University House, including names of individual employees, 1953; correspondence relating to the redecoration of the laundry, provision of keys for rooms at University House, and report comparing running costs in unidentified halls of residence of different ages and heating and hot water systems, with suggesting staffing for a hall of residence accommodating 230 students, 1962

1 file

Access: Open

Notes: Old Reference: Acc.2004/67

UB/HUH/A/1/3/3

University House library

1911-1990

This file contains papers relating to the funding and management of the library, and to its operations, particularly the acquisition and stock management of books. It includes papers concerning the management of the trust set up by Theodora Wilde Powell in 1911 to establish and maintain a library at University House and of the funds of this trust, and to later bequests to the library by Margery Fry in 1958, Edith Barling in 1961, Clara Wright in 1968, and Dorothy Sneyd in 1990, as well as other bequests and gifts received through the Guild of Graduates and the University. It also comprises papers giving details of book titles held by the library including an handwritten annotated catalogue and several typed and handwritten acquisition lists including titles of books given to the library as gifts and bequests from individuals, and books purchased, library notices, and copies of minutes of the Powell Library committee dating from the 1950s. In addition, the file includes copies

of memoranda from Anthony Manchester, University House warden, discussing the possible use of funds by University House to purchase a word processor or computer in 1990, and the acquisition by halls of residence libraries of books from

the disbanded 'browsing' collection previously held by the Main Library in 1990

1 file

Access: Open

Notes: Old Reference: Acc.2002/75

UB/HUH/A/1/3/4 Maintenance of University House grounds and gardens 1929-1992

The majority of the papers in this file relate to the provision of seeds and plants for the University House gardens, and to the work of the gardeners employed by the hall of residence. There are also some references to commemorative gifts in the University House garden including trees, seats, and fountains. Most of these papers date from the 1950s and 1960s, but there are also two earlier items dated 1929 and 1947 relating to the maintenance of the tennis courts, and a memorandum dated 1992 discussing the preparation of part of the main lawn for croquet and the repair of the garden gate

1 file

Access: Open

Notes: Old Reference: Acc.2002/75

UB/HUH/A/1/4 Records of University House Committee 1902-1981

This section consists of minutes of the main policy making committee of University House 1902-1981; minutes of University House sub-committee 1923-1953; and a volume recording names of members of University House Committee 1902-1951. There is a gap in the

sequence of minutes of University House Committee between February 1955 and November 1961. Minutes from this date onwards consist of an incomplete sequence of unbound personal copies of the chairman, Elizabeth Kenrick and Mr Mathews rather than bound volumes of signed minutes. These minutes refer to reports to the committee being entered in minute books, but these have not survived.

University House Committee was made up of university officers, including the Vice-Chancellor/Principal, who rarely attended, academic staff including the senior tutor for women students, and non-university supporters and benefactors, nearly all of whom were women, including the chair, Alice Beale until 1928, and then Edith Barling. The committee was established by members of this group who were keen to establish a hall of residence for women students, and early meetings were held at Maple Bank, Alice Beale's home, or the University Common Room. Later meetings were held at University House itself, with meetings taking place at Wyddrington during the First World War, when University House was in use as a nurses hostel.

The earliest minute book, covering the period from 1902 to 1910, includes minutes of a number of sub-committees formed to deal with specific business relating to the establishment of the hall of residence. The minutes record the election and resignation of members of these committees. Early meetings of the Executive Committee discuss setting accommodation fees and the layout of accommodation, the rent of a private house, and the salary to be paid to a warden. The committee asked Mrs Sonnenschein to find out the rent of houses along the upper end of the Hagley Road and Charlotte Chamberlain to find out the rent of house along the Bristol Road. The minutes for 1902 also contain

discussion of the preparation of a circular or prospectus to attract women students to the hostel, pointing out the 'special advantages that the University offered in the way of training women for various professions' but it was decided to

postpone this activity after discussion with the University Secretary, George Morley.

The minutes contain references to visits by Charlotte Chamberlain and Mrs Muirhead to a hall of residence at Manchester, and to acquiring information from halls of residence at other universities, and the committee then sent a circular to schools and colleges to announce that a hall of residence would be started at Birmingham if there were sufficient applications. Only one application had been received by May 1903, so it was agreed that the committee would reconvene in a year's time. Meetings resumed in March 1904 to return to the issue, with Alfred Hughes, Professor of Education, and the Principal, Oliver Lodge, also attending. Meetings discussed suggestions that the hall should not be restricted to university students but should be open to students from the School of Art and School of Cookery. The committee discussed the possibility of grant from the Board of Education, and there is a reference to an inspection by the Birmingham Sanitary Inspector of 215 Hagley Road, the premises rented for the hall of residence. A Canvassing Committee was formed to manage the fund raising activities necessary to obtain capital to open the hostel, and minutes of these meetings record information about funds raised. Minutes of the meeting of the Executive Committee held on 2 June 1904 discuss an advertisement for a 'lady warden' and minutes of the meeting held on 29 June record the appointment of Margery Fry.

Once the hostel had opened at 215 Hagley Road in October 1904, the minutes discuss matters relating to the management of the hall, including the organisation of household laundry, recognition of the hostel by the Board of Education, and the use of houses in Stirling Road to accommodate additional students in minutes of meetings held on 14 December 1904 and 14 February 1905. The latter meeting also discussed fees charged for bed sitting rooms of different sizes and whether they should be shared or not.

Annual accounts of the hall of residence are set out in the minutes of a meeting of Executive committee held on 23 June 1905 which also record discussion of wages for domestic servants. Annual accounts are mentioned at a meeting of the Executive Committee held on 24 October 1906 and were then presented at the annual meeting of friends and subscribers on 14 November 1906 when Neville Chamberlain was elected chairman of the Canvassing Committee. The annual meeting of friends and subscribers held on 17 October 1905 passed a resolution to empower the committee to investigate suitable sites and seek estimates for the cost of building a hall of residence. There was another general meeting of friends and subscribers on 28 June 1906

Committee minutes for the period 1906 to 1908 discuss repairs and redecoration at 215 Hagley Road, the numbers of students in residence, and the need to seek financial support to build a new hostel for women, as the experience of University House on the Hagley Road had demonstrated the demand for a residential hostel for women, and that the current system could not continue beyond July 1908 without further financial support which would be better directed to a new building rather than changes to buildings designed as private homes. A meeting of

the Executive Committee held on 14 March 1907 discussed wages for domestic staff at Hagley Road premises. The Executive Committee meeting held on 15 November 1907 set up a sub-committee to decide how student bursaries would be awarded, and minutes of a meeting of the Bursaries sub-committee are recorded on 3 December 1907. The Bursary Committee was also empowered to 'decide questions of fees'. Minutes of the Executive Committee meeting held on 6 March 1908 discuss the appointment of additional domestic staff for the new building, the remittance of student fees, and the termination of the lease on Hagley Road premises. The Executive Committee approved decisions and discussions of a fees sub-committee to set fees to be paid for the occupation of rooms of different sizes and with different facilities, 1 December 1908. It also approved student activities, authorising a dance instead of acting in the winter of 1908.

Minutes of Canvassing Committee meetings contain details about sums of money raised towards the new building, and record the names of additional members invited to join the committee. Minutes of the Subscribers Committee also include details of sums raised for the building fund. The Canvassing Committee discussed an application to the Board of Education for a building grant in 1908. Building Committee minutes are recorded from 8 February 1907 and matters discussed include decisions made about the site, negotiation with the Edgbaston Estate agent and the architects, the examination of building plans and recommendation of changes, the selection of building contractors, and acceptance of tenders for heating and ventilation installation, and the purchase of furniture.

University House Committee appears to have replaced the Executive Committee

from 15 March 1909. It usually met on a monthly basis, and dealt with issues of student fees, authorised events at University House including an 'Old Students gathering' which was to take place when the new university buildings opened in July 1909, and approved other student events including tennis club matches and parties. The committee set accommodation fees and charges for meals. Minutes of the meeting held on 14 October 1909 provide information about residents in University House, whether university students or studying elsewhere, and for non-students whether they were school teachers or university staff. Individual students or staff are sometimes mentioned by name. The committee also dealt with purchases of equipment for the hall of residence, leave of absence by the Warden or other staff, house and garden maintenance and repairs, and student applications for remittance of fees. The minutes contain information about the use of the hall of residence for conferences by other organisations, mostly associated with higher education or women students, for example the Federation of University Women, but also other groups including missionary societies and the Young Women's Christian Association. Other business discussed included arrangements for vacations, the management of student vacancies and the arrival of new residents, both students and staff, and resignations from the committee. Minutes of meetings held during this early period often give details about gifts to the hall of residence including books for the library, a piano, furniture, a dinner service, and drawings and paintings.

University House committee received University House accounts, and there is regular discussion of income from fees and expenditure on maintenance, staff wages, food and fuel. Minutes of the meeting held on 28 January 1913 discuss the construction of a new wing, including

fund raising and tenders for building work. Minutes of an emergency meeting held on 12 June 1913 discuss the need for essential repairs to the boiler which was reaching dangerously high pressure when in heavy use through cooking, and replacement of the hot water system. The meeting held on 15 October 1914 records Margery Fry's resignation as Warden and the appointment of Beatrice Orange as her successor, but also the requisition of the hostel premises as a home for nurses in connection with the First Southern General Hospital established at the university buildings on the outbreak of the First World War, and the move of students and staff to Wyddrington under the terms of the will of John Edward Wilson. There are references to other students moving to live with friends or family, or suspending their university career during the conflict. The minutes also refer to the payment of rent for the use of University House premises by Colonel Marsh, chief administrator of the hospital, and the separate question of compensation by the government for expenses incurred in moving to Wyddrington.

Minutes of meetings held during the period of residence at Wyddrington contain some details about the effects of the war on the community, with references to growing extra vegetables in the Wyddrington gardens in 1916 and the discontinuation of after dinner coffee in 1916. There are also discussions about a deficit during the First World War period due to increased expenditure in running Wyddrington. On the return to University House in May 1919 the committee considered issues relating to expenses incurred including staff wages, expenditure on food and fuel, repairs to the building after its use as a nurses home, and raising the scale of fees to increase income. Meetings held in 1920 continue to discuss the issue of the deficit and the need to raise fees, and minutes

of the meeting held on 26 January 1921 record that the University had agreed to pay off the overdraft on the understanding that in future University House would 'pay its way'. The issue of the deficit was noted again at the meeting held on 29 November 1921 and discussion centred on the increasing expenses involved in running the building, with costs for food, fuel and wages doubling since the First World War. There are also discussions about the shortage of accommodation and proposals put to the committee for a new building or using a boarding house to accommodate additional students in 1921-1922.

After the First World War, the October meeting of the committee for each academic year usually contains the Warden's annual report, in addition to regular reports given at other University House Committee meetings. A separate statement of accounts was attached, up to 1924, as well as a verbal financial report which focused on student numbers and provides details about those arriving and leaving, the subject studied, applications for the following year, repairs to the building, and Old Students gatherings. Occasional financial statements are included in the later 1920s and 1930s. Minutes of the meeting held on 24 January 1923 mentions the new post of Bursar and gives information about applicants for this post, with information about the interview and appointment of the successful candidate included in minutes of the meeting held on 13 February 1923. Minutes of the meeting held on 8 May 1923 record details of the interview process for the post of Warden following the resignation of Beatrice Orange, and minutes of a special meeting held on 6 July 1923 record that Hilda Walton was appointed Warden.

Surviving minutes of University House sub-committee begin in 1923. This

committee appears to have dealt with staff appointments and resignations, and there is sometimes information about individual applicants for posts below the level of Warden and about interview process and decisions. Information about staff wages often includes names of individual members of staff. A table showing scales of staff wages is included in minutes of meetings held in November 1925 and March 1931. The committee also dealt with the purchase of furnishings, redecoration, household expenditure in general, and repairs. It authorised conferences and evenings events in the hall of residence, and seems to have met infrequently, with the usual pattern apparently twice a year, but more often if there was a specific item of business to discuss

During the 1920s, University House Committee minutes contain the committee's response to regular reports of the medical officer, and the Warden often notes details about student health over the course of a term in her reports to the committee. By the 1930s health reports were a regular item in the minutes. The minutes also record occasional thefts or losses of money by students, occasional discussions about student discipline, student involvement in University Carnival from 1923, and occasional reports of academic success of University House students in examinations. Examination results are given for University House residents. The minutes also refer to correspondence with the Board of Education concerning Training Department students, and during the late 1920s the committee resumed discussion about providing an annexe or additional accommodation for University House students. Committee minutes from the 1930s deal with arrangements for a new piece of land leased from Calthorpe estate for the expansion of the grounds and gardens in 1934, and record interviews for Warden and Sub-Warden

posts and include details of candidates qualifications and experience. Minutes of the meeting held on 18 November 1936 discuss the retirement of Hilda Walton as Warden, and the meeting held on 19 January 1937 discusses the reorganisation of University House staff, with the Bursar and Secretary's qualifications and duties revised, as well as those of the 'Cookhousekeeper'. The committee agreed that the Bursar and Secretary should have a university degree, experience of secretarial and office work, and first aid and home nursing, and that the 'Cookhousekeeper' should have a diploma for two years training in a recognised school of domestic science followed by institutional experience. Current staff in those positions were to be given notice. Information about candidates applying for the post of Warden is given in minutes of the meeting held on 10 March 1937, and about candidates for the post of Bursar-Secretary in minutes of the meeting held on 19 March 1937

Minutes of the meeting held on 13 October 1938 contain the first mention of Air Raid Precaution measures taken during the Munich crisis, and expenditure on blackout blinds for the public rooms is mentioned at subsequent meetings prior to the outbreak of war in 1939 as preparations continued for possible conflict. The Vice Chancellor, Raymond Priestley, attended more meetings than his predecessor, Charles Grant Robertson, did during this period, and Mrs Priestley was also a member of the committee during the Second World War period. Minutes of the meeting held on 28 June 1939 agreed the relaxation of regulations regarding men visitors, but state that the privilege was to be withdrawn if rooms were untidy or the privilege was abused in any way, which meant that students would then receive visitors in public rooms only. Minutes of the meeting held on 9 September 1939

discuss the possibility of carrying on at University House during wartime and the discussion at the meeting held on 13 September 1939 focuses on ways to protect the building from being taken over for hospital accommodation. Changes within the hall of residence include the recruitment of refugees to serve as domestic staff, students being asked to help after dinner, and groups to be organised for weekly duties, including growing potatoes in the garden. Minutes of the meeting held on 24 October 1939 refer to student withdrawals due to the hospital billeting scheme, and to the strengthening of the basement for use as an air raid shelter and the provision of lamps and a fan. The meeting held on 6 March 1940 mentions an ARP shelter, and records that staff were authorised to withdraw their services at short notice in the event of taking on war work. A joint committee of University House sub-committee was formed with student representation. At the meeting held on 2 July 1940 it was agreed to allow students keys for an experimental period, and to allow men visitors from 2-7pm each day. By the time of the meeting held on 21 October 1942 students were allowed to entertain men visitors on leave in music room after 7pm with the Warden's permission. Minutes of the meeting held on 12 November 1940 record that the main meal was to be moved to midday because of early air raids, and the Warden's report mentions incendiary bombs falling in the garden in October, which were dealt with by the students. The minutes include an extract from minutes of a University Council meeting held on 6 November 1940 thanking University Auxiliary Fire Service, the Home Guard, staff and student members of the Air Raid Precaution services, porters, nightwatchmen and volunteer helpers for protecting university property during recent air raids.

Minutes of the meeting held on 15

October 1941 state that Janet Carpenter, the Warden, and Miss Pither received permission to be released temporarily from their posts if suitable war work were offered to them, on conditions set out by the committee and the Vice Chancellor. Minutes of the meeting held on 19 February 1942 record that Miss Pither had requested to join one of the women's forces, and the committee gave Janet Carpenter leave of absence on 3 July 1942 to join the ATS, with Edith Teverson appointed acting Warden. There are references to students taking part in 'radio location' and home nursing courses in 1942. Minutes of the meeting held on 28 January 1943 record that Janet Carpenter on sick leave, and committee minutes during 1943 increasingly discuss matters of food economies, with vegetables grown in the garden and soft fruit trees purchased, and the impact of the reduction in staff due to the war. The meeting held on 9 November 1943 discussed post-war plans and expansion, and the University Developments committee was asked whether any help would be available for this. University House Committee meets less frequently during the latter years of the war; there was little business in the spring term of 1944 so no meeting was held. Minutes of the meeting held on 6 June 1944 contain discussion of the opening of Winterbourne House as an annexe to University House, and permits were sought for the equipment of student rooms. The purchase of furniture was investigated, and the need for staffing discussed as well as the business of setting fees for single and shared rooms. A Winterbourne sub-committee was formed. Minutes of the meeting held on 16 November 1944 mention that Winterbourne garden was being managed by Professor Styles for the botanical department, and that produce from the vegetable garden was being used by University House for food. Minutes of the meeting held on 24 January 1945 mention the shortage of

accommodation due to large numbers of applications for the 1945-1946 session and fourth year students were asked to find alternative accommodation.

During the immediate post-war period, committee business centred on the need for redecoration and repairs, but also dealt with the issue of staff wages. Minutes of the meeting held on 5 February 1946 record that University House received £1,000 towards arrears in maintenance and equipment from the sum allocated to the university by the University Grants committee. Janet Carpenter returned as Warden in 1946, and the proposed extension of University House was rejected due to concerns about overcrowding of public rooms and costs. Minutes of the meeting held on 23 May 1946 contain further discussion of repair and redecoration work required to take place during the vacation, and the meeting held on 23 July 1946 approved increase in the number of students to be housed at Winterbourne, in dormitories, with the provision of a recreation hut to act as a common room. On 13 February 1947 the committee agreed the policy that first year students would be admitted to Winterbourne, and students who had already been in university for a year or more would be admitted to University House if there were vacancies. Students were also expected to apply for readmission each year and the Warden was authorised not to grant readmission in some cases. At the meeting held on 6 May 1947 it was agreed that two members of academic staff would be invited to take responsibility in University House in return for remission of fees. Minutes of meetings held in June and July 1947 contain information about the appointment of a new Bursar, and minutes of the meeting held on 16 February 1949 include references to proposals for a new wing to be forwarded to University Council. The committee noted that income was being used for

capital expenditure on Winterbourne and so University House was having to augment its income by taking an excessive number of conferences which prevented students from staying in the hall during vacations. It was agreed to forward plans for a new wing to the University Development Committee at the meeting held on 19 January 1950. Students were having to do their own washing up since the Second World War due to a shortage of labour, but were relieved of this duty during final and sessional examinations at a meeting held on 21 June 1950, at which the committee also discussed the use of an Orlit hut as a common room because of the indefinite postponement of building plans.

Meetings were held more infrequently during the 1950s. Wardens reports were still given, and a medical summary of students' health during term time. There are minutes of an emergency meeting held on 23 May 1951 following the illness of Janet Carpenter, the Warden, and the committee discussed how best to cover her absence. An emergency sub-committee was formed, and a meeting was held on 6 June 1951 which dealt with matters arising following Miss Carpenter's resignation. Minutes of a meeting held on 17 July 1951 records the appointment of Mrs Markwick as Warden, and includes her curriculum vitae. Minutes of a meeting held on 23 June 1953 record the resignation of Mrs Markwick, and a meeting held on 24 September 1953 agreed the appointment of Julia Friend.

Occasional meetings of other committees are recorded, including the Bursaries sub-committee on 28 June 1951, and the Recreation Hut sub-committee on 29 June 1951, and 2 October 1951

University House Committee continued to discuss staffing changes, the remission of fees for particular students, the award of bursaries, building maintenance, staff

wages, redecoration, conferences in the hall of residence, equipment purchased, annual accounts and estimates, and changes in expenditure on staff wages and allowances. Minutes of the meeting held on 11 March 1954 include a typed report of University House sub-committee following an inspection of the buildings, noting the poor conditions, shabby furnishings, outdated heating provision and a general lack of space, and the committee discussed fund raising choices. At a meeting held on 2 April 1954 the committee resolved to discontinue lunches in the hall. Minutes of a meeting held on 17 February 1955 record the resignation of Edith Barling as chairman and her replacement by Elizabeth Kenrick.

No minutes survive for the period 1955 to 1961. When they resume in November 1961, the minutes record the usual business discussed, concerning annual income and expenditure accounts and estimates; alterations and additions to the building; maintenance; Warden's reports; staff changes; University House Committee changes, and Senior Common Room changes. The Warden's report to the meeting held on 27 February 1962 mentions the impending loss of Winterbourne. A new feature of the meetings includes a diary of social events and activities. University House Committee was now a sub-committee of Finance and General Purposes Committee and met three times a year, with one meeting each term. Between 1975 and 1981 the committee frequently discussed problems with the University House deficit, and the growing importance of income derived from hosting conferences in vacations. Concerns were raised about the increasing proportion of first year students in the hall which some members felt had changed its character, and of the impact on the hall of the number of students with disabilities being offered rooms. Junior

Common Room Committee reports were included in the minutes, which contain information about social entertainments and sporting events organised at the hall. Personnel procedures were brought into line with those adopted elsewhere in the University in April 1977.

In 1981 a Working Party of University Council undertook a complete review of the management structure of University House which resulted in the full-time Warden being replaced by a member of the academic staff of the University, the transfer of the traditional management role of University House Committee to the Senior Common Room/Junior Common Room Executive Committee. External members of University House Committee and representatives of University House Association were no longer part of the decision making process from that point, and University House Committee was reconstituted. Minutes of the reconstituted University House Committee are described at UB/HUH/A/1/5

9 volumes and 2 files

Access: Open

UB/HUH/A/1/4/1 Minutes of University House Committee 1902-1910

Signed minutes of meetings of University House Committees 31 October 1902 to 14 July 1910 beginning with minutes of meetings of a General Committee which elected a president, Alice Beale, also a secretary and treasurer, and an Executive Committee which was to be responsible for drawing up a scheme for a women's hostel. Minutes of this first meeting also refer to the report of a temporary committee but there is no further information about this body.

Minutes of meetings of the Executive Committee are also recorded in this volume, from the first meeting held on 10 November 1902. Minutes of subsequent

meetings recorded in 1902 and the first part of 1903 appear to be those of the Executive Committee though this is not made clear. Minutes of the next meeting definitely of the General Committee are recorded as being held on 18 March 1903. From this point onwards most meetings are identified as Executive Committee meetings, but minutes of annual and general meetings of 'friends and subscribers' are also recorded from 17 October 1905. The 'General Committee' elected itself into a Canvassing Committee at the meeting held on 18 March 1904, to raise funds to open the hostel in premises at 215 Hagley Road, and there are also suggestions that the General Committee functioned as a Subscribers Committee, but the volume also records minutes of 'General' Committee meetings as late as 1908. There are references to meetings of a 'House' Committee within minutes of meetings of the Executive committee from 1905 onwards, but minutes of a committee with that name are only recorded from 15 March 1909. At this point the committee seems to have taken on the terms of reference of the Executive Committee, and the remainder of the volume contains only minutes of the House Committee.

The volume also contains minutes of meetings of a Canvassing Committee established to raise funds for the new building on Edgbaston Park Road, with the first meeting held on 17 January 1907 with Neville Chamberlain as chair. Minutes of the first meeting of the Building Committee are recorded on 8 February 1907. In addition, there are minutes of meetings of a sub-committee appointed to consider the terms on which student bursaries should be offered, held on 3 December 1907

A list of the names and addresses of members of the General Committee is

written from the rear of the volume

1 volume

Access: Open

Notes: Old Reference: Acc.1997/27

UB/HUH/A/1/4/2 Minutes of University House Committee 1910-1923

Signed minutes of University House Committee meetings held 5 October 1910 to 6 July 1923

Includes income and expenditure accounts 1914-1915 with minutes of meeting held on 7 June 1915, and estimates for revenue and expenditure for the session 1916-1917 in minutes of meeting held on 29 June 1917, comparison of income and expenditure accounts 1916-1917 and 1917-1918 with minutes of meeting held on 6 November 1918, and comparison of expenses 1917-1918 and 1918-1919 with minutes of meeting 29 October 1919. Estimated receipts for 1921-1922 with minutes of meeting on 29 November 1921, with detailed discussion of financial position of University House, income and expenditure accounts for 1921-1922 with minutes of meeting held on 10 October 1922

A list of the names and addresses of committee members is included at the front of the volume, and details of donations made by individuals towards the new building fund in 1913 and 1914 are given at the rear of the volume

1 volume

Access: Open

Notes: Old Reference: UH18/UC21

UB/HUH/A/1/4/3 Minutes of University House Committee 1923-1933

Records of University House and University House Association

Signed minutes of University House
Committee meetings held 16 October
1923 to 6 July 1933

Letter from Norah Kenrick, The Grove,
Harborne, Birmingham in response to
letter from Edith Barling, chair of
University House committee, following the
death of Penelope Kenrick, member of
the committee, 29 February 1932, with
minutes of meeting 26 February 1932
Typed regulations for the use and
ownership of motor vehicles by students
at University House, with minutes of
meeting 26 May 1933

A list of the names of committee
members dated October 1923 is included
at the front of the volume

1 volume

Access: Open

Notes: Old Reference: UH14/UC21

UB/HUH/A/1/4/4 Minutes of University House Committee 1933-1938

Signed minutes of University House
Committee meetings held 27 October
1933 to 22 June 1938

A list of the names of University House
Committee members dated October 1933
is included at the front of the volume

1 volume

Access: Open

Notes: Old Reference: UH20/UC21

UB/HUH/A/1/4/5 Minutes of University House Committee 1938-1946

Signed minutes of University House
Committee meetings held 13 October
1938 to 20 November 1946

A list of the names of University House
Committee members dated October 1938
is included at the front of the volume

Records of University House and University House Association

1 volume

Access: Open

Notes: Old Reference: UH21/UC21

UB/HUH/A/1/4/6 Minutes of University House Committee 1947-1955

Signed minutes of University House Committee meetings held 13 February 1947 to 17 February 1955

A list of University House Committee members dated January 1947 is included at the front of the volume

1 volume

Access: Open

UB/HUH/A/1/4/7 Minutes of University House Committee 1961-1974

Incomplete sequence of minutes of meetings held 15 November 1961 to 21 May 1974 during the chairmanship of Elizabeth Kenrick

There are minutes of meetings 15 November 1961, 8 December 1961, 27 February 1962, 14 February 1963, 11 February 1965, 5 April 1965, 8 March 1966, 3 November 1966, 23 February 1967, 18 May 1967, 2 November 1967, 19 February 1968, 4 November 1969, 12 May 1970, 3 November 1970, 9 February 1971, 18 May 1971, 2 November 1971, 8 February 1972, 9 May 1972, 31 October 1972, 27 November 1972, 6 February 1973, 8 May 1973, 13 November 1973, 5 February 1974, 21 May 1974, 5 November 1974

There are also agendas, but no minutes, for meetings held 24 May 1965 and 17 February 1970

The file also contains a typed memorandum from the Warden, Julia

Records of University House and University House Association

Friend, on the conversion of University House into a mixed hall of residence, probably dating from 1963

1 file

Access: Open

Notes: Old Reference: Acc.2002/75

UB/HUH/A/1/4/8 Minutes of University House Committee 1975-1981

Minutes of meetings held 30 January 1975 to 8 May 1981 during the chairmanship of L. F. Mathews

There are minutes of meetings 30 January 1975, 13 May 1975, 19 November 1975, 20 January 1976, 11 May 1976, 9 November 1976, 18 January 1977, 21 April 1977, 17 May 1977, 8 November 1977, 17 January 1978, 9 May 1978, 9 November 1978, 7 December 1978, 30 January 1979, 23 May 1979, 6 November 1979, 25 January 1980, 13 May 1980, 26 November 1980, 20 March 1981, 8 May 1981

1 file

Access: Open

Notes: Old Reference: Acc.2002/75

UB/HUH/A/1/4/9 Minutes of University House sub-committee 1923-1940

Signed minutes of University House sub-committee meetings held 17 July 1923 to 12 December 1940, though meetings are only given that title from 22 June 1929 onwards.

1 volume

Access: Open

Notes: Old Reference: UC21/UH14

UB/HUH/A/1/4/10 Minutes of University House sub-committee 1941-1953

Signed minutes of University House sub-committee held 22 May 1941 to 22 October 1953

Volume includes minutes of meeting of Winterbourne House Committee held on 19 June 1944, and 19 July 1944; 'sub-committee for fees' held on 24 January

1945, and 'sub-committee for the appointment of a Warden's assistant' held on 9 August 1946

1 volume

Access: Open

Notes: Old Reference: UC21/UH15

UB/HUH/A/1/4/11 University House Committee members 1902-1951

Volume with pre-printed pages arranged with alphabetical page tabs, containing the names and addresses of members of University House Committee. The front page gives the date 31 October 1902 but the volume continued to be updated until 1951, as seen by the dates adjacent to each name entered which indicate the election, resignation or death of members, membership of sub-committees, and official positions held on those committees

1 volume

Access: Open

Notes: Old Reference: UC21/UH11

UB/HUH/A/1/5 Records of University House Council 1981-2002

Loose minutes of meetings of University House Committee meetings, later reconstituted as University House Council

University House Committee was reconstituted in 1981, following the recommendations of a Working Party of University Council which undertook a

complete review of the management structure of the hall of residence. This resulted in the full-time Warden being replaced by a member of the academic staff of the University, and the transfer of the traditional management role of University House Committee to the Senior Common Room/Junior Common Room Executive Committee. It also meant that external members of University House Committee and representatives of University House Association were no longer directly involved in decision making.

The minutes contain references to the likely recommendations of the Working Party as to the future governance of University House. Minutes of the meeting held on 10 March 1982 record the committee's decision to meet twice a year, and members decision that the committee's functions should not be merged with that of the Senior Common Room/Junior Common Room Executive Committee, in view of the incorporation of University House in the Halls Administration. It was agreed that University House Committee should concern itself principally with the academic and social aspects of University House, and would continue to have a role in the appointment of new Senior Common Room members.

Minutes include Junior Common Room reports, Wardens reports, and reports of the Domestic Bursar from autumn 1983. Annual reports give the names of Junior Common Room Committee members and figures showing the student demographic, set out by faculty and year of study. Junior Common Room and Wardens reports contain information about student numbers, social activities, changes to Senior Common Room membership, and occasional discipline matters. There is also discussion of income and expenditure accounts and the financial forecast for the hall of residence.

Financial reports provide information about salaries and wages, fuel, light and water costs, maintenance and decoration, repairs and renewals, student fees, conference income, and board costs of academic staff.

The function and constitution of the committee was again subject to review in March 1987 following an informal inquiry into the management structure of the hall of residence. University House Committee was dissolved and replaced by a Hall Council, in common with the other halls of residence. This body decided matters of policy. Minutes of the meeting held on 3 March 1987 include the chairman's summary of the points raised during a discussion on this issue. At the time, University House Committee was viewed, by its supporters, as an arbitrator between the hall and the Student Accommodation Committee, dealing with more trivial business which then did not need to be referred to the central committee. It also provided a voice for the University House Association and functions for external members and benefactors associated with University House over a long period of time. The distinctive nature of University House was emphasised in a letter sent to committee members in May 1987 informing them that it would be recommended to the Student Accommodation Committee that Hall Council would be created at University House to replace the Senior Common Room/Junior Common Room Executive Committee and the University House Committee. It was intended that all Senior Common Room members and all principal officers of the Junior Common Room would become members of Hall Council, together with the Warden, the hall administrator and the Domestic Bursar. The wider University viewpoint would be represented by the membership of the chairman of the Student Accommodation Committee and external members of the Senior Common Room,

and links with the local community would continue through representation of external members and the President of University House Association.

The first meeting of University House Council was held on 13 January 1988 at which University House Club Committee was set up, as well as a Social Committee and Disciplinary Committee. Reports of these committees were submitted to Hall Council meetings, which were to be held four times a year. Minutes of meetings held during the 1990s contain reports of the Entertainments Representative, the Safety, Security and Car Parking Committee, Bar Manager reports, and discussion of matters referred by University House Association, particularly in the final years of the Council's existence. Minutes dating from 2002 contain information about plans for the closure of the hall of residence and the transfer of the building to the Business School

3 files

Access: Open

UB/HUH/A/1/5/1	Minutes of University House Committee/Council	1981-1989
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Incomplete sequence of minutes of meetings of University House Committee, later University House Council, held 20 January 1981 to 2 November 1988, with agendas for meetings held during 1989, and minutes of a meeting of the Safety and Security Committee held on 25 October 1989

There are minutes of meetings 20 January 1981, 10 March 1982, 12 October 1982, 8 March 1983, 11 October 1983, 13 November 1984, 5 March 1985, 12 November 1985, 4 March 1986, 11 November 1986, 3 March 1987, 10 November 1987, 13 January 1988, 24 February 1988, 25 May 1988, 23 June 1988, 2 November 1988, 8 February

Records of University House and University House Association

1989, and 7 June 1989, and meeting papers including agendas and reports but no minutes for 6 March 1984

1 file

Access: Open

Notes: Old Reference: Acc.2002/75

UB/HUH/A/1/5/2 Minutes of University House Council 1990-1996

Minutes of meetings of University House Council held 31 January 1990 to 30 October 1996 including agendas, meeting papers and reports of sub-committees. There are also papers at the front of the file relating to the constitution and management of University House following the recommendations of the Working Party to the Student Accommodation committee in 1987

1 file

Access: Open

UB/HUH/A/1/5/3 Minutes of University House Council 1997-2002

Minutes of meetings of University House Council held 12 February 1997 to 13 June 2002 including agendas, meeting papers and reports of sub-committees

1 file

Access: Open

UB/HUH/A/1/6 Records of University House Junior Common Room 1908-1974

Incomplete set of Junior Common Room Committee minutes 1908-1965 with gaps 1918-1927 and 1961-1964, together with minutes of the Junior Common Room Advisory Committee 1920-1930, Junior Common Room Executive/Senior Common Room meetings 1969-1975 with minutes of a single meeting held in 1987, and lists of Junior Common Room representatives and Junior Common

Room constitutions 1946-1980s

The Junior Common Room Committee dealt with business directly affecting the student body and met at least once per term, but often more frequently.

Amendments to the constitution are occasionally recorded in the minutes.

Members of the Senior Common Room attended early meetings, and a 'senior student' was elected to serve as chair of the committee. Only one meeting was held during the 1908-1909 session, but

there were more frequent meetings in subsequent years.

Early meetings discuss finances, with subscriptions taken for common room membership and gifts recorded with letters of thanks to various benefactors. There are also references to the purchase of equipment such as tennis balls, and a sewing machine, and officers were elected to act as officials to manage different facilities in the hall, including the billiard room, common room, tennis courts, and library. There was also a fire captain and a flower secretary. The committee regularly discussed the organisation of entertainments in the hall, and a committee was elected to produce the hall plays. Names of students and staff on these committees are often given, and it is apparent that subscriptions were used to fund the play, the purchase of novels for the library, and wool for knitting. Minutes record discussion of the accounts and balance sheet but figures are not given.

Minutes of the meeting held on 24 June 1910 set out rules for Common Room meetings and for the election of the senior student and other officers, and for the tennis committee and the standing committee for finances. Minutes of meetings held on 16 March 1911 and 15 June 1911 discuss alterations to the constitution, and for the election of the

senior student. Minutes of the meeting held on 26 May 1913 record proposals for the amendment of the constitution.

Meetings held during the First World War period, when University House residents were transferred to Wyddrington, contain discussion of the use of the boat on the lake and the provision of oars in addition to the use of subscriptions for the usual entertainments. The minutes contain occasional references to the impact of the conflict, including concerns raised at the meeting held on 5 February 1917 about holding evening performances of the hall play in 'present circumstances', citing the threat of dark streets and zeppelin raids, and minutes of the meeting held on 19 March 1917 mention the orchard at Wyddrington being used to grow vegetables in the summer term and the formation of a gardening committee to ensure that students helped with the gardening.

An entertainments committee and a hostel standing committee existed in the 1910s, and the tennis committee organised matches with the University, local schools, the Day Training College, and the Women's Settlement. Netball matches are also mentioned in the minutes.

There is a gap in the minutes of the Junior Common Room Committee between June 1918 and March 1927, but minutes of the Junior Common Room Advisory Committee shed some light on this period. This committee was chaired by the senior student, and its function was to make recommendations to be put to the Junior Common Room Committee, to decide on the use of Junior Common Room subscriptions and other funds, to arrange dates and agendas for Junior Common Room Committee meetings, to make arrangements for elections to the Junior Common Room Committee, and to set regulations governing behaviour and

the use of facilities in the hall of residence. Minutes of this committee are brief, and the issues mentioned were obviously discussed at length at Junior Common Room Committee meetings. Minutes of the committee refer to discussion about social events and charitable activities, and ways to help unemployed people in Birmingham were addressed at a meeting held on 3 November 1921. Regulations frequently dealt with the issue of noise and the times residents could use the baths. Its membership included the senior student, a secretary, and a treasurer, and it evidently functioned as an executive committee similar to that of the Junior Common Room Executive set out in the constitutions described at UB/HUH/A/1/6/9. Minutes for the 1929-1920 session are very brief and chiefly authorise the date and agenda of Junior Common Room Committee meetings. During this period the Junior Common Room was not permitted a representative on University House Committee because of the confidential business discussed there, according to a reference in minutes of the meeting held on 17 January 1927

Minutes of the Junior Common Room Committee resume in 1927, and the names of elected committee members are included in minutes of the first meeting of each academic session. The senior student remained chair of the committee, but by the 1940s this position had been renamed Junior Common Room President. The committee continued to discuss the use of subscriptions, and members continued to take responsibility for tennis, billiards and table tennis, the library, and flowers. The students also hired a gramophone and spent subscriptions on repairs and the purchase of records. The entertainments committee continued to organise social events including house dances, and University House contributed a float to Carnival in the early 1920s but in

subsequent years students appear to have raised money without taking a formal part in the procession. Minutes of the meeting held 16 February 1932 discuss whether women should take part in the Carnival, with the majority voting in favour. The committee also voted on the newspapers to be bought for the common room.

A major function of the committee was to inform the student body of rules and regulations issued by the Warden. The minutes contain regular discussion of student complaints and requests concerning the use of amenities and the provision of food, as well as discussion of requests from the Warden and other staff regarding student behaviour and the use of facilities. Common topics discussed in minutes of meetings held in the 1920s and 1930s include dress to be worn to meals, the times residents could take baths, the use of the laundry and misuse of crockery, the return of library books, and etiquette surrounding use of the telephone. Minutes of a meeting held on 12 January 1928 discuss the issue of inviting male visitors to dances on Saturday nights. Minutes from this period contain much incidental detail about life in University House including the duties of the maids, the type of food available at meals, the use of a rising bell and curfew, the facilities available for the house play, and the privileges given to third and fourth year students, including breakfast in bed. Minutes of the meeting held on 10 October 1935 raise the possibility of providing a wireless, and it was eventually decided in 1937 to purchase one in instalments. Minutes of a meeting held on 19 January 1937 record that 'non-European students' should be invited to University House dances, and there are references in minutes of meetings held in 1938 to fund raising activities for Basque children. Minutes of the meeting held on 6 October 1938 mention the introduction of new fire and Air Raid Precaution (ARP)

rules, and at the meeting held on 15 January 1939 it was decided that the billiard table should be given away as the room was needed for ARP purposes

Minutes of the meeting held on 3 October 1939 contain discussion of the routine for altered circumstances after the outbreak of war, with students now responsible for waking others in the same wing and washing up their own dishes at teatime. An ARP officer was elected and students were responsible for drawing the blackout curtains in each corridor. Minutes of the meeting held on 16 November 1939 refer to physical training or keep fit classes which would take place in the common room, though the location was later changed to the new gymnasium, and members attending the meeting held on 11 January 1940 discussed fund raising activities including knitting squares for the 'Anti-Fascist Relief Committee'. There were continued revisions of ARP practices in 1940, and the relaxation of rules on men visitors to the hall, with visiting hours extended. The meeting held on 30 November 1942 proposed that the Junior Common Room should be mixed until University House closed for the night.

From 1942 onwards there are increased references to the effects of the Second World War, including labour shortages leading to students rolling and marking the tennis courts on a weekly rota, food rationing affecting meals, and the need for students to bring their own sheets from the 1943-1944 session and being encouraged to save fuel in their rooms. Minutes of the meeting held on 18 November 1943 refer to collections for Indian famine relief, and minutes of meetings held in March 1944 discuss an appeal for volunteers to help at the Queen Elizabeth Hospital in the event of convoys of wounded being brought in as a result of the Second Front. Students were also asked if they 'would consider

partnering American Negro forces' at a dance.

Meetings held during the 1944-1945 session also deal with the administration of Winterbourne House, used as overflow accommodation from this date, and Winterbourne representatives were also elected to the Junior Common Room Committee. Minutes of the meeting held on 5 October 1944 mentions the work of the 'House-Hall committee towards inter-arsity communication through discussion on halls of residence to which were invited members of other universities' to continue in 1944-1945 in connection with Chancellor's Hall.

Minutes of meetings held after 1945 continue to discuss the effects of food rationing, with references to the use of ration points for biscuits and soap, the shortage of milk, and students complaints of being underfed which were addressed with the advice to eat extra bread, recorded in minutes of the meeting held on 27 November 1945. Bread rationing was discussed at a meeting held on 10 October 1946, and further food complaints were brought to a meeting held on 10 December 1946 which addressed the issue of inadequate meals. A food committee was set up at the meeting held on 6 May 1947, which also discussed fuel shortages. Meetings held during the 1947-1948 academic session discuss fund raising to purchase a radiogram.

Minutes of meetings held during the 1950s discuss increases in Junior Common Room subscriptions, and ways to make savings in expenditure. Minutes record that the Junior Common Room continued to hold regular dances and plays during the 1950s, and by the end of the decade dances included jazz and 'jiving'. A meeting held on 19 January 1956 discussed proposals for men visitors to be allowed to stay until 10pm on some

days, and the hall had a television by 1959. Minutes contain regular references to complaints about the quality, amount, and service of food in the early 1950s but these become less frequent. There are references to joint social events with Chancellor's Hall and Chad Hill student residences, and plays were performed with men's halls of residence from 1954. Student requests for representation on University House Committee were discussed at a meeting held on 20 January 1953, and the minutes record that the Warden was unwilling to consider this, perhaps because the Junior Common Room Executive and Senior Common Room committee provided the necessary links and channels of communication between the two bodies. The meeting held on 10 December 1953 returned to this issue with reference to a previous intermediary committee which had not been successful. Treasurers reports are included in minutes of meetings from the late 1950s

There is a gap in the records between January 1961 and October 1964, and minutes resume when University House became a mixed hall for the academic session 1964-1965. The minutes contain references to the election of a caretaker committee in June 1964, and men were now represented on the Junior Common Room Committee. Minutes now included treasurer's reports with financial statements, and meetings held in October 1964 discussed the revised constitution, the relationship of the committee to the Warden, and the role of the Junior Common Room Executive, as well as changes to rules and traditions including the relaxation of the rising bell, and the wearing of formal dress. Meetings continue to discuss the planning and organisation of social events, and the rental of a new television to show BBC2 programmes. Dates for social events for the term are set out, and the meetings also continued to deal with the business

of student complaints and requests, which typically concerned the quality and choice of food, missing crockery, use of the telephone, and noise in the evenings but also included requests for better facilities for car parking. Requests from the Warden continued to be communicated to the student body via the committee, and the first regulations about the use of rooms for smoking were discussed at a meeting held on 15 March 1965. The minutes give the names of members put forward for election to the committee and of the successful candidates. Presidents of Junior Common Rooms had seats on Guild Council by February 1965, and

there are references to a committee set up by the Guild of Students to negotiate with the Vice-Chancellor on uniformity of hall fees and other issues, as a channel of communication between University House and other bodies. There are also references to plans for a student committee on halls of residence to be established before the new halls on the Vale were constructed, amidst concerns about 'unnecessary' luxuries in hall facilities leading to unnecessarily expensive fees. There is evidence of more interaction with Junior Common Room Committees at other halls of residence, particularly at Manor House but also at the new Vale halls. The minutes refer to the continued tradition of the University House play, but also to the use of the bar, including reports as to bar use and takings, and the relationship of the committee to the University House Club

It is clear that the Junior Common Room Committee continued to function after 1965, but no minutes survive. There are surviving minutes of Junior Common Room Executive Committee/Senior Common Room meetings for the period 1969 to 1975, which was established to ratify motions passed at Junior Common Room Committee meetings, and to

provide for academic staff living in University House to discuss business with members of the Junior Common Room. Minutes of the meeting held on 31 January 1974 state that the function of Senior Common Room members, at least during this period, was to help to control the functions of the hall of residence, to act as personal counsellors and to provide advice on medical matters, to police discos and assist with security, and to offer sport and other extra curricular activities. It is likely that this committee took on the functions of the Junior Common Room Advisory Committee, for which minutes exist for the period 1920-1930, as described above (UB/HUH/A/1/6/8). The committee also discussed student discipline issues, with some names of individuals given, and the minutes also contain references to entertainments programmes and hall maintenance. Meetings were also attended by the Warden and hall domestic staff. Minutes of a later meeting, held on 1 December 1987, indicate that the committee continued to exist until at least this date, although the changes associated with the dissolution of University House Committee and its replacement with a Hall Council in 1987 suggest that it was intended that this committee also cease to exist

8 volumes and 2 files

Access: Open

UB/HUH/A/1/6/1	Minutes of University House Junior Common Room Committee	1908-1913
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Signed minutes of meetings held 17 June 1908 to 18 October 1913

1 volume

Access: Open

Notes: Old Reference: Acc.2002/88

UB/HUH/A/1/6/2	Minutes of University House Junior	1913-1918
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Records of University House and University House Association

	Common Room Committee	
	Signed minutes of meetings held 20 November 1913 to 26 June 1918	
	1 volume	
	Access: Open	
	Notes: Old Reference: UH16; UC21	
UB/HUH/A/1/6/3	Minutes of University House Junior Common Room Committee	1927-1935
	Signed minutes of meetings held 17 March 1927 to 2 July 1935	
	1 volume	
	Access: Open	
	Notes: Old Reference: Acc.2002/88	
UB/HUH/A/1/6/4	Minutes of University House Junior Common Room Committee	1935-1945
	Signed minutes of meetings held 10 October 1935 to 6 March 1945	
	1 volume	
	Access: Open	
	Notes: Old Reference: Acc.2002/88	
UB/HUH/A/1/6/5	Minutes of University House Junior Common Room Committee	1945-1948
	Signed minutes of meetings held June 1945 to 29 April 1948	
	1 volume	
	Access: Open	
	Notes: Old Reference: Acc.2002/88	
UB/HUH/A/1/6/6	Minutes of University House Junior Common Room Committee	1949-1961
	Signed minutes of meetings held 5	

October 1949 to 24 January 1961

Minutes of a meeting of the standing committee and social committee held on 15 October and 3 December, year unknown, are recorded from the rear pages of the volume with details of social programme for the autumn and spring terms

1 volume

Access: Open

Notes: Old Reference: Acc.2002/88

UB/HUH/A/1/6/7 Minutes of University House Junior Common Room Committee 1964-1965

Signed minutes of meetings held 4 October 1964 to 22 November 1965, with results of elections of JCR officers held on 30 November and 13 December 1965 also recorded

1 volume

Access: Open

Notes: Old Reference: Acc.2002/88

UB/HUH/A/1/6/8 Minutes of University House Junior Common Room Advisory Committee 1920-1930

Signed minutes of meetings held 2 December 1920 to 18 March 1930

1 volume

Access: Open

Notes: Old Reference: UH17/UC21

UB/HUH/A/1/6/9 University House Junior Common Room constitution and lists of representatives 1946-1980s

Typescript lists of Junior Common Room representatives and members from the 1946-1947 academic session to the 1964-1965 academic session. Lists for 1955-1956, 1956-1957, and 1960-1961 are missing. There is also a partial list of

officers dated January 1967. The file also contains copies of the Junior Common Room constitution, mostly dating from the 1960s, after University House became a mixed hall. Some versions are undated, but there is a revised constitution dated 1967, an updated constitution dated 1980, and a later, undated, revised constitution. In addition there is a set of guidelines on the main items of procedure and standing orders used in Junior Common Room meetings, and proposed constitutions for the JCR shop, the JCR bar, and the JCR standing committee. These probably date from the 1960s and 1970s. There is also an undated document setting out recommendations of the JCR standing committee regarding meal times, the issue of keys, and the admittance of visitors

1 file

Access: Open

Notes: Old Reference: Acc.1999/4

UB/HUH/A/1/6/10	Minutes of University House Junior Common Room Executive/Senior Common Room meetings	1969-1987
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Loose typescript minutes of meetings of the Junior Common Room Executive Committee and the Senior Common Room held 8 October 1969 to 9 October 1975. There are also loose minutes of a meeting held 1 December 1987

1 file

Access: Open

Notes: Old Reference: Acc.2002/75;
Acc.1999/4

UB/HUH/A/1/7	Records of University House Club	1982-2002
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Records consist of minutes and meeting papers of University House Club, which was made up of Junior Common Room Executive Committee representatives

including those responsible for running the bar, the hall Warden and Secretary and other Senior Common Room members, and members of hall management. Items of business were raised by each of these groups, and meeting papers include income and expenditure accounts for the hall bar and bar managers reports. The minutes discuss matters relating to bar licensing and other regulations, events held in the bar, discipline issues, bar extensions, the use of profits, and payment of JCR bar staff.

Minutes of the meeting held on 6 March 2002 discuss the distribution of the bar refurbishment fund in view of the forthcoming closure of the hall of residence

2 files

Access: Open

UB/HUH/A/1/7/1 Minutes of University House Club Committee 1982-1997

Loose typescript minutes and meeting papers for University House Club Committee meetings held 12 October 1988 to 29 October 1997. The file also contains sets of University House Club rules, undated, but grouped together with University House Club Committee minutes dated 2 November 1982 and 18 March 1987, a set of Club rules dated 1989, and a memorandum dated July 1988 which set out proposals for changes to the commercial management of the bar, which would bring it into line with the system of management in the Vale halls of residence

1 file

Access: Open

Notes: Old Reference: Acc.2002/60

UB/HUH/A/1/7/2 Minutes of University House Club 1998-2002

Committee

Loose typescript minutes and meeting papers for meetings of University House Club Committee held 27 January 1998 to 6 March 2002 with agenda for the meeting held on 1 May 2002

1 file

Access: Open

UB/HUH/A/1/8

University House reports and administrative files

1904-1991

The majority of these files concern issues relating to the governance of University House. They mostly date from the period after the Second World War, and the largest file deals with the conversion of University House to a mixed hall of residence in 1964 and the effects of this change. Other files contain reports compiled by University House administration, sometimes as part of a wider group, on hall accommodation and fees in the 1980s, and on changes to the management structure of University House in 1981 and 1987. There are also papers regarding suggestions that University House revert to a hall of residence for women students in 1991.

This section also includes some earlier material including printed and handwritten annual reports compiled by Margery Fry, the first Warden of University House in the 1900s, and post 1945 Wardens reports, as well as regulations and guidelines issued for student residents and other individuals and groups using University House facilities

6 files

Access: Open

UB/HUH/A/1/8/1

Early reports

1904-1928

File comprising printed copies of first and second annual reports of University

House for the years 1904-1905 and 1905-1906 when the hostel was located at 215 Hagley Road, describing the development of the hostel and including annual accounts and lists of donations and subscriptions. The 1905-1906 report contains a list of students in residence.

The file also contains a handwritten draft report by Margery Fry for the 1906-1907 session, and copies of a typed report of University House committee on the possible provision of a second hall of residence for women students, containing figures for applications from grant aided students and students paying full fees from 1922-1923 to 1927-1928

1 file

Access: Open

Notes: Old Reference: UH1/98-100, UH320-323

UB/HUH/A/1/8/2 Reports and regulations 1953-1989

Papers comprising miscellaneous reports, regulations, and associated correspondence relating to the governance of University House, consisting of contains typescript copies of Wardens reports 1959, 1960, 1965, 1966, 1967, 1968 and 1971; information sheets issued to new first year students or 'freshers' 1950 and 1960s; undated regulations for residents and notes on end of term procedures, 1964 and disciplinary procedure 1967; regulations for use and hire of the Barling Room, c.1970s, with correspondence between Julia Friend and Dave Munrow, concerning booking the Barling Room for folk dancing, 1960; copy of memorandum from the Estates and Buildings Officer, University of Birmingham concerning the need for a controlled crossing on Edgbaston Park Road, 1980; report of University House sub-committee 1954 on student accommodation; report of a meeting between Admissions Tutors and

the Wardens of Halls of Residence, January 1995; University of Birmingham statement on student residence presented to the University Grants Committee 1960; statement on accommodation in University House 1963; note of conclusions reached at informal meeting November 1964 to discuss procedure for handling applications for halls of residence for entry in October 1965; summary of accounts 1953-1967; comments of the University House Association on the report of the sub-committee on Halls of Residence on ;proposed changes to the financial administration of University House, undated, and correspondence between Julia Friend, representing University House Association, and Ian Bruce concerning the control of University House bank account, 1976; details of personnel responsible for the management of University of Birmingham halls of residence, with numbers of students accommodated at each hall, for Assembly of Hall Presidents meeting, January 1989

1 file

Access: Open

Notes: Old Reference: Acc.2004/67

UB/HUH/A/1/8/3

Reports and correspondence relating to mixed halls of residence

1944-1972

This file contains reports and correspondence broadly relating to the organisation of halls of residence at the University of Birmingham from the 1940s onwards, with particular emphasis on discussions in the mid to late 1950s about plans for new halls of residence to be built, the possible use of University House as accommodation for the Faculty of Arts until the new building could be completed at Edgbaston, 1955, and the conversion of University House from a women's hall to a mixed hall of residence in the early

1960s. There are also papers including reports, student responses to questionnaires, and correspondence between Julia Friend, warden of University House, and individuals in similar positions in halls of residence at other British universities, reflecting on the effects on students and administrators of the change to mixed accommodation, dated 1966-1967. The file also contains correspondence between Julia Friend and hall wardens at Leicester University about the representation of wardens on university committees, 1967, and a copy of a report of the special committee of

University of Birmingham Council on halls of residence, 1972

1 file

Access: Open

Notes: Old Reference: Acc.1999/4

UB/HUH/A/1/8/4 Reports of working parties on hall fees and accommodation 1968-1997

Papers in this file primarily relate to discussions between members of halls of residence management and the Guild of Students as to measures that might be adopted to narrow the gap between the student grant increase of 2% and proposed Hall fees increase of 8% in March 1986. They include the report of the University House working group on hall fees, March 1986; papers of the Assembly of Hall Presidents; correspondence from the Guild of Students discussing the issue and the formation of a Hall Fees Forum; meeting papers of Financial sub-committee for Student Residences 1986; summaries of discussions; and minutes of a meeting of Assembly of SCR, JCR, Guild and Residence and Conference representatives.

The file also contains a memorandum

from the Finance Officer to the Warden of University House setting out the proposed increase in hall fees for 1968-1969; papers on university accommodation and hall fees 1981-1982; Guild of Students paper on student financial support and hall fees for the Student Accommodation Committee 1989; and papers for the Residence Fees Consultative Committee regarding the backlog maintenance programme and residence fee proposals for 1998-1999

1 file

Access: Open

UB/HUH/A/1/8/5 Reports on the management affairs of University House 1968-1987

This file primarily consists of papers relating to an informal inquiry into the management structure of University House, particularly compared to other University of Birmingham halls of residence, which resulted in the merger of University House Committee and the Senior Common Room/Junior Common Room Executive Committee to form a Hall Council, and includes a copy of the report of the inquiry, conducted by Clive Neal-Sturgess, President of the Senior Common Room of Manor House, at the request of Professor B. W. Harvey, Pro-Vice Chancellor and Chair of the University Student Accommodation Committee, April 1987; the chairman's summary of principal points raised during discussion of the role and future of University House committee, March 1987, in light of the inquiry; and a copy of the report of the working party on the management affairs of University House, prepared for the Student Accommodation Committee, November 1987, with accompanying letters to Isobel Jackson and proposed constitution of Hall Council for University House, and copy of handwritten comments by Isobel Jackson

on the report of the inquiry.

In addition, there is a copy of a report of the University House Commission on the Central Administration and other halls of residence, compiled in 1968, which examined the management structure of University House in comparison with that of the Vale halls of residence which were subject to Halls Central Administration, which recommended that University House maintain its status, and a copy of the report of the University House Working Party to University Council, 1981 which recommended the transfer of the traditional management role of University House Committee to the Senior Common Room/Junior Common Room Executive Committee and the appointment of a member of full-time academic staff to the post of Warden

1 file

Access: Open

UB/HUH/A/1/8/6 University House as a hall for women only 1990-1991

Papers generated by University House in response to proposals made at a meeting of the Estates Committee that the hall become a residence for women students only, partly to meet the needs of Muslim women students. Papers consist of draft and revised response], setting out the disadvantages to students of the suggestion, and giving alternative means of meeting the perceived need, a letter from the President of the Guild of Students acknowledging receipt of a copy of the response; a memorandum from Anthony Manchester, Warden of University House, to representatives of Ridge Hall, the chairman of the Assembly of Hall Presidents, the Registrar and Secretary, and Professor Eric Ives regarding the proposed extension of Ridge Hall, and a copy of a letter from Isobel Jackson to the Vice Chancellor discussing proposed changes to either

Records of University House and University House Association

Ridge Hall or University House to accommodate Muslim women students

1 file

Access: Open

UB/HUH/A/2

Financial records

1904-1988

Records of the financial activities of University House, from the early years of the hall of residence at 215 Hagley Road, to the late 1980s.

The material consists of a sequence of annual accounts for the period to 1935 with additional financial records of transactions relating to the construction of the University House building; registers recording income from fees paid by residents for the period 1906-1937 and 1962-1965; cash books kept by the first Warden, Margery Fry, 1906-1914; invoices and receipts for transactions for furnishings, heating, fuel and food for the period 1904 to the early 1970s; records of funds and legacies available to University House through bequests by former residents, 1915 to 1987; and records of expenditure on staff salaries and wages 1929-1955.

These records are incomplete, and provide a comprehensive view of the financial position of University House only for the pre-Second World War period. The post 1945 period is not well represented; records give only a partial insight into the financial business of the hall of residence, and are heavily focused on expenditure on food and catering, although they contain some information about expenditure on salaries and the income generated through legacies and bequests. The student registers are rich in personal and demographic information about University House residents for the pre Second World War period

10 volumes and 13 files

Records of University House and University House Association

	Access: Open	
UB/HUH/A/2/1	Accounts	1904-1935
	<p>Papers relating to the annual accounts of University House for the period from the year ended July 1906 to July 1935, and for the year ended July 1935. Accounts consist of balance sheet and income and expenditure account. Information about the financial position of the hall of residence as a whole during the early period of its existence can also be found in the file of financial statements and correspondence, 1906-1919, and financial records of the University House Building Fund account document transactions associated with the</p> <p>construction of the University House building on Edgbaston Park Road</p> <p>3 files</p>	
	Access: Open	
UB/HUH/A/2/1/1	Annual statements of accounts	1906-1935
	<p>Audited and signed set of income and expenditure accounts and balance sheet for the period 1906 to 1934, with reserve account for deferred and special repairs for the period ending 31 July 1935.</p> <p>30 items</p>	
	Access: Open	
	Notes: Old Reference: Acc.1999/4	
UB/HUH/A/2/1/2	Financial statements and correspondence	1906-1919
	<p>File consisting of miscellaneous financial records dating from the early years of University House's existence:</p> <p>/1: cheque stubs, November 1906 to January 1907 with letter from A L Hodson to John Greg noting that the latter has received the cheques. He has arranged to</p>	

leave Greg free to bank where he wishes

/2: printed card from United Counties Bank Ltd., acknowledging receipt of John Greg's letter of 24 April 1907, with enclosure

/3: undated note stating amounts paid in taxes and bill to Hortons

/4: card 'With Compliments' from the United Counties Bank Limited

/5: duplicated copies of handwritten estimate of annual working expenditure and income of the new hostel accommodating 57 students; further copies with manuscript alterations estimating costs when 30, 40 or 47 places are filled, undated

/6: handwritten record of breakdown of income and expenditure for Autumn term 1906, and Spring term 1906, with annotations written in the margins

/7: copy letter from Margery Fry regarding payment of college fees by students, and giving a breakdown of sundry expenditure at the hostel, October 1907

/8: statement from United Counties Bank Limited, concerning the Hostel's account, in John Greg's name, October 1907

/9: typewritten bill from Harrison, West, Ledsam & Co., chartered accountants, charging the hostel for the examination of its accounts and the drawing-up of financial statements, November 1907

/10: letter from Harrison, West, Ledsam and Co. to J R Greg, enclosing a statement of accounts for the Hostel for the year ending September 1907

/11: printed cards from the United Counties Bank Limited to J Greg, acknowledging receipt of the latter's correspondence, December 1907 and

February 1908

/12: typewritten list of payments made by George Morley, for rent, rates, and salaries for University House, with handwritten additions on the reverse

/13: letter from John Lowder, Manager of United Counties Bank Ltd., to John Greg, offering assistance to the hostel, January 1909

/14: letter from Margery Fry to Professor Kirkaldy regarding payment of bills, May 1909

/15: printed form 88 T.C., signed, from R G Mayor, of the Board of Education, to Margery Fry, enclosing forms 86 T.C. and 87 T.C. which show the result of the examination of the hostel's accounts for

the year ending 30 September 1908, and a request for her to sign form 89 T.C.

/16: letter from Arthur J West of Harrison, West, Ledsam & Co., chartered accountants to Margery Fry, enclosing Board of Education statements and telling her about forms 86, 87 and 89 T.C., November 1909

/17: handwritten record of payments from the University House bank account, October 1911 to March 1912

/18: letter from R G Mayor, of the Board of Education, to Margery Fry, querying points about the statement of accounts by the hostel for the year ending 30 September 1913

/19: letter from Margery Fry to R G Mayor in reply to his queries, April 1914

/20: printed circular to Residential Training Colleges and Hostels, from John Bromley of the Board of Education; the 'credit system', whereby the grant to a hostel is limited, will be abolished after 31

July 1908

/21: copy of letter from R G Mayor of the Board of Education, to the Secretary of the University of Birmingham, informing him of the Treasury's decision to increase the grant for University House; the details and conditions of this resolution are explained, June 1910

/22: letter from Alfred Holyoak, Assessor and Collector of Taxes, to A L Hodson, Wolverhampton explaining how to reclaim money overpaid to him

/23: letter from George Morley to Professor Kirkaldy enclosing receipt of payment from Lord Calthorpe to Messrs. Crowder and Smallwood for arranging the lease of land in Edgbaston Park Road to the University of Birmingham, May 1909

/24: printed agreement authorizing water consumption at Wyddrington; stating regulations and charges, signed by Ebenezer Antony Lees, witnessed by M J Cook, June 1915

/25: letter from George Morley to Beatrice Orange explaining that he has arranged the payment of part of the fire policy premium to the University and encloses a cheque from Mr Balden which will enable Miss Orange to send a formal receipt, with a handwritten postscript regarding the payment of various rents, October 1919

/26: handwritten note regarding bank account, undated

/27: letter from A L Hodson to John Greg notifying him that he has arranged for the bank to send cheques for the balances directly to Greg, undated

/28: Letter from J Millington of the United Counties Bank Ltd., to John Greg. He sends the cheques as requested by A L Hodson, and the counter-foils of old

cheques, April 1907

/29 printed form 17 T(2) from Board of Education, signed John Bromley, to Margery Fry, regarding the payment of the third instalment of the Annual Grant to the hostel, May 1905

1 file

Access: Open

Notes: Old Reference: UH1/117-
UH1/125, UH1/127-136; UH/2/310-313;
UH1/421; UH1/109-115

UB/HUH/A/2/1/3 Building Fund accounts 1904-1910

Lists of payments made on account of the Birmingham University Women's Hostel Building Fund to 30 June 1910, giving details of sums paid to building contractors, tradesmen, and furniture suppliers, with two cash books of the Building Fund recording payments to and from the deposit account, 1904-1907

1 file

Access: Open

Notes: Old Reference: Acc.1999/4

UB/HUH/A/2/2 Student fees registers 1904-1965

This section consists of sequences of registers kept to record income from accommodation fees paid by students and staff resident at University House. There is an unbroken sequence of registers covering the period 1906 to 1937, and another, shorter sequence covering the period 1962-1965. There are also fees statements 1933-1937 and correspondence relating to student fees and room prices dating from the 1940s and 1950s.

Although the primary function of the student registers is financial, the earlier

Records of University House and University House Association

sequence contains valuable evidence about individual students who lived at University House during the pre-Second World War period. Many of the entries include personal information useful for researchers studying the demographics and social backgrounds of those living in the hall of residence at this time, encompassing students and staff both at the University and at other educational establishments in Birmingham, as well as for researchers interested in the individuals themselves

7 volumes and 1 file

Access: Open

UB/HUH/A/2/2/1 Residents register 1904-1906

Handwritten register with missing covers containing names, addresses and occupations of students and staff resident at University House from the autumn term 1904 to summer term 1906 recording fees paid each term and indicating any remittances

1 volume

Access: Open

Notes: Old Reference: UH6/UC21;
UH2/296

UB/HUH/A/2/2/2 Residents register 1906-1912

Bound volume with a name index at the front containing entries for fees paid by students and staff resident at University House from the autumn term 1906 to the summer term of 1912, with details of any grants, allowances and remittances. Each entry gives the name and home address of residents, and many entries also provide information about courses studied by student residents, and sometimes qualifications, subsequent occupations and details of marital status

Records of University House and University House Association

- 1 volume
- Access: Open
- Notes:** Old Reference: Acc.1999/4
- UB/HUH/A/2/2/3 Residents register 1912-1919
- Bound volume with a name index at the front containing entries for fees paid by students and staff resident at University House from the autumn term 1912 to the summer term 1919, with details of any grants, allowances and remittances. Each entry gives the name and home address of residents, and many entries also provide information about courses studied by student residents, and sometimes qualifications, subsequent occupations and details of marital status
- 1 volume
- Access: Open
- Notes:** Old Reference: Acc.1999/4
- UB/HUH/A/2/2/4 Residents register 1919-1926
- Bound volume with a name index at the front containing entries for fees paid by students and staff resident at University House from the autumn term 1919 to the summer term 1926 with details of any grants, allowances and remittances. Each entry gives the name and home address of residents, and some entries also provide information about courses studied by student residents and qualifications gained
- 1 volume
- Access: Open
- Notes:** Old Reference: Acc.1999/4
- UB/HUH/A/2/2/5 Residents register 1926-1937
- Ledger with entries set out alphabetically by student name, with name index at the start of each alphabetical section,

containing details of fees paid by individual students resident in University House from the autumn term 1926 to the summer term 1937 with details of any grants, allowances and remittances. Each entry gives the name and home address of residents, the date of entry to the University, the course studied and qualification gained, and the rooms occupied during residence at University House

1 volume

Access: Open

Notes: Old Reference: UH25

Physical description: Outsize volume stored at Run 43

UB/HUH/A/2/2/6 Student fees statements 1933-1957

Fees statements for the academic sessions 1933-1934 to 1936-1937, giving the names of students resident in University House and the fees paid by the students and government grants allocated, together with an undated list of room prices, and correspondence of Janet Carpenter, Warden, 1941 and 1950s concerning charges for residence and rates of remission, with some figures provided

1 file

Access: Open

Notes: Old Reference: Acc.1999/4

UB/HUH/A/2/2/7 Student fees register 1962-1963

Register with entries set out in alphabetical order by name of student, giving details of amounts paid in fees and subscriptions by residents of University House for the academic session 1962 to 1963. There are separate lists for students who left the hall in 1963. Pages towards the end of the volume have been

Records of University House and University House Association

- used to record the pressure and temperature of the boilers and heating system at University House
- 1 volume
- Access: Open
- UB/HUH/A/2/2/8 Student fees register 1964-1965
- Register with entries set out in alphabetical order by name of student, giving details of amounts paid in fees and subscriptions by residents of University House for the academic session 1964 to 1965. There are separate lists for students who left the hall in 1965
- 1 volume
- Access: Open
- UB/HUH/A/2/3 Wardens cash books 1906-1914
- Cash books kept by Margery Fry in her role as Warden of University House to record cash transactions. There is a gap in the records between March 1911 and January 1913. There are no obvious references from this cash book to any journal
- 2 volumes
- Access: Open
- UB/HUH/A/2/3/1 Warden's cash book 1906-1911
- Contains entries for the period September 1906 to March 1911. The receipts columns largely record payments of fees by students and staff resident at University House. Pre-printed payment columns record expenditure on staff wages, food and fuel, laundry, stationery, house and garden maintenance, and returns to students. Descriptions of payments are also given.
- 1 volume

Access: Open

Notes: Old Reference: UH23

Physical description: Outsize volume stored at Run 43

UB/HUH/A/2/3/2 Warden's cash book 1913-1914

Contains entries for the period January 1913 to October 1914. The receipts columns largely record payments of fees by students and staff resident at University House. Pre-printed payment columns record expenditure on staff wages, food and fuel, laundry, stationery, house and garden maintenance, rent, rates and taxes, remissions to students and University fees, Day Training College payments, and medical expenses. Descriptions of payments are also given.

Liabilities outstanding and balances brought forward are recorded at the end of the volume, together with Margery Fry's

balancing instructions for her successor as Warden

1 volume

Access: Open

Notes: Old Reference: UH24

Physical description: Outsize volume stored at Run 43

UB/HUH/A/2/4 Scholarship and prize funds and legacies 1915-1987

Financial records and associated correspondence relating to the administration of the University House student bursary fund set up in around 1918 to provide assistance to resident students, 1914-1952; to other funds including the Margery Fry bursary fund, 1951-1974; and to a number of legacies to University House by former residents and staff covering the period 1933-1987

Records of University House and University House Association

	3 files	
	Access: Open	
UB/HUH/A/2/4/1	Students bursary fund records	1915-1932
	Records consist of two bank deposit books and two notebooks recording sums collected from benefactors and paid into the bank, and payments made to students. There are also receipts of payments from the fund and a handwritten estimate of costs for a three year course at the Day Training College with residence in University House, possibly compiled in connection with the fund	
	1 file	
	Access: Open	
	Notes: Old Reference: UH2/297-308	
UB/HUH/A/2/4/2	Scholarship and Margery Fry bursary fund records	1928-1974
	This file largely contains correspondence and associated papers relating to the payment of student bursaries 1946-1952 including minutes of the University House Bursaries sub-committee, but also contains a letter to the Warden, Hilda Walton, dated 1928, concerning the University House Exhibition Fund, bank deposit books and stock certificates relating to the Margery Fry bursary fund, 1948-1974 and University House keys account 1951-1968, and correspondence relating to Open Entrance scholarships, 1964-1969	
	1 file	
	Access: Open	
	Notes: Old Reference: Acc.1999/4	
UB/HUH/A/2/4/3	Gifts and legacies	1933-1987
	This file contains correspondence from	

bankers and solicitors relating to legacies bequeathed to University House by former residents and staff, and consists of a letter concerning the Rose Sidgwick Memorial Fund, 1933; correspondence relating to the University House Students Bursary Fund 1935; extracts from University Council minutes concerning the Margery Fry bequest and Edith Barling bequest, 1958; correspondence regarding the Dorothy M. Beaumont legacy, 1961; correspondence concerning the use of the Elsie Taylor legacy to make improvements to the Barling Room, 1965; an inventory and valuation of silver and silver plate and jewel at University House, prepared for insurance purposes, 1968; correspondence relating to a legacy from Jane Milne to University House, 1968; correspondence concerning payment from the Margery Fry Memorial Fund to be used to pay for repairs to the grand piano, 1970; typed statement setting out details of legacies by Edith Barling, Margery Fry, and Clara Louise Wright, 1978; a letter from the nephew of Beatrice Orange regarding a legacy for University House, 1986, and a letter concerning a legacy to University House Association by Julia Friend, 1987

1 file

Access: Open

UB/HUH/A/2/5

Expenditure records

1904-1988

This section contains records of wages and salaries paid to staff at University House, 1929-1955; miscellaneous invoices and receipts, largely relating to furniture and domestic equipment purchased for 215 Hagley Road and the new University House building at Edgbaston Park Road 1904-1914, but also to the payment of rates, rents, and taxes during this period; invoices and receipts for maintenance and repair work, and for the purchase of furniture and groceries 1920s-1960s; day book and

Records of University House and University House Association

other records relating to food costs at University House 1925-1974; and correspondence relating to proposed changes to University catering that would affect University House, 1986-1988

6 files and 1 volume

Access: Open

UB/HUH/A/2/5/1 Wages books and analysis 1929-1955

Loose leaf accounts giving details of salaries paid to the Warden, Sub-Warden, Secretary, and Bursar 1929-1937; loose leaf analysis of wages book 1938-1944; information provided for Board of Education Returns 1929-1937 including details of health and unemployment insurance, value of garden produce, Board wages to domestic staff, and numbers of Board of Education and privately funded students in the hall; and income tax figures for members of staff 1943-1946. There is also a list setting out figures for salaries and wages paid to staff in University of Birmingham halls of residence Chancellor's Hall, University House, Manor House, and Chad Hill, dated 1955

1 file

Access: Open

Notes: Old Reference: Acc.1999/4

UB/HUH/A/2/5/2 Invoices and receipts 1904-1909

Miscellaneous invoices and receipts for purchase of furniture, china, silverware, carpet, curtains, domestic equipment for both 215 Hagley Road and the new University House building on Edgbaston Park Road; payments for building and maintenance work at Edgbaston Park Road, and payments of rent for the Hagley Road premises, rates to Kings Norton Union and Edgbaston Parish, rent to the Edgbaston Estate, and income tax, house duty and land taxes. Some

Records of University House and University House Association

invoices and receipts are to Margery Fry, Charlotte Chamberlain, Charles Beale, and other members of the committees formed to establish University House

1 file

Access: Open

Notes: Old Reference: UH1/166-1/305

UB/HUH/A/2/5/3 Invoices and receipts 1909-1969

Miscellaneous estimates, bills, and receipts for purchases of furniture, soft furnishing, china and other domestic equipment for University House building on Edgbaston Park Road, including invoices for installation of a heating system, and sketches of furniture purchased from Lee Longland & Co for the hall of residence 1909-1914; invoices and correspondence concerning the supply of chinaware to University House 1920, and lists of suggested furniture for students rooms and the common room in a proposed new section of the hall, 1920s; and invoices for repairs and additions to furniture 1928-1929. There are a small number of invoices and receipts dating from the 1940s, and a cluster of invoices for groceries for University House dating from the 1960s

1 file

Access: Open

Notes: Old Reference: UH1/306-1/389A; Acc.2004/67

UB/HUH/A/2/5/4 Stair flooring estimates 1929-1948

Invoices and correspondence relating to the fitting and repair of rubber tiling to the staircases at University House by Leyland and Birmingham Rubber Co. Ltd

1 file

Records of University House and University House Association

	Access: Open	
UB/HUH/A/2/5/5	Food costs	1925-1967
	Analysis of food costs broken down by term 1923-1947; Lists of staple food prices for meat, dairy, grocery and fish 1929-1937; food costs and price schedules 1950s-1962; food costs for term time and conferences 1966-1967	
	1 file	
	Access: Open	
	Notes: Old Reference: UH1/390-413	
UB/HUH/A/2/5/6	Provisions, invoices day book	1966-1974
	Contains details of costs of transactions to food suppliers for the provision of meat, dairy products, grocery items and other household goods for University House between January 1967 to January 1974	
	1 volume	
	Access: Open	
UB/HUH/A/2/5/7	Food budget and University catering	1986-1988
	Correspondence and copies of extracts from minutes of the Halls of Residence Committee, Student Accommodation Committee, Administrative Executive Committee, and Strategy, Planning and Resources Committee concerning changes to University catering on the Edgbaston campus and to the catering and domestic arrangements at halls of residence resulting in a centralised system involving changes to hall management staffing at the Vale halls, and menu co-ordination. There are also papers concerning cuts to the food budget for halls of residence.	
	Correspondence includes copies of letters from Presidents of other halls of residence, and associated papers include lists of food costs per student across the	

halls of residence

1 file

Access: Open

UB/HUH/A/3

Wardens' papers

1905-2002

Records kept by individual Wardens of University House in the course of their role, from Margery Fry, Warden between 1904 and 1914, to David Rolf, Warden from 1994 to 1997. There are also a number of files kept by successive Wardens which include a small amount of correspondence of Richard Simmons, the final Warden of University House, dating from 2002. Papers of individual Wardens have been arranged in separate sections; these mostly consist of correspondence, including copy letters from Wardens, but also include papers relating to specific issues facing individual Wardens during their tenure, such as the requisition of University House for use as accommodation for nurses at the First Southern General Hospital during the First World War, fund raising by University House students for a travelling field hospital during the same period, the effects of air raids, food rationing, and national service on the management of University House during the Second World War, and the re-opening of University House as a mixed hall of residence in 1964. Papers of Julia Friend also contain information about University House jubilee celebrations in 1954 and 1964, and memorial events to commemorate the life of Margery Fry, following her death in 1958. Few papers of Arthur Butterworth or David Rolf survive, but there are several files containing papers generated by David Bedford and Tony Manchester as Wardens in the 1980s and early 1990s which largely focus on issues relating to student accommodation and discipline in the hall of residence. Incomplete sequences of Wardens reports survive in

the papers of both Julia Friend and of David Bedford and Tony Manchester. A more complete sequence can be found in minutes of University House Committee, described at UB/HUH/A/1/4

37 files and 2 volumes

Access: Open

UB/HUH/A/3/1

Papers of Margery Fry

1905-1914

Papers consist of correspondence to and from Margery Fry concerning the management of University House during her time as Warden, including letters from Neville Chamberlain, Charlotte Chamberlain and Alice Beale discussing the construction of the building at Edgbaston Park Road, and from Alice Beale and Hume Pinsent discussing repair work to the boiler in 1913. There is also correspondence relating to Board of Education grants to the hall of residence, including a letter from Oliver Lodge, Principal of the University of Birmingham. Other correspondence concerns the use of University House to provide accommodation for conferences, including a meeting of the British

Association for the Advancement of Science in 1913.

This section also contains material relating to the requisition of University House by the War Office in 1914, which includes an inventory of the contents of the building and accompanying letters from the surveyors, a copy of a letter sent to residents of University House informing them of need for the community to move to temporary accommodation, and correspondence relating to compensation paid by the War Office for the use of the building by the First Southern General Hospital for nurses' accommodation

2 files

Access: Open

UB/HUH/A/3/1/1

Correspondence

1905-1914

Correspondence, largely to Margery Fry, consisting of:

/1: Letter from E. K. Chambers to Margery Fry, stating that the Board of Education will recognise the house she referred to as part of University House, subject to its being declared satisfactory as regards sanitation, under Training College Regulations, 8 July 1905

/2: Letter from E. K. Chambers to Margery Fry requesting her to forward a certificate as to the sanitary condition of 59 Stirling Road to the Board of Education prior to inspection of this house. He also reminds her to send form 76H before the 1905-6 grant for the hostel can be paid, 26 September 1906

/3: Letter from A. R. Tozer, Chief Officer of the City of Birmingham Fire Brigade, to Margery Fry, informing her of fire precautions to be made at University House, 29 March 1909

/4: Letter from Margery Fry to John Greg, enclosing Miss Joyce's cheque, and the insurance policy, 21 March 1907

/5: Letter from Neville Chamberlain to Margery Fry regarding the competing architects and their plans, 20 April 1907

/6: Letter from Neville Chamberlain to Margery Fry regarding supplying a copy of the site plan for Fred Martin, whom Charlotte Chamberlain has contacted, 26 April 1907

/7: Letter from Neville Chamberlain to Margery Fry concerning higher grants to hostel, moving the site of the new hostel further back from Edgbaston Park Road, 28 April 1907

/8: Letter from Charlotte Chamberlain to

Margery Fry, explaining that she has invited the wrong Mr Martin to compete for the designing of the hostel and expressing her distress at her mistake, undated

/9: Letter from Neville Chamberlain to Margery Fry concerning the examination of the architects' plans, 2 May 1907

/10: Letter from Neville Chamberlain to Margery Fry concerning Board of Education grants to the hostel and moving the site of the new building further back from Edgbaston Park Road, 28 June 1907

/11: Letter from Oliver Lodge to Margery Fry regarding building grants from the Board of Education and the allocation of places in the new hostel to trainee teachers, 23 October 1907

/12: Letter from George H. Kenrick to Margery Fry regarding the Board of Education's answer to a question connected with the Day Training College, 25 October 1907

/13: Letter from C. S. Cour, Birmingham Post Office, to Margery Fry regarding the correct postal address of University House, 10 January 1908

/14: Letter from J. N. Wedgwood to Margery Fry regarding supplies of china to University House, 28 June 1908

/15: Letter from Agnes Dixon to Margery Fry, discussing matters concerning the University House library, 11 June 1909

/16: Letter from Margery Fry to John Greg requesting his signature on an enclosed document, now missing, 3 October 1909

/17: Letter Florence Davenport Hill to Alice Beale regarding University House Committee's acceptance of a gift of books from her father's library and explaining that her father [Matthew Davenport Hill]

would have been pleased, as a Birmingham man and 'as one who interested himself in the education of men', 3 March 1911

/18: Letter from Ernest Sandford, secretary to the British Association for the Advancement of Science, to Margery Fry, in reply to her letter regarding paying guests during the conference, and asking her to give particulars of the accommodation available in September for the meeting to be held in Birmingham, 29 January 1913

/19: Letter from Ernest Sandford to Margery Fry informing her that the Hospitality and Lodgings Sub-Committee will include the details of her accommodation on the list of apartments available. He reminds her that the students of the Training College will be in residence during the conference and asks whether this will affect the number of rooms available, 17 February 1913

/20: List of charges in Margery Fry's handwriting for accommodation at

University House during the proposed British Medical Conference, undated

/21: Typed list of Birmingham hotel tariffs, with handwritten calculations below, undated

/22: Letter from Alice Beale to Margery Fry regarding arrangements for repair work to be carried out to the boiler at University House, 1 August 1913

/23: Letter from Hume Pinsent to Margery Fry regarding the cost of repairs to the boiler, 1 August 1913

/24: Letter to Alice Beale from Hume Pinsent informing her of his inspection of the repair and enlargement of the boiler at University House, 19 August 1913

/25: Letter from Alice Beale to Margery

Fry enquiring about her trip to Finland and giving her news about the repairs to the boiler at University House, which she has heard from Hume Pinsent and Byng Kenrick, 30 August [1913]

/26: Photocopy of typed circular letter sent by Margery Fry to residents of University House informing them that the hostel has been taken over by the War Office as a nurses home, and advising them of plans to obtain the loan of a house in Edgbaston to accommodate students with preference given to 'students who are actually reading for their degree or Elementary Teachers' Certificate', undated [1914]

1 file

Access: Open

Notes: Old Reference: UH1/106-108; UH1/422; UH5/1-8; UH1/423-425; UH1/417-420

UB/HUH/A/3/1/2

Papers relating to the requisition of University House by the War Office

1914

These papers relate to the requisition of University House by the War Office for use as nurses accommodation in 1914 and consist of:

/1: Letter from Edwards, Son and Bigwood, surveyors and estate agents, to George Morley, Secretary of the University of Birmingham, enclosing two copies of the inventory of the contents of University House, taken when the hostel was acquired by the War Office. Various details in the inventory are explained, 4 September 1914

/2: Letter from Edwards, Son, and Bigwood to Margery Fry, enclosing the third copy of the inventory, 4 September 1914

/3: Inventory of furniture, fittings, electric lighting and heating installations and

other effects of University House, dated 12 August 1914 when the premises were taken over by the War Office, 2 copies

/4: Printed circular 858, from L. A. Selby-Biggs of the Board of Education, to Local Education Authorities. The Board has not yet decided upon a definite method for dealing with claims for compensation from educational institutions taken over by the War Office, 15 August 1914

/5: Printed circular 859, from L A Selby-Biggs to Local Education Authorities, explaining the situation regarding the occupation of school buildings by Voluntary Aid Detachments, 17 August 1914

/6-7: Copy of letter signed Edwards, Son and Bigwood, to George Morley, Secretary of the University of Birmingham, giving the terms of the rental of University House by the War Office, 5 November 1914

/8: Letter from George Morley to Margery Fry, explaining that the inventory will have to be checked for missing items when the building is handed back to the University. A letter from Colonel Marsh, Chief Administrator of the First Southern General Hospital, with whom Miss Fry is to complete the necessary arrangements, and Mr Morley's reply, were enclosed with the letter but are now missing, 13 November 1914

/9: Letter from K. G. Lloyd, matron of the First Southern General Hospital, to Margery Fry, agreeing to the terms of the rental of University House as a nurses' hostel; a cheque is enclosed, 18 November 1914

/10: Receipt from George Morley for the rent paid to Margery Fry by the First Southern General Hospital, 26 November 1914

Records of University House and University House Association

1 file

Access: Open

Notes: Old R3eference: UH3/1-3/4

UB/HUH/A/3/2

Papers of Beatrice Orange

1913-1922

Papers consist of correspondence to Beatrice Orange concerning the management of University House during her time as Warden, which largely relate to the removal of residents to Wyddrington during the First World War, the use of University House as accommodation for nurses working at the First Southern General Hospital and compensation paid by the War Office for additional expenditure incurred in operating the hall of residence at Wyddrington. Associated material includes inventories of furniture and fittings at Wyddrington; printed circulars issued by the Board of Education relating to the use of educational facilities during the conflict, and financial records including statements of accounts, invoices, and receipts. There is also correspondence dated 1919 that discusses the insurance of paintings lent by Roger Fry to University House; gifts by Helen Wodehouse, and William Ashley; the establishment of a memorial bird bath to Rose Sidgwick; and the financial position of University House after the war. In addition, there is a set of correspondence from John Masefield, primarily addressed to Beatrice Orange, discussing fund raising activities by residents at University House to equip a travelling field hospital for French soldiers in 1915

2 files

Access: Open

UB/HUH/A/3/2/1

Correspondence

1913-1922

Correspondence, largely to Beatrice

Orange, consisting of:

/1: Letter from Herbert Buckland, architect, enclosing Fenwick's estimate for work in fixing sinks in the garden room, 7 July 1913

/2: Handwritten list of 'facts and figures about the hostel' giving details of expenditure on the building, working expenses, and profit and loss per annum from 1908 to 1912, dated 1913

/3: Letter from Alex Hill at the Universities Bureau of The British Empire, to the Warden of University House, requesting information which may help universities wishing to establish hostels, 5 May 1913

/4: Letter from Alex Hill at the Universities Bureau of The British Empire, to the Warden of University House, giving further details about the information required, 14 May 1913

/5: Handwritten memo of details requested from George Morley, Secretary of the University of Birmingham, of amounts received for the University House building from different source, the

initial outlay on the building, and the amount spent on furnishing, undated

/6: Letter from George Morley to Beatrice Orange supplying information about building expenses for University House, showing amounts of financial aid received from the University, the Board of Education, and private individuals, 15 May 1913

/7-/8: Receipts for payments received from the First Southern General Hospital for the rent paid for use of University House as accommodation for nurses, 13 January and 10 March 1915

/9: Letter from Arthur Godlee to Beatrice Orange regarding the payment of rates

for Wyddrington, 17 May 1915

/10: Letter from Captain Tilney Barton, Compensation Officer of the Southern Command, to the Secretary of University House requesting an appointment with her in order to make out his report regarding the future rental of the hostel by the War Office, 2 September 1915

/11: Letter from Captain Tilney Barton to Beatrice Orange, apologising for not meeting her, and asking questions regarding the rental of, and expenses incurred at, Wyddrington, the temporary accommodation for residents while University House was occupied by nurses, 7 September 1915

/12: Copy of letter from Beatrice Orange's to Captain Barton giving details of additional expenditure incurred by moving to Wyddrington, 23 September 1915

/13: Letter from B. B. Cubitt, War Office, to Beatrice Orange, explaining that the payment of rent by the nurses from their personal allowance will terminate, and that the War Department will provide for additional expenditure incurred by alternative arrangements made for

residents of University House, 24 December 1915

/14: Letter from George Morley to Beatrice Orange. Mr Godlee and Mr Morley are to interview the Assistant Financial Secretary of the War Office about the University House building, and will require all relevant correspondence between Colonel Marsh and Margery Fry from the outset of the proposal to use the building, 1 March 1916

/15: Letter from George Morley to Beatrice Orange. The interview referred to above resulted in the opinion that the rent for University House should be reduced to £125, 4 March 1916

/16-/17: Letter from George Morley to Beatrice Orange, enclosing a copy of the letter from B. B. Cubitt of the War Office proposing a payment of £108.6.8 per month for use of the University House building, 24 March 1916

/18: Letter from George Morley to Beatrice Orange. He is returning certain letters to her, and informs her that Mr Godlee will be writing to her regarding the interview with the War Office, 5 April 1916

/19: Duplicate of a typewritten copy of letter from H. A. L. Fisher, president of the Board of Education, to Miss Penrose, Principal of Somerville College, Oxford, which appeared in 'The Times' on 10 February 1917. Mr Fisher expresses the view that women students should continue their academic training unless specifically called upon by the National Service Department

/20: Copy of typewritten inventory of the contents of Wyddrington, drawn up and signed by Grimley and Son, 13 March 1917

/21-/22: Printed circulars 992 and 992a from L. A. Selby-Biggs, Board of Education, to Local Education Authorities, enclosing an extract from the War Office which explains the situation regarding insurance against fire, air and bombardment risks when premises are occupied by the army, 7 May 1917

/23: Letter from George Morley to Miss Rackstraw, informing her that the buildings are insured against fire and aircraft damage. He is returning certain papers from the Board of Education, and asks her to sign and return a cheque to him, 18 May 1917

/24-/25: Signed report by Arthur Godlee and George Morley for presentation to University House Committee, explaining financial arrangements for the use of Wyddrington following expiration of the

lease under which University House had occupied the house and grounds rent free, enclosed with letter from Arthur Godlee to Alice Beale, 13 June 1917

/26: Handwritten copy of report from Beatrice Orange to the University, estimating the future financial situation of University House once the hostel building is returned, 4 December 1918

/27: Copy of typewritten circular to new students giving details of the temporary accommodation at Wyddrington, undated

/28-/29: Letter from Edwards, Son and Bigwood to George Morley enclosed with letter from George Morley to Beatrice Orange. They have examined the contents of University House against the 1914 inventory and have arranged for the War Office to make various replacements to items identified, 23 May 1919

/30: Letter from George Morley to Beatrice Orange, enclosing a letter and an inventory from Edwards, Son and Bigwood, 17 October 1919

/31: Letter from Mary Hogg, Ashburne Hall, Fallowfield, Manchester, to Beatrice Orange, commenting upon the extra money given to her hostel by the Board of Education, 16 December 1920

/32: Letter from George Morley to Beatrice Orange informing her that University Council, on recommendation of the Finance Committee, has passed a resolution that the University will transfer funds to pay the University House overdraft on the understanding that in future University House would be self financing, 14 January 1921

/33: Copy of handwritten letter from Beatrice Orange to Miss Evans announcing increases in fees for shared rooms and single rooms because of the need for University House to be self-

supporting, undated

/34: Letter from Mary Hogg, Ashburne Hall, Fallowfield, Manchester, to Beatrice Orange. The rise in prices will probably mean a rise in hostel fees at Manchester; if University House raises its charges, Miss Hogg would like to know the new prices, 12 February 1921

/35: Letter from Mary Hogg to Beatrice Orange, enquiring as to the nature of certain duties carried out by staff and resident lecturers of the hostel, 12 February 1921

/36: Letter from I. J. West, Board of Education, to Beatrice Orange pointing out that any compensation in connection with the military occupation of the hostel should be claimed directly from the local military authorities, 1 March 1921

/37: Letter from Gordon L. Thorne, War Department Valuer, Crown Buildings, James Watt Street, Birmingham, to Beatrice Orange; he will meet her to discuss the subject of further compensation in connection with the

military occupation of University House, 2 April 1921

/38: Letter from Gordon L. Thorne to Lucy M. Burt of University House; he will await the return of Beatrice Orange before calling at University House, 6 April 1921

/39: Letter from Captain Brodnick of the Southern Command to Beatrice Orange; her claim for compensation has been rejected, 29 July 1921

/40: Letter from Northern Assurance Company Ltd, Birmingham, to Beatrice Orange, confirming that the company will insure paintings by Roger Fry against fire, burglary and housebreaking, 6 October 1921

/41: Handwritten note made by Beatrice

Orange giving brief details of the five paintings lent to University House by Roger Fry which are insured with the Northern Assurance Company Ltd, October 1921

/42: Receipt issued by the Northern Assurance Company Ltd, Birmingham, for policy against fire and burglary, 12 October 1921

/43: Letter from George Morley to Beatrice Orange which originally accompanied a letter from the Board of Education which was to be considered at the next meeting of the University House Committee, 14 November 1921

/44-/45: Letter from Charles Grant Robertson to Beatrice Orange enclosing a letter from Jessie Scott dated 22 November 1921 in response to his enquiry about the possibility of her opening a hostel in Birmingham which explains that as she has already started planning a hostel in London, she would not be willing to come and open one for a mere fifteen to twenty students in Birmingham unless she were to receive substantial help from the University. Robertson observes that Miss Scott seems resolved to stay in London, but wants to know the actual amount of financial aid she would require from the University were she to open a hostel in Birmingham, 23 November 1921

/46-/49: Invoices and receipts for war stock bought by University House, 1922

/50: Letter from William Ashley to Beatrice Orange presenting a framed copy of a photograph of a portrait of his wife to University House in recognition of her involvement in the establishment of University House and mentioning that an alms dish donated by his wife to University Council might pass to University House, as was her wish shortly before her death, 15 September 1922

/51-/52: Letter from C. S. Sidgwick, 64 Woodstock Road, Oxford, to Beatrice Orange expressing pleasure at hearing that University House had collected enough for a memorial to Rose Sidgwick and offering advice about the design of the bird bath, enclosing a pen and ink sketch, 28 June, no year given

/53: Typed letter from Helen Wodehouse, Ascham Hall Training College, Bingley, to Beatrice Orange offering a spare print of a lithograph portrait of her which had been presented by the staff and students at Bingley, 1 December 1919

/54: Letter from Dora ?Walker, Chad House, Edbaston to Beatrice Orange concerning an unnamed fund presumably connected with University House and suggesting asking the University Librarian as one of the trustees, undated

1 file

Access: Open

Notes: Old Reference: UH1/101-103; UH1/414-416; UH1/426-428; UH3/12-35, UH3/37-39

UB/HUH/A/3/2/2

Papers relating to the John Masefield travelling field hospital

1915

These papers primarily consist of letters from John Masefield, mostly to Beatrice Orange but including one to Margery Fry, and one to University House students, concerning fund raising activities by residents at University House towards a travelling field hospital for wounded soliders. There is also a statement of accounts showing sums raised at a garden party held at Wyddrington

/1: Letter from John Masefield, Cholsey, Berkshire, to Margery Fry, describing his experiences tending wounded soldiers at a hospital for French soldiers in difficult

conditions, and asking her to contribute towards a travelling field hospital of fifty beds, in tents or huts near the front line, managed by English staff under the French Military Service de Sante which will make on-the-spot treatment possible, 19 May 1915

/2: Letter from John Masefield, Cholsey, Berkshire, to Beatrice Orange, thanking her for her promise of financial aid should the French government authorise the travelling hospital, 'it is very good of you to contribute, & to try to interest your students in the scheme', 26 May 1915, with envelope

/3: Letter from John Masefield, Cholsey, Berkshire, to the students of University House, thanking them on behalf of the travelling field hospital for offering the proceeds of their garden party towards the experiment, 3 June 1915

/4: Letter from John Masefield, Cholsey, Berkshire, to Beatrice Orange, thanking her for the contribution towards an English field hospital for French soldiers. However, if the French government does not agree to the scheme, they may have to offer their services to the Italians 'who are worse equipped than the French, & only little better than the Serbs, whose hospitals are mainly run by Austrian prisoners', 3 June 1915

/5: Letter from John Masefield, Cholsey, Berkshire, to Beatrice Orange. The French authorities will not allow women so close to the front line, and it may be necessary to offer the unit to Italy, work as a nursing unit in France, or offer the unit to England for use in Malta, 23 June 1915, with envelope

/6: Letter from John Masefield, Cholsey, Berkshire, to Beatrice Orange, thanking her for the kind and generous support of the University House students and asking her to send him a list of names so that he

might send them a memento from the hospital if it is established; he is still waiting for the French government's approval of the hospital scheme, 29 June 1915

/7: Letter from John Masefield, Cholsey, Berkshire, to Beatrice Orange, with thanks for her letter and the cheque. He will send a receipt when the scheme has been sanctioned and has been able to bank money, 1 July 1915

/8: Letter from John Masefield, Cholsey, Berkshire, to Beatrice Orange thanking her and the University House students for their contribution; he will use the money to equip and run a motor boat ambulance in the Dardanelles, 11 August 1915

/9: Handwritten statement of accounts of garden party receipts and expenditure, at Wyddrington, to raise money for the travelling field hospital scheme

1 file

Access: Open

Notes: Old Reference: UH5/9-17

UB/HUH/A/3/3

Papers of Hilda Walton

1922-1935

Papers consist of correspondence from Hilda Walton and copy correspondence written by her concerning the management of University House during the period she acted as Warden. A major theme of this correspondence is the need to provide additional accommodation for women students at the University of Birmingham, and the papers include correspondence with wardens of women's halls of residence at other Universities sharing details of expenditure and income from residential accommodation sent during the 1920s and correspondence with University of Birmingham officers and the architect Herbert Buckland concerning

the possibility of providing an extension to University House premises sent during the 1920s and early 1930s. Other correspondence concerns the maintenance of University House premises, regulations concerning student attendance at Guild of Students social events, and University House representation on University committees. There is also a letter from Margery Fry concerning the establishment of the First Warden's Prize Fund in 1930

1 file

Access: Open

UB/HUH/A/3/3/1 Correspondence 1922-1935

Correspondence, largely to Hilda Walton, consisting of:

/1: Letter from Lucy Stoers-Best, tutor for women at Sheffield University, to Beatrice Orange, telling her that, unlike at Birmingham, she is allowed to put students into lodgings if they cannot be accommodated in a hostel. The situation at Sheffield is explained more fully, October 1922

/2: Manuscript notes from L. C. Kempson, Bedford College, London], containing detailed information about her hostel including the level of profit in relation to student numbers, cost of alterations, staff, salaries, food and aspects of social life, mid 1920s

/3: Letter from R. Croydon Marks, University Club, Edgbaston to Hilda Walton apologising on behalf of fellow students in the Engineering department for taking an 'illuminated lorry' used as a Carnival float to University House as part of Carnival celebrations to show the Carnival Committee's appreciation of the help given by University House as a whole to Carnival events; offers to pay for any damage to the gate chain, 4

November 1925

/3: Copy of letter from Hilda Walton to Mary Hope-Hogg, Warden of Ashburne Hall, Manchester, enquiring as to how to replace residents who go abroad for a period of several months' study, 27 May 1926

/4: Letter from Mary Hope-Hogg to Hilda Walton. Unlike at Birmingham, Miss Hogg does not oblige language students to find substitute residents, but thinks this is a good idea. The proportion of women students in residence is stated. She also mentions that her daughter is seeking a post as sub-warden or junior bursar, 28 May 1926

/5: Letter from Richard Fenwick Ltd, Building Contractors to Hilda Walton, setting out costs for fitting a 'smoke cure pot' to the chimney in the sitting room of the Porters house at University House and repairing the range in the kitchen of the house, 18 November 1926

/6: Letter from Charles Grant Roberston, Principal of the University of Birmingham, to Hilda Walton, apologising for not being able to attend a meeting of University House Committee as he will be attending the Watson lecture given by Professor Van Tyne and commenting on the possibility of providing an extension to University House and seeking an 'ad hoc capital grant' from the University Grants Committee, 16 May 1927

/7: Letter from C. G. Burton, University Secretary to Hilda Walton, confirming that the term 'women's hall of residence' would be substituted for 'women's hostel' in official communications, 12 December 1927

/8: Letter from Richard Fenwick Ltd, Building Contractors to Hilda Walton with estimate of costs for new combination grate and back boiler, gas heated geyser, and sitting room grate for the Porters

lodge, 14 December 1927

/9: Letter from C. G. Burton, University Secretary to Hilda Walton suggesting that the University House Committee should discuss the question of the erection of a second hall of residence before it is considered by the Finance Committee, 8 March 1928

/10: Copy of letter from Hilda Walton, to Miss H. Reynard, Warden at King's College, London, asking to use the latter's figures on the level of profit which were given to Miss Kempson of Bedford College. This information will help the Committee in its considerations concerning a new hall of residence, 7 May 1928

/11: Letter from Miss H. Reynard, Warden at King's College, London, to Hilda Walton confirming that she has no objection to the use of these figures, provided that the names of Colleges are not mentioned, 8 May 1928

/12: Letter from Richard Fenwick Ltd, Building Contractors, to Hilda Walton confirming the price for supplying and

fixing a new w.c pan and seat in the Porters lodge, 29 April 1929

/13: Handwritten notes giving expenditure figures for King's College Women and College Hall, 1920s

/14: Copy of letter from Miss H. Reynard to Miss L. C. Kempson of Bedford College, giving details on the 'level of profit' at halls of residence for womens students at different higher education institutions, 1920s

/15: Letter from Frances Keay to the Vice-Chancellor, Charles Grant Robertson, expressing the need for more suitable accommodation for female students, as a member of the Lodgings Committee, and

suggesting the acquisition of the Gables on Bristol Road if the erection of a new hostel proves impossible, 12 November 1929

/16: Copy of letter from unidentified sender to Miss Barling suggesting how 359 Bristol Road could be used, enclosing an inventory of rooms on each floor, structural alterations and additions needed, and an estimate of cost, 14 November 1929

/17: Photocopy of inventory for 359 Bristol Road, giving similar details to those set out in UB/HUH/A/3/3/1/16

/18: Letter from C. G. Burton, University Secretary, to Hilda Walton, enclosing a letter to be considered by the University House Committee, and to be reported upon to the Council, 15 November 1929

/19: Memorandum for the consideration of the University House Committee on 26 November, enclosed with UB/HUH/A/3/3/1/18, describing two houses for sale; as both would seem too small to accommodate the students now in lodgings, the construction of a second hall of residence seems preferable

/20: Copy of letter from Hilda Walton to Mr Burton, University Secretary. University House Committee agrees upon the need for a second hostel rather than the purchase of 359 Bristol Road or Rockingham, 27 November 1929

/21: Letter from Margery Fry, Somerville College, Oxford, to Hilda Walton, announcing the establishment of a fund which she hopes will be used to provide all future senior students with money to buy a book at the end of their year of office, or for other specific purposes, suggesting that it be called the 'senior students prize fund' or the 'first wardens fund', 31 May 1930

/22: Letter from Richard Fenwick Ltd,

Building Contractors, to Hilda Walton, giving estimated costs for the repair of the waste outlet for a tip up bath in the Porters lodge, 1 July 1930

/23: Letter from Elsie A. Underwood to Hilda Walton, asking whether the men's and women's halls of residence at the University of Birmingham are represented on Senate, Court, or Council, as the heads of halls in Manchester are considering their representation on University bodies, 28 October 1930

/24: Copy of letter from Hilda Walton to Elsie A. Underwood giving details of representation of University House members on the Court of Governors but not on Senate or Council and mentioning that the Warden of Chancellor's Hall is required to do some lecturing in the University, 31 October 1930

/25-/27: Letter from F. Thompson to Hilda Walton enclosing lists of students in lodgings during 1929-1930 and 1930-1931

/28: Copy of letter from Hilda Walton to Richard Fenwick Ltd, Building Contractors, expressing concern at the poor condition of the fence and gate on Bristol Road and the need to have it repainted soon after it was put up,

suggesting that it has not been properly seasoned, 19 December 1930

/29: Letter from Charles Grant Roberston, Vice-Chancellor and Principal of the University of Birmingham, to Hilda Walton, discussing regulations for dances at the Guild of Students building after transfer of these activities from Edmund Street, the autonomy of the Guild of Students in setting times for these events and the occasional extension of them, announcing that to deal with the issue of late dances 'and some other matters connected with social life' he is bringing

the old Joint Committee on Social Life into existence. He goes on to discuss the issue of University House students staying out until midnight or after midnight which he thinks is a matter for the Warden to decide, and concludes that it is up to her to decide whether to allow students to attend the forthcoming Engineering dance, 17 February 1931

/30: Copy of letter from Hilda Walton to H. T. Buckland, architect, asking whether it would be possible to build onto the west end of University House in order to move the library away from the common room, 17 July 1931

/31: Letter from Herbert Buckland to Hilda Walton, suggesting he visit to discuss possibilities for an extension to University House, 18 July 1931

/31: Copy of letter from Hilda Walton to H T Buckland. As Mrs Beale is opposed to any extension of University House, it is doubtful whether the scheme will be possible, 20 July 1931

/32: Copy of letter from Hilda Walton to H. Coles, asking him to call to deal with the rats as 'they are becoming very troublesome again', 20 January 1933

/33: Copy of letter from Hilda Walton to H. Coles reminding him of the agreement to keep University House premises free of rats for six months and asking him to return to fulfil terms on which he has been paid, 10 February 1933

/34: Copy of letter from Hilda Walton to H. Coles discussing payment for him to keep Univesrity Premises free of rats for the sum of £8 for the year, 30 May 1933

/35: Copy of letter from Hilda Walton to the University Secretary, C. G. Burton, informing him that University House Committee agrees to the leasing of extra land on the north and east of University House. However this increase in the total

rental will reduce the amount paid into the Reserve Fund, 12 December 1933

/36: Letter from R. B. Hands to Hilda Walton stating measurement of the extension from the edge of the drive nearest the lodge, 10 May [1934]

/37: Copy of typed list of proposals for the new piece of land north of University House, [1934]

/38: Letter from C. G. Burton, University Secretary, to Hilda Walton: the Ground Committee has approved four of the proposals for the extension of University House premises; the other two are to be considered by the House Committee. Mr Burton suggests coming with Mr Buckland to discuss plans, 12 May 1934

/39: Copy of letter from Hilda Walton to C. G. Burton, University Secretary, accepting his suggestion. She presumes that proposals 3 and 4 will have to come before the Council, 14 May 1934

/40: Copy of letter from Herbert T. Buckland to Hilda Walton, making suggestions regarding the proposed extensions to University House premises, and estimating costs, 12 June 1934

/41: Copy of letter from Hilda Walton to C. G. Burton, University Secretary, conveying University House Committee's opinions of Mr Buckland's plans for alterations to University House, 19 June 1934

/42: Letter from C. G. Burton, University Secretary, to Hilda Walton. A Finance Committee meeting will be held on 11 July; Mr Burton will raise the question contained in her letter of 27 June. In the absence of her Chairman, he invites Hilda Walton and her secretary to attend at Edmund Street to discuss the forthcoming year's plans. He asks her to send Mr Buckland's report and plan for the Treasurer's clear consideration, 4 July

1934

/43: Copy of letter from Hilda Walton to Mr Buckland enquiring as to the planned position of the cycle shed and garage, asking whether it will encroach on the space for the kitchen garden, 18 September 1934

/44: Copy of letter from Hilda Walton to H. Coles, asking him to keep University House premises free of rats over the winter, but suggesting that due to new arrangements for keeping the 'pig wash' it will not be necessary to employ a rat catcher after May, 17 November 1934

/45: Copy of letter from Hilda Walton to H. Coles confirming that University House does not require the services of a rat catcher after 16 May 1935, 30 April 1935

/46-/48: Correspondence between Hilda Walton and Ruth Young, Association of Head Mistresses, discussing rules governing the residence of students at University House, for potential use in a proposed hostel for women students in Paris, run by the British Institute 1927-1928

1 file

Access: Open

Notes: Old Reference: UH1/13; UH1/66-83; UH1/429-432; UH1/ 315-316, UH1/318-319, UH1/325-326

UB/HUH/A/3/4

Papers of Janet Carpenter

1938-1951

Papers primarily date from the Second World War period and relate to measures taken at University House to continue running the hall of residence during the conflict. Papers consist of government publications; printed notices and circulars addressed to residents issued by the Warden on behalf of the management of University House and the University of Birmingham; and correspondence of

Janet Carpenter as Warden during this period. The content of this correspondence focuses heavily on issues relating to the management of University House in the period immediately before the outbreak of war in 1939 and during the early years of the conflict and there is substantial correspondence with Wardens of halls of residence for women students at other universities exchanging information about fees and staff costs, expenditure on fuel, air raid precautions provision for residents, and the impact of food rationing. This correspondence provides details about measures put in place for students during air raids and the responsibilities of students during war time. There is a small amount of correspondence dating from the later 1940s which focuses on regulations for University House residents and other issues relating to the domestic management of the hall of residence

2 files

Access: Open

UB/HUH/A/3/4/1

Papers relating to the management of University House during the Second World War

1938-1943

Papers consist of government publications, printed notices and circular letters issued by the management of University House, and correspondence consisting of:

/1: Booklet issued by the Home Office 'The protection of your home against air raids' March 1938 (2 copies)

/2: Typed report of a special meeting of Women's Voluntary Services' Speakers, concerning evacuation with appendices including list of official publications on air raid precautions; list of organisations represented on the Women's Voluntary Services advisory council; copy of Home Secretary's letter to Lady Reading,

chairman of the Women's Voluntary Services; note on transport services; Architects' panel; notes on evacuation; and notes on qualifications and experience required for A.R.P. work, 1938

/3: Government pamphlet 'War emergency information and instructions' containing details about air raid warnings, lighting restrictions, travel, evacuation of children, food supplies, and the payment of pensions and allowances during the emergency, 1939

/4: Civil Defence leaflet 'Evacuation, why and how?' Public Information Leaflet No.3, July 1939 (4 copies)

/5: Civil Defence leaflet 'Your gas mask, how to keep it and how to use it; masking your windows', Public Information Leaflet No.2, July 1939

/6: Civil Defence Leaflet 'Fire precautions in war time' Public Information Leaflet No.5, August 1939

/7: Newscutting. Birmingham Citizens' Advice Bureaux; list of addresses of institutions providing help for the solving of war problems, undated

/8: printed instructions to citizens in the case of a German invasion, issued by the Ministry of Information in co-operation with the War Office and the Ministry of Home Security, 1940 (2 copies)

/9: Printed notice issued by the University of Birmingham: Precautions against injury from poison gas, re-used on the reverse to form a poster advertising a discussion organised by the Socialist Club, held in the fiction library at University House, undated

/10: Police notice on the screening of industrial lighting

/11: Police notice on the screening of

lights on motor vehicles

/12: Letter from K. F. Dinson, of Milton Proprietary Ltd., to Janet Carpenter, enclosing details of the Milton system of air purification to prevent the spread of air-borne infection, and two pamphlets 'A system of air purification by hypochlorous acid gas' by A T Masterman; and 'The Milton system of air purification by hypochlorous acid gas', 29 November 1940

/13: Handwritten note giving dimensions of the billiard room, possibly in relation to its proposed use as an air raid shelter, undated

/14: Sketch plan of University House, noting position of gas and water mains, undated

/15: Handwritten lists of equipment required during air-raids, undated

/16: Typed list of names with handwritten additions, possibly denoting staff at University House, undated

/17: Handwritten list of residents of University House divided into their location in air raid shelters, undated

/18: Handwritten key to numbered curtains on corridors and stairs, and dimensions of curtains, undated

/19: Typed notice from Janet Carpenter to residents concerning methods of dealing with incendiary bombs, undated

/20: Typed copy of a certificate of enrolment as a Fire Guard at the University of Birmingham, signed George Grant, Registrar, undated

/21: Typed instructions for air-raid drills at University House, undated

/22: Handwritten list of curtains and their

locations, undated

/23: Typed instructions to Fire Guards on duty at University House, undated

/24: Handwritten notice from ? Garner to members of the 'R. L.' course informing them of the location of fire fighting appliances in University House, undated

/25: Handwritten notice from Janet Carpenter to University House residents asking them to listen to the news and take special notice blackout regulations, undated

/26: Handwritten notice from Janet Carpenter to University House corridor wardens regarding the water supply, undated

/27: Copy of letter from Janet Carpenter to Commander D. C. Morrison, Air Raid Precautions Officer, seeking advice regarding air raid precautions in University House, 15 September 1938

/28: Printed card from Commander D. C. Morrison, acknowledging receipt of Janet Carpenter's letter, 19 September 1938

/29: Copy of letter from Janet Carpenter to University House residents, informing them that they need not come up two days early as originally planned [due to the Munich crisis] and advising their parents that an air-raid shelter is being prepared, 27 September 1938

/30: Typed notice from Janet Carpenter to all University House students, concerning gas masks and blackouts, 28 September 1938

/31: Letter from Edith Barling to Janet Carpenter, returning a pamphlet, and discussing gas masks for the students, 29 September 1938

/32: Handwritten note of requirements for

the basement store, 1 October 1938

/33: Typed notice from the A.R.P. Committee to the residents of University House, informing them of an A.R.P. practice, 1 November 1938

/34: Letter from Commander Donald C. Morrison to Janet Carpenter, arranging to see her regarding air raid precautions, 12 November 1938

/35: Letter from A. Mason, secretary to the Air Raid Precautions Co-ordinating Officer, to Janet Carpenter, informing her that Commander Morrison is unable to keep his appointment, 15 November 1938

/36: Copy of letter from Janet Carpenter to V. T. Hamilton, Air-Raid Precautions Co-ordinating Officer, asking him to call, as Commander D. C. Morrison is unable to keep his appointment. She also wishes to be advised about the personal A.R.P. obligations of the bursar, the cook-housekeeper and herself, 1 December 1938

/37: Letter from V. T. Hamilton, to Janet Carpenter. He is unable to see her, but will ask Mr Ferrington of the City Engineer's Department to come, 5 December 1938

/38: Printed card from V. T. Hamilton acknowledging receipt of Janet Carpenter's letter, 8 December 1938

/39: Copy of the minutes of the meeting of University of Birmingham Air Raid Precautions Committee, 20 December 1938

/40: Typewritten copy of circular from C. G. Burton, University Secretary, informing members of a meeting of the A.R.P. Committee, to be held on 10 March 1939. With handwritten marginal notes probably made by Janet Carpenter

/41: Copy of the minutes of the meeting of University of Birmingham Air Raid Precautions Committee, 10 March 1939

/42: Typed A.R.P. notice, signed Janet Carpenter, informing University House residents about blackout curtains, 13 May 1939

/43: Letter from Gertrude Truscott, Warden of the Birmingham Settlement, to Janet Carpenter, asking if University House can accommodate any of her students in the case of a national emergency, 6 June 1939

/44: Copy of letter from Janet Carpenter to Gertrude Truscott, agreeing to provide accommodation for six to eight students in the case of a national emergency, 29 June 1939

/45: Letter from Gertrude Truscott, Warden of the Birmingham Settlement, to Janet Carpenter, thanking her for offering temporary accommodation for students in the event of a national emergency, 1 July 1939

/46: Report of University of Birmingham Air Raid Precautions Committee for presentation to the Finance and General Purposes Committee on 29 March, and to

University Council on 6 April, regarding arrangements in the case of an invasion

/47: Typed circular from C. G. Burton, University Secretary, stating that the decision of the A.R.P. Committee to concentrate activities at Edgbaston during an invasion has been reversed; the faculties at Edmund Street will operate there as usual. Shelters in the basement of the Edmund Street premises will be provided, and scheme of procedure for evacuation of classrooms and laboratories at Edgbaston will be prepared, 24 July 1939

/48: Letter from Margery Fry to Janet Carpenter, explaining the situation regarding the taking over of University buildings by a service department or other authority, 27 September 1939

/49: Typed notice, signed by Janet Carpenter, to all University House residents, warning them that the police have informed her that they are not observing black-out regulations adequately, 7 October 1939

/50: Typed notice, signed by Janet Carpenter, to all University House students. Fines will be imposed upon those not observing black-out regulations, 30 October 1939

/51: Signatures of University House residents not possessing gas masks, undated

/52: Typed notice signed by Janet Carpenter, informing residents about lighting during air raid drills, 31 January 1940

/53: Typed notice, signed by Janet Carpenter, regarding the use of the laundry room as a first aid room, 23 May 1940

/54: Copy of letter from Janet Carpenter to Mr Thomas concerning the switching-on of the electric current after the all-clear, 27 September 1940

/55: Typed notice, signed by Janet Carpenter regarding day-time air raid warnings, 28 September 1940

/56: Letter from C. G. Burton, University Secretary, to Janet Carpenter regarding the training of "spotters"; with a handwritten postscript concerning tin hats, 30 September 1940

/57: Typed notice, signed by Janet Carpenter, regarding black-out

arrangements, 30 September 1940

/58: Typed notice, signed by Janet Carpenter, regarding air raid warnings, 30 September 1940

/59: Letter from Raymond Priestley, Vice-Chancellor of Birmingham University, to Mr Coultas, University Home Guard, enquiring about the loan of tin hats for University House residents, 29 October 1940

/60: Typed notice, signed by Janet Carpenter, regarding the re-arrangement of meal-times to avoid clashes with air-raid warnings, and the possible increase in lunch allowances for people not able to return to University House for lunch, 29 October 1940

/61: Typed notice from Janet Carpenter for residents who have volunteered for air raid duty on the roof of University House, 15 November 1940

/62: Typed notice, signed by Janet Carpenter, to the students who disregard A.R.P. regulations in University House, 4 December 1940

/63: Letter from Mark Oliphant, Professor of Physics at the University of Birmingham to Janet Carpenter regarding the red 'danger' flag put up by roof

spotters on the physics building, 5 December 1940

/64: Copy of letter from Dr F. P. Reagan to C. G. Burton, University Secretary, concerning eye injuries from incendiary bombs, 5 December 1940

/65: Typed notice from Janet Carpenter, drawing residents' attention to, and commenting upon the dangers of incendiary bombs, 9 December 1940

/66: Newscutting: instructions on

extinguishing incendiary bombs, undated

/67: Typed notice from Janet Carpenter to fire parties and residents, drawing attention to instructions in the newscutting described at UB/HUH/A/3/4/1/66

/68: Letter from C. G. Burton, University Secretary, to Miss Edith M Barling, regarding the registration of Janet Carpenter and Miss Pollitt as A.R.P. wardens, 3 February 1941

/69: Letter from Edith M Barling to Janet Carpenter regarding registration as A.R.P. wardens, 4 February 1941

/70: Letter from T. G. Copping Taylor, of the Air Raid Precautions Department, Harborne, to Janet Carpenter, acknowledging receipt of enrolment forms from her and Miss Pollitt, 5 March 1941

/71: Typed notice, signed by Janet Carpenter, to University House residents regarding enforcement of blackout regulations, 17 February 1941

/72: Copy of letter from Janet Carpenter to Mr H. C. Oxenham, Air Raid Warden, complaining about the poor organisation of demonstrations for students volunteering for fire watching and other A.R.P. duties, 3 March 1941

/73: Typed notice from Janet Carpenter giving new arrangements in the event of air raids, as a result of a meeting of Fire Guards, 13 March 1941

/74: Typed instructions to fire-watchers, signed by Janet Carpenter, 7 October 1941

/75: Typed notice, signed by Janet Carpenter, regarding fines for blackout offences, 13 October 1941

/76: Typed notice, signed Janet Carpenter, commenting upon the air raid

drill of 9 November

/77-/80: Printed pamphlets advertising equipment for air-raid shelters

/81/84: Letters from J. P. Greenwood, area manager of Joseph Caldwell, ARP constructions, giving details and plans of trench liners and shelters, February 1939

/85: Letter from A. C. Taming, of Gopsill Brown Trading Co. Ltd., agricultural merchants, to Janet Carpenter, giving costs of sandbags, 17 March 1938

/86: Typed note by Janet Carpenter regarding sandbags for University House, 22 March 1939

/87: Letter from P. F. Brennan, of Richard Fenwick (Builders) Ltd., to the University, regarding shelters conforming to Home Office requirements, May 1939

/88: Letter from C. G. Burton, University Secretary, to Janet Carpenter regarding claims for A.R.P. costs, 24 October 1939

/89: Letter from C. G. Burton, University Secretary, to Janet Carpenter enclosing cheque from University Grants Committee to cover A.R.P. expenditure, 4 April 1940

/90: Letter from P. F. Brennan, governing director of Fenwick (Builders) Ltd., to Janet Carpenter, giving an estimate for canopy and steps to University House air raid shelter, 8 June 1940

/91: Letter from Herbert T. Buckland, Architect and Surveyor, to Janet Carpenter, regarding products to guard against splintering of glass, 4 September 1940

/92: Letter from J. S. Smith of Scrim Manufacturing Co. Ltd., to Janet Carpenter, giving details of anti-blast material, 11 September 1940

/93-/95: Copy of letter from Janet

Carpenter to Messrs Kalee Ltd., regarding order for folding chairs, with photograph and estimate of costs, 27 November 1940

/96-/97: Letter from A Kalley of Electra Ltd., to Janet Carpenter, giving an estimate for the installation of fans in the Hostel's air raid shelter; with a printed pamphlet about Vent-Axia fans, 24 December 1940

/98: Letter from Janet Carpenter to J. H. P. Veal, asking for advice regarding fans for the air raid shelter, with Veal's handwritten reply, 16-18 January 1941

/99-/100: Letters from Herbert Manzoni, City Engineer, to Janet Carpenter, regarding the installation of extractor fans, 10 March 1941

/101-/102: Copies of two letters from Janet Carpenter to Messrs. Berkley and Young Ltd., requesting a supply of extractor fans, 4 April and 23 July 1941

/103: Letter from C. N. Gilbert of Berkeley and Young Ltd., to Janet Carpenter, apologising for the delay in dealing with the order of extractor fans, 25 July 1941

/104-/110: Printed notices (including application form), giving details of A.R.P. casualty services, and asking for volunteers, undated

/111-/112: Printed pamphlet concerning enrolment for the British Red Cross

V.A.D., and typewritten details of emergency training, September 1938

/113: Copy of typewritten details of a course in First Aid held by the St. John's Ambulance Association for University students and staff, undated

/114: Copy of letter from Janet Carpenter to Miss J. Milne commenting upon her statement about the First Aid course, 13

October 1938

/115-/116: Letter from M. Hammond, Education Department, University of Birmingham, to Janet Carpenter, enclosing a copy of his letter to Miss J. Milne about her statement, and giving details of arrangements being made for the First Aid course, 15 October 1938

/117: Typed report of the Association of University Labour Parties special conference held at the London School of Economics on the position of the Universities in war-time, 18 March 1939

/118-/119: Letter from Miss Z. L. Puxley, secretary to the Central Emergency Committee for the Nursing Profession, to Janet Carpenter, enclosing details of a scheme for recruiting a civil nursing reserve, 21 April 1939

/120: Copy of typed circular from Raymond Priestley, Vice-Chancellor, to members of academic staff and administrative officers, regarding war-time employment arrangements, 7 September 1939

/121: Letter from John Beresford of University College, Southampton, to wardens and tutors, advising women students to continue their academic studies rather than to join the Women's Services full-time, 31 July 1940

/122-/123: Letter from Raymond Priestley to Janet Carpenter, enclosing copy of a letter from Charles Ekin to C. G. Burton which suggests that undergraduates are capable of fire-watching, which the Vice-Chancellor agrees with, with advice on dealing with incendiary bombs, 3 December and 7 December 1940

/124: Copy of typed notice regarding emergency arrangements for feeding both residents and others in the event of a blitz, undated

/125: Typed notice, signed by Janet Carpenter, asking for volunteers to help with emergency feeding, with thirteen signatures, 7 March 1941

/126: Copy of letter from C. P. Snow, of the Ministry of Labour and National Service, Westminster, to Raymond Priestley; women students are needed to do scientific work as W.A.A.F. officers, 24 March 1941

/127-/128: Letter from Eleanor Rathbone to Janet Carpenter enclosing copy of letter sent to Miss Jebb, Principal of Bedford College, and Miss Buller of Liverpool University Hall for women students concerning guidance for women students planning to engage in war work, 26-27 March 1941

/129: Copy of letter from Janet Carpenter to Miss J. Milne, advising against compulsory participation in war-time duties and training, 13 May 1941

/130-/131: Copy of typed circular from the secretary of the Universities Bureau of the British Empire, stating the position of women students regarding the employment order of 1941, with revised version

/132: Typed circular from George Grant, University Registrar, stating that women students making satisfactory progress will not need to do National Service this

current year, authorised by the Ministry of Labour and National Service, 1 January 1942

/133: Copy of application form to claim exemption from civil defence duties

/134: Copy of a printed description of the role of the Ministry of Labour and National Service Appointments Department, including addresses of their provincial

offices

/135: Printed pamphlet issued by the Board of Education: 'Training and Service for Girls', March 1942

/136: Printed pamphlet issued the Ministry of Labour and National Service, on 'Women's Technical Service Register', April 1942

/137: Copy of a typed circular from W. B. Brander, secretary of the Universities Bureau of the British Empire, to Vice-Chancellors and Principals, giving details of the latest arrangements concerning women students, 9 April 1942

/138: Typed arrangements for war work for women students, drawn up after consultation with the Committee of Vice Chancellors and Principals, 9 April 1942

/139: Typed list issued by the Secretary of the Universities Bureau of the British Empire, setting out confidential rulings made concerning arrangements for women students undertaking war service, 8 May 1942

/140: Copy of an unused letter from Miss A. Taylor and Janet Carpenter, to all women students, regarding National Service for the Summer Vacation 1942

/141-/143: Registers for students attending the St Johns Ambulance Home Nursing class held at University House, possibly dated 1942

/144: Letter from Sylvia Fletcher Moulton, Women's Voluntary Services for A.R.P to Janet Carpenter thanking her for offering to address their meetings, 4 October 1938

/145: Application form to attend a speakers' school in conjunction with Women's Voluntary Services, 1938

/146: Women's Voluntary Services

typewritten application form, offering to help selected Women's Voluntary Service branches in the Birmingham A.R.P scheme, undated

/147: Letter from Raymond Priestley, Vice-Chancellor, to Janet Carpenter, enquiring, on behalf of the Ministry of Labour, as to the indispensability of Miss Pither and Miss Pollitt, who, with Janet Carpenter, have volunteered for National Service, 17 April 1939

/148: Copy of letter from Janet Carpenter to Raymond Priestley; she considers the Misses Pither and Pollitt to be indispensable if the Hostel remains full, and notes that she and they all have A.R.P training . Discusses the possibility of them taking on part-time work and running University House as a mixed hall of residence if necessary, as Chancellor's Hall would be used for other purposes, 18 April 1939

/149-/150: Letters from John L. Berry, Department of Physiology, Medical School, Birmingham, to Miss K. M. Pollitt, accepting offers by her and Janet Carpenter to join the First Aid staff, and allocating them duties at the first aid station at the Barber Institute, 26 April 1939

/151: Copy of letter from Janet Carpenter to the Chief Woman Officer at the Central Employment Exchange desiring to know the position of her domestic staff under

the National Service Act and the Registration for Employment Order, 24 March 1942

/152: Letter from Ministry of Labour and National Service, to Janet Carpenter, answering her query about the position of domestic staff at University House who will not currently be considered for transfer, 9 April 1942

/153: Copy of letter from Janet Carpenter to the Manager of the Employment Exchange, Selly Oak, giving details of her domestic staff situation, and asking to defer the call-up of Ann Bufton, 12 May 1942

/154-/155: Copy of letter from Janet Carpenter to the Manager of Selly Oak Ministry of Labour, giving reasons for wishing to retain Helen Hancock on her staff, 5 June 1942, with a handwritten note relating that facts stated in the earlier letter have been brought up to date, 10 May 1943

/156: Typed list of rooms in University House, undated

/157: Typed list of staff numbers in University House giving pre-war, 1942, and 1943 figures

/158-/159: Copy of two letters from Janet Carpenter to the Manager of Selly Oak Ministry of Labour, requesting permission to retain Ann E. Bufton on her staff, 9 June 1942

/160: Printed form from D. A. Shortland of the Ministry of Labour and National Service, to Janet Carpenter; the calling-up of Ann E Bufton will be deferred until 31 October 1942

/161: Copy of letter from the acting Warden of University House, Edith Teverson, to the manager of the Employment Exchange, George Cadbury Hall, asking for permission to retain Jane Jobling Johnson on her staff and giving details of staffing levels, student numbers, and external pressures on the hall of residence during vacation periods, 31 December 1942

/162: Copy of letter from Edith Teverson to the Manager of the Ministry of Labour and National Service, seeking to retain Miss Pither on her staff, 14 June 1943

/163: Letter from E. Smith, Registrar at the University of Reading, expressing the difficulty of retaining domestic staff in their university hostels, 15 June 1943

/164: Letter from S. M. Wiseman of Wessex Hall, Reading University, to Miss Edith Teverson, stating that students are willing to help in the domestic running of their hostel, 17 June 1943, enclosing a printed leaflet issued by the University of Reading relating to National Service and the conditions of students' continued attendance at Reading University which includes assisting with domestic work in their halls of residence, dated March 1942

/165: Letter from C. G. Burton, University Secretary, to Miss Edith Teverson, informing her of the decision not to withdraw domestic staff from the hostel unless part-time workers can replace them, 8 December 1943

/166: Typed list of number of students in University House doing ARP jobs including fire watching or working as members of fire parties, undated

/167: Notice issued by Janet Carpenter proposing that residents take electric torches to the bathrooms as electric lights are turned off during air raid practice, to reproduce conditions of a real air raid alarm when the University power house would be shut down

1 file

Access: Open

Notes: Old Reference: UH4/1-210

UB/HUH/A/3/4/2

Correspondence

1938-1951

Correspondence, largely to Janet Carpenter, consisting of:

/1: Letter from Elizabeth Looker, Edinburgh Association for the Provision of Hostels for Women Students, to Janet

Carpenter asking whether she has to keep a register under Aliens Orders, 8 February 1938

/2-/3: Copy of letter from Janet Carpenter to Elizabeth Looker stating that she was not required to keep an Aliens Register at Southampton where there were a number of foreign students 'about whom I was often in communication with the police' and the question has not been raised at Birmingham either, 10 February 1938, with brief reply from Elizabeth Looker, 17 February 1938

/4: Typed notice issued by Edinburgh City Police for hotel keepers, boarding house keepers, lodging house keepers and others concerning Aliens Order 1920, article 7, hotel registration

/5: Letter from E. Olwen Parry, Aberdare Hall, Cardiff, to Janet Carpenter giving details about changes at the hall of residence since it came under the management of University College, Cardiff which has allowed it to receive additional grants for building improvements, 27 October 1938

/6-/7: Letter from Janet Mitchell, Warden at Ashburne Hall, Manchester to Janet Carpenter asking for information about fees charged to students at University House 26 October 1938 with copy reply from Janet Carpenter giving detailed

answers and asking whether Ashburne Hall imposes a registration fee, 27 October 1938

/8-/9: Letter from Janet Mitchell, Warden at Asburne Hall, Manchester discussing Janet Carpenter's answers, particularly concerning capital expenditure and late withdrawals of students, 28 October 1938 with copy reply from Janet Carpenter discussing her remarks about her

reluctance to raise fees, 30 October 1938

/10-/13: Correspondence from Katherine Guthkelch, Warden at Alexandra Hall, Aberystwyth, with copy replies from Janet Carpenter discussing salaries for a Warden's full time resident secretary in a hall of residence and the division of management responsibilities among staff, December 1938 and May 1939

/14-/15: Letter from Janet Mitchell, Warden at Ashburne Hall, Manchester to Janet Carpenter asking for information about the number of administrative and domestic staff at University House and the salaries paid, 12 January 1939 with copy reply from Janet Carpenter giving salary figures, 13 January 1939

/16-/17: Letter from Janet Mitchell, Warden at Ashburne Hall, Manchester to Janet Carpenter asking for further details about the wages paid to domestic staff at University House, 17 January 1939 with copy reply from Janet Carpenter enclosing a schedule of wages, now missing, and explaining responsibilities of the houseman and Bursar, 18 January 1939

/18: Letter from Helen Wodehouse, Girton College, Cambridge to Janet Carpenter confirming that Girton is not currently considering an increase in fees though might have to do so before the end of the war, 6 February 1940

/19: Letter from Elizabeth Looker, Edinburgh Association for the Provision of Hostels for Women Students to Miss Pollitt at University House explaining that the university halls have been commandeered for war use and she has been helping at local nursery schools and so she cannot give any current information about raising residents fees, 10 February 1940

/20: Letter from Helen Darbishire, Somerville College, Oxford, to Janet

Carpenter concerning rising costs, food rationing, the cost of fuel, and the hope that she will not have to raise fees, 10 February 1940

/21: Letter from Joan Sargeant, Warden at Masson Hall, Edinburgh, to Miss Pollitt, explaining the situation at the hostel and her hope that she will not have to raise fees, 12 February 1940

/22: Letter from Norah Kenrick to Janet Carpenter asking whether University House could accept a large chesterfield sofa as a gift from her mother's house at Maple Bank, following Alice Beale's death, 12 April 1940

/23: Incomplete letter from unidentified writer, possibly Jane Milne, University Women's Club, London to Edith Barling concerning a forthcoming meeting of University House Committee at which the issue of allowing residents to have latch keys will be discussed, 1 July 1940

/24: Letter from Edith Barling to Jane Milne setting out conditions for the provision of latch keys to residents of University House for an trial period, 2 July 1940

/25: Letter from Mrs Coatman, Warden at Ashburne Hall, Manchester to Janet Carpenter discussing medical advice and health insurance for residents and the issue of fees, 13 November 1940

/26: Letter from E. Olwen Parry, [Aberdare Hall, Cardiff] to Janet Carpenter discussing procedures adopted during air raids, mentioning the rising cost of living, and asking whether University House might raise fees for residents, 16 November 1940

/27-/28: Letter from E. Olwen Parry, Aberdare Hall, Cardiff to Janet Carpenter giving details about damage to university buildings during air raids, enclosing a summary of the results of her enquiries

about fees charged at other halls of residence for the 1940-1941 academic session and explaining that fees are likely to rise at Cardiff due to increased ARP costs, air raid damage insurance premiums, and rising fuel costs, 21 February 1941

/29: Letter from A. C. Harding, Warden at Needler Hall, University College Hull to Janet Carpenter providing information about the workings of the experimental mixed mens and womens hall of residence following the requisition of Thwaite Hall for women students, 25 March 1941

/30-/31: Letter from E. Olwen Parry to Janet Carpenter giving further details about increased expenditure due to air raid damage and ARP costs, and asking for information about arrangements for residents to sleep during air raids, providing a summary of arrangements at Cardiff, 13 May 1941 with copy reply from Janet Carpenter discussing the problems resulting from raising fees and giving information about arrangements at University House during air raids to sleep in bunk accommodation in the shelter, though the conditions are crowded, 16 May 1941

/32: Letter from E. Olwen Parry, Aberdare Hall, Cardiff to Janet Carpenter giving details of fees charged at Manchester and Sheffield for single and shared study bedrooms, 2 June 1941

/33: Letter from Winifred Shapland, Registrar and Secretary, University of Bristol to the Registrar, University of Birmingham asking for information about fees charged at women's halls of residence, 13 February 1941

/34: Letter from Edna Lind, Warden at Ashburne Hall, Manchester to Janet Carpenter asking for information about

the different fees charged at University House for shared and single rooms, 4 March 1942

/35-/36: Letter from A. Buller, Warden of University Hall for Women Students, Liverpool to Janet Carpenter asking for information about administrative arrangements at halls of residence at other universities, including University House, 23 June 1942 with copy reply from Janet Carpenter providing information about staff and their duties, and student numbers at University House, adding that it is difficult to make comparisons between different places, particularly during war time, 24 June 1942

/37: Letter from A. Buller, Warden of University Hall for Women Students, Liverpool to Janet Carpenter commenting on the information provided and mentioning the possible introduction of a scheme of National Service for women students, 10 July 1942

/38: Copy of typed notice issued by Edith Barling, Chairman, and Janet Carpenter, Warden of University House asking parents and guardians of residents to consider immunizing them against typhoid fever following disturbances of water supplies in cities during the autumn of 1940 which may recur, August 1942

/39: Copy of letter from Ruth Duffin, Warden of Riddel Hall, Belfast, to Janet Carpenter, asking for information about conditions governing Warden's

appointments at halls of residence at other universities, 27 November 1942

/40: Pages torn from volume with A-Z tabbed pages containing handwritten regulations for residents of University House during the Second World War beginning with the letters B, C, D, G, L and S

/41-/44: copies of typed correspondence written by Janet Carpenter and clipped together with a handwritten note reading 'war time instructions' consisting of circular letter sent to students 13 September 1939 concerning conditions for residents during war time particularly focusing on the rationing of light and fuel; circular letter to residents dated September 1940 giving details of arrangements made for residents during air raids; copy of letter from the Ministry of Labour and National Service concerning the position of women students studying at the Universities, 25 March 1941; notice issued to residents asking them to bring butter or margarine and sugar to use during the first weekend of residence, due to new regulations issued by the Ministry of Food on the use of ration books, 22 September 1942

/45: Circular letter sent on behalf of University House and Chancellors Hall asking whether halls of residence at other universities would be interested in a scheme involving visits between halls and meetings of representatives to encourage closer relations, 15 June 1944

/46: Letter from Marjorie Johnston to Janet Carpenter on behalf of University House Junior Common Room Committee asking whether students could now be excused from washing-up duties, especially at weekends, asking whether the issue could be discussed at University House Committee, and making comments about contributions to the Roosevelt Memorial Fund, 1 December 1946

/47: Typed notice issued by Janet Carpenter asking residents to remove dirty crockery in the students 'wash-ups', 11 February 1948

/48: Copy of letter from Janet Carpenter to Miss McFarlane informing her and other residents that University House Committee have decided that students

cannot be relieved of washing-up duties at present, and that incoming students are informed that washing-up is one of the domestic duties they are expected to carry out, 8 October 1949

/49: Letter from Pauline Cadman on behalf of the Junior Common Room Committee to Janet Carpenter thanking her for providing better lighting in student study bedroom , 26 January 1950

/50: Typed notice issued by Janet Carpenter concerning the supply of coal to residents, 13 October 1950

/51: Typed circular informing members of University House of increased fees to be imposed from October 1951

/52: Typed report setting out some of the problems associated with University House residents attending events at the Guild of Students or other University functions which finish after 11pm, and suggesting that a night-watchman could be employed to let students in rather than asking students to return keys to the Warden, undated

1 file

Access: Open

Notes: Old Reference: Acc.1999/4

UB/HUH/A/3/5

Papers of Julia Friend

1945-1968

Papers consist of correspondence of Julia Friend as Warden of University House discussing University House Jubilees in 1954 and 1964, University House reunions, and memorials to former staff, including letters from Margery Fry and other former residents; incomplete sequence of copies of reports by Julia Friend as Warden to University House Committee; papers relating to the management of University House during Friend's time as Warden, largely consisting of correspondence with

Wardens of halls of residence at other British universities concerning setting fees and the generation of income during vacations by providing accommodation for conferences but including correspondence relating to the transformation of University House into a mixed hall of residence in 1964. There are also papers relating to a memorial service held for Margery Fry following her death in 1958, and papers concerning the use of funds raised for or donated to University House, particularly regarding the purchase of paintings in the mid 1950s, as well as a set of programmes, menu cards and invitations for University of Birmingham social events to which Friend was invited during her Wardenship

8 files

Access: Open

UB/HUH/A/3/5/1

Correspondence

1954-1968

Correspondence, largely to Julia Friend, consisting of:

/1: Letter from Edith Barling to Julia Friend concerning guests invited to a University House Jubilee event, 9 October 1954

/2: Letter from Walter W. Bishop, President of the Guild of Undergraduates offering to help with the University House Jubilee celebrations, 11 October 1954

/3: Letter from Edith Barling to Julia Friend confirming that she has written to Byng Kenrick to ask him to take the chair [at the event] and giving details of other arrangements; she is working on her speech, 14 October 1954

/4: Typed list of guests attending the Jubilee celebrations on 20 October 1954 and those who have declined the invitation

/5-/8: Letters from members of the Guild

of Undergraduates to Julia Friend thanking her for inviting them to the University House Jubilee celebrations and commenting on the success of the event, 21-22 October 1954

/9: Letter from Margery Fry to Julia Friend congratulating her on the successful Jubilee celebrations

/10: Copy letter from Julia Friend to Margery Fry thanking her for attending the Jubilee celebrations, discussing the restoration of paintings by Roger Fry, and the re-framing of a portrait of Margery Fry, and asking for help in selecting paintings by contemporary artists to be purchased with a grant from the University House Association, 15 November 1964

/11: Letter from Margery Fry to Julia Friend accepting an invitation to stay at University House, 7 March 1955

/12: Letter from Margery Fry to Julia Friend explaining that she is unable to attend the University House reunion and reporting that Beatrice Orange is seriously ill, 12 September 1955

/13: Letter from Margery Fry to Julia Friend informing her of the death of Beatrice Orange and asking her to pass the news to members of the University House Committee and Edith Barling, 10 October 1955

/14: Letter from Margery Fry to Julia Friend reporting on the recent University House Association party, mentioning the roses around the Rose Sidgwick memorial sundial, and asking whether she has considered her idea of a 'service cum students' scheme for Scandinavians, 17 October 1955

/15-/17: Letter from Margery Fry to Julia Friend enclosing letter from Nellie Bache and Fry's copy reply concerning the preparation of an account of Beatrice Orange's list for inclusion in the

'Birmingham Post' and Margery Fry's intention to write a piece for the Guild magazine, 28 October 1955

/18: Letter from Margery Fry to Julia Friend apologising for not being able to attend the University House reunion due to ill health and fatigue; she hopes to be well enough to go to Sweden at the end of the month, and sends her congratulations to the winner of the First Warden's book token, 8 July 1957

/19-/21: Letters from Annabel Cole to Julia Friend with copy reply concerning the gift of Chinese pewter wine jars and books from Margery Fry's library to University House after her death, May-June 1958

/22-/23: Letter from Pamela Diamand to Julia Friend with copy reply concerning plans to hold a memorial service for Margery Fry at University House and the gift of a diamond necklace belonging to Margery Fry to the Wardens of University house, May 1958

/24-/25: Letter from Enid Huws Jones to Julia Friend with copy reply concerning her plans to write a biography of Margery Fry and asking whether it would be possible to visit University House when in Birmingham to meet Mrs Riley who worked at University House, 5-7 February 1962

/26: Copy letter from G. L. Barnes, Secretary of the University of Birmingham, to Mrs W. E. Kenrick informing her that University Council has accepted in principle the proposal that University House should admit men and women students, 4 February 1963

/27-/28: Letter and memorandum from Robert Aitken, Vice-Chancellor of the University of Birmingham, to Julia Friend concerning the recommendation of University House Committee that the hall be transformed into a mixed hall of

residence, March 1963

/29: Letter from M. M. Green to Julia Friend returning a label from the University House reunion and giving her new address, 7 July 1963

/30-/33: Letters from Pamela Diamand to Julia Friend with copy replies concerning the gift of a reproduction of a portrait of Edward VI which was presented to Margery Fry by Staffordshire teachers on the occasion of her appointment as the first woman warden of the Edward VI schools, January 1964

/34-/35: Letter from Pamela Diamand to Julia Friend with copy reply concerning Diamand's possible visit to Birmingham, March 1964

/36-/37: Letter from Peter Dallas Ross, Department of Anatomy, Medical School, University of Birmingham to Julia Friend enclosing copy of report on business enacted by University House Committee submitted to the Annual General Meeting of the Non-Professorial Staff, 28 April 1964

/38: Letter from Constance Boulton to Julia Friend mentioning the forthcoming Diamond Jubilee celebrations at University House and setting out her memories of her time at University House between 1917 and 1920

/39: Letter from Winifred Gray to Julia Friend discussing the forthcoming Diamond Jubilee celebrations at University House and thanking her for

making arrangements to hold the event at the hall of residence, 1 June 1964

/40: Letter from Marjorie E. S. Stuart Harris to Julia Friend apologising that she and her sister are not able to attend the Diamond Jubilee reunion but they hope to be able to attend the Sunday tea, 13 June

1964

/41: Letter from Winifred Gray to Julia Friend thanking her for organising the reunion weekend and asking whether she might consider a suggestion which could be discussed by the sub committee which Miss Keay has spoken about, 6 July 1964

/42: Letter from Adeline Coles to Julia Friend thanking her for organising the reunion weekend, 6 July 1964

/43: Letter from Clare L. Wright to Julia Friend thanking her for organising the reunion weekend, 8 July 1964

/44: Letter from Gertrude Cumming to Julia Friend thanking her for organising the Diamond Jubilee celebration weekend and to arrange for Miss M. M. Green to attend; she mentions in a postscript that she was the senior student during the 1913-1914 academic session, 10 July 1964

/44: Invitation to the University House Diamond Jubilee ball, 26 June 1964

/45-/46: Letter from Miss M. M. Green to Julia Friend with copy reply concerning a poem by Rose Sidgwick which was once framed and hung in the hall at University House, and which she thinks she has identified. M. M. Green transcribes the poem in her letter, 15-19 October 1964

/47: Letter from Frances Keay to Julia Friend sent with two silver dishes for University House, giving details of the items, 31 March 1968

/48-/49: Letter from C. Beale to Julia Friend enclosing a typed list of bulk accommodation needed for laundry and removal of rubbish at University House, undated

/50: Typed copy of curriculum vitae for

Julia Friend, undated

/51: Typed notice informing residents about the increased cost of coal issued by Ada Markwick 1952

/52: Typed notice asking residents to turn off unused electric lights in study bedrooms, January 1955

/53: Receipt made out to Julia Friend recording payment of external membership fee of the Guild of Undergraduates, 1959

/54-/55: Typed list giving details of University House dramatic productions performed from 1905 to 1965 together with copy of programme for 'The Rose and The Ring', the first play performed by University House students in 1905

/56-/57: Typed prospectus giving details about accommodation at University House, late 1950s-early 1960s

/58: Typed notice giving details about the proposed renovation of the library to form a Margery Fry memorial room, 1960s

/59: Typed report with extensive handwritten amendments and additions on plans for changes to halls of residence to allow for joint management of more than one hall, 1960s

/60-/61: Two versions of typed memorandum issued by Julia Friend concerning the conversion of University House into a hall of residence for men and women students submitted to the University House Sub Committee, 1963

/62: Typed 'Ode to a Banging Door' written to encourage replacement of the original door locks at University House, 1960s

/63: Invitation from the Registrar of the University of Birmingham to Julia Friend

to attend an event in Staff House,
undated

1 file

Access: Open

UB/HUH/A/3/5/2 Wardens reports 1959-1965

Copies of typed reports submitted by Julia Friend as Warden of University House to University House Committee and included in the committee minutes, which provided information about the number of students in residence, their year and course of study, selected examination results and mention of international students, and the number of applications for the coming academic session. Some reports are attached to committee minutes, and there are some committee minutes which do not include a full warden's report. From 1959 onwards information about social events in the hall of residence and the health of residents is also included

The file contains full reports for November 1956, May 1957, November 1957, November 1958, February 1959, May 1959, December 1959, February 1960, Autumn 1960, October 1961, February 1962, November 1962, May 1962, February 1963, May 1963, November 1964

1 file

Access: Open

UB/HUH/A/3/5/3 Correspondence with other halls of residence 1945-1960

Correspondence between the wardens of University House and staff at halls of residence at other universities discussing issues relating to the management of the accommodation. The file contains some correspondence dating from the period 1945-1951 and written by Janet Carpenter and Edith Teverson, wardens at University House at the time, which

focuses on fees and provision of meals, staffing, regulations concerning visitors, and more general discussion of the income and expenditure of halls of residence. Much of this material comprises responses by University House to enquiries from other institutions including the Welsh National School of Medicine; University College Wales Aberystwyth; University College of the South West, Exeter; University of Sheffield; University of Edinburgh; University of Manchester; University College Cardiff; Leeds University; and University College Leicester. There is also a questionnaire completed by staff at University House giving information about the provision of meals and residential accommodation for students and a summary of all responses received by the Welsh National School of Medicine, Cardiff

The file continued to be used by Julia Friend when she was appointed Warden and it also contains correspondence dating from the period 1954-1960 which addresses similar issues, though there is now also discussion of charges for the use of halls of residence during vacations and to host conferences, the terms on which resident tutors are appointed, and regulations concerning weekend leave. There is correspondence between Julia Friend and staff at University College of the South West, Exeter; Alexandra Hall, Aberystwyth; University of Manchester; Queen's College, Dundee; Loughborough L.E.A Colleges; University of Liverpool; and University of London Institute of Education. There is also a copy letter from Julia Friend to St Godric's College for Administrative and Secretarial Careers, London, asking for further information about staffing and courses if she is to recommend the College to any of her students at University House, dated May 1959.

Some of the copy correspondence written

by Janet Carpenter was typed on the reverse of previously used paper, and this includes a circular letter to supporters of the Birmingham Committee for Anglo-Soviet Unity of which Janet Carpenter was Honorary Secretary, with Constance Bachtin, wife of Laurence Cadbury as President and Councillor J. Silverman as Chairman, announcing events to be held during Anglo-Soviet Friendship Week in Birmingham in November 1942, marking the twenty fifth anniversary of the foundation of the Soviet Union, with proceeds to go to Birmingham's Fund for mobile x-ray units for the Red Army

1 file

Access: Open

UB/HUH/A/3/5/4 Correspondence relating to presentation picture 1956-1961

Copy correspondence written by Julia Friend to art gallery directors in 1956 concerning the purchase of paintings by contemporary artists with money donated to University House [by the University House Association], with some letters received in response. There are copy letters from Julia Friend to Professor Ellis Waterhouse, Director of the Barber Institute of Fine Arts, and to Dr Mary Woodall, Director of Birmingham City Museum and Art Gallery asking for their advice in selecting paintings from a number sent from London art galleries to be examined, with a reply from Mary Woodall, and correspondence between Julia Friend and Ernest Brown & Phillips Ltd, The Leicester Galleries in London concerning the selection of pictures. There is also a letter from the artist Richard Weisbrod confirming that he will submit some of his paintings for consideration.

The file also contains correspondence dating from 1961 between Julia Friend and Mary Woodall, Director of

Birmingham City Museum and Art Gallery relating to an exhibition of local works of art for which paintings by Roger Fry and Keith Vaughan were borrowed from University House. These papers include a catalogue of Keith Vaughan's paintings and drawings

1 file

Access: Open

Notes: Old Reference: Acc.2002/75

UB/HUH/A/3/5/5 Papers relating to Margery Fry memorial service 1958

Copies of order of service; news cutting giving the names of those attending Margery Fry's funeral in April 1958; and letters to Julia Friend from former staff and students at University House with some copy replies concerning attendance at the funeral and at the memorial service held for Margery Fry at University House in June 1958. Correspondents include Janet Carpenter, Alice Godsell, Frances Keay, Nellie Bache, Alice Hargreaves, Pamela Diamand, M. K. Ashley, Gertrude Cumming, R. I. Wood, Herbert G. Wood, enclosing letter from Walter Moberly, Lettice Pither, M. I. Lewis, and Janet Vaughan. There are also letters from or on behalf of University officers including Robert Aitken, the Vice-Chancellor, Raymond Priestley, former Vice-Chancellor, and Stephen Burman, Pro-Chancellor

The file also contains a photocopied circular letter sent by Margery Fry to friends in February 1958 following several weeks in hospital giving news about her health

1 file

Access: Open

Notes: Old Reference: Acc.2002/75

Records of University House and University House Association

- UB/HUH/A/3/5/6 Correspondence relating to applications for residence at University House 1965
- Copy correspondence from Julia Friend to University of Birmingham officers including the president of Ridge Hall, and to parents of students applying for a place at University House on medical grounds due to its closeness to the University campus.
- This file contains sensitive information about named individuals and is therefore closed under the terms of the Data Protection Act 1998 until 2046
- 1 file
- Access: Closed
- Closed until: **01/01/2046**
- Notes:** Old Reference: Acc.1997/27
- UB/HUH/A/3/5/7 Papers relating to fees charged at halls of residence 1965
- Responses received from halls of residence at Edinburgh, Leeds, Liverpool, Sheffield, Newcastle upon Tyne, Leicester, Glasgow, Southampton, Aberdeen, Hull, Manchester, London, Keele, Nottingham, Durham, Cardiff, Belfast, and Bristol probably in answer to a request sent to members of the Association of Principals Wardens and Advisers for University Women Students to assess levels of fees charged for single rooms, the provision of lunches, and the number of weeks covered by this charge. It appears that the responses were gathered together by Julia Friend
- 1 file
- Access: Open
- UB/HUH/A/3/5/8 Programmes and invitations kept by Julia Friend 1949-1967
- Programmes, menus, and invitations for

events attended by Julia Friend or to which she was invited during her time as Warden of University House, consisting of:

/1: programme of events for Guild of Undergraduates Freshmans Conference, 1949

/2: programme of events for Guild of Undergraduates Freshmans Conference 1951

/3: menu and toast list for University of Birmingham Jubilee Celebrations dinner held to mark the fiftieth anniversary of the granting of the charter, 4 May 1950 at the Grand Hotel, Birmingham, with alphabetical list of guests

/4: menu for Degree Day luncheon, University of Birmingham, 1950s

/5: menu for Holdsworth Club of the Faculty of Law Annual Dinner, held at The Queen's Hotel, Birmingham, 17 May 1957

/6-/7: invitation from the Chancellor, Council and Senate to Julia Friend to attend a dinner in the Arthur Thomson Hall of the Medical School on 10 July 1959 to celebrate the jubilee of the opening of the Edgbaston buildings in July 1909, with table plan

/8: menu for United Birmingham Hospitals Board of Governors Dinner, 17 March 1961

/9: menu for Degree Day luncheon, University of Birmingham, 15 July 1961

/10: signed menu for Society for Analytical Chemistry Midlands Section Feigl Anniversary Symposium 1962 Dinner, held at the Guild of Undergraduates Union, 13 April 1962

/11: menu for University Catering Officers Conference Dinner, held at Staff House,

Records of University House and University House Association

University of Birmingham, 27 July 1962

/12: menu for Dinner held at the University of Birmingham on the occasion of the Annual Degree Congregations, 7 July 1967

1 file

Access: Open

UB/HUH/A/3/6

Papers of Arthur Butterworth

1968

Papers consist of correspondence to Arthur Butterworth as Warden relating to the possibility of University House residents taking part in research on sexual attitudes and behaviour carried out by the Institute of Psychiatry, and a memorandum issued by the University of Birmingham giving details about Butterworth's background and career on his appointment as Warden

1 file

Access: Open

UB/HUH/A/3/6/1

Papers of Arthur Butterworth

1968

Memorandum from University of Birmingham Assistant Secretary to members of University House Committee announcing the appointment of Arthur Butterworth as Warden, and giving career details; correspondence from the Institute of Psychiatry and copy replies from Arthur Butterworth on the subject of University House residents participating in research into sexual attitudes and sexual behaviour, with copies of questionnaires to be circulated, and a copy of the introductory letter to be sent to participants

1 file

Access: Open

UB/HUH/A/3/7

Papers of David Bedford and Tony

1980-1998

Manchester

Papers consist of files originally kept by David Bedford during his time as Warden of University House between 1981 and 1988 and maintained by his successor, Tony Manchester who was Warden between 1989 and 1994, as well as files solely kept by Tony Manchester. The file comprising reports of University House Warden contain papers generated by both Bedford and Manchester, as does the Discipline file, containing papers relating to the activities of University House Discipline Committee. The other files in this section relate broadly to student welfare and consist of papers concerning a student survey on the function and effectiveness of hall tutors compiled by the Centre for Urban and Regional Studies in 1992, papers dating from the 1980s and early 1990s relating to support for students with problems relating to illegal drug use, and papers concerning reports by students of supernatural activity in University House in the 1980s and 1990s

5 files

Access: Open

UB/HUH/A/3/7/1	Wardens reports	1980-1992
	<p>Typescript copies of annual reports submitted by University House Wardens to University House Committee. Reports for 1980-1981 to 1987-1988 were compiled by David Bedford; reports for 1989-1990 to 1991-1992 were compiled by Tony Manchester. There is no report for 1988-1989</p> <p>Reports typically include sections on the membership of the Senior Common Room and Junior Common Room; Junior Common Room activities during the year; figures giving the number of students in residence including statistics for numbers in different years of study and the gender of students; provision made for students</p>	

	with disabilities resident at University House; and comments on disciplinary, maintenance, and security issues	
	1 file	
	Access: Open	
UB/HUH/A/3/7/2	Discipline file	1982-1993
	<p>Typed copies of letters from David Bedford and Tony Manchester, as Wardens of University House, to students reported to University House Discipline Committee, with letters from some of the students concerned, and letters and memoranda relating to the imposition and payment of fines following meetings of the Discipline Committee. There are also a small number of reports of the committee. Matters brought to the Discipline Committee mostly concern damage to fire extinguishers or the false setting of fire alarms; drunken and disruptive behaviour both within the hall of residence in the bar, corridors, and residents rooms, and students returning to University House after drinking elsewhere; playing loud music or causing other noise late at night; general misconduct and damage to or theft of property; and the use of illegal drugs, specifically cannabis, in the hall of residence</p>	
	1 file	
	Access: Closed	
	Closed until: 01/01/2044	
	Notes: Old Reference: Acc.1999/4	
UB/HUH/A/3/7/3	Student survey file	1986-1992
	<p>Papers largely relating to a student survey on the role of the Hall Tutor in University residential accommodation, carried out by Moyra Riseborough and Alex Marsh, Centre for Urban and Regional Studies, and published as a report to the University Student</p>	

Accommodation Committee. This material consists of a copy of the report, with annotations presumably made by Tony Manchester, letters to Tony Manchester from Moyra Riseborough explaining the scope of the survey and enclosing drafts of the questionnaire to be distributed to students, photocopy of draft version of the response of Hall Senior Common Room Presidents to the report, agreed at a meeting at High Hall on 20 October 1992. There is also a document written by Tony Manchester for new hall tutors, setting out his personal view of the duties and responsibilities involved in the role, and notices and memoranda relating to the organisation of a training session run by the University of Birmingham Staff Development Unit on counselling skills for hall tutors, 1992.

The file also contains a set of printed pamphlets issued by the University of Birmingham Accommodation and Welfare Office giving details about accommodation for the academic year 1986-1987 for undergraduate and postgraduate students, a practical guide to living in private rented accommodation, and about the services offered to students by the Accommodation and Welfare Office. There is also a general guide giving information about living in Birmingham

1 file

Access: Open

UB/HUH/A/3/7/4

Drugs file

1988-1993

File kept by Tony Manchester in his role as Warden of University House consisting of information leaflets giving details of support groups for people with drug and alcohol problems including photocopies of information leaflets issued by national organisations and original leaflets issued by Birmingham Drugline and The Mary Street Community Drug Team. There is

also a leaflet about Alcoholics Anonymous and a public information leaflet issued by the Health Education Authority in 1988 giving advice about how to prevent contracting HIV/AIDS. The file also contains copies of memoranda from Tony Manchester to other members of University of Birmingham staff concerning the possible growth of magic mushrooms on the university campus, and the possible use of unlawful substances at University House Ball. In addition, there is a letter from the coordinator of the Guild of Students Niteline service giving the addresses of organisations supplying information leaflets about drug abuse, a memorandum from the Senior Assistant Registrar, Academic and Student Division, about a drug awareness seminar to be held in March 1993 to which Hall Presidents and Wardens were invited, and a copy of a notice to students issued by the University Registrar about penalties imposed on students for the use and exchange of illegal drugs, April 1993

1 file

Access: Open

UB/HUH/A/3/7/5

University House ghost file

1989-1998

File kept by Tony Manchester in his role as Warden of University House, and added to in 1998 by Richard Simmons as Hall President, concerning reports of supernatural activity at University House including recollections of David Bedford dated 1989, a handwritten account of supernatural activity experienced by a guest at University House in 1991, and correspondence between Richard Simmons and the University Chaplain concerning the possible presence of a spirit at University House in 1986 or 1987

1 file

Access: Open

Records of University House and University House Association

UB/HUH/A/3/8	Papers of David Rolf	1995
	<p>These papers consist solely of letters sent by David Rolf as University House Hall President to students returning to University House or joining the hall as new residents for the academic year 1995-1996</p> <p>1 file</p> <p>Access: Open</p>	
UB/HUH/A/3/8/1	University House new and returning residents letters	1995
	<p>Master copies of letters sent to returning residents and to new student residents not in their first year of study who have not previously lived in University House. Both letters give information about the new swipe card entry system, and the letter to returning residents gives details about changes to Senior Common Room staff for the coming academic year</p> <p>1 file</p> <p>Access: Open</p>	
UB/HUH/A/3/9	General Wardens' files	1922-2002
	<p>These files were kept and maintained by successive Wardens of University House over several years or decades and were broadly organised by subject, mostly relating to some aspect of the management of University House, including accommodation, the use of University House premises, and student discipline or to social events involving students and staff. Some files appear to have been dormant for a period and then revived by a later Warden. The earliest files were started by Hilda Walton in the 1920s, and the most recent files were begun by Tony Manchester in the 1980s. Papers consist of correspondence, memoranda, circular notices, printed papers, invoices and estimates. This section also includes an address book</p>	

Records of University House and University House Association

and information book used by University House Wardens

15 files and 2 volumes

Access: Open

UB/HUH/A/3/9/1 Education Department papers 1931-1950

Correspondence between Hilda Walton and Janet Carpenter, as Wardens of University House, and representatives of the University of Birmingham Education Department (Women's Division), with a small amount of correspondence from the Board of Education concerning University House residents who were Education students in receipt of maintenance grants. Accompanying some of the correspondence are lists which give the names of students receiving grants for the 1933-1934 academic session, the 1937-1938 academic session, and academic sessions between 1945 and 1948

Some of the correspondence dating from the early 1930s contains comment on the academic abilities and likely career plans of Education students resident at University House, based on the Warden's assessment. Letters dating from 1940 refer to the effects of the Second World War on the length of degree and diploma courses and the possible closure of University accommodation and teaching facilities during vacation periods due to the threat of air raids. The file also contains letters from Hereford Training College making arrangements for students to stay at University House while taking part in training schemes in Birmingham in September 1948

1 file

Access: Open

UB/HUH/A/3/9/2 Savings schemes papers 1928-1955

The file contains papers relating to the

Birmingham Hospitals Contributory Association, to which University House made contributions on behalf of domestic staff working there, from 1928 to the 1940s, including certificates for collections, and papers relating to the University House National Savings Group established during the Second World War as part of the National Savings Movement, 1941-1949 and 1955 including handwritten lists of staff contributions, correspondence, and certificates of affiliation.

The file also contains unrelated papers concerning first aid and home nursing courses run by the St John Ambulance Association between 1941 and 1943 including receipts for examination fees, lists of students awarded Home Nursing and First Aid certificates, information about class regulations, and letters from individual trainers to Janet Carpenter, Warden of University House

1 file

Access: Open

UB/HUH/A/3/9/3

Miscellaneous papers relating to the management of University House

1941-1980

Papers consist of incomplete typed reports to University House Committee early 1950s; papers relating to the conversion of University House to a mixed hall of residence in 1964 comprising typed notice about the management of the hall, press cuttings of newspaper articles reporting views of students and commentators on social and moral effects of the mixed hall, correspondence between Alice Godsell, a former student, and Julia Friend, Warden of University House discussing critical remarks made by a London clergyman about the re-organisation, and replies to a student questionnaire at the end of the first year of operation of University House as a mixed hall of residence; letter to Julia

Friend from Emma Clifford, Warden of Highfield Hall, University of Southampton with typed summary giving details about the management and operation of University House as a mixed hall of residence, 1967; photocopy of letter from Edith Barling to Elizabeth Kenrick, expressing her shock at hearing about plans to transfer University House to a new hall of residence and to use the building to house the Faculty of Arts, 1955; letter from Julia Friend to Mrs Winnall concerning the provision of new books for the University House library, 1955; minutes of the Bursaries Sub-Committee of University House Committee 18 September 1946; photocopy of information sheet giving details about accommodation at University House, fees charged, and the application process, 1951; photocopies of letters sent by Janet Carpenter, Warden of University House, to a prospective student, Miss Wilton, asking questions about her reasons for wishing to live in a hall of residence, and subsequently offering her a place at University House, setting out regulations for students in residence, 1951; photocopies of notice issued by Julia Friend announcing that the rising bell will no longer be rung, 1962, and letter to Enid Huws Jones about her proposed biography of Margery Fry; letter to Janet Carpenter from Harrison, West, Ledsam & Co, chartered accountants, about University House accounts, 1941; letters from Edith Barling to Janet Carpenter concerning the provision of latch keys for University House, [1940] and to Julia Friend concerning the University House reunion, 1955; letter to Julia Friend from Christine Day, a student at University House between 1905 and 1909 commenting on the booklet produced on the history of University House, 1956; letter to Ama Markwick from Margery Fry apologising for not being able to attend the University House reunion, 1952; letters from Pamela Diamand, daughter of Roger Fry, to

Arthur Butterworth and Isobel Jackson apologising for not being able to attend the University House reunion weekend, 1974; letter from Pamela Diamand to Arthur Butterworth with copy reply concerning a group photograph showing early residents of University House including Margery Fry and Rose Sidgwick which she has sent, 1980

1 file

Access: Open

Notes: Old Reference: Acc. 2004/67

UB/HUH/A/3/9/4 Accommodation notices 1939-1995

Typed circular letters sent to prospective residents of University House, giving information about arrangements for arrival, items of clothing and equipment needed, regulations, and payment of fees. There are letters dated 1939, 1946-1949, 1950s, 1963-1966, and 1968-1969, and a letter for new residents of University House in 1995

The file also contains later papers, consisting largely of memoranda between Hall Presidents and Student and Accommodation Welfare Officers at the University of Birmingham concerning the provision of university accommodation for first year students, 1980-1992 across all halls of residence but also concerning contingency arrangements to provide emergency accommodation in University House

1 file

Access: Open

UB/HUH/A/3/9/5 Wardens' correspondence relating to University House events 1936-1993

Miscellaneous correspondence, largely relating to social events organised at University House from the 1950s to the early 1990s including the University

House midnight supper, University House garden party, formal dinners, summer ball, and Christmas dinner and ball. Correspondence dating from the 1980s and 1990s includes letters inviting guests including David Lodge, Alex Jarratt, Hugh Montefiore, Bishop of Birmingham, Anthony Beaumont Dark, MP for Selly Oak, and Vice-Chancellor Michael Thompson and his wife Sybil.

There are also letters concerning events at University House organised by Julia Friend as Warden or attended by Julia Friend elsewhere at the University of Birmingham in the 1950s and 1960s including talks on art education and an exhibition of paintings by the artist Ruth Burden 1959; sherry parties, wine and cheese lunches, and other University of Birmingham Staff Club; a children's Christmas party at Winterbourne in the early 1960s organised by University House residents, and a children's day at University House organised by the Guild of Graduates in 1966.

The file also contains two earlier letters, to Hilda Walton from Doris Turner, The Incorporated Froebel Educational Institute Training College for Teachers discussing the advantages of having a night watchman, 1936, and correspondence between Janet Carpenter and the President of the Guild of Undergraduates, University of Birmingham concerning complaints from University House residents about noise from cars leaving the Guild building after late functions, 1938

Correspondence unrelated to social events consists of copy letter from Julia Friend to the Warden of Stamford Hall, University of Leicester 1966 and correspondence between Arthur Butterworth and Clare College, Cambridge 1969 concerning aspects of 'Wardenship'. There are also a small number of letters from University House

residents and parents to Arthur Butterworth and his wife thanking them for their care and creating a happy atmosphere at University House, 1970s, and correspondence between Arthur Butterworth and the University of Birmingham Welfare and Lodgings Office concerning the percentage of first year students University House was expected to take, with Butterworth arguing that a more equal mix of freshers and second and third year students created a more functional student community, 1979

1 file

Access: Open

UB/HUH/A/3/9/6 Freshers Conference papers 1950-1994

This file primarily consists of correspondence between Janet Carpenter and Julia Friend, Wardens of University House, and officers of the Guild of Students concerning arrangements for the annual Freshmen's Conference, later Freshers' Conference, held at the start of each academic session to introduce new students to the University and Guild, during which University House opened early to provide accommodation for students attending the conference, 1950-1969. Some correspondence includes provisional programmes for the conference events and details about arrangements made at University House for 'freshers tea' and other meals.

There is also a programme for first year students in University House attending the Freshers Conference 1982, and draft programme, circular letter, and introductory information for first year students in University House attending the Freshers Conference in 1994

1 file

Access: Open

Records of University House and University House Association

UB/HUH/A/3/9/7	Papers relating to functions and conferences	1929-1984
	<p>Correspondence and associated papers relating to the use of University House facilities for conferences and other events, mostly held by external organisations, some of which were associated with secondary or higher education but others which were unconnected. There is also a smaller amount of correspondence relating to events held in University House by University of Birmingham clubs and societies. Most of the papers date from 1952 to the late 1970s, during the period when Julia Friend and then Arthur Butterworth were Wardens. There are also handwritten summaries of catering expenses for Staff Social Club evening parties held at University House in 1929 and 1930, a copy letter probably from Janet Carpenter concerning the use of University House by a group of students led by a Miss Daniel in September 1947, and a copy of minutes of the University of Birmingham Financial Sub-Committee for Student Residences, 14 March 1984 which included discussion of ways of attracting conference income from industry</p> <p>1 file</p> <p>Access: Open</p>	
UB/HUH/A/3/9/8	Papers relating to overseas students at University House	1929-1986
	<p>This file largely contains correspondence relating to overseas students resident at University House between 1951 and 1970. It includes letters between Janet Carpenter and Edith Teverson, Wardens at University House, and staff at the Embassy of the Federative People's Republic of Yugoslavia concerning individual students from that country in 1951 and 1952; letters to Julia Friend and copy replies concerning students from</p>	

Canada, overseas students under the care of the British Council, students studying in Birmingham as part of the Tulane-Newcomb Junior Year Abroad programme managed by Tulane University and a programme run by the University of California, 1960s, and a student from the Government Secondary School, Tamale, Ghana hoping to be accepted as a student at University House, 1968. There is also a list giving the names and addresses of students attending the University Introduction Course for Overseas Students, 1959, and the International Student Relations Secretary at the Guild of Students concerning social events for overseas students, 1960

There is also an undated list of overseas students studying at Birmingham, mostly from universities in the United States of America, but also from European universities; an undated handwritten note setting out fees to be imposed on overseas students resident at University House; a letter from staff at Ashburne Hall, University of Manchester, to Hilda Walton concerning fees and regulations for overseas students there, 1929; letter from Maja Svensson, a Swedish student hoping to be offered a place at University House, 1947; and an application form for accommodation at University House compiled by Ursula Charpey, a German student studying at the University of Birmingham on an exchange programme, with an accompanying letter to Janet Carpenter, 1950

In addition, there is an incomplete copy of a report submitted by the Guild of Students to the University of Birmingham Student Accommodation Committee for the meeting held 7 November 1986 concerning the reservation of places for overseas postgraduate students in University accommodation

Records of University House and University House Association

1 file

Access: Open

UB/HUH/A/3/9/9 Papers relating to health matters affecting University House residents 1922-1954

Most papers in this file date from the 1940s and consist of correspondence relating to the inoculation of University House residents against typhoid fever as a precaution during the early years of the Second World War following disruption to water supplies due to bombing raids in Birmingham; and statistical information about illnesses suffered by residents between 1946 and 1949 and associated correspondence between the University Medical Officer and Janet Carpenter, discussing the possibility of the establishment of a student infirmary at the University, 1949

There is also a handwritten statement by Mary Sturge following a sanitary and medical examination of University House, 1922; a typed notice giving details of regulations in University House including instructions for students in the event of illness, 1953; and a copy letter from the Warden of University House to the Vice-Chancellor discussing responsibility for the health of student residents at University House and the degree of co-operation to be expected from the University Health Service in the event of illness, 1954

1 file

Access: Open

UB/HUH/A/3/9/10 Papers relating to students with disabilities at University House 1982-1992

Papers consist of correspondence, minutes, reports and plans concerning the provision of facilities for students with disabilities at University House and include discussion of students needs, issues affecting the safety of students

with disabilities, particularly those using wheelchairs, the conversion of rooms in University House for students with disabilities, and the installation of a chairlift in 1991. The file includes minutes of the support group for the tutor for students with disabilities, 9 October 1992, and a letter from the Birmingham University Campaign for Disability Rights Group concerning possible improvements to accommodation available to students with disabilities, 1988

1 file

Access: Open

UB/HUH/A/3/9/11 Papers relating to disciplinary policy in halls of residence 1949-1992

The majority of the papers in this file contain copies of correspondence and memoranda, and copies of printed regulations dating from the 1980s and 1990s which relate to university disciplinary policy and procedure in halls of residence. They include extracts of minutes of the Student Accommodation Committee and Assembly of Hall Presidents about misuse of fire extinguishers and false fire alarms, 1983; further correspondence and memoranda concerning false fire alarms, and copy correspondence between Tony Manchester, Warden of University House, and the West Midlands Fire Service about a false fire alarm 1990; correspondence from the Registrar and Secretary about excessive drinking, vandalism, and false fire alarms, and the imposition of a vandalism surcharge on student residents, with copy letter from Tony Manchester discussing issues of student discipline in halls of residence; memoranda from Tony Manchester relating to fire precautions, noise, and damage to University House property 1992; minutes of the University House Discipline Committee concerning false fire alarms, and a memorandum from the

Assistant Registrar to the Hall Presidents concerning an Ordinance on Discipline, 1992

The file also contains correspondence between Janet Carpenter and R. J. J. Hamblin, President of the Guild of Students concerning disturbances at night after late dances and other events at the Guild of Students building, February 1949; a letter from the Warden of Chancellor's Hall to Julia Friend giving the names of students from University House who have apparently made unauthorised visits to Chancellor's Hall and suggesting that she impose penalties on them, October 1956; and a notice issued by the University of Birmingham Registrar asking students not to trespass on the school swimming pool at the King Edward VI School, following complaints received, June 1968

1 file

Access: Open

UB/HUH/A/3/9/12 Papers relating to Roger Fry paintings 1982-1995

Papers consist of correspondence, memoranda, estimates, and invoices largely relating to the restoration of paintings by Roger Fry at University House in 1989-1990 and in 1992 by Jesse Bruton Picture Restoration and include correspondence between Tony Manchester, Warden of University House, and representatives of Jesse Bruton, but also with Paul Spencer Longhurst and James Hamilton about the restoration of the paintings and about their storage at the Barber Institute in 1994 while redecoration work was taking place at University House. There is also correspondence between James Hamilton and David Rolf, Warden of University House, concerning the collection of Roger Fry paintings by Sheffield City Art Galleries for exhibition in 1995 and further conservation work

1994-1995 with potential financial assistance from Chancellor's Hall Association and University House Association, and a letter discussing a grant from the West Midlands Area Museum Service towards the cost of restoration in 1989. The papers include lists of the paintings and photographic reproductions of 'The Window' and another, unidentified painting.

The file also contains correspondence relating to a valuation of the paintings by Biddle & Webb and a quote for restoration addressed to David Bedford, Manchester's predecessor as Warden of University House, and an earlier valuation by Biddle & Webb in 1983 for insurance purposes. In addition, there is a memorandum from Administrator, Residences and Conferences to Hall Presidents concerning a bequest of twelve paintings from the art collection of Dr C. E. Harrold, 1982. This document appears to be unconnected with the rest of the papers

1 file

Access: Open

Notes: Old Reference: Acc.2002/60

UB/HUH/A/3/9/13 Papers relating to Jonathan Wood memorial 1991-2002

Papers consist of correspondence and associated papers concerning Junior Common Room contributions towards a memorial and rose garden for a former University House student, Jonathan Wood, which was placed in the grounds of University House, outside the Barling Room, together with correspondence from Jonathan Wood's parents and friends, 1991-1993. There is also some correspondence to Richard Simmons, Warden of University House from Jonathan Wood's parents, dated 2002, about the upkeep of the memorial.

The file also contains a card written to Richard Simmons from Peggy Beale in 2002 concerning a key that was presented to Alice Beale in 1926, her memories of visiting University House and Maple Bank as a child, and plans for the contents of University House following its conversion for use by the Birmingham Business School

1 file

Access: Open

UB/HUH/A/3/9/14 Papers relating to University House plays and Guild Theatre Group 1955-1971

Correspondence of Julia Friend, Warden of University House, relating to University House plays, and to Guild Theatre Group productions for which University House lent flats, stage lighting, and props, and allowed the use of the Barling Room to stage productions and for dress rehearsals, 1955 to 1959, and 1962 and 1966, including letters from Robert Aitken, Vice-Chancellor, and Edith Barling apologising for not being able to attend the University House play, 1955. There is also correspondence between Julia Friend and a student at Chancellor's Hall discussing the loan of flats from University House for Chancellor's Hall spring dance, 1957. The papers include programmes for the Guild Theatre Group productions 'The Pirates of Penzance' 1957, 'An Inspector Calls' 1958, 'The Merry Wives of Windsor', undated, and 'The Sorcerer', undated. The file also contains a handwritten script for an unidentified play performed at University House, set partly during the First World War, and partly during the 1950s or 1960s.

In addition, there is a letter from David Carnegie, Department of Drama and Theatre Arts, to Arthur Butterworth, Warden of University House, concerning the loan of curtains from the Barling

Records of University House and University House Association

- Room for a production of 'The Maids',
1971
- 1 file
- Access: Open
- UB/HUH/A/3/9/15 Papers relating to Coniston trips 1991-1994
- Information sheets, blank application forms, and sign up sheets with students' names for a proposed University House residential weekend at the Raymond Priestley Centre at Consiton Water, organised by Tony Manchester, Warden of University House, for May 1991, with copy letter to the manager of the Priestley Centre cancelling the booking as not enough students were able to attend, together with completed application forms, information sheets and memoranda to students attending a residential weekend at the Centre in June 1994 concerning travel arrangements and activities planned for the weekend and an illustrated brochure giving details about the Priestley Centre
- 1 file
- Access: Open
- UB/HUH/A/3/9/16 Wardens' address book 1930s-1950s
- Volume containing pre-printed alphabetical divisions with names and addresses of businesses connected with University House as suppliers of goods and services listed by business name or service provided, as well as details of some individuals listed by surname. The handwriting suggests that the volume was used by Janet Carpenter and Julia Friend as Wardens of University House
- 1 volume
- Access: Open
- UB/HUH/A/3/9/17 Wardens' information book 1930s

Records of University House and University House Association

Volume containing pre-printed alphabetical divisions which has been used to record details about arrangements and costs for conferences and social events held at University House including information about staff bonuses during conferences, arrangements for the regular use of University House by students from Hereford Training College while on study visits to Birmingham, catering arrangements for regular events including students Christmas party and maids Christmas party, Guild of Students Carnival activities, University House dances, fireworks events, University House play, and Old Students reunion, as well more general information about the management of University House, governing procedures relating to student illness, particularly if infectious; staff injury; and times for locking the front door and gates during term time and vacation

1 volume

Access: Open

Notes: Old Reference: UH8

UB/HUH/A/4

Property records

1904-1934

This section contains legal papers relating to the lease of property at 215 Hagley Road which formed the first accommodation for University House from 1904 to 1908, and to the lease of land on Edgbaston Park Road from the Calthorpe estate for the building of University House there in 1908, as well as subsequent leases of land for the extension of University house premises in the 1920s and 1930s

3 files

Access: Open

UB/HUH/A/4/1

Papers relating to the lease of 215 Hagley Road

1904-1906

Tenancy agreement between Benjamin Horton, agent for the property, on behalf of Hortons' Estate, Limited, Birmingham, and Charles Gabriel Beale to lease the house and premises at 215 Hagley Road at the corner of Stirling Road, with the garden attached, for a term of three years from 29 September 1904 at a yearly rent of £100, together with correspondence to Charles Beale and one letter from Alice Beale relating to the payment of rent and taxes on the property dated 1906

1 file

Access: Open

Notes: Old Reference: UH26/i-v

UB/HUH/A/4/2

Tenancy agreement

1907

Agreement dated 20 November 1907 between Lord Calthorpe and Charles Gabriel Beale, Vice Chancellor of the University of Birmingham, for the tenancy of land in Edgbaston Park Road to form a private approach to the women's hostel being constructed there. A plan is attached to the agreement, with the land concerned coloured pink

1 item

Access: Open

Notes: Old Reference: UH26/vi

UB/HUH/A/4/3

Papers relating to the lease of additional land for University House

1921-1934

Correspondence concerning a plot of land rented from the lessee of Park Vale in Edgbaston for use as a kitchen garden for University House and the possible use of Park Vale itself during the 1920s for additional hostel accommodation, including copies of letters from Beatrice Orange and Hilda Walton, wardens of University House, Charles Grant Robertson, Vice-Chancellor and Principal of the University, and Edward Balden,

Edgbaston Estate agent, together with other correspondence discussing the upkeep of fencing and borders between University House property and others, and the lease of an additional piece of land for University House from the Calthorpe estate in 1933-1934

1 file

Access: Open

Notes: Old Reference: Acc.2004/67

UB/HUH/A/5

Promotional records

1904-2002

This section comprises promotional leaflets and brochures and printed handbooks for student residents of University House and includes leaflets and brochures produced for the women students hostel at 215 Hagley Road and for the new building on Edgbaston Park Road for the pre 1914 period, an incomplete set of University House brochures produced between the 1920s and 1960s, and an incomplete set of University House handbooks dating from 1982-2002

43 items

Access: Open

Notes: Old Reference: Acc.2002/75, Acc.1997/27

UB/HUH/A/5/1

Early brochures for 215 Hagley Road hostel

1904-1906

/1: Promotional leaflet for prospective residents, aimed primarily at University of Birmingham students but also advertising availability for students at the Birmingham School of Art, giving details about accommodation available at University House premises at 215 Hagley Road including regulations, daily routine and scale of charges, as well as the names of members of the Executive Committee and brief details about educational

opportunities available to women students at the University (2 copies)

/2-/3: Promotional booklet issued by University House Executive Committee for 1904-1905 and 1905-1906 containing annual report, treasurers accounts, and list of donations and subscriptions to the running of the hall of residence

4 items

Access: Open

UB/HUH/A/5/2

Early brochures for University House at Edgbaston Park Road

1907-1914

/1: Promotional leaflet giving details about proposed new hall of residence for women students at Edgbaston Park Road, illustrated with black and white drawing of the new building. The leaflet contains a short history of the development of residential accommodation for women students at the University of Birmingham and a description of the facilities offered in the new building. It also gives information about educational opportunities for women students at the University including fees for courses and bursaries offered, and regulations and daily routine at University House with a scale of charges for residents. The names of the University House Executive Committee are also given (2 copies, one with handwritten amendments)

/2: Promotional booklet for the hall of residence for women students, University House, on Edgbaston Park Road, illustrated with a number of black and white photographs of the interior including the common room, a students bed sitting room, the library, and the dining room. The booklet sets out a scale of charges for residents and gives a description of facilities available at the hall of residence including garden, tennis court and storage for bicycles. It goes on to give information about educational opportunities available

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for women students at the University of Birmingham including the new social study course and teacher training courses as well as degree programmes, and lists University House regulations for residents. There are five copies of this booklet, some with handwritten amendments, covering the period from 1908 to around 1914 when the Beale wing extension was completed and Beatrice Orange was appointed Warden following Margery Fry's resignation

7 items

Access: Open

UB/HUH/A/5/3 Promotional leaflets for University House c.1923-c.1964

Promotional leaflet setting out University House regulations, daily routine, and scale of charges, with the names of members of University House Committee and of the Warden and Sub-Warden. Copies for c.1923, 1928, 1929, 1931, 1932, c.1934, 1936, 1938, some with handwritten amendments

Promotional leaflet in the same style but in a different font, dating from the 1960s, setting out details of accommodation and facilities, fees and charges, the application process, and University House regulations. Copies for 1960, 1964 and another year, undated

14 items

Access: Open

UB/HUH/A/5/4 University House handbooks 1982-2002

Printed handbooks issued to students resident in University House giving the names of Senior Common Room staff, including the Warden, Junior Common Room Committee members, and General Office staff and containing sections on bodies responsible for the governance of the hall of residence, including the Senior Common Room, Junior Common Room,

Senior Common Room/Junior Common Room Committee, University House Committee later University House Council, University House Club, and University House Association. There is also information about amenities and facilities available to residents, meals, social events, security, and the payment of hall fees

There are handbooks for the years 1982-1983, 1983-1984, 1984-1985, 1985-1986, 1986-1987, 1987-1988, 1989-1990, 1990-1991, 1991-1992, 1992-1993, 1994-1995, 1995-1996, 1996-1997, 1997-1998, 1998-1999, 1999-2000, 2000-2001, and 2001-2002

18 items

Access: Open

Notes: Old Reference: Acc.2002/60

UB/HUH/A/6

Log books

1915-2002

The main sequence of records in this section comprises a sequence of incident log books kept by members of Senior Common Room staff resident in University House who acted as duty tutors during evenings and weekends in term time. There is an incident log book for the last year of Tony Manchester's wardenship, in 1993-1994, and the sequence continues for the entire period of David Rolf's wardenship, from 1994 to the end of 1997, and Richard Simmons' wardenship from January 1998 to summer 2002 when University House closed as a hall of residence. The log books record the date, name of the person on duty, and a description of the incident and any action taken. Accounts by the duty tutor made during David Rolf's wardenship include his marginal comments.

Incidents largely involve noise, accidental damage to and vandalism of hall property, theft and break-ins, maintenance and

security issues, disturbances by non-residents, misuse of fire alarms and extinguishers, fire safety issues in kitchens, drunken behaviour and problems enforcing licensing laws in the hall bar. Pastoral issues are also discussed, including physical, emotional and mental health problems of individual students. These incident log books provide a snapshot of student life and experience in University House during the 1990s and early 2000s but are currently closed under the terms of the Data Protection Act 1998 because they contain sensitive personal information about named living individuals

The section also comprises an early log book probably compiled by Beatrice Orange as Warden between 1915 and 1918, which provides an overview of life at University House while it was located at Wyddrington during the First World War, and a log book kept by University House residents during the Second World War between 1940 and 1945 to record air raid activity which contains informative accounts of raids experiences by residents. These log books are both open for research

12 volumes

Access: Partially closed

Notes: See file records for closure periods imposed on individual incident log books

UB/HUH/A/6/1

Log book

1915-1918

Hardback volume with blank ruled pages of which a small number towards the front of the volume have been used by Beatrice Orange to record summaries of activities and developments at University House from the spring term 1915 to the summer term 1918 while the hall of residence was located at Wyddrington after the requisition of the Edgbaston Park Road building to provide

accommodation for nurses working at the First Southern General Hospital housed in University buildings during the First World War. The names of staff and students resident in the hall of residence are given in the report for the spring term of 1915 and the autumn terms of 1915, 1916, and 1917. Some examination results are given in the report for the summer term of 1915, and there are also details of staff changes.

The log book gives brief details of social and sporting events held at University House, mostly dramatic performances and tennis tournaments, but also regular talks, including one by Margery Fry on the work of the Society of Friends in the Marne and Meuse, autumn 1915. There are also details of fund raising activities including a garden fete in summer 1915 to raise money for a travelling field hospital for French soldiers supported by John Masefield (see also UB/HUH/A/3/2/2), knitting for soldiers, and knitting for the Lady Mayoress's Depot Fund. The log book also mentions war work undertaken in the summer vacation 1915 involving fruit picking at a farm at Elmley Castle, and work in the garden and orchards at Wyddrington throughout the year including picking fruit for bottling. There are brief mentions of zeppelin raids in the local area

1 volume

Access: Open

Notes: Old Reference: Acc.2002/60

UB/HUH/A/6/2

Air Raid log book

1940-1945

Hardback notebook used as an Air Raid log book to record accounts of air raid activity affecting University House between 18 October 1940 and 5 March 1945, and the action taken by members of the fire watching patrol. The book records a large number of raids in October and November 1940, with almost

nightly enemy activity including several raids which lasted most of the night. It also records regular raids from December 1940 to March 1941 with some more severe raids in April and May 1941. Accounts are more sporadic from June 1941 onwards, and the book is used only occasionally from 1943 onwards. Accounts are signed by members of the fire watching patrol and the names of other University House residents are sometimes given in the accounts which also provide incidental details about life for the residents during air raids

1 volume

Access: Open

Notes: Old Reference: Acc.2012/78a

UB/HUH/A/6/3 Incident log book 1993-1994

Incident book covering the period September 1993 to July 1994

1 volume

Access: Closed

Closed until: 01/01/2045

Notes: Old Reference: Acc.2002/60

UB/HUH/A/6/4 Incident log book 1994

Covers the period September to December 1994

1 volume

Access: Closed

Closed until: 01/01/2046

Notes: Old Reference: Acc.2002/60

UB/HUH/A/6/5 Incident log book 1995

Covers the period January to December 1995, with reports from spring and summer term 1994-1995 session and the

Records of University House and University House Association

autumn term of the 1995-1996 session

Loose inserts consist of a memorandum re enforcing drinking up time dated January 1995 and another memorandum dated February 1995

1 volume

Access: Closed

Closed until: 01/01/2046

Notes: Old Reference: Acc.2002/60

UB/HUH/A/6/6

Incident log book

1996

Covers the period January 1996 to December 1996 with reports from the spring and summer terms of the 1995-1996 session and the autumn term of the 1996-1997 session

1 volume

Access: Closed

Closed until: 01/01/2047

Notes: Old Reference: Acc.2002/60

UB/HUH/A/6/7

Incident log book

1997

Covers the period January to December 1997 with reports from the spring and summer terms of the 1996-1997 session and the autumn term of the 1997-1998 session

1 volume

Access: Closed

Closed until: 01/01/2048

Notes: Old Reference: Acc.2002/60

UB/HUH/A/6/8

Incident log book

1998

Covers the period January to December 1998 with reports from the spring and summer terms of the 1997-1998 session

and the autumn term of the 1998-1999 session

1 volume

Access: Closed

Closed until: 01/01/2049

Notes: Old Reference: Acc.2002/60

UB/HUH/A/6/9

Incident log book

1999

Covers the period January to December 1999 with reports from the spring and summer terms of the 1998-1999 session and the autumn term of the 1999-2000 session

1 volume

Access: Closed

Closed until: 01/01/2050

Notes: Old Reference: Acc.2002/60

UB/HUH/A/6/10

Incident log book

2000

Covers the period from January to December 2000 with reports from the spring and summer terms of the 1999-2000 session and the autumn term of the 2000-2002 session

1 volume

Access: Closed

Closed until: 01/01/2051

Notes: Old Reference: Acc.2002/60

UB/HUH/A/6/11

Incident log book

2001

Covers the period from January to December 2001 with reports from the spring and summer terms of the 2000-2001 session and the autumn term of the 2001-2002 session

Records of University House and University House Association

1 volume

Access: Closed

Closed until: 01/01/2052

Notes: Old Reference: Acc.2002/60

UB/HUH/A/6/12

Incident log book

2002

Covers the period from January to June 2002, with reports from the spring and summer terms of the 2001-2002 session, the final year that University House operated as a hall of residence

1 volume

Access: Closed

Closed until: 01/01/2053

Notes: Old Reference: Acc.2002/60

UB/HUH/A/7

Student lists

1904-1998

The records in this series primarily consist of lists of student residents at University House between 1909 and 1964, including residents with rooms in the Winterbourne annexe, used between 1944 and 1964. These lists give student names and room numbers. There are also two earlier lists, giving the names of students and staff living at the first University House residence at 215 Hagley Road in 1906-1907, and a list giving details of the health of University House residents who were students at the Birmingham Day Training College between 1904 and 1914.

The series also contains some student lists kept for specific purposes, including lists of students leaving University House between 1951 and 1998 which were presumably used to recruit members to the University House Association of former students, and lists of candidates applying for places at University House between 1956 and 1967, some of which include comments by Admissions tutors in

University academic departments on students' academic ability and 'character', suggesting that University House management had some control over whether the hall could accept candidates who had applied, during a period when vacancies were limited and many more students stayed in hall after their first year.

Apart from the leaving lists, there are few records of students resident at University House from the mid 1960s onwards, with the exception of a list of students resident in October 1967, a list of first year students at University House in 1990-1991, and sets of application forms for students applying for places at University House between 1993 and 1996. These sets of records are not currently available for research as they contain personal information about living individuals.

10 files

Access: Open

UB/HUH/A/7/1 List of students and staff at University House 1906-1907

Handwritten list giving the names, county of origin, and programme of study of students and staff resident at University House for the academic session 1906-1907, when the hall of residence was based at 215 Hagley Road

1 file

Access: Open

Notes: Old Reference: UH2/1

UB/HUH/A/7/2 Report on health of students of University House 1904-1914

Handwritten confidential report on the health of students attending the University of Birmingham Day Training College and resident in University House, giving the names of students and details about their

Records of University House and University House Association

state of health. Lists are divided into sections for students studying degree and

training course and those studying for the teachers certificate

1 file

Access: Open

Notes: Old Reference: UH2/295

UB/HUH/A/7/3 Student lists 1909-1941

Typed lists giving figures for number of residents 1909-1910 to 1929-1930 and names of students, room numbers, degree programme studied and fees paid for 1909-1910 to 1937-1938 and summer term 1941

1 file

Access: Open

Notes: Old Reference: UH2/2-60

UB/HUH/A/7/4 Student lists 1941-1955

Typed lists giving names of students, room numbers at University House and the Winterbourne annexe, and degree programme studied for the academic session 1941-1942 to 1954-1955

1 file

Access: Open

Notes: Old Reference: UH2/61-118

UB/HUH/A/7/5 Student lists 1955-1962

Typed lists giving names of students, room numbers at University House and the Winterbourne annexe, and degree programme studied for the academic session 1955-1956 to 1962-1963

1 file

Records of University House and University House Association

Access: Open

Notes: Old Reference: UH2/119-278

UB/HUH/A/7/6

University House selection lists

1956-1967

Typed lists of students resident in University House between the 1956-1957 academic session and the 1967-1968 academic session, including names and room numbers. Some lists include information about degree courses studied. The lists may be incomplete. Part of this file is closed under the terms of the Data Protection Act 1998 because it contains personal comments about the character and academic ability of students applying for places in University House

1 file

Access: Partially closed

Notes: Old Reference: Acc.1999/4

UB/HUH/A/7/7

University House and Winterbourne student lists

1927-1967

Typed lists giving the names and room numbers of students resident in University House and in the annexe accommodation at Winterbourne during the academic session 1962-1963 and 1963-1964. There is also a list of residents in University House dated October 1967. In addition, the file contains two handwritten notes, one of which is undated and gives figures for students resident in 'hostel', lodgings and Woodbrooke, and those non-resident, and a note giving student numbers, 1925-1928, including those receiving a grant, postgraduates, and day students

1 file

Access: Open

Notes: Old Reference: UH2/279-294; UH2/314; UH2/317

Records of University House and University House Association

UB/HUH/A/7/8	University House leaving lists	1951-1998
	<p>Typed lists giving the names and addresses of students leaving University House in 1951, 1954, 1955, 1957, 1959, 1960. 1961, 1964-1970, 1975, 1979-1992, 1996-1998. Lists from 1984 onwards also indicate the degree course studied</p>	
	<p>1 file</p>	
	<p>Access: Open</p>	
	<p>Notes: Old Reference: Acc.2002/75</p>	
UB/HUH/A/7/9	Miscellaneous University House room lists	1915-1991
	<p>Incomplete list of residents 1915-1923; list of residents in Beale wing, 1981; figures for 1989 intake with numbers broken down by subject studied and type of secondary education; list of first year students in 1990-1991 intake; undated room lists</p>	
	<p>1 file</p>	
	<p>Access: Open</p>	
	<p>Notes: Old Reference: Acc.2002/75</p>	
UB/HUH/A/7/10	Student application forms	1993-1996
	<p>Application forms with photographs submitted by students for residence at University House, some of which include associated correspondence. Most forms are for entry to University House in October 1994 and October 1995, but there are also a small number of forms for entry in October 1993. This material is closed under the terms of the Data Protection Act 1998 because it contains personal information about living individuals</p>	

Records of University House and University House Association

There are also lists giving the names of students resident in University House during the 1994-1995 academic session and the 1995-1996 academic session, with sheets containing names and room numbers of students, with photographs, probably dating from the mid 1990s. This material is open for research

1 file

Access: Partially closed

Closed until: 01/01/2076

Notes: Old Reference: Acc.1999/4

UB/HUH/A/8 University House photographs 1904-1998

This series largely consists of group photographs of students and staff at University House from c. 1904 to 1920, and from 1944 to 1964. There are also a small number of group photographs dating from the 1980s. Other photographs show exterior views of buildings used as halls of residence for women students, including 215 Hagley Road, Wyddrington, and the purpose-built hall of residence on Edgbaston Park Road. In addition, there are some interior views of this building and of students rooms in the Hagley Road property, mostly dating from the early twentieth century but including two photographs probably taken in the 1950s

1 volume and 81 items

Access: Open

UB/HUH/A/8/1 University House photograph album 1904-1920

Hardback volume containing small black and white photographs pasted or mounted on paper, consisting of individual and group portrait photographs of students and staff at University House during the first years of the hall's life at Hagley Road, at the new building on Edgbaston Park Road, and at Wyddrington during the First World War

years. There are also some photographs showing the exterior of the Edgbaston Park Road and Wyddrington buildings

and grounds, and the interior of the Hagley Road and Edgbaston Park Road

buildings. Some of the photographs include captions.

The album includes group photographs of members of University House dated 1909 which show Helen Wodehouse, Beatrice Orange, Margery Fry, and Rose Sidgwick among others, and group photographs taken in the interior but mostly in the grounds of the Hagley Road building which feature some of the same residents.

Other photographs show students in costume or on stage in dramatic performances produced at University House including 'Twelfth Night' in 1910, 'A Winter's Tale' and 'The Playboy of the Western World' in 1913, 'The End of the World' and 'The Jackdaw' in 1916, and 'The Chinese Lantern'. Some of these photographs include captions giving the names of students

There are a number of photographs taken at Wyddrington which include exterior views showing the gardens, tennis court and lake, some featuring staff and students including Miss Lepetit, Miss Tomlinson, and Miss B. Taylor. Some photographs are dated May 1916.

Exterior views of the Edgbaston Park Road building are also dated 1916. These were taken when the building was in use as nurses accommodation for staff working at the First Southern General Hospital. Two of the photographs show the outside of the building with snow on the ground. One of the photographs shows two nurses standing outside. There is also another photograph

showing tents erected in the grounds

The next set of photographs in the album contain photographs taken following the return of students and staff to Edgbaston Park Road in 1919 and include a group photograph of residents and old students, and sports events featuring Miss Dillon, Miss Blewitt, Miss Catlow, Miss Taylor, Miss Crossen, Miss Clapham, and Miss Steveley. There are also photographs of Beatrice Orange with a dog called 'Poly', Miss Pleydell Beuveria, Miss Watson, Mademoiselle Dupan, Miss Burt, and Miss Binney with another dog called 'Cam', and a view of the Aston Webb buildings possibly taken from University House or nearby.

The last pages of the album were used to record summer reunions in 1920 and 1922, and include photographs of Charles Grant Robertson, the Vice-Chancellor, Miss E. M. Smith, Miss Olive Stansfield, Kay Dewsbury, Nancy Maston, Kathleen Hopkins, Freda Poole, Norman Bolton and Constance Deakin. Photographs dated 1922 show the Rose Sidgwick memorial bird bath and show Margery Fry, Miss Day, Miss Marion Richardson, Beatrice Orange, Kay Dewsbury, Constance Deakin, Miss Shavin, Olive Parsons and G. V. Smith

1 volume

Access: Open

Notes: Old Reference: UH9

Physical description: Volume in very poor condition with pages flaking and some photographs damaged. Cannot be served in its present state. Awaiting conservation treatment

Stored in large sequence at Run 74

UB/HUH/A/8/2

Prints from University House photograph album

1904-1920

Black and white prints reproduced from University House photograph album described at UB/HUH/A/8/1 consisting of:

/1: group photograph of students seated outside University House building on Edgbaston Park Road, from first page of the album, 1909 (2 copies)

/2: group photograph of staff and students seated and standing in the grounds of the Hagley Road building used as the first University House residence, including Helen Wodehouse, Margery Fry, Rose Sidgwick and Beatrice Orange, from page ten of the album (2 copies)

/3: photograph of six students standing in grounds, possibly of the Hagley Road building used as the first University House residence, from page ten of the album

/4: photograph of ten students sitting or lying on the grass, possibly taken in the grounds of the Hagley Road building used as the first University House residence, from page ten of the album

/5: group photograph of staff and students seated and standing in the grounds of the Hagley Road building used as the first University House residence, including Margery Fry, from page ten of the album

/6: group photograph of old students of University House with Beatrice Orange, taken in grounds of the Edgbaston Park Road building, 1919, from page eighteen of the album (2 copies)

/7: photograph of interior of the Hagley Road building used as the first University House residence, showing students' room with bookshelf, easy chairs and cabinet

/8: photograph of interior of the Hagley Road building used as the first University House residence, showing students' room with fireplace, easy chairs and bookcase

/9: photograph of Margery Fry standing by

memorial bird bath for Rose Sidgwick,
possibly taken in 1922, from page twenty
two of the album

12 items

Access: Open

Physical description: Stored in large
sequence at Run 74

UB/HUH/A/8/3

Photographs of premises at Hagley Road 1998
used as first University House

Two black and white photographs and
two colour photographs taken by Jim
Davies, University of Birmingham,
showing the front and back of 215 Hagley
Road in 1998 when in use as offices of
Challinor Lyon Clark, together with
photocopy of part of Ordnance Survey
map dating from 1890 showing plots of
both 215 Hagley Road and 19 Stirling
Road, both of which were used by
University House as student residences
between 1904 and 1908

3 items

Access: Open

Physical description: Stored in large
sequence at Run 74

UB/HUH/A/8/4

University House exterior and interior
views

c.1910-late
twentieth century

Miscellaneous black and white
photographs with one colour photograph,
consisting of:

/1: print of dining room at University
House building on Edgbaston Park Road,
used in promotional brochure described
at UB/HUH/A/5/2/2, dating from before
1914 (2 copies)

/2: print of student's bed sitting room at
University House building on Edgbaston
Park Road, used in promotional brochure
described at UB/HUH/A/5/2/2, dating from

before 1914

/3: print of library at University House building on Edgbaston Park Road, used

in promotional brochure described at UB/HUH/A/5/2/2, dating from before 1914 (2 copies)

/4: print of common room at University House building on Edgbaston Park Road, used in promotional brochure described at UB/HUH/A/5/2/2, dating from before 1914 (2 copies)

/5 photograph of common room at University House building on Edgbaston Park Road, showing students reading in easy chairs. The open door to the library can be seen in the background, pre 1914

/6: photograph of dining room at University House building on Edgbaston Park Road, early twentieth century

/7: photograph showing the exterior of the University House building on Edgbaston Park Road, seen from the grounds at the rear of the property, early to mid twentieth century

/8: photograph showing the University House building in the background, with gardens and sundial in the foreground, early to mid twentieth century

/9: photograph showing the University House building in the background, with gardens in the foreground, early to mid twentieth century

/10: photograph taken from University House grounds, showing the hall of residence on the right hand side of the shot and the Guild of Students building in the background, c.1935

/11: photograph showing the University House building and grounds, with daffodils in flower beds in the foreground,

mid to late twentieth century

/12: photograph showing dining room at University House, mid twentieth century

/13: photograph showing communal room at University House, mid twentieth century

/14: colour photograph showing University House carnival float, 1960s-1970s

/15: colour postcard showing rear exterior of University House building, and partial view of gardens, 1990s (13 copies)

30 items

Access: Open

Physical description: Stored in large sequence at Run 74

UB/HUH/A/8/5

University House group photographs

early twentieth century-1989

Photographs of students and staff at University House, mostly taken in the grounds of the property on Edgbaston Park Road, consisting of:

/1: group photograph of students and staff outside University House building on Edgbaston Park Road, with University clock tower visible in the background. Staff including Margery Fry, Beatrice Orange, and Rose Sidgwick are seated in the middle of the group, pre 1914 (2 copies)

/2: group photograph showing Margery Fry with students or former students of University House, gathered round a flight of stone steps into the grounds of University House, pre 1914, taken by H. J. Whitlock & Son Ltd

/3: photograph showing five students acting in unidentified dramatic performance, arranged in tableau, undated but probably pre 1914

/4: photograph showing two students acting in unidentified dramatic performance, arranged in tableau, undated but probably pre 1914

/5: group photograph of students and staff at University House including Janet Carpenter as Warden, undated but probably 1940s

/6: group photograph of students and staff at University House, 1944, taken by Percy Bott, Kings Norton

/7: group photograph of students and staff at University House, 1945, taken by Percy Bott, Kings Norton

/8: group photograph of students and staff at University House, 1946-1947, taken by Percy Bott, Kings Norton

/9: group photograph of students and staff at University House, 1948-1949, taken by George S. Parsons, Selly Oak

/10: group photograph of students and staff at University House, 1950-1951, taken by Morland Braithwaite, Moseley

/11: group photograph of students and staff at University House, possibly including Amy Markwick as Warden, c. 1952

/12: group photograph of students and staff at University House, taken by Panorgraphs Limited, Liverpool, May 1953

/13: group photograph of students and staff at University House, 1953-1954 with names included, taken by Morland Braithwaite, Moseley (3 copies)

/14: group photograph of students and staff at University House, with Guild of Students building visible in the background, taken by Stanley Dolphin Photography Ltd, Selly Oak, undated but

probably 1950s

/15: group photograph of students and staff at University House, with Guild of Students building visible in the background, taken by Stanley Dolphin

Photography Ltd, Selly Oak, undated but probably 1950s

/16: group photograph of students and staff at University House, taken by Morland Braithwaite, Moseley, undated but probably 1950s (3 copies)

/17: group photograph of students and staff at University House, taken by Stanley Dolphin Photograph Ltd, Selly Oak, undated but probably 1950s

/18: group photograph of students and staff at University House, 1958-1959 (2 copies)

/19: group photograph of students and staff at University House, 1959-1960 (3 copies)

/20: group photograph of students and staff at University House, 1961-1962, taken by Stanley Dolphin Photography Ltd, Selly Oak

/21: group photograph of students and staff at University House, 1963-1964, taken inside the building

/22: group photograph of some students and staff, including Julia Friend, taken by Stanley Dolphin Photography Ltd, Selly Oak, undated but probably 1960s

/23: portrait photograph of Margery Fry in later life, undated

/24: photocopy of photograph showing Robert Aitken, Vice-Chancellor, Ian Bruce, University House student, Julia Friend, and Raymond Priestley, when Ian Bruce was presented with the Priestley

Medal, 1967

/25: photograph of group of women, possibly University House staff, standing on brick steps in University House grounds, taken by Birmingham Post & Mail, undated but probably 1960s

/26: colour photograph of students and staff at University House formal event, taken by Stanley Dolphin Photography Ltd, 1980s (3 copies)

/27: photograph of 'survivors' of University House summer ball, 1989

/28: reproduction of black and white photograph showing students taking part in croquet marathon record attempt, 1983

37 items

Access: Open

Physical description: Stored in large sequence at Run 74

UB/HUH/A/9

Papers relating to the history of University House c. 1911-2002

This series consists of a mixture of two unpublished writings about the history of University House, one written by Margery Fry probably towards the end of her time as Warden, and the other by an unknown author, covering the history of the hall of residence to 1937; and two published works issued at significant points in the history of University House. One of these was issued as a commemorative booklet to mark its fiftieth anniversary in 1954, and the other was published by University House Association in 2002 at the time of its closure as a hall of residence. Both these publications document the history of the institution from its establishment as the first hall of residence for women students at Birmingham in 1904, though the 2002 work, by Isobel Jackson, offers the only comprehensive history of

University House

4 files

Access: Open

UB/HUH/A/9/1 Margery Fry reminiscences c. 1911

Incomplete handwritten reminiscences, written by Margery Fry, of life in University House from her appointment as Warden in 1904, with amendments and additions. She describes her first impressions of the property at 215 Hagley Road, and the work of the committee in devising and implementing a plan for a residential hostel for women students. She also mentions some of the early residents including G. M. Scott and her dog, 'Binkie', Miss Hartley, the senior student, and efforts to bring the residents together as a community including making an 'Oliver Lodge' snowman in the back garden. She writes about Oliver Lodge's visits to University House to read plays with the residents, and goes on to discuss the plays which University House performed, from 'The Rose and the Ring' to 'Twelfth Night' in 1910. She also mentions a 'suffragette play' given by the staff

1 file

Access: Open

Notes: Old Reference: UH1/11

UB/HUH/A/9/2 Typed history of University House 1937

Typed account of the establishment and growth of University House from 1904 to the appointment of Janet Carpenter as Warden in 1937, with emphasis on dates of events and chronological development

1 file

Access: Open

Notes: Old Reference: UH1/2

UB/HUH/A/9/3

Papers relating to Jubilee booklet

1954

Papers consist of correspondence between Eric Vincent, presumably on behalf of the University of Birmingham, and Edith Barling, chairman of University House Committee, discussing the content and publication of a booklet on the history of University House from its establishment as a women's hall of residence in 1904 to its Golden Jubilee in 1954; two typescript drafts of the booklet; proof copies of the booklet, and four copies of the published version. The correspondence is dated May to July 1954 and contains details about the writing and publication process, including the cost and print run. The first typescript draft includes handwritten annotations. The booklet gives a detailed account of the early years of University House, including the work of the General and Executive Committee set up to establish and manage a hall of residence for women students and to raise funds for a purpose built hall. It goes on to describe developments at University House including the contributions of individual Wardens, student life in the hall of residence including the work of the Junior Common Room Committee, and the impact of both the First and Second World Wars on residents

1 file

Access: Open

Notes: Old Reference: UC3/vii/9/8

UB/HUH/A/9/4

University House, 1904-2002: 98 Years as a Hall of Residence of the University of Birmingham

2002

Detailed history of University House from its establishment in 1904 to the end of the use of the building on Edgbaston Park

Road as a hall of residence in 2002 and its transfer to Birmingham Business School, published as a paperback volume. The history is based heavily on the records of University House and includes extracts from and reproductions of archive material including committee minutes and correspondence. The history is illustrated with reproductions of photographs and drawings. An appendix gives lists of the first students resident at 215 Hagley Road, a Kenrick family tree, lists of University House Committee chairmen, Wardens of University House, Junior Common Room Presidents, University House Association Presidents, and list of donors to the University House appeal of 1903, as well as information about the Margery Fry and Julia Friend prizes and transcripts of speeches made by the Public Orator when honorary degrees were conferred on Alice Beale, first chairman of University House Committee, Margery Fry, first Warden of University House 1904-1914, Julia Friend, Warden of University House 1954-1968, and Edith Teverson, Warden of University House 1942-1946 and 1951

1 file

Access: Open

Notes: Old Reference: Acc.2004/67

UB/HUH/A/10

Miscellaneous records

1908-1995

This series comprises ephemera broadly relating to student life at University House and to some of its residents, and consists of programmes for University House plays and other dramatic performances; programmes and menus for social events, particularly dinners, held at University House; a copy of the University House magazine, 'The Dolphin' 1914; notices and announcements relating to regulations at University House; notes and other papers relating to cookery classes taught by Miss Pither during the

Second World War; papers relating to the deaths of Rose Sidgwick, Margery Fry and Edith Barling; papers relating to the record-breaking croquet marathon which took place at University House in 1986; a visitors book recording the names of individuals staying at University House between 1948 and 1953; and miscellaneous notes, correspondence, lists, plans and objects relating to the governance, maintenance, and social and cultural life of University House

9 files

Access: Open

UB/HUH/A/10/1 Papers relating to University House plays 1908-1985

Papers primarily consist of programmes for dramatic performances produced at University House, but also include notes by Isobel Jackson on the tradition of plays in the hall of residence. Programme are arranged in chronological order, with undated programmes listed last:

/1: printed programme for 'The Quacks', written by Margery Fry, Rose Sidgwick, Helen Wodehouse and Edith Archibald (see UB/HUH/A/9/1) and performed in May 1908, with cast list, 'Quacks' Song and 'Rushes' Song'

/2: duplicated programme for 'Baa Baa Black Sheep, by Ian Hay and P. G. Wodehouse, performed in 1908, with cast list

/3: duplicated copy of 'Song of the Clover' written by University House residents about the history of the hall of residence, with references to the University House Committee and the Warden, 1900s-1910s

/4: duplicated copy of programme for 'The Sire de Maletroit's Door' adapted from R. L. Stevenson with brief synopsis and cast list, with programme for 'The 'Frogs' of Aristophanes' translated by Professor Murray, performed in 1908, with synopsis

and cast list

/5: duplicated copy of programme for 'Comos: A Masque by J. Milton' performed in 1915, with cast list

/6: duplicated copy of programme for 'The End of the World' by Lascelles Abercrombie, and 'The Jackdaw' by Lady

Gregory, performed in 1916, with cast lists

/7: duplicated copy of programme for 'Maitre Patetin', a translation of an old French play, and 'The Boatswain's Watch' adapted from W. W. Jacobs, performed during the period University House residents were accommodated at Wyddrington, 1914-1918, with cast lists

/8: duplicated copy of programme for 'Two scenes from Jane Austen' and 'Songs, Four Cautionary Tales, And A Moral' by H. Belloc and Lisa Lehmann, performed 1900s-1910s, with cast lists

/9: duplicated copy of programme for 'Deirdre of the Sorrows' by John M. Synge, performed 1900s-1910s, with cast list

/10: decorated duplicated copy of programme for 'Quality Street' by J. M. Barrie, performed 1925, with cast list

/11: duplicated copy of programme for Freshers Play 'You Never Can Tell' by G. B. Shaw, performed 1927, with cast list

/12: duplicated copy of programme for Seniors Play 'Thirty Minutes in a Street' by Beatrice Mayor, performed 1928, with cast list

/13: typed copy of programme with handwritten cover for Freshers Play 'The Importance of Being Earnest' by Oscar Wilde, performed 1928, with cast list

/14: duplicated copy of programme for

Seniors Play 'Mary, Mary Quite Contrary'
by St John Ervine, performed 1929, with
cast list

/15: duplicated copy of programme for
First Year Plays 'Five Birds in a Cage' by
Gertrude Jennings, 'Make Believe' and
'The Princess of the Woodcutter' by A. A.
Milne, performed 1929, with cast lists

/16: duplicated copy of programme for
Freshers Play 'Bird in Hand' by John
Drinkwater, performed 1930, with cast list

/17: duplicated copy of programme for
Senior Play 'Seven Women' by J. M.
Barrie, 'A Marriage Has Been Arranged'

by A. Sutro, and 'A Dish of Scandal' by E.
M. Wild, performed 1930, with cast lists

/18: duplicated copy of programme for
'The Admirable Crichton' by J. M. Barrie,
performed 1930, with cast list and two
black and white photographs of cast
members

/19: duplicated copy of programme for
'Nothing But The Truth' by J.
Montgomery, performed 1930, with cast
list

/20: duplicated copy of programme for
Freshers Play 'Nine Till Six', performed
1930, with cast list

/21: duplicated copy of programme for
'The Lilies of the Field' by John Hastings
Turner, performed 1931, with cast list

/22: duplicated copy of programme for
'The Cassilis Engagement' by St John
Hankin, performed 1931, with cast list

/23: duplicated copy of programme for
Senior Play 'To See Ourselves' by E. M.
Delafield, performed 1931, with cast list

/24: duplicated copy of programme for
Summer Play 'The Lucky Gne' by A. A.

Milne, performed 1932, with cast list

/25: typed copy of programme for 'Puck's Good Deed for the Day or Shakespeare is so Modern' by John Bourne, 'When the Whirlwind Blows' by Essex Dane, and 'The Man in the Bowler Hat' by A. A. Milne, performed 1934, with cast lists

/26: duplicated copy of programme for 'To Have the Honour' by A. A. Milne, performed 1934, with cast list

/27: duplicated copy of programme for 'Androcles and the Lion' by George Bernard Shaw, performed 1934, with cast list

/28: duplicated copy of programme for 'The Young Person in Pink' by Gertrude E. Jennings, performed 1934 or 1935, with cast list

/29: duplicated copy of programme for 'Alice Sit By The Fire' by J. Barrie, performed 1935, with cast list

/30: duplicated copy of programme for 'The Girl Who Did Not Want To Go to Kuala Lumpar' by James Bridie, performed 1936, with cast list

/31: duplicated copy of programme for 'The Watched Pot' by 'Saki', H. H. Munro, performed 1937, with cast list

/32: duplicated copy of programme for 'Too True To Be Good (Part I) by George Bernard Shaw and 'Five Birds in a Cage' by Gertrude Jennings, performed 1938, with cast list

/33: duplicated copy of programme for 'The Importance of Being Earnest' by Oscar Wilde, performed 1938 or 1939, with cast list

/34: duplicated copy of programme for 'Dangerous Corner' by J. B. Priestley,

performed 1939, with cast list

/35: duplicated copy of programme for 'Lord Richard in the Pantry', performed 1930s, with cast list

/36; duplicated copy of programme for 'Eliza Comes To Stay' by H. V. Esmond, performed 1940, with cast list

/37: typed copy of programme for 'Pride and Prejudice' by Helen Jerome, from the novel by Jane Austen, performed 1940, with cast list

/38: typed copy of programme for 'Little Women' adapted by Marian de Forest, performed 1941, with cast list

/39: handwritten copy of programme for 'When We Are Married' by J. B. Priestley, performed 1941, with cast list

/40: typed copy of programme for 'French Without Tears', performed 1942, with cast list

/41: duplicated copy of programme for 'Yes and No' by Kenneth Horne, performed 1946, with cast list

/42: duplicated copy of programme for 'The Importance of Being Earnest' by Oscar Wilde, performed by students at Winterbourne, 1947, with cast list

/43: duplicated copy of programme for 'Short Story: A Comedy in Three Acts' by Robert Morley, performed 1947, with cast list

/44: duplicated copy of programme for 'Such Things Happen' by Wilfred Massey, performed by students at Winterbourne, 1949, with cast list

/45: duplicated copy of programme for 'When We Are Married' by J. B. Priestley, performed 1950, with cast list

/46: duplicated copy of programme for First Year Play 'The Happiest Days of Your Life' by John Dighton, performed 1950, with cast list

/47: printed copy of programme for 'Little Lambs Eat Ivy' by Noel Langley, performed 1958, with cast list

/48: printed copy of programme for 'Treasure on Pelican' by J. B. Priestley, performed 1959, with cast list

/49: printed copy of programme for 'The Lady's not for Burning' by Christopher Fry, performed 1960, with cast list

/50: duplicated copy of programme for 'Under Milk Wood' by Dylan Thomas, performed 1962, with cast list

/51: printed copy of programme for 'The Matchmaker' by Thornton Wilder, performed by the Junior Common Rooms of University House and Manor House, 1963, with cast list

/52: printed copy of programme for 'Dandy Dick' by Arthur Wing Pinero, performed 1964, with cast list

/53: printed copy of programme for 'Ring round the Moon' by Jean Anouilh, translated by Christopher Fry, performed 1965, with cast list

/54: printed copy of programme for 'Eh?' by Henry Livings, performed 1968, with cast list

/55: duplicated copy of programme for Freshers Entertainment, performed 1960s, with cast list

/56: duplicated copy of programme for 'My Fair Lady' with the Warden, Arthur Butterworth, playing the part of Alfred P. Dolittle, 1970s, with cast list

/57: printed poster and programme for 'Toad of Toad Hall' adapted from 'The Wind in the Willows' by Kenneth Grahame, featuring a farewell performance by the Warden, Arthur Butterworth, performed c. 1980, with cast list

/58: duplicated copy of programme for 'Not the UH Revue', performed 1983, with cast list

/59: duplicated copy of programme for University House Christmas Revue, performed 1985, with cast list

/60: duplicated copy of programme for 'The Knight of the Burning Pestle', probably performed 1920s, with cast list

/61: duplicated copy of programme for 'And So To Bed', probably performed 1929s, with cast list

/62: printed copy of programme for 'Tartuffe or The Imposter' by Jean Baptiste Poquelin de Moliere, performed by the Junior Common Rooms of University House and Manor House, 1960s, with cast list

/63: duplicated copy of programme for 'The Stronger' by J. Strindberg and 'Sweeney Agonistes' by T. S. Eliot, performed by University House and Guild Theatre Group, 1960s-1970s, with cast list

/64: duplicated copy of programme for 'Prunella' by L. Housman and G. Barker, performed 1920s, with cast list

/65: duplicated copy of programme for 'The Cradle Song' by Martinez Sierra, probably performed 1910s-1920s, with cast list

/66: handwritten copy of illustrated

programme for musical entertainment, probably performed 1910s-1940s, with cast list

/67: duplicated copy of programme for 'Red Riding Hood' pantomime, performed by students at Winterbourne, 1944-1964, with cast list

/68: duplicated copy of poster for 'My Three Angels', by Albert Husson and Sam and Bella Spewack, presented by University House, 1950s-1960s

/69: notes by Isobel Jackson on the tradition of University House plays, including list of surviving programmes with dates

1 file

Access: Open

UB/HUH/A/10/2

Programmes and menus for events at University House

1940s-1995

Programmes, menus, and correspondence relating to various social events organised at University House between the 1950s and the 1970s, with a dance card dating from the 1940s, and a small amount of material relating to Freshers Conference events organised in the mid 1990s. Papers are arranged in chronological order and consist of:

/1: printed dance card for University House Dance, with pencil attached. This card was used by Isobel Hall, later Isobel Jackson, to record the names of her dance partners, 1940s

/2: correspondence relating to arrangements for tea party to be held in the new common room at University House, 25 November 1953, with copy of printed invitation and typed list of guests invited to the event

/3: printed invitation card for reception to mark Golden Jubilee celebrations at

University House, 20 October 1954

/4: printed menu for midnight supper for finalists, held at University House on 'Black Friday' 1958 with list of students attending

/5: printed menu for midnight supper for finalists, held at University House on

'Black Friday' 1959 with list of students attending

/6: printed menu for midnight supper for finalists, held at University House on 'Black Friday' 1960 with list of students attending

/7: printed menu for midnight supper for finalists, held at University House on 'Black Friday' 1961, with list of students attending and their signatures

/8: printed menu for midnight supper for finalists, held at University House on 'Black Friday' 1962, with list of students attending and list of staff attending added in pencil

/9: printed menu for midnight supper for finalists, held at University House on 'Black Friday' 1963, with list of students attending

/10-/11: printed invitation card and menu for Diamond Jubilee Ball held at University House, 26 June 1964

/12: printed menu for midnight supper for finalists, held at University House on 'Black Friday' 1964, with list of students attending

/13: printed menu for midnight supper for finalists, held at University House on 'Black Friday' 1965, with list of students attending

/14: printed menu for midnight supper for finalists, held at University House on

'Black Friday' 1966, with list of students attending (2 copies)

/15: printed menu for midnight supper for finalists, held at University House on 'Black Friday', 1967, with list of students attending

/16: printed menu for midnight supper for finalists, held at University House on

'Black Friday' 1969, with list of students attending (3 copies)

/17: printed menu for midnight supper for finalists, held at University House on 'Black Friday' 1970, with list of students attending (3 copies)

/18: notes relating to catering for University House events including Halloween party, undated, Junior Common Room Dance summer 1959 and 1960, Music Society lunch 1958, University House Dance, undatd, Midnight Supper for finalists, 1970 including guest list, seating plan and correspondence between Arthur Butterworth and some of the invited guests, and note giving details of management of the dining room during the early years of University House

/19: printed menu for midnight supper for finalists, held at University House on 'Black Friday' 1971, with list of students attending

/20: printed menu for midnight supper for finalists, held at University House on 'Black Friday' 1972, with list of students attending

/21: Typed ticket for University House dinner dance, 25 February 1983

/22: printed programme for University House Summer Ball, 23 June 1989

/23: printed menu for Freshers' Formal

Records of University House and University House Association

Meal, 19 October 1990

/24: printed programme for University House Summer Ball, 28 June 1991, signed by some of the students who attended the event

/25: printed menu for Warden's Finalists' Supper, 1993, with list of students attending

/26: printed booklet giving information about Freshers Conference events held at University House 1994 (3 copies)

/27: incomplete information pack for Freshers Conference events held at University House 1995

1 file

Access: Open

UB/HUH/A/10/3

University House magazine

1914

Duplicated typescript pages of University House magazine 'The Dolphin' with loose stencilled cover page. The magazine contains a letter from the editor; short items of news about University House; a poem supposedly written by Betsy Briggs, 'charwoman' at University House, about her work at the hall of residence and her impression of the students and staff there; an article about the planning and building of the Beale Wing extension; a short story written by 'Carrie Morelli' as a parody of writing by the novelist Marie Corelli; a poem by 'Dum and Dee'; and a humorous article about the kind of conversations heard at University House dinners

1 file

Access: Open

Notes: Old Reference: UH2/327

UB/HUH/A/10/4

Noticeboard material

1938-1990

Notices issued by Wardens of University House to enforce or announce changes to regulations or to provide information about events. Most notices in this file date from the 1940s, when Janet Carpenter and Edith Teverson were Wardens, or from the 1960s, when Julia Friend was Warden. There are also a small number of later notices, issued by David Bedford or Tony Manchester in the 1980s and in 1990. Notices consist of:

/1: handwritten note issued by Janet Carpenter giving charges for private English lessons, summer 1938

/2: handwritten note issued by Janet Carpenter setting out coal prices, Easter 1940

/3: typed notice issued by Janet Carpenter urging residents to switch off lights and not to leave kettles to boil to save electricity and gas, April 1940

/4: handwritten note issued by Janet Carpenter setting out fuel charges, October 1941

/5: typed note issued by Janet Carpenter explaining the rise in fuel charges, October 1941

/6: typed notice issued by Janet Carpenter asking residents not to waste food, particularly bread, meat and potatoes, and warning action against individual offenders if further waste occurs, February 1942

/7: typed notice issued by Janet Carpenter asking residents to put out their coal buckets if they want coal over the weekend, undated

/8: typed notice issued by Edith Teverson asking students to return bandages [used in First Aid classes] to be washed

together, to save soap, undated

/9: typed notice setting out coal charges, December 1946

/10: typed notice issued by Janet Carpenter announcing an increase in the lunch allowance and reminding residents of the conditions on which lunch allowances are paid, January 1947

/11: typed notice issued by Janet Carpenter asking residents to return china and cutlery borrowed from the dining room and servery and reminding residents to sign the lunch list so that staff know how many to cater for, October 1947

/12: typed notice issued by Julia Friend announcing that stiletto heels must not be worn beyond the residents cloakroom in order to protect the parquet floors in University House, January 1961

/13: typed notice asking residents to clear their rooms for the vacation so that

University House can be used for conference, March 1962

/14: typed note setting out maintenance work required at University House and Winterbourne, June 1962

/15: typed notice issued by Julia Friend announcing the introduction of a system of fines for wearing stiletto heels in University House, January 1964

/16: typed notice issued by Julia Friend giving information about storage facilities for empty trunks for residents of the 'main hall' and Beale wing, September 1964

/17: typed notice issued by Julia Friend asking residents to keep their bedrooms in good condition, as rooms have been recently decorated and contain new furniture, September 1964

/18: typed notice issued by Julia Friend giving information about storage facilities for luggage for residents of Beale wing in particular but also other rooms in University House, undated

/19: typed notice issued by Julia Friend announcing a delay in the arrival of new furniture for rooms 113-118 and asking residents of those rooms to leave their unpacking until their cabinets and dressing tables have arrived, undated

/20: typed notice issued by Julia Friend informing residents of the date of the University House Christmas Dinner, November 1964

/21: typed notice issued by Julia Friend inviting residents considering returning to University House the following year to attend a meeting to discuss finance and general organisation, June 1965

/22: typed notice issued by Julia Friend informing residents of the date of the University House Christmas Dinner which

the Pro-Chancellor, Stephen Burman will attend, November 1965

/23: typed notice issued by Julia Friend asking residents to clear and tidy their rooms for the vacation, March 1966

/24: typed notice issued by Julia Friend asking residents to clear and tidy their rooms for the vacation, March 1967

/25: typed notice issued by Julia Friend asking residents to clear and tidy their rooms for the vacation, undated

/26: typed notice issued by Julia Friend explaining reasons for the disruption to the milk supply to University House, undated

/27: typed notice issued by Julia Friend asking residents to clear their rooms

before the summer vacation, undated

/28: typed notice issued by Julia Friend reminding residents of the procedure for booking rooms for guests at weekends, undated

/29: typed notice issued by Julia Friend inviting graduands to the traditional Midnight Supper, undated

/30: typed notice issued by Julia Friend asking residents to clear their rooms before the summer vacation, undated

/31: typed notice issued by Julia Friend asking residents to invite a member of the Senior Common Room and their family to the University House Garden Party as it 'provides an opportunity, not only for showing lecturers and their families round House but also for the meeting together of a wide cross-section of the University, which rarely happens elsewhere', undated

/32: typed notice issued by Julia Friend announcing that the rising bell will no longer be rung, undated

/33: typed notice issued by Julia Friend asking residents to invite a member of University staff and their family to the University House Garden Party, undated

/34: typed notice announcing that a series of informal gramophone recitals will be held in the Warden's sitting room on Sunday evenings, and setting out a suggested programme, undated

/35: typed notice issued by David Bedford asking residents to leave their rooms clean and tidy at the end of term with rubbish removed and posters taken down from the walls, June 1983

/36: typed notice issued by David Bedford reminding residents of procedures for

introducing guests for meals at University House, November 1983

/37: typed notice issued by David Bedford reminding residents that they are forbidden to gain access to the roof or ledges at University House or to hang food, clothing or other items outside windows, November 1985

/38: typed notice issued by David Bedford asking residents not to use the lawn at University House for sports activities

when the ground is soft or wet, and not to wear studded boots, February 1987

/39: typed notice issued by Tony Manchester reminding residents that use of doors or windows to allow unauthorised entry or other attempts to circumvent security arrangements at hall functions will be treated as a serious disciplinary matter, January 1989

/40: typed notice issued by Tony Manchester explaining to residents the reasons for introducing a new system of locking external doors to University House at all times when a porter is not on duty, April 1989

/41: typed notice issued by Tony Manchester giving a description of an individual suspected of being responsible for burglaries at University House, June 1989

/42: typed notice issued by Tony Manchester announcing the dates of forthcoming social events at University House and asking the University Security Division to provide security cover, March 1990

1 file

Access: Open

UB/HUH/A/10/5

'Miss Pither's wartime cookery groups'

1940s

papers

Typed notes and recipes probably used by Lettice Pither, Bursar at University House, to teach cookery to residents during the Second World War, possibly to help students volunteering to work in British Restaurants or to carry out other war work during the conflict which required cooking skills. The notes include discussion of nutrition, methods of cooking and rules to follow, and remedies to be used when food is overboiled, burnt, or the recipe has not worked. There are recipes for a variety of soups including wartime recipes using 'soyolk', a processed soya flour; pastry; cakes; meat; fish; poultry and game; puddings; fruit; and vegetables; frying, making sauces, and a short section on vegetarian cookery and cooking for 'invalids'. Some of the recipes include information about how to adapt them to take account of wartime shortages and food rationing

1 file

Access: Open

UB/HUH/A/10/6

Papers relating to memorials to former University House members

1920-1981

Miscellaneous papers and correspondence relating to memorials to Rose Sidgwick, lecturer in history at the University of Birmingham, and staff member at University House from 1905, who died in 1918; Margery Fry, first Warden of University House from 1904 to 1914, who died in 1958; and Edith Barling, chairman of University House Committee from 1928 to 1956, who died in 1961. These consist of:

/1: copy of 'Writings by R. S' published in 1920 by Sidgwick & Jackson, Ltd containing poetry written by Rose Sidgwick, an article printed in 'The Mermaid' University of Birmingham student magazine in April 1916 about the 'diagnosis' of and 'prescription' for war,

and rough notes for a speech given at the Women's University Club, New York in December 1918, with a reproduction of a portrait photograph of Rose Sidgwick at the front of the volume, and a note handwritten by Margery Fry reading 'in memory of R. S. from her friends, March 1920. There is also a loose obituary by Margery Fry, reprinted from the 'Oxford Magazine', January 1920

/2-/3: photocopies from order of service for memorial for Margery Fry held at University House, June 1958, and notice issued by Julia Friend reminding students about the service, which will be attended by members of University Council and the Old Students Association, and urging current students to attend

/4: order of service for the funeral of Edith Madge Barling at Lodge Hill Crematorium 1961, with press cutting from unidentified Birmingham newspaper reporting that Edith Barling was to have received an honorary degree at the next degree congregation

/5: typed transcript of address given by Lady Taylor, University of Aberdeen at the opening of the Barling Wing at University House, 26 June 1964

/6-/12: correspondence and memoranda relating to repairs to the Rose Sidgwick memorial bird bath and fountain, including estimates of cost and correspondence between Margaret Beale and David Bedford, Warden of University House, concerning her offer to pay some of the costs, July-October 1981

1 file

Access: Open

UB/HUH/A/10/7

Visitors book

1948-1953

Records the names, addresses, nationality, and dates of stay of visitors to University House from January 1948 to

July 1953, including student residents who seem to have signed the book at the start of each term, visitors attending conferences, and members of Hereford Training College attending courses in Birmingham

1 volume

Access: Open

Notes: Old Reference: UH7

- | | | |
|---------------|---|------------|
| UB/HUH/A/10/8 | Papers relating to World Croquet Marathon | 1986 |
| | Papers consist of log book recording information about the players, observers, and times of the record breaking continuous croquet marathon at University House set by students Jane Langan, Miles Harbot, Jo Gill and Daryl Shorthouse in mid June 1986; visitors book recording the names and addresses of those who attended the event; photocopies of Guinness record certificate and order form for Guinness Book of Records ties and headscarves for record breakers; three black and white photographs showing students being interviewed for television reports on the record attempt; and typed list of names of those entering croquet tournament at the end of June 1986 | |
| | 1 file | |
| | Access: Open | |
| UB/HUH/A/10/9 | Miscellaneous material | 1910s-1995 |
| | Notices, correspondence and ephemera associated with University House, consisting of: | |
| | /1: handwritten resolution by University House Committee recommending to University Council that the Warden's salary be raised to £150 per annum and setting out the reasons for this | |

recommendation, c. 1909

/2: handwritten inventory of items in dinner service, undated but probably compiled when University House residents were being accommodated at Wyddrington during the First World War

/3: blank headed notepaper printed with the Wyddrington address and the words 'temporary University Women's Hostel during War', 1914-1919

/4: note from R. J. Arthur Smith apologising for not being able to attend a meeting of University House Committee, 1939

/5: note from N. M. Bennett, Education Department (Women's Division), University of Birmingham, to Miss James accepting membership of University House Committee, November 1945

/6: typed list of bedrooms, bathrooms, and lavatories at University House, undated

/7: handwritten note regarding messages for Miss Jenkins and Miss Mills' absence, undated

/8-/10: typed notes setting out scheme for part-time training of women students for national service proposed at a meeting held at the Guild of Students, with handwritten list of activities on the reverse, typed notice giving instructions for registration of student volunteers for vacation work during wartime, to be returned to Ministry of Labour and National Service local office, and handwritten list giving details of the type of war work carried out by individual students at University House, 1940s

/11: photocopy of ground floor plan of University House, undated

/12: photocopy of exhibition programme

Records of University House and University House Association

for Graves Art Gallery, Sheffield, including details of exhibition of paintings by Roger Fry, to which University house loaned works, 1995

/13: notecard featuring sketch of University House building, sold in aid of the Boot Night Shelter (for homeless young men), c.1970s-1980s

/14: wooden book stamp for University House Powell Library, undated

/15: wooden figure apparently secretary of the Carnival Committee 'Carnival Joe' sold as a puppet in 1942

1 file

Access: Open

UB/HUH/B

Records of University House Association 1908-2009

Records of University House Association, an alumni group which existed on an informal basis by 1908, but which was formally constituted in 1914 to maintain links between University House and its former residents, consisting of committee minutes; constitutions; financial records relating to student support funds established by members of the Association; membership records; newsletters; programmes and attendance lists for reunions; correspondence from and relating to members; press cuttings and other information about members, including obituaries; correspondence and papers of Isobel Jackson as Association Secretary and later President with some papers of other officers; photographs of reunions and of items of furniture, paintings, and silverware in University House; papers relating to the history of the hall of residence; and partial records of the Margery Fry Memorial Trust, 1964-1979

The records provide a comprehensive overview of the activities of University

House Association for the entire period of its existence, particularly the committee minutes and newsletters, which also cover the period after the closure of University House as a hall of residence in 2002 and document the Association's efforts to continue to provide a means of communicating with former residents and arranging reunions, at least up to 2009. The membership records, correspondence, and papers relating to reunions are informative sources about students and some staff members at University House, particularly for the early period of its existence when it operated as a women's hall of residence and there was perhaps a stronger sense of community. These records provide an insight into the lives and careers of women graduates from the University of Birmingham as well as memories of their time as residents of University House. The records also contain useful details about some of the male residents of University House who lived there after it became a mixed hall of residence in 1964, but the records suggest that the majority of members of University House Association were women

6 standard boxes

Access: Open

UB/HUH/B/1

Governance records of University House Association

1914-2004

Records consist of minutes of University House Association Annual General Meetings from 1914 to 2004, and of University House Association Committee from 1966 to 2004; copies of the University House Association constitution including the earliest version, drawn up in 1914 and later revised versions; copies of reports of the University House Association Secretary 1968 to 1985, and two deposit account pass books for the University House Association Bursary

Fund

7 files

Access: Open

UB/HUH/B/1/1

Minutes of University House Association 1914-2004

The minute books in this section record business discussed at Annual General Meetings of University House Association, and also record business discussed by University House Association Committee at meetings held in the intervening period between the Annual General Meetings between 1966 and 2004. For the period 1992 to 2004 minutes are recorded on loose leaf pages, and minutes of Annual General Meetings and Committee meetings are filed together.

Early Annual General Meetings discuss the constitution, membership of University House Association, the establishment of a yearly news sheet and register of members, and the election of officers. The first President was Margery Fry, with Rose Sidgwick as Auditor, Dorothy Hodgkinson as Honorary Secretary, and Marjorie Rackstraw as Registrar. The minutes record the names of those elected to posts in subsequent years, and the abolition of the post of Registrar in 1919. Annual accounts were read and accepted at meetings, and there is some discussion of the Association's financial position and investments, with reports of the state of the Margery Fry memorial fund from the 1960s onwards. A scholarship fund was first mentioned in 1917, and the establishment of a bursary fund was discussed in 1918. This became a regular item in later years. Minutes of Annual General Meetings held in 1920 and 1921 also record discussion of the Rose Sidgwick memorial funds, and meetings in later years discuss other memorial funds established in memory of former residents, including a memorial to

Beatrice Orange, discussed at the 1956 meeting, memorial to Margery Fry first discussed at the 1958 meeting with further details in minutes of the 1959 and 1960 meetings and discussion of the purchase of books for the Margery Fry library in minutes of meetings held later in the 1960s, a memorial to Hilda Walton discussed at the 1960 meeting, with the purchase of silver and china, and discussion of a bequest of silver and china by Edith Barling at the 1961 meeting.

Other regular items include reports of the University House Association Secretary; discussion of annual subscriptions and life membership, and setting fees. There is also some discussion of the date of the University House Association reunion, initially known as the 'Old Students Gathering', and of revisions to the constitution. Other fund raising activities by the Association are also recorded in the minutes, including the establishment of a Jubilee fund in 1953 to raise money to provide amenities for the student common room.

Changes to the use of University House were also discussed at Annual General Meetings. The 1963 meeting considered the proposal to use University House as a mixed hall, and the Committee narrowly voted in favour. The 1981 meeting discussed the publication of a report on the future of University House and the role of the Association in the light of recommendations of the working party, and the minutes record the main points of the Association's response to the report, stressing the importance of the Junior Common Room constitution, the resident Bursar, the need for students to be consulted when Senior Common Room members were appointed, and that the new Warden should cherish the community spirit of the hall of residence. Minutes of the 1990 meeting record concern about the decline in members

and dwindling support for reunion events, but the Association continued to organise social activities until the end of its active life

The University House Association Committee appears to have met regularly, but there are no surviving minute books for the period before 1966 even though it is obvious from the minutes of that year's meeting that previous ones had been held. The Committee seems to have met in the months between the Annual General Meetings to discuss business that arose. Minutes typically record discussion of membership, the form and content of the newsletter, arrangements and programme for reunion events, financial matters and investments, particularly relating to memorial funds and fund raising activities, and the use of University House by former students who were members of University House Association. There is also some discussion of the activities of local groups, in particular the London group of former students. Minutes include lists of the membership of the Committee and mention retirements and other changes in personnel. In general, decisions recorded in the minutes of the University House Association Annual General Meeting are discussed in greater detail in the Committee minutes, for example the practical support that the Association could offer to the University House Committee, and ways in which the Association could express opinion about changes to the management structure of University House, which became more urgent issues from the 1980s onwards. Minutes of the meetings reveal that University House Association Committee formulated the Association's response to the report of the working party on the future of University House, expressing views in support of a continued degree of self-government for the hall of residence, which was then reported to the Association's Annual General Meeting.

Records of University House and University House Association

There is similarly detailed discussion of proposed loss of University House Committee and the Junior Common Room Executive/Senior Common Room Committee in 1987 and their replacement with a Hall Council

4 files

Access: Open

UB/HUH/B/1/1/1 Minutes of University House Association 1914-1962
Annual Meetings

Contains signed minutes of Annual Meetings of the Association, from 4 July 1914 to 15 July 1939 and from 10 July 1948 to 15 July 1961, signed at the 1962 meeting.

The last page of the volume contains minutes of the Rose Sidgwick memorial sub-committee meeting held on 10 July 1920 at which the cost of a memorial stone and bird bath was discussed

1 volume

Access: Open

UB/HUH/B/1/1/2 Minutes of University House Association 1962-1991
Annual Meetings

Contains signed minutes of meetings of meetings held 7 July 1962 to 6 July 1991

includes signatures of guests and members attending University House Association Diamond Jubilee Dinner in July 1974, and signatures of guests and members attending the dinner to mark the seventy fifth anniversary of the establishment of University House, 7 July 1979

1 volume

Access: Open

UB/HUH/B/1/1/3 Minutes of University House Association 1966-1992
Committee

Records of University House and University House Association

- Contains signed minutes of meetings held
12 November 1966 to 7 November 1992
- 1 volume
- Access: Open
- UB/HUH/B/1/1/4 Minutes of University House Association Committee and Annual Meetings 1992-2004
- Signed minutes of meetings held 4 July 1992 to 10 January 2004. There are no minutes of either the University House Association Committee or the University House Association Annual General Meeting for 2002, but a copy of the University House Association Committee report for 2002 is included, together with a copy of the University House Association newsletter for 2002 which contains an account of business discussed by the Committee and at the Annual General Meeting that year
- 1 file
- Access: Open
- UB/HUH/B/1/2 Constitutions of University House Association c. 1950s-2002
- Copies of four versions of the constitution, the earliest of which is a mid twentieth typescript copy of the original constitution, drawn up in 1914. The other versions probably date from the 1990s and 2000s. One includes proposed changes to the constitution in bold type. The other two have incorporated these changes, and the most recent version contains further proposed amendments and deletions of text
- The file also contains an information leaflet and a flyer dating from the 1990s explaining the functions and activities of University House Association, intended to encourage new members to join
- 1 file

Records of University House and University House Association

- Access: Open
- UB/HUH/B/1/3 University House Association Secretary's reports 1968-1985
- Handwritten reports compiled by Isobel Jackson in her role as Secretary of University House Association between 1967 and 1985 and submitted to Annual General Meetings. Summaries of these reports were recorded in the minutes, but the handwritten reports provide more detail about business discussed at meetings of the University House Association Committee
- There is also a handwritten list giving the names of secretaries of University House Association from its establishment in 1914 to Isobel Jackson who stepped down in 1985
- 1 file
- Access: Open
- UB/HUH/B/1/4 University House Association Bursary Fund deposit books 1952-1979
- Account pass books recording deposits made to the bursary fund from credit, dividends from investments, and interest, between September 1952 and October 1979
- 2 items
- Access: Open
- UB/HUH/B/2 Membership records of University House Association 1910s-2000
- Membership lists kept in various formats recording information about members of University House Association. The majority of these membership records concern members who were students at University House between the 1900s and the 1970s, but there are some lists which give details of members of the Association in the late

Records of University House and University House Association

1990s and in 2000

3 files

Access: Open

UB/HUH/B/2/1

'News of old students'

1930s-1950s

Hardback volume containing pre-printed alphabetical sections which have been used to record the names of former students at University House, the years they were residents, and details about the course they studied and brief details about their subsequent lives and careers. The volume largely records details for students who were resident at University House between the 1930s and 1950s, but there are also a small number of entries for students who were resident in the 1910s and 1920s. Members are listed by their married name

1 volume

Access: Open

UB/HUH/B/2/2

University House Association
membership cards

1910s-1990s

Set of 5 inch x 3 inch index card containing names and addresses of members of University House Association, with the years they lived at University House, listed by married name. Some cards include information about qualifications received at the University of Birmingham, career and marriage, and about dates of death. The cards record details of members who were resident at University House between the 1910s and the 1970s, but were clearly used to contact members into the 1980s and updated by officers of the Association

1 file

Access: Open

UB/HUH/B/2/3

University House Association

1922-2000

membership lists

Papers largely consist of lists compiled in 1967, 1970, 1997, 1999 and 2000 giving the names and addresses of members of the Association and the years they were resident at University House, but there are also lists compiled by Isobel Jackson from membership files giving the names, dates of residence, courses studied, and subsequent career details for students at University House from 1904 to 1923, and a blank copy of a University House Association membership card

In addition, the file contains an unrelated document consisting of a petition signed by students at University House in October 1922 protesting against reduction in the lunch allowance, arguing that refectory prices had not decreased, and had risen in the Day Training Department

1 file

Access: Open

UB/HUH/B/3

University House Association newsletters 1908-2009

Newsletters of University House Association from 1914 to 2009, together with surviving yearly news sheets dated 1908, 1912, and 1913, before the Association was formally constituted.

Early newsletters give valuable accounts of events in University House during the early twentieth century, especially focusing on social events including plays, readings by Oliver Lodge, Principal of the University of Birmingham, and other talks, and sports matches. Other regular items of news include staff changes, accounts of the University House old students reunion, news about residents leaving University House and their future plans, qualifications awarded and appointments made, mostly to teaching positions during this period, and information about marriages, births, and deaths, often with memorial notices or obituaries. The

names and addresses of members are included, together with career details. Newsletters also provide the names of the University House Association Committee members and those attending the reunion. Copies of the University House Association constitution are included in newsletters from the 1920s onwards, and news about the activities of the London group of the Association is included for the period it was active.

The 1914 newsletter describes changes at University House due to the outbreak of war and includes extracts from a letter from Mademoiselle Merle to Margery Fry describing her work nursing wounded soldiers on the Western Front. Newsletters for 1915 and 1916, and from 1926 to 1958 contain extracts from letters from Margery Fry, describing her war work with refugees in France, and later giving details of her life and work at Somerville College, and as a campaigner for penal reform. Extracts from other letters included in the newsletters during the First World War period give news from Marjorie Rackstraw working with refugees in France for the Society of Friends, and students working as fruit pickers at Elmley Castle during the summer vacation. There are also lists of former and current students doing war work of various kinds.

The 1917-1919 newsletters were printed in 'curtailed form' due to the expenses of war-time printing, but still contain the usual news about members, and about life in University House during the previous year, in the form of letters and reports by the Warden, and by the 'Senior Student', later President of the Junior Common Room. Newsletters from the 1920s include extracts from letters from former students now living abroad, and the 1922 newsletter also features extracts from letters by Marjorie Rackstraw describing her work with the Friends Relief Committee in Russia in the

aftermath of revolution and civil war. Other significant letters include a 1934 account by Margery Fry of her tour to China to lecture in Chinese Universities, an overview of a trip made in 1936 by Florence McNeille and Gladys Boone to Soviet Russia, and Margery Fry's visit to Hungary and Romania in 1937

Letters from the Warden and Senior Student published in newsletters between 1939 and 1945 contain details about the management of University House during the Second World War, and about student life there. The 1946 newsletter contains extracts from a letter by Marjorie Rackstraw about her relief work in Germany at the end of the war. Newsletters were not issued every year during the conflict, presumably because of paper shortages, but those which were issued often contain news about the previous two years.

Newsletters had been printed from 1912 onwards, but in 1952 the format changed to a typescript, cyclostyled booklet. Accounts of the Association are included in the 1953 newsletter, and there are sporadic appearances of the accounts and balance sheets in newsletters for 1957, 1978, 1995, 1996, and 2004. Treasurers reports are often included in newsletters from the 1970s onwards which provide information about the financial position of the Association. There is also regular news about memorial funds set up to remember former residents, particularly the fund for Margery Fry.

There is no list of University House Association members in the 1966 newsletter, but it appears that members could request a copy. The 1973 newsletter includes a list of members, and details appear sporadically in later years; there is a list in newsletters issued in 1980, 1984, 1985, 1988, 1992 and 1996. Newsletters for 1965 and 1966 give news

about degree results for University House residents.

The 1968 newsletter contains an account of an expedition to Nepal, overland, undertaken by current and recent residents of University House, and of a visit to Hong Kong. Accounts of trips abroad and letters from University House Association members living abroad are a regular feature in newsletters from the 1970s and 1980s.

Photographs are first included in the 1935 newsletter. These were taken during the reunion, and show the planting of a cedar tree to mark the ninetieth birthday of Alice Beale. The 1987 newsletter includes one of these photographs, and also photographs of Julia Friend, Elizabeth Kenrick, Tess Winnall, Audrey Court, and the croquet marathon team who broke a world record in 1986. The 1995 newsletter includes photographs of groups at the University House ninetieth anniversary reunion in 1994, and the 2001 newsletter includes photographs of the reunion dinner held in 2000 for the University of Birmingham Centenary. The 2002 newsletter includes photographs of the interior of the University House building before its refurbishment for Birmingham Business School

The 2002 newsletter includes information about the closure of University House and the future of University House Association, its award funds, membership, and newsletter. There is also an article on the listing of the University House building, and links between University House Association and the University Court. The newsletter suggests that further newsletters would only be published when arrangements for the next event could be advertised, and it seems that there was no newsletter published in 2003, 2006 or 2008. The 2004 newsletter contains information about the history of University House and

photographs from reunions as well as the usual news of members and other former students, and recollections of students living in University House in previous decades as part of a wider focus on the history of University House in the centenary year of its establishment. The 2005 newsletter includes an account of the centenary reunion including a list of attendees, a report from the Annual General Meeting of the Association in September 2004, and results of a questionnaire distributed to members about the future of the Association. Photographs in this issue include interior and exterior views of the University House building, showing changes and additions made to accommodate the Business School.

The 2007 newsletter includes an account of the 2006 reunion, photographs of the resiting of the Rose Sidgwick bird bath and of attendees at the 2006 Annual General Meeting of the Association which took place in the Margery Fry Room at the Business School, dedicated to the history of University House.

The 2009 newsletter includes colour photographs of the library at Business School, and the 2008 reunion meal, the treasurers report as to the Association's assets and how to use them, a report from the 2008 Annual General Meeting, and news of the setting up of a web-based group hosted by the University Alumni Office with a section devoted to University House Association, which suggests that the 2009 newsletter was the last one to be published. The newsletter also contains information about a Special General Meeting in September 2009 to discuss the way the Association would operate in the future and to decide how to dispose of the Association's funds

4 files

Records of University House and University House Association

- Access: Open
- UB/HUH/B/3/1 University House Association newsletters 1908-1919
- Early reports of the 'University House Old Residents Association' consisting of duplicated handwritten newsletter sent to former students in 1908 announcing the election of D. Middlemore as 'Past Student Secretary', reporting the planned completion of the new University House building on Edgbaston Park Road, and asking members to pay their subscriptions; typescript newsletter dated 1912; printed report dated 1913; printed annual reports of University House Association dated 1914, 1915, and 1916; and printed annual newsletters dated 1917, 1918 and 1919
- 1 file
- Access: Open
- UB/HUH/B/3/2 University House Association newsletters 1920-1951
- Incomplete set. Missing issues 1924, 1931, and 1941
- The 1942 newsletter covers 1940 and 1941, the 1943 newsletter covers 1941 and 1942, the 1944 newsletter covers 1942 to 1944, the 1946 newsletter covers 1944 to 1946, and the 1947 newsletter covers events in 1945 and 1946
- 1 file
- Access: Open
- UB/HUH/B/3/3 University House Association newsletters 1952-1966
- 1 file
- Access: Open
- UB/HUH/B/3/4 University House Association newsletters 1967-2004
- No newsletter was produced in 2003, 2006, or 2008

Records of University House and University House Association

1 file

Access: Open

UB/HUH/B/4

Papers relating to University House Association reunions and members

1935-2008

This material largely consists of attendance lists and programmes for reunion events organised by University House Association between 1937 and 2002. Information is missing for some years, but the set is fairly complete. There are also photographs taken at reunion events between the 1970s and 2000s, including the 2003 and 2008 reunions, held after the closure of University House as a hall of residence. Other material in this section consists of a small set of papers mostly dating from the 1950s to the early 1970s documenting the activities of the 'London group' of University House Association members which held additional reunion events; and a collection of press cuttings and other papers probably gathered together by University House Association officers which contain news about former University House residents, mostly dating from the 1970s and 1980s but with a few later items

6 files

Access: Open

UB/HUH/B/4/1

University House Association reunion programmes and attendance lists

1937-1970

The file contains attendance lists for 1938, 1942, 1947, 1965, 1966, 1968, 1970; programmes for 1939, 1961, 1963; and programme and attendance list for 1948, 1949, 1950, 1951, 1952, 1953, 1954, 1955, 1956, 1957, 1958. 1959, 1960, 1962 including papers making arrangements for it to be held at Washington Hotel, London, and 1964 with additional papers relating to the Jubilee reunion to celebrate the sixtieth anniversary of the opening of University

House

The file also contains information about the 1937 reunion; a circular letter discussing the 1940 reunion which was not held due to concerns about travel in June 1940 due to invasion fears; a similar letter concerning the postponement of the 1942 reunion and its replacement with an informal lunch in Birmingham; and details about the 1967 reunion at Flemings Hotel, London including a signed menu

There is also a signed menu for a meal held at Eliot College, University of Kent at Canterbury in 1968 which was attended by members of University House Association

1 file

Access: Open

UB/HUH/B/4/2

University House Association reunion programmes and attendance lists

1973-2002

The file contains an attendance list, seating plan and programme for the 1973 reunion; attendance lists and programmes for reunions in 1977, 1982, 1983, 1984, 1986, 1988, 1990, 1992, 1994, 1996, 1999, 2000, 2001, and 2002; programmes for reunions in 1976, 1978, 1979, 1980, 1981, 1985, 1987, 1989, 1991, 1993, 1995, 1997, and 1998

There are also attendance lists, correspondence, tickets, and an order of service for a religious ceremony held as part of wider celebrations to mark the Diamond Jubilee of the formal establishment of University House Association in 1974, and hand drawn posters advertising a celebration dance and setting out the menu for the University House Association anniversary dinner in 1979 to mark the seventy fifth anniversary of the establishment of University House

Records of University House and University House Association

1 file

Access: Open

UB/HUH/B/4/3

University House Association reunions connected with Winterbourne House and Gardens

1985-2003

The file largely consists of letters to Norma Broadbridge from former University House residents who had accommodation at Winterbourne between 1944 and 1964 discussing memories of their time there, and containing information about their later lives and careers, in connection with an Edwardian summer fete held at Winterbourne in 2003, to which University House Association members were invited

There is also a list of Winterbourne residents autumn term 1963, details about some students at Winterbourne late 1940s, and correspondence relating to earlier reunions for these alumni in the 1980s and 1990s

1 file

Access: Open

UB/HUH/B/4/4

University House Association London group reunions

1949-1989

Papers probably kept by Alice Godsell, consisting of circular letters relating to reunions of University House Association members living in and around London, known as the London group, together with correspondence from members mostly dating from the 1950s, 1960s and early 1970s, but with two letters dated 1949. There are also lists of members in touch with the London group, dated 1962, 1964, and 1970, a letter to Alice Godsell from Pamela Diamand, Margery Fry's niece, thanking the Association for sending flowers to her aunt, probably dated 1958, and a page from the University House Association newsletter containing an obituary for Alice Godsell who died in

Records of University House and University House Association

1989

1 file

Access: Open

UB/HUH/B/4/5

Papers relating to University House
Association members

1970s-2000

The file contains miscellaneous material consisting of press cuttings about Josephine Barstow focusing on her on career as soprano and her time at the University of Birmingham; press cuttings about Winifred Overend and Ursula Thompson on their retirement as teachers; cuttings reporting an attack on judge Ann Goddard; press photographs taken at University of Birmingham centenary celebrations in 2000, and University House 90th anniversary celebrations in 1994; papers relating to the work of the Margery Fry Memorial Trust in the 1970s; press cuttings about Valerie Georgeson's career as an actress and writer 1986; and reporting the golden wedding anniversary of Winifred De Vries and her husband in 1976

There are also press cuttings covering University House reunion celebrations in 1974, 1979, 1980, and 1984 taken from the University of Birmingham Graduates Gazette; a programme for a Guild of Graduates residential weekend held in 1984 with a section on events at University House to mark its eightieth anniversary, and photographs reproduced in magazines showing attendees at University House ninetieth anniversary reunion in 1994

1 file

Access: Open

UB/HUH/B/4/6

Photographs of University House
Association reunions and members

1935-2008

Most of these photographs were taken at University House Association reunions in

the 1980s and 1990s, but there are also some photographs taken at reunions in the 1970s and 2000s, and some which are undated. There are also photographs of University House members associated with other events, and of the exterior of the University House building.

Photographs consist of:

/1-/3: black and white photographs of Alice Beale planting a Cedar of Lebanon at the University House reunion in 1935, to celebrate her ninetieth birthday, including a photograph showing Alice Beale with the first three Wardens of University House, Margery Fry, Beatrice Orange, and Hilda Walton

/4: reproduction of black and white photographs showing the ceremony to

mark the opening of the University House gates, 1925

/5: black and white photograph of Edith Teverson and Miss Pither standing by a car, 1940s

/6: reproduction of black and white photograph of Margery Fry standing by fountain, 1920s

/7: black and white portrait photograph of Margery Fry in later life, c. 1950s

/8: reproduction of black and white photograph of Harry Harries, undated

/9: reproduction of black and white photograph of Richard Shackleton, undated

/10: reproduction of black and white photograph of Hilda Walton, undated

/11-/14: three black and white group photographs and one colour group photograph taken at University House reunion 1974

/15-/17: black and white photographs taken at University House reunion 1979 including photographs of Julia Friend, ex Warden, and Peter Scott, speaker

/18: colour photograph of University House reunion 1980

/19-/20: colour photographs of University House reunion 1981

//21-/22: colour photographs of University House reunion 1985

/23-/25: colour photographs of University House reunion 1986

/26: colour photograph of University House reunion 1987

/27-/28: colour photographs of University House reunion 1989

/29: colour photograph of University House reunion 1990

/30-/31: colour photographs of University House reunion 1992

/32-/34: colour photographs of University House reunion 1993 including photograph showing hanging of Shackleton memorial picture, showing Jeremy Hunt, Tony Manchester, and Marcia Davies

/35-/41: colour and black and white photographs of University House reunion 1994

/42: colour photograph of University House reunion 1995

/43: photograph of Ian Bruce, former University House student and co-President 1968, receiving honorary degree, 1995

/44: colour photograph of University House reunion 1996, showing speaker Ben Benedikz

/45-/46: colour photographs of University

House reunion 1997, including one showing David Rolf and his wife Mary

/47-/48: colour photographs of University House reunion 1999, including one of Martin Kenrick opening the Kenrick room

/49-/53: colour photographs probably associated with University House reunion 2000

/54-/55: colour photographs of University House reunion 2003

/56-/57: colour photographs of University House reunion 2008

/58-/67: colour photographs of University House reunions, undated, probably 1990s and 2000s

/68: reproduction of black and white portrait photograph of Margaret Gough, the first University House resident to receive a University of Birmingham degree, 1907

/69: colour portrait photograph of Elizabeth Kenrick, with dog, undated

/70: colour photograph of unidentified woman holding a cat, pictured outside University House, undated

/71: black and white photograph showing Craig Davies and Princess Anne at the opening of the British Olympic Medical Centre, 1987

/72: colour portrait photograph of Dorothy Spickernell, nee Owens, resident of University House 1910-1913, taken in November 1992, aged 100 years

/73: black and white photograph of Audrey Court, nee Brown, former University House resident, pictured with medal from 1936 Olympics and other Olympic memorabilia, taken by Birmingham Post & Mail, undated

Records of University House and University House Association

/74: colour photograph of Bridget, member of domestic staff at University House, undated

/75: black and white photograph of the rear exterior of University House, showing the lawn and gardens, undated

/76-/77: two colour photographs of Winterbourne House and gardens, 1980s

/78: colour postcard printed in Spain, showing view of University House and gardens

/79: colour photograph showing University House following conversion and extension for use by the Birmingham Business School, with Rose Sidgwick memorial in the foreground, 2000s

1 file

Access: Open

UB/HUH/B/5

Papers of Isobel Jackson, University House Association

1922-2003

File in this section were probably initially created by Isobel Jackson in her role as Secretary of University House Association, and then added to when she became President in 1985. They primarily consist of correspondence and associated papers relating to the work of University House Association as an alumni group, providing ways for members to meet and to share news about their lives, and maintaining links between former residents and the hall of residence and the wider University, as well as supporting current students, and advocating for its members and in the interests of University House. Many of these files contain news about members, and include memories of life in University House particularly in the first half of the twentieth century. There are also a number of obituaries for former residents, mostly individuals who attended University House during this early period.

Other papers focus on efforts by University House Association to advocate for the continuation of University House as a hall of residence, and for the University to commit to refurbishment of the building on Edgbaston Park Road in the late 1990s and early 2000s, and document the strong feelings of Association members and officers that the history of the hall of residence should be acknowledged after the conversion of the building for the Birmingham Business School in 2002, including copies of correspondence between Isobel Jackson and University officers.

Other papers include financial records of student support funds set up by former residents including Margery Fry, Julia Friend, and Tess Winnall, with associated papers including letters from recipients of financial support; papers relating to the history of University House that Isobel Jackson wrote, published in 2002; photographs of assets of University House and University House Association in the form of furniture, paintings, and silverware bequeathed to the hall of residence; and some records of the Margery Fry Memorial Trust which had connections with University House Association and in which officers of the Association also had administrative roles

14 files

Access: Open

UB/HUH/B/5/1

Papers relating to University House Council and reports of University House working parties

1972-2002

This file contains papers discussing changes to the management structure of University House in 1981 and 1987, and particularly to its closure as a hall of residence in 2002. There are papers relating to the University House Working Party to Council in 1981, chaired by Jean Wilks, which recommended the

reconstitution of University House Committee, the replacement of the Warden with a member of academic staff, and the loss of self-governance, including a copy of the report, and copies of letters to Jean Wilks from former University House residents including Alice Godsell, Marianne Woolgar and Ian Bruce. The file also contains a copy of the report of the University House Working Group on Hall Fees, 1986, a copy of Isobel Jackson's comments on behalf of University House Association on a report by Clive Neal Sturgess on the management of University House, 1987 which recommended the revision of the management structure, and papers relating to proposals for University House to become a hall of residence for women students only in 1991, including copy of University House report in response, Isobel Jackson's handwritten comments on the proposal, and minutes of a meeting held at Ridge Hall Senior Common Room to discuss extension to Ridge Hall.

The bulk of the file contains papers relating to the closure of University House in 2002, including copies of minutes of University House Council 1997-2002, kept for content relating to the need for the refurbishment of University House, and the development of University policy as to the future use of the building, and correspondence to Isobel Jackson from former University House residents with copies of letters from them to the Vice-Chancellor expressing their views about plans to close University House as a hall of residence and convert it for use by Birmingham Business School, 2001-2002

The file also contains a copy of comments of the University House Association on the report of the Sub-Committee on Halls of Residence, expressing concern about any threat to the principle of self-government and financial autonomy for

University House, 1972

1 file

Access: Open

UB/HUH/B/5/2

Papers relating to University Court and planning for listing of University House

1956-2002

Papers largely concern the reaction of University House Association to proposals to close University House as a hall of residence and to convert it to provide accommodation for Birmingham Business School and include correspondence between Isobel Jackson and the Registrar, David Allen, concerning the redevelopment of the building, 2001-2002; copies of correspondence from Isobel Jackson and Peggy Beale to Adrian Cadbury, Alex Jarratt, Michael Stering and Lord Hannay, with some replies; copies of letters sent to members of University Council and to members of University House Association in 2001 setting out arguments against the proposal and a report by Richard Simmons, Warden of University House on events in the hall of residence 1999-2000; press cuttings from 'Redbrick' student newspaper 2001 reporting on proposals to convert University House for use by the Business School and about the history of the building; and papers relating to representation to University Court by Isobel Jackson on behalf of University House Association, including copy of minutes of meeting of Court May 2002 which refers to decision to close University House and convert it to provide accommodation for Birmingham Business School, commenting on the feelings of alumni and recognising the need to maintain the building and its grounds to acknowledge its history, and to allow access to members of University House Association.

The file also contains papers relating to the listing of University House as a

building of special architectural or historic interest, 2002 and correspondence between Isobel Jackson and University officers concerning the conservation of the grounds following the building's conversion for use by the Business School, 2002. In addition, there are a small number of set of letters between Julia Friend and P. E. Plowright, Superintendent of Grounds at the University of Birmingham, concerning various issues relating to the maintenance of University House grounds, 1950s-1960s, and between University of Birmingham Estates and Buildings Office Grounds Division and Isobel Jackson, 1986, as well as correspondence between Isobel Jackson, Peggy Beale and the Vice-Chancellor Michael Thompson concerning the sale of a plot of land adjacent to the University House garden, 1989-1990

1 file

Access: Open

UB/HUH/B/5/3

General correspondence

1950s-2003

Correspondence of Isobel Jackson in her role as Secretary and then President of University House Association, with members, consisting of letters dating from the 1950s to the 1980s, including some addressed to Julia Friend, as Warden of University House, as well as to Isobel Jackson during the 1950s and 1960s, concerning reunions and giving news about members, including letters from members now living abroad, and making comment on items in the University House Association newsletter; letters from members dating from the 1990s to 2002 giving news about their lives and careers and those of other former residents, and containing memories of life as students at University House.

There are also letters discussing Isobel Jackson becoming a co-opted member of

University House Committee in 1977 and about others becoming honorary members of University House Association, as well as letters from members of Chancellor's Hall Association discussing the history of University House and a possible joint reunion for members of University House Association and Chancellor's Hall Association in 2003, including a detailed letter from Tom Cooper, Brewing student 1938 to 1941, who spent some time as a resident in University House while attending a summer school for trainee officers during the Second World War

1 file

Access: Open

UB/HUH/B/5/4

Papers relating to members of University House Association

1967-2003

This file mostly consists of miscellaneous correspondence from a small number of members of University House Association, mostly concerning their time as residents, and includes letters from Laura Guest, nee Nicholson 1992-2002 commenting on items in the University House Association newsletter and providing detailed memories of life in University House in the 1940s and news about herself and other former residents; letters from and relating to Peggy Salmon 1988 and 2002-2003; letters from Raymond Elkes 1990s-2002 relating to the life of his aunt, Margaret Gough, student at University House 1904-1907; letters from and relating to Margaret Priestley, one of the original University House residents, dated 1967-1976; letters from Adrian Hooke giving news about his life and his work at NASA, 1992; letters from Nicholas and Gilly Beddow discussing their lives as missionaries in Zambia in the 1970s and 1980s and then written from County Durham in the 1990s. There are also notes to Isobel Jackson from Josephine Barstow, Lucy Burt, and

Tess Winnall, and from supporters of University House Alex Jarratt and Charles Beale, and papers relating to the life and work of Marion Richardson, student at Birmingham School of Art in the 1900s and one of the earliest residents at University House who was influenced in her art by Roger Fry, including offprint of an article by Bruce Holdsworth in 'Journal of Art & Design Education' 1988

There is also correspondence from former residents concerning arrangements to visit University House including letters from Rosalind Janssen discussing invitation to speak at the 2000 University House reunion, and letter from Richard Exon discussing giving an organ recital in the Great Hall in 1998. There is also a copy of notices in the University House Association newsletter announcing his death in 1997.

Other papers in the file consist of press cuttings, including from the University of Birmingham Bulletin and Birmingham newspapers reporting on former student Audrey Court, nee Brown, and staff members Craig Sharp, and Tim Marshall, and about the croquet marathon world record, beaten at University House in 1986; correspondence and press cuttings about Perry Christie, former University House resident who became a politician in the Bahamas, 1980s and 2002; and copy of minutes of the Annual General Meeting of Guild Council 8 November 1990 including and address by the Warden of the Guild, Simon O'Toole which refers to the deaths of Arthur Butterworth and Richard Shackleton

1 file

Access: Open

UB/HUH/B/5/5

Obituaries for University House Association members

1950s-1999

Obituaries and correspondence relating to the deaths of Nicholas Beddow 1998;

Julia Friend 1986; Alice Godsell 1989, Elizabeth Kenrick 1999 including letters from her son Philip Kenrick 1990s with news about his mother; Richard Shackleton 1990; Dorothy Spickernell nee Owens, 1995; May Templeman 1996; Edith Teverson 1985; Tess Winall nee Evans; Rena Milward 1975; Marianne Woolgar nee Wilkinson; M. K. Ashby, 1976; E. N. Bache nee Wells, 1981; Madeleine Carroll, 1987; Esther Challenger nee Yates 1969; Gertrude Cumming 1977; Florence Evans 1996; Elsie Eymmer 1968; K. Fullwood 1974; Margaret Hirst, 1954; M. I. Lewis 1999; Dorothy McCraig nee Hodges 1979; Rosemary Marchant nee Birbeck, 1987; Margaret Norman; Winifred Overend 1978; Ada Parkes 1978; Melanie Primmer nee Forbes 1977; Marjorie Rackstraw 1981; M. E. Stuart Harris 1993; Dorothy Styles 1988; Helen Walters nee Terrey 1983; Khunying Suparb Yossandra including letters to Julia Friend and Isobel Jackson 1950s and 1960s; Lettice Pither 1981; Nancy Yarwood 1992; Professor Alan Strode Campbell Ross 1980; Dr Robert Bolton; Robin Wood, Bishop of Worcester 1997; Professor James Christie 1999; and Geoffrey Templeman 1988

There are also obituaries for supporters of University House Anne Hutton 1987; Sir Robert Aitken 1997; Edith Barling 1961; Charles Beale 1989; and Lord Hunter of Newington 1994

The file also contains letters to Isobel Jackson from Alice Hargreaves 1995-1997 and from her nephew after her death in 1998, and a press cutting about Mabel Muirhead nee Bailey, apparently the oldest University of Birmingham graduate, 1985

1 file

Access: Open

Records of University House and University House Association

UB/HUH/B/5/6 Margery Fry obituaries 1958-1974

Obituaries, papers relating to memorials to Margery Fry and efforts to continue her work in penal reform, and articles reflecting on her life and work written to mark the centenary of her birth, consisting of typescript copy of lecture on Margery Fry by Dame Janet Vaughan on the centenary of her birth, delivered in 1974; typescript report on Margery Fry's achievements in penal reform; correspondence relating to the Margery Fry Memorial Fund 1958; copy of order of service for a memorial at Somerville College, Oxford 22 May 1958; press cuttings about Margery Fry's life and work, some dated 1958 following her death, some dating from the 1960s, some dated 1974 and published to mark the centenary of her birth

The file also contains a typescript list of books forming the Margery Fry bequest to University House, 1958

1 file

Access: Open

UB/HUH/B/5/7 Financial papers of University House Association 1922-1990

Papers relating to gifts and legacies to University House, consisting of letter from Frank Sidgwick to Beatrice Orange confirming Rose Sidgwick's bequest of £100 to the Old Students Fellowship Fund, February 1922; typed list giving details of gifts and legacies June 1968; photocopy of inventory drawn up by Biddle & Webb listing silver, jewellery, and paintings, undated; correspondence relating to the First Warden's Prize Fund and Julia Friend Prize including financial statements, 1930s and 1990s; receipts recording payments from Old Students Bursary Fund 1930s-1990s including financial statements; and correspondence between Isobel Jackson and Norman Fowler MP concerning the corporation tax

Records of University House and University House Association

liability of University House Association,
1980

1 file

Access: Open

UB/HUH/B/5/8

Correspondence from Julia Friend,
Elizabeth Kenrick and others

1968-2001

Personal correspondence to Isobel Jackson in her role as Secretary and later President of University House Association, some of which refers to the management of University House, to attendance at University House reunions as speakers or guests, or to staff, students or former residents, consisting of: correspondence from Julia Friend covering the period 1968 to 1986, but with the majority of the correspondence dating from the 1980s; correspondence from Elizabeth Kenrick and other members of the Kenrick family on her behalf 1969-2001; correspondence from Robert Aitken 1971-1995; correspondence from Leonard Matthews 1981-1999; Robert Bolton 1986-1998; Michael Garside on behalf of Sir Peter Scott 1978-1979; Harry Harris, Secretary of the University of Birmingham, 1977-1981 and 2001-2002

There are also single letters from Janet Carpenter 1974, Ben Benedikz 1996, Janet Vaughan 1974, Lettice Pither 1979, Jean Wilks 1986, Tess Winnall 1974, Stephen Lloyd 1974, Alex Jarratt 1999, and Maxwell Irvine, Vice-Chancellor 2000

1 file

Access: Open

UB/HUH/B/5/9

Papers relating to the Tess Winnall Prize

1979-2000

Papers consist of copy of the report of the Board of the Faculty of Arts to the Academic Executive 15 March 1979 recommending the offer of University House Association to found a prize in memory of Tess Winnall be accepted,

and that the regulation for the prize be approved; pages from the University of Birmingham Gazette June 1979 giving details about the prize, founded by University House Association to commemorate Tess Winnall's years of service to the University and the community and awarded on annually on grounds of academic merit and general contribution to the life of the University to a final year student studying English Language and Literature; and correspondence from and relating to prize winners 1979-2000

1 file

Access: Open

UB/HUH/B/5/10 Papers relating to University House 1997-2002
Association publications and the history of
University House

This file contains papers used by Isobel Jackson in her research for the history of University House she published in 2002, together with draft articles about the history of the hall of residence and about its Wardens and governing committee. There is also a copy of the book 'University House: 98 years as a Hall of Residence of the University of Birmingham' and two CD-RW discs and a 3.5 inch floppy disk containing the text of the book. In addition, the file contains copies of a pamphlet published by University House Association consisting of extracts from the letters of Margery Fry which were printed in University House Association annual newsletters

1 file

Access: Open

UB/HUH/B/5/11 University House Association scrapbook 1970s

Album containing photocopies of correspondence and printed items in the archives of University House and a small number of original documents which

document major events in its history from its establishment to the 1970s, probably compiled in the late 1970s, together with black and white photographs of silverware presented to University House by Mrs Beale, wife of Edmund Beale; Janet Carpenter; in memory of Hilda Walton; Edith Barling; Julia Friend; and Frances Keay

There are three black and white postcards inserted at the back of the volume which show views of the Bristol Road in Selly Oak, 1920s

1 volume

Access: Open

UB/HUH/B/5/12

Photographs of University House Association furniture and paintings

c. 1970s

Pages from self-adhesive photograph album probably compiled by members of University House Association containing black and white photographs on each side of the page showing wooden furniture in University House; paintings by Roger Fry, and portraits of Gilbert Barling, Alice Beale, Beatrice Orange, Margery Fry, Janet Carpenter; close-up photographs of ceiling plasterwork on the ground floor and the library frieze; and photographs of the Rose Sidgwick memorial and sundial, and stone inscription inset into the wall of the Beale wing

15 items

Access: Open

UB/HUH/B/5/13

Photographs of University House Association silverware

c. 1970s

Self-adhesive photograph album containing black and white photographs of silverware bequeathed to University House by Edmund Beale; Janet Carpenter; in memory of Hilda Walton; to celebrate the fiftieth anniversary of

Records of University House and University House Association

University House in 1954; in memory of Beatrice Orange; Elsie Taylor; Edith Barling; and Frances Keay

1 volume

Access: Open

UB/HUH/B/5/14

Records of Margery Fry Memorial Trust 1964-1979

Records consist of copies of Margery Fry Memorial Trust Annual Report 1964, 1972, 1973, 1974, 1976, 1977, 1978, 1979 and 1980; typed minutes of Ad Hoc Committee meetings held 15 January 1974 and 12 February 1974 attended by Isobel Jackson and representatives of University House and typed programme of events to mark the centenary of Margery Fry's birth, 1974; copies of lecture given at the University of Birmingham by Janet Vaughan on Margery Fry's life and work to celebrate the centenary, 5 July 1974; letters to Isobel Jackson from Florence McNeille, former University House resident and Honorary Secretary of the Margery Fry Memorial Trust, discussing arrangements for the centenary in 1974, and other matters relating to both the Memorial Trust and to the governance of University House 1975 to 1979; illustrated booklet giving details about homes for ex-offenders run by the Trust; and leaflet giving details about the biography of Margery Fry by Enid Huws Jones published by Oxford University Press

1 file

Access: Open