RECORDS OF WESTHILL COLLEGE

Box 1
Westhill Training College, ‘In The Year of Jubilee and After: being the Annual Report and Financial Summary for 1957-58 with a special Jubilee supplement’

Executive Committee minutes, 1957-June 1963 (‘when the Executive Committee terminated on the formation of new Governing Body which met for the first time in October 1963’)

Governing Body meetings 1966-1972

Box 2
Governing Body meetings 1972-1976

Box 3
Governing Body meetings 1976-1978

Box 4
Governing Body meetings 1978-1981

Box 5
Governing Body meetings 1981-1983

Box 6

Box 7
Governing Body meetings January 1985-February 1986


**Box 8**


**Box 9**


**Box 10**

Governors’ Liaison Group (GLG) March 1983-February 1985

**Box 11**

Meeting of Westhill Governors June 1989-February 1992

**Box 12**

University of Birmingham Faculty of Education Library committee October 1967-May 1983


**Box 13**


**Box 14**

Professional Committee for Teacher Education October 1975-May 1986
**Box 15**
Informal Meeting of Principals 1969-1978; Informal meeting of principals of six affiliated colleges 1975-1979

**Box 16**
University of Birmingham School of Education, Informal meeting of Principals 1965-1969
Recognition of courses 1966-1975

**Box 17**
Committee for the Recognition of Teachers, School of Education 1973-1974
University of Birmingham Board of Continuing Professional Studies in Education 1978-1979
General Board of Studies for the Validation of Awards in Colleges of Education March 1974-June 1975

**Box 18**
Colleges Board of Studies February 1975-1983

**Box 19**
Joint Board of Studies for the Degree of B.Ed October 1973-June 1981
Submissions committee June 1977-November 1983

**Box 20**
Board of the Faculty of Education and Continuing Studies September 1988-May 1990

**Box 21**
General Board of Studies for the Validation of Awards in Colleges of Education September 1975-July 1978

**Box 22**

General Board of Studies for the Validation of Awards in Colleges of Education September 1978-August 1979

General Board of Studies for Degrees in Affiliated Colleges October 1979-July 1980

**Box 23**

General Board of Studies for Degrees in Affiliated Colleges October 1981-September 1985

**Box 24**

General Board of Studies for the Validation of Awards in Colleges of Education (later General Board of Studies for Degrees in Affiliated Colleges) Executive Committee May 1977-December 1979

**Box 25**

General Board of Studies for Degrees in Affiliated Colleges, Executive committee February 1980-November 1980

General Board of Studies, Executive Committee January 1981-May 1984

**Box 26**

General Board of Studies for Degrees in Affiliated Colleges September 1984-September 1985

General Board of Studies for Degrees in Affiliated Colleges November 1985-October 1989

**Box 27**

Board of Studies for the B.Ed degree October 1991-December 1992

Faculty Committee for Religious Education November 1989-January 1990
Faculty Planning and Resources Committee February 1989-May 1993

**Box 28**
Assessment Committee of the Professional Board of the School of Education September 1965-May 1975

**Box 29**
Local Committee for Initial Teacher Education January 1988-February 1990
Local Committee for Initial Teacher Training June 1984-December 1987

**Box 30**
University of Birmingham/Westhill College Relations 1976-1980

**Box 31**
Board of the Faculty of Education and Continuing Studies November 1990-June 1993

**Box 32**
Board of the Faculty of Education and Continuing Studies October 1993-January 1994
Academic Standards sub-committee January 1990-July 1990

**Box 33**
General Board of Studies February 1990-December 1993

**Box 34**
Board of Initial Professional Education (BIPE) May 1992-September 1993
**Box 35**

Academic Audit 1991-1992

Faculty Audit Committee October 1992-January 1994

**Box 36**

New B.Ed degree January 1985-September 1986

Two Year Shortened B.Ed degree November 1987-October 1988

**Box 37**

Undergraduate Committee 1993-1997

**Box 38**

Validation audit 1990-1993


Academic audit - 2 files labeled Dr J. Priestley and Dr J. Cuming, 1988-1993

**Box 39**


**Box 40**


**Box 41**

Postgraduate Committee Sept 1993- July 1997
Box 42
Board of Faculty of Education January 1985-July 1986
Faculty of Education Board of Studies for the degree of B.Ed July 1984-April 1985

Box 43
College Development July 1982-January 1984
Westhill-Newman legal and constitutional issues March 1984-January 1985

Box 44
Signed agreement of separation of Newman and Westhill Colleges October 1993

Box 45
Birley Committee file 1993

Box 46
Contents of box file labeled ‘Submission to HEFCE by Newman and Westhill Colleges for separate funding 1993, File includes: Working papers, Birley Committee file, Ways and Means Committee papers, ORIGINAL copy of signed AGREEMENT’ – opposite end of box labeled ‘GOVERNORS’

Box 47
Board of Studies for Diplomas May 1976-December 1982

Box 48
Board of Studies for Diplomas and Certificates Jan 1983-November 1987
Box 49

Faculty of Education Board of Studies for the degree of B.Ed February 1986-July 1989

General Board of Studies for Degrees in Affiliated Colleges and the Board of Studies for the degree of B.Ed November 1989-September 1991

Box 50

Board of Studies for Degrees, Diplomas and Certificates December 1987-January 1990

Box 51

Accreditation (drafts of resubmission, correspondence, memos. Packet is labeled ‘Roy Cook Accreditation 1993’) 1990-1993

Accreditation – Principal’s file 1993

Box 52

Accreditation working files and spare copies of Resubmission 1993

Box 53

Accreditation, documents box 1, early 1990s

Box 54

Accreditation resubmission 1993 ‘Master’

Box 55

Accreditation, appendices box 1, early 1990s

Box 56
Accreditation, appendices box 2, early 1990s

Box 57
Accreditation, syllabuses and exam reports box 2, early 1990s

Box 58
Board of the Faculty of Education August 1973-July 1976

Box 59
Board of the Faculty of Education August 1976-July 1979

Box 60
Board of the Faculty of Education October 1979-November 1980
Board of the Faculty of Education Jan 1981-July 1982

Box 61
Board of the Faculty of Education October 1982-November 1984

Box 62
Board of the Faculty of Education September 1986-July 1988

Box 63
Board of the Faculty of Education and Continuing Studies May 1990-February 1992

Box 64
College of Arms – granting of college arms, largely correspondence c 1974-80

Affiliation agreement – Council of Selly Oak Colleges and Westhill College December 1994

Photographs of signing of accreditation agreement 14 June 1994

Copies of Agreement between University of Birmingham and Westhill College on Accreditation 1994 (with note reading: ‘original document in safe’)

**Box 65**

Finance Committee (later Finance and General Purposes Committee) 1954-1963

**Box 66**

Finance and General Purposes Committee 1963-1975

**Box 67**

Finance and General Purposes Committee December 1971-February 1978

**Box 68**

Finance and General Purposes Committee 1975-1978

**Box 69**

Finance and General Purposes Committee 1979-1981

**Box 70**

Finance and General Purposes Committee 1981-1982

Finance and General Purposes Committee 1982-1984

**Box 71**
Finance and General Purposes Committee 1985-1986
Finance and General Purposes Committee March 1986-1988

**Box 72**
Finance and General Purposes Committee 1988-February 1989
Finance and General Purposes Committee March 1989-December 1991

**Box 73**
Finance and General Purposes Committee (F&GP meetings) February 1990-October 1993

**Box 74**
Finance and General Purposes Committee February 1992-November 1995

**Box 75**
Finance and General Purposes Committee January 1996-June 1998

**Box 76**
Audit Committee June 1991-December 1994

**Box 77**
Audit Committee May 1995-December 1997
Appointments of Principals/Deputy Principals, papers returned by Chairman of Governors (miscellaneous) 1970s-1990s

**Box 78**
Instrument of Government Changes 1970 etc. (Bursar’s files) 1960s-1980s
Box 79

Miscellaneous working parties of Governors, 1970s-1990s

Miscellaneous papers 1920-1949:

- Opening meeting - Correspondence relating to youth course opening meeting 1 Sept 1940
- Correspondence with Board of Education (London and Birmingham) 1939-1941
- Rooms – papers relating to organizing accommodation for course attendees, 1940
- Staff – folder empty except for one small note listing names and figures
- Local Education Authorities etc. (Enquiries) – relating to courses for Youth Leaders and Organisers, 1940-41
- Other Youth Organisations – correspondence with youth organizations relating to their involvement/presence at courses at Westhill, e.g. supplying literature and speakers for events 1939-1940

Box 80

Miscellaneous papers 1920-1949:

- Correspondence of Rev W. Melville Harris, Joint Treasurer of Westhill Training College, Jan-Dec 1931
- Correspondence of and relating to Rev Melville Harris Jan 1932-Dec 1939
- Correspondence Frederic Taylor (Honorary Secretary) 1920-Jan 1926
- Correspondence of Frederic Taylor (Honorary Secretary of Westhill Training College) Jan 1926-Dec 1928
- Correspondence of Frederic Taylor (Honorary Secretary) Jan 1929-Dec 1930
- Correspondence Frederic Taylor (Honorary Secretary) 1930-1942

Box 81

Miscellaneous papers 1920-1949:
Pauline Jubb Special File – some correspondence of, but mostly relating to Pauline Jubb, concerning her teacher training c 1947-1950

Loose papers – including a bill, journals of Alan Geale during travelling research fellowship (1937-38), correspondence with various individuals, mostly dating 1940 but some late 1930s or early 1940s

General – miscellaneous papers relating to course for Youth Leaders and Organisers, 1940: course information, staff list, correspondence, circulars, leaflets, application forms, list of students, couple of photos

Completed correspondence – correspondence with individuals invited to speak or teach on the Youth course 1940, plus literature from youth organizations

Teachers Registration Council – correspondence relating to registration of Kindergarten Teachers course 1925-1928

Loose correspondence – letters of thanks to individuals who helped teach on the Youth course, and arranging payment, 1940

Board of Ed. Inspectors Miss Oakden and Mr Williams – correspondence, advice and help with youth course, 1940

Loose papers – including correspondence, college leaflets, information about college courses, exam paper(?) from 1916. [These papers have possibly fallen out of a folder, now empty, labeled ‘Student Courses’] 1930s

**Box 82**

Miscellaneous papers 1920-1949:

Youth post – applications for post of youth tutor summer 1945. Correspondence and applications sent by candidates, May-July 1945

Dyer, Enid H. (Staff) – correspondence, including application for grant to attend course on training teachers c1930-1940

Youth Leaders course, Autumn 1943 – list of visiting speakers and correspondence, timetables, syllabuses etc., club visits, enquiries and sundry correspondence

Application for post of Youth Tutor Spring 1944 - Correspondence and applications sent by candidates, April-May 1944

Youth Course Applications for Appointment as Tutor for September 1943

Youth course 1947 – 3 sheets relating to students and the course
Youth course 1946 – 3 sheets about the course programme and reading list
Youth course 1945 – correspondence, schedules, youth work leaflets
Loose leaflets – Westhill literature, programmes, reports, prospectuses

**Box 83**

Miscellaneous papers 1920-1949:

- School pupils records – parents’ applications for children to be admitted to Westhill School, fees, doctor’s reports) 1940s-1950s

**Box 84**

Appointments of former Principals (1984 and 1990)

**Box 85**

Governors’ Personnel and Staffing committee October 1994-October 1997

Folder labeled Westhill/Selly Oak, c1997

**Box 86**

Selly Oak Colleges Milton Report 1983 – folder contains: Bentley Road Ground Rents; Mrs E. Johnston Bequest; College of Arms Crest 1974; Melville Hall Committee

**Box 87**

TTA Judicial Review Investigation, 1997

Strategic plans 1990s-2000s

HEFCE-related documents 1997

**Box 88**
Lee Crowder, Westhill College documents c1997

IT-INSET (files relating to accredited/recognized teachers) 1971-1976

**Box 89**

IT-INSET (files relating to accredited/recognized teachers) 1980-1994

**Box 90**

HEFCE Audit Service Westhill College 1994-1995

**Box 91 and 92**

HEFCE Correspondence July 1992-March 1995

**Box 93**

HEFCE Correspondence March 1995-December 1997

**Box 94**

Westhill Academic Council 1993-February 1995

**Box 95**

Academic Board March 1995-November 1995

**Box 96**

Academic Board January 1996-September 1996

**Box 97**
Academic Board October 1996-November 1996

**Box 98**

Buzzacott Internal Audit correspondence 1989-1994

**Box 99**

HEFCE Strategic Plans 1993-1994

**Box 100**

Association of Voluntary Colleges, Principals and Officers (files 1-3) January 1981-April 1985

**Box 101**

Association of Voluntary Colleges, Principals and Officers (file 4) May 1985-November 1985

**Box 102**


**Box 103**

4x4 Group – Future of Selly Oak Colleges File 2 October 1995-January 1996
Box 104


Box 105


Box 106

Regional Rationalisation of Initial Teacher Training Provision (WMACFE) 1976-1980

Box 107

National Advisory Body – Teacher Training numbers February 1984-December 1988

Box 108

NATFHE, Colleges Committee April 1976-February 1980

Box 109

Joint Academic Board February 1985-September 1986

Box 110

Joint Academic Board October 1986-October 1989

Box 111

Joint Academic Board November 1989-March 1993

Box 112
Estimates Student/Staff Form VC1 1981-1984

**Box 113**

Aston Training Scheme 1980s

Church Colleges’ Consultation 1985

Proposed Department of Ministry 1985-1986

Saltley Trust 1970s-1980s

**Box 114**

Accounts 1972-1980 (years ending 1973 and 1975 are missing). Plus some estimates forms

Estimates forms. Forms include: 19TT Student and staff numbers 1981/82; Finance form VC8 (c 1980s); Voluntary College Letters (early 1980s)

**Box 115**

Loose financial paperwork, 1980s, including letter from Secretary of State for Education and Science 1983

Buildings 1972-1975. Correspondence, papers and plans


**Box 116**

Academic Board (Secretary’s file) October 1973-December 1978

**Box 117**

Academic Board (Secretary’s file) December 1978-January 1981

**Box 118**
Academic Board (Secretary’s file) January 1981-June 1982

**Box 119**

Academic Board September 1982-July 1983

Plus a few loose papers from 1983 SCETT conference

**Box 120**

Academic Board September 1983-November 1983

**Box 121**

Academic Board December 1983-June 1984

Joint Academic Board September 1984-January 1985

**Box 122**

Academic Board (memoranda/sub-committees/working parties) 1980-1988

Intercollegiate Consultative Committee December 1981-June 1984

**Box 123**


**Box 124**

Joint Governors 1984-89

**Box 125**

Newman / Westhill Joint Management Team May 1985-April 1987
**Box 126**

Box of prospectuses, posters and publications of Westhill College largely from the 1970s and early 1980s, including copies of The Westhillian magazine, Autumn 1953-Summer 1962 (except Spring 1956 and Autumn 1962)

**Box 127**

Westhill College publications (from box file labeled ‘Minutes of Meetings (Spare Copies)’) 1940s-early 1970s

**Box 128**

Publications (in box labeled ‘College Publications for appeal’) 1960s-1980s

**Box 129**

Box of past prospectuses and publications 1960s-1980s

**Box 130**

Newspaper cuttings and other publicity [sporadically collected] 1950s-1990s

**Box 131**

Governors/NATFHE minutes of meetings (spare copies) 1978 and 1983

Joint Negotiating Committee – Governors/NATFHE 1986-1990

Miscellaneous meetings with Newman College (late 1980s-early 1990s) plus Fuery Report and subsequent responses, including that from Westhill Principal Jack G. Priestley (T.G. Fuery produced his ‘Report on Administration’ at Newman and Westhill Colleges in February 1991)

**Box 132**

Two Colleges Committee 1979-1981
Box 133

Association of Voluntary Colleges/DES 1971/73

Voluntary Colleges/NATFHE 1977/78

Association of Voluntary Colleges (File 1) May 1978-February 1980

Box 134

Association of Voluntary Colleges (File 2) March 1980-December 1980

Box 135

Association of Voluntary Colleges, Principals and Officers Committee July 1983-February 1985

Box 136

Association of Voluntary Colleges, Chairman’s Group January 1986-October 1988

Association of Voluntary Colleges, AVC Committee January 1986-October 1988

Box 137

Association of Voluntary Colleges, Annual Conference 1981-1988; AVC Bursars Association; AVC General Correspondence 1981-88

Box 138

Quiet in College, Staff and Student Council 1963-1966

Box 139

Bookshop Management committee 1972-76; 1986-91

Five/Six/Seven Colleges Committee October 1973-February 1978
**Box 140**

NATFHE Colleges committee May 1980-November 1982

**Box 141**

Trustees Research and Travel Fund 1985-1994

**Box 142**

Accreditation Meeting 1987-1994

Working Party on Staff Appraisal 1987-1992

**Box 143**

‘Building Projects’:

- Memorandum on proposed developments 1960
- Price Building Official Opening 27/2/72
- Architect’s report A.R. Young


Opening of the Kenneth Brooksbank Centre 1990

New Building 1989/90

**Box 144**

Staff-Student Council 1964-1979

**Box 145**
Principal’s copy of Academic Board Papers October 1971-December 1973

**Box 146**
Academic Board January 1978-March 1980

**Box 147**
Academic Board April 1980-March 1981

**Box 148**
Academic Board March 1981-July 1982

**Box 149**
Academic Board (Secretary’s file) June 1982-May 1983

**Box 150**
Academic Board (Secretary’s file) May 1983-November 1983

**Box 151**
Academic Board (Secretary’s file) November 1983-June 1984

**Box 152**
Academic Board 1966-1969

**Box 153**
Academic Board Minutes (Principal’s Copy) 1973-1975
**Box 154**

Academic Board Constitution sub-committee 1977-1986

Academic Board July 1975-February 1978

**Box 155**

Newman/Westhill/Principals/Deputy Principals April 1983-March 1985

**Box 156**

OLRC Management Committee 1996-1997

**Box 157**

P-E International LRC Meetings file 1, 1996

**Box 158**

P-E International LRC Meetings file 2, 1997

Academic Planning Committee LRC File 3, Dec 1995-June 1996

**Box 159**

OLRC General Correspondence 1994-1997

Trustees LRC sub-committee file 3, Oct 1996-June1997

Trustees LRC sub-committee file 4, July 1997-Sept 1997

**Box 160**

ATCDE [Association of Teachers in Colleges and Departments of Education], General Correspondence 1972-1975
ATCDE, ED Conference 1972
ATCDE / DES Newly Qualified Tutors Conference, 1970
ATCDE, Conference on ‘Special Education’, 1975
ATCDE, Personal Tutor working party 1971
ATCDE, Sheffield Conference 1974

**Box 161**
LRC Development Project Group Meetings, Library Development Project Westhill/SOC. 1994
Estates committee for LRC 1995-1996
LRC Furnishing committee April 1996-April 1997

**Box 162**
Academic sub-committee for LRC file 1 Nov 1994-May 1995
Academic sub-committee for LRC file 2 May 1995-November 1995

**Box 163**
LRC Progress reports 1994-1995
Assets Board / Trustees LRC sub-committee file 1, October 1994-July 1995 [file re-labeled from Assets Board to Trustees, but both committee names are mentioned within the file]

**Box 164**
Dept for Education and Science, correspondence file 1 Dec 1982-Oct 1988

**Box 165**
Dept for Education and Science, correspondence 1990-1993

**Box 166**

Research Committee 1991-1997
Research and Travel Grant Fund (Reserved Business) 1994-1997

**Box 167**

Development of Higher Education in Non-University sector: DES/JAMES. Includes folders labeled Development, Courses etc., Correspondence. Early 1970s

**Box 168**

Polytechnics and Colleges Funding Council: correspondence Feb 1989-Jan 1993

**Box 169**

PCEF: Correspondence January 1989-July 1994; October 1995

**Box 170**

Photograph Albums: Westhill 1907-1937 (1 of 3 vols) [The volumes appear to have been compiled by Ethel Johnston]

**Box 171**

Photograph Albums: Westhill 1907-1937 (2 of 3 vols)

**Box 172**

Photograph Albums: Westhill 1907-1937 (3 of 3 vols)
Box 173 and 174
Staff/Student numbers 1960s and 1970s (Consists of lever arch file and loose papers – lever arch file in box 173, loose papers from front of lever arch file in box 174)

Box 175 (contents originally stored in box file with items in 176)
Staff Meeting minutes 1957-1973

Box 176 (contents originally stored in box file with items in 175)
Staff/Student council minutes 1963-1971
Teacher Training section 1961-1965

Box 177 (contents below originally stored together in one box file)
Youth and Sunday School committee minutes 1958-1959
Youth Dept Committee minutes 1959-1961
Church Youth and Children’s Work section minutes 1961-1966
Minutes of National Froebel Foundation committee meetings 1961-1966

Box 178
Polytechnics and Funding Council Finance file 1, February 1989-December 1989
Polytechnics and Funding Council Finance file 2, February 1990-August 1990

Box 179
Social Club 1981-1986
Students Union 1982-1988
**Box 180** (contents originally stored in paper package with items in box 181)

Westhill 75th Anniversary

**Box 181** (contents originally stored in paper package with items in box 180)

Westhill Enterprises 1974-1982

Students Files: Social Club Constitution, 1970s; Articles for Press 1957-1966; Finance (Student Grants and Fees) 1972-1974

**Box 182** (contents of boxes 182 and 183 originally stored together in 1 box file – had to be split due to size)

Academic Planning 1970s

Memoranda etc – Expansion 1958-1963

Jubilee sub-committee and Building committee 1950s

Meeting with Professor Niblett 1959

Denominational Secret Meeting 1959 and subsequent correspondence

**Box 183** (contents of boxes 182 and 183 originally stored together in 1 box file – had to be split due to size)

Correspondence re Expansion 1957-1959

Development Correspondence 1970s

College Development and Reorganisation 1970s

College Development Group 1973-74

Community Centre – Wardens’ Course 1960-1963

Youth Department Expansion Proposals (including Correspondence, Notes and Plans) 1960s

**Box 184**

Community and Youth Work Department 1986-1989
Correspondence between CY dept. and Governors re. CACS appointment [director of Centre of Applied Christian Studies] 1987-1988

**Box 185**

Library Committee / Library and Resources for Learning Committee 1967-1983

**Box 186**

Package of files labelled as ‘Miscellaneous old files (produced by AGB on his departure 1985)’ [? Principal Alan G. Bamford]:

- Staff meeting minute book Sept 1952- June 1957
- Sample college badge designs from 1960s
- Teacher Training Section Staff Meeting: May 1963 1965-March 1971
- Residence sub-committee 1972-1978
- Audio visual aid 1971
- “College – its ethos character and raison d’etre” (drafts and notes) 1973
- Joint Academic Committee 1969-1970
- NCEC (National Christian Education Council) correspondence and minutes 1968-1971

**Box 187**

‘Miscellaneous Westhill files’:

- Teacher Training Section Staff Meeting: September 1965-March 1971
- Youth Department Committee Minutes September 1961-June 1969

Teacher Training Minutes 21 January 1967-4 March 1971

Executive Committee Correspondence 8 January 1959-7 March 1963

Council Committee Correspondence 5 February 1959-29 June 1962
Badge Committee 1959

House Tutors Meeting Minutes 7 October 1965-31 January 1975

SOC Admin Building 22 November 1967-28 February 1968

Finance and General Purposes Correspondence 16 March 1959-8 March 1967

Constitution sub-committee correspondence 3 May 1961

Youth Committee 1962-1972

**Box 188**

RE Resources Centre 1974-1980

**Box 189**

RE Resources Centre 1981-1985

RE Consultative Committee 1980-1989

**Box 190**

RE Resources Centre 1986-1992

**Box 191**

Special Education In-Service Training 1970s-1980s

National Society MENCAP; includes NSMHC (National Society for Mentally Handicapped Children)
“Gateway” Clubs paperwork 1974-1991

**Box 192** (contents of 192 and 193 originally stored together in one paper package, split due to size)

ESN Correspondence: Mental handicap department 1981-82, 1983-84; DES (ESSN) course and Warnock Committee 1974-76

30
**Box 193** (contents of 192 and 193 originally stored together in one paper package, split due to size)


Special Ed Needs (2 files) 1970s-1980s

**Box 194**


**Box 195**

Special Ed Department 1986-1991 (includes staff meetings and correspondence). [Papers / files removed from paper package so that they could be fitted into box]

**Box 196**

Association Academic Staff Meetings 29 October 1986-16 May 1990


**Box 197**


**Box 198**

Newman/Westhill Joint Governors Committee November 1990-February 1993

Newman/Westhill Joint Governors Committee February 1990-February 1993

**Box 199**

Newman/Westhill Joint Management Team October 1987-July 1988

Newman/Westhill Joint Governors’ Finance Committee 1989-1993
Box 200

Newman/Westhill Colleges Executive Committee meetings 4 December 1991- 7 July 1993

Box 201


Newman/Westhill Joint Management Team May 1987-September 1987

Newman/Westhill Management Team ‘B’ November 1986-June 1988

Box 202

Directorate Policy Group May 1990-March 1993

Polytechnics and Colleges Funding Council publications: Annual Report 1990/91; Guide for Governors (x2); Funding Allocations 1992/93; Academic staff of Polytechnics and Colleges 1991; Student staff ratios 1990/91; Early statistics of student enrolment 1991/92; Macro Performance Indicators (1992) x2; PCFC list of publications and circulars as of June 1992

Box 203


Box 204

Westhill Association: Friends of Westhill newsletters and minutes 1986-1991

Box 205

Minute Book (meetings of Westhill Cabinet; Westhill Parliament; Westhill Executive Committee) January 1931-May 1936

Minute Book (Westhill College Students’ Club) December 1936-January 1944

Minute Book (Executive Committee; House Executive; Joint Advisory Committee) October 1936-November 1947
**Box 206**

Minute Book (General House; Student Club) March 1944-February 1948

Constitution of Governing Body February 1948-September 1963

Council Meeting minutes November 1951-February 1962

**Box 207**

Governing Body minutes, October 1963-June 1971

Visitors Signatory Book 1961-1994

One page MS: ‘Visit of Ob. To Nico Light Co. 12/2/48’ (with note saying that this was found ‘behind Archibald fireplace 1998’)

Westhill College – the Bungalow: papers relating to maintenance work on the building, 1932

Estimates 1966/67

Westhill Training College balance sheets 1926-1942

**Box 208**

Trustees Meetings papers May 1980-December 1991


**Box 209** [Contents originally stored together in a box file which has been removed due to size]

Executive Committee Minute Book February 1926-June 1931

Executive Committee Minute Book December 1919-November 1925

College Accounts Book 1907-1915

**Box 210**

Finance Committee 1945-1971
Box 211

Finance and General Purposes Committee Minutes 4 November 1971-7 November 1980
Finance and General Purposes Committee Minutes 4 November 1971-23 November 1982
Finance and General Purposes Committee Minutes 16 January 1981-3 March 1992

Box 212

Governors Minutes 8 December 1964-10 December 1982
Governing Body Minutes 11 October 1971-19 February 1979

Box 213

Governors Minutes 5 June 1979-6 November 1986
Governors Minutes 11 March 1987-17 March 1992

Box 214

Principal’s papers (General):

- B.Ed. General File 1975/76
- B. Ed. General File incl. Prescribed subjects 1974/75
- In Service B.Ed. working party. 1976
- Courses - various colleges. 1970/71, 1971/72
- Professional courses (Teacher Training Re-Organisation). 1970
- Awards Committee Selly Oak Colleges. 1972-1976

Box 215

Principal’s papers (General):
A.T.C.D.E. (Association of Teachers in Colleges and Departments of Education) 1969-1975

Community and Youth Advisory Council. 1974-1975

National Society for Mentally Handicapped Children (Joint Advisory Board) 1973-1976

University working party on validation of college courses. 1973


A.T.C.D.E. (Audio visual aids) 1973

**Box 216**


B.Ed General file 1973 (material relating to exams)

**Box 217**

Photographs:

Westhill School

Miscellaneous photos (in a plastic bag)

Buildings and rooms 1907-1961

**Box 218**

Photographs:

‘Sundry Conferences 1914-1948’

College photographs. From ‘Pre-1917’ to 1960/61

**Box 219**
Photographs:

Envelope containing: ‘Early days 1907- ’ staff; ‘Early days 1907- ’ students; Student activities c. 1950- ; Unknown date and person

Openings of buildings and extensions incl. 1926 Archibald extension; 1948 Handicraft room and Library; 1965 Johnston, Geale House etc; 1966 Mary Burnie House; 1973 Price Building, Queen Mother; 1973 Hamilton Building and Newman Library

**Box 220**

Minutes of the Youth and Sunday School Committee 10 February 1947-10 July 1948

Minutes of the Youth and Sunday School Committee 28 September 1950-22 July 1952

Minutes of the Youth and Sunday School Committee, 14 October 1957-9 July 1959

Booklet entitled ‘The Graded Sunday School showing suggested arrangement & furnishing of the Beginners Primary Junior and Intermediate Departments’ by Herbert W. Pewtress

Minutes of Meeting of Church Youth Section 12 May 1965-1 March 1966

Papers relating to one term course in youth and children’s work, 1962-1965

Youth and Sunday School Examination Papers 1958-1963

**Box 221**

Jan 1951 printed matter: contains leaflets, bulletins and stationery, Jan 1951-summer 1955

Sept 1955 Printed – fascicule containing examples of Westhill printed material e.g. leaflets and stationery July 1955-May 1959

Duplicated matter 1959

Duplicated matter 1961 – folder containing leaflets and letters circulated by Westhill

**Box 222**

Timetables Westhill 1909-1955

Time Tables SOC: 1919-1954
Box 223-227
UCE 1998 – packs of UCE related material 1995-1999

Box 228
File relating to salaries and superannuation
Library and admin building official opening 1973
Loose papers listing papers with notes about previous ‘weeding’ of archive material

Box 229
National Froebel Foundation 1960-1966
RE Resources Centre Jan 1973-June 1974
Minutes of Westhill Extension and Recruiting Committee 1934-1943
Minutes of Westhill Commission of Enquiry 1941-1942
Mr Peter Slade (Drama Centre) 1973-1974

Box 230
College badge 1959-1960
Dept of Education and Science papers 1955-1970
Ministry of Education 1959-1963
University of Birmingham School of Education 1969-1971

Box 231
Photographs (1907- ) assortment of photos including personal photo albums; photos of college buildings, staff and activities; headshots of students and staff; large group photos (rolled)
**Box 232**

Items from box labelled ‘Westhill College Archives Slides and tape’:

- Slides (some labelled 75th Anniversary, others showing buildings and student activities)
- Audio cassette of Dr Thomas’s 75th Anniversary slide programme *Tape is broken* with typewritten script

**Box 233-234**

Large rolled group photographs. 1965; 1973-1980 (there are multiple copies of photos from some years)

**Box 235**

Buildings and Logistics papers 1965-1976:

- D.E.S., RE, SSID and supplementary course 1965-1969
- Weoley Park Road Development and SOC campus planning
- College organization and staffing 1959-1965
- Handsworth College 1965
- ‘Hamilton’ College: plans for a new college 1968
- Church Education Section (Working Party) 1968-1969
- Selly Oak Colleges working party 1969-1970
- Official opening 1962-1965; 2x programmes of formal openings of new buildings
- Weaver Report / government of voluntary Colleges of Education 1966-1969; Trust Deed
- ‘The Professional Education of Teachers’ by the Association of Teachers in Colleges and Departments of Education (1971)

**Box 236**
James Report 1972

Board of Governors correspondence 1961-1970

Publicity Committee 1958

School Committee 1953-1959

Select Committee on Education and Science 1970

Correspondence with and about Miss Mary Hartley 1964

Principal’s correspondence, general 1967-1969

**Box 237**

Robbins report – Implementation of ATCDE and Institute Documents 1964-1965

Appeal sub-committee minutes 1960-1962

W.T.C. Education department 1962-1964

Additional professional courses 1964-1966

Governors working party 1975/1976

Governors working party 1976-1977

**Box 238**

‘Proposal to found a new college’ 18 July 1968

Governors’ minutes 15 March 1983-17 March 1992

Governors’ meetings October 1963-8 June 1966

Governors’ meetings attendance/apologies February 1968-17 March 1992

**Box 239**

Executive Committee January 1960-June 1963

Reports and regulations:
Department of Education and Science ‘Impact of development of H.E. on the staff of colleges...’ 1975

Local Authorities ‘Redundancies of staff...’ 1976

ATCDE ‘Safeguarding’ 1974

NUT ‘The Crombie Code’ 1975

Department of Education and Science ‘Compensation regulations’ 1975

Staff/Governors/NATFHE Working Party Extra papers 1977-1979

**Box 240**

NATFHE 1975-1983 (various papers)

**Box 241**

Approved Agreement for Lecturers Training Regulations 1968-1975

White Paper and Future 1973-1975

Revocation of Teacher Training Regulations 1974-1975

**Box 242**

Buildings:

- Library and Price building plans 1968-1971
- Teaching accommodation schedules 1960-1971
- Teaching and ancillary accommodation late 1960s-early 1970s
- Student Union Centre 1973-1977
- Central House correspondence 1971-1974

**Box 243**

Buildings:
Building projects 1970s
Library 1970s
Kingsmead Close 1971-1973
Frank Price Building 1970-1974

**Box 244**

Publicity: Standing conference of principals and directors of colleges and institutes in H.E. 1977-1980
Research Grants etc. 1979
Social Morality Council 1974
Staff courses 1970s
Neville Stockley (electrical engineer and contractor) 1970-71
Student charities 1960s
Student Fees T.T. 1970s, 1983
1976/77 Student lists
1981/82 Student lists (in file labeled Mr E.H. Thompson, Bursar)
Madeley College of Education, correspondence June 1970
M.A.Y.C. (Methodist Association of Youth Clubs) Property. Correspondence and papers regarding outdoor activities centre 1975
Methodist Church and M.Y.D. 1967, 1978
Oil – additives, prices etc. 1970-1980
Publicity – CRAC Consultancy, Hobsons Press 1976-1978
Flyposting, correspondence 1967
Garage 1969-1971

**Box 245**
Nicholas Fund - ‘At Home’ 1974. Papers relating to memorial for John Nicholas and dedication of part of library

Hawkins and Son – Decorators. Correspondence and bills 1960s, 1971

Insurance Claims Queries 1960s, 1970s

Kitchen Equipment. Quotes, correspondence 1960s, 1970s

John Kirkby. Correspondence regarding theft of registered letter 1978

Landladies, lodgings – misc. 1960s, 1970s

Laundry hire 1970s

Local Authorities (Goods and Services) Act 1970. Correspondence 1972

Conditions of Residence, Contracts, Disciplines 1970s

Demolition of 14/16 Weoley Park Road. Correspondence 1972

Educational Drama Association (Peter Slade) 1974

Energy Crisis 73/74. Correspondence 1973-1976


Berlin Visits CY (Community and Youth section). Timetables, correspondence 1960s, 1970s

Miss Mary Burnie. Correspondence regarding memorial service for former Vice-Principal and Governor of Westhill 1979

Butter (Cheap EEC). Correspondence and papers regarding scheme for obtaining cheap ‘intervention’ butter as a non-profit organization 1974, 1976, 1980

Cars Disposal. Correspondence regarding removal of cars from college premises 1960s-1973

Catering and Residence Charges for Students in FE late 1970s-early 1980s

Claims for Damage to College Property 1971-1972

Clean Air Act 1956, 1968-1972

Paul Clifford (President, Selly Oak Colleges). Papers regarding retirement 1978-1979

Closure of College March 1973 (Gas Dispute) 1973

Gillet, Kelland & Co. 1960-1969
**Box 246**

Westhill Association 1964-1980

B.Ed Fees 1970s

Student Lists 1982/83 – in folder labeled Mr E.F. Thompson

Sutcliffe Catering Co. 1970-1973

Information circulars (internal) / Teaching practice. Papers largely relate to expenses 1965-1974

Tarmac work – quotes etc. Late 1960s-early 1970s

Telephones – use of, 1971

Terrepin Reska Ltd. Correspondence regarding order for library shelving 1970-1974


**Box 247**

Photographs – including some graduation groups, student activities, teacher training, buildings and some glass plates showing early Westhill activities

**Box 248**

Photographs – including some graduation groups, student activities, teacher training, buildings

Loose pages from personal photo album 1910s-1930s

Prospectuses and publications 1960s-1980s

Copy of Mirror to a Mermaid

News cuttings

**Box 249**

College Activities 1971-83: folder containing calendars, agendas, memos

Draft histories of Westhill (one by Ralph T. Newman)

Correspondence and building plans for Westhill development 1961
**Box 250**

Westhill Association Membership Cards 1942-1964 (mainly 1940s and 1950s)

Duplicate OWA [Old Westhillian Association] Membership Cards

**Box 251**

Westhill original minutes book 1907-1915

College meetings minute book 1949-1960

Minute book of Old Westhillians Association 1933-1952

Old Westhillian Association: Aims, Constitution and Membership List No.2, 1934 updated 1936

**Box 252**

Trainers’ committee minutes 1950-1952

Staff minutes 1942-1952

Miscellaneous publications e.g. Trial and Error (Westhill magazine)

Westhill Reports 1918/1919 – 1930-1931

**Box 253**

Westhill Newsletters (2 scrapbooks) 1924-1931

Book of manuscript and printed poems, and newsclippings, labeled ‘Ethel J. Archibald’ inside

Scrapbook of printed material e.g. prospectuses, leaflets, stationery, late 1920s-early 1930s

[Box also contains empty envelope with writing on it]

**Box 254**

Packet of letters to and from G. H. Archibald and Ethel Johnston
Alphabetised notebook 1920s-1940s

Small scrapbook containing photos, sketches, news clippings and keepsakes with Ethel Archibald’s name in front [? late 19th century?]

Book containing news clippings, with George Archibald’s name in front c 1904-1912

**Box 255**

Brief history of Westhill 1907-1971 by Ralph T. Newman

Printed copy of Ralph T. Newman’s lecture ‘George Hamilton Archibald and the beginning of the graded school movement’ 1957

History of Westhill 1907-1982 by Constance M. Parker


Birmingham Old Westhillians Fellowship minute book 1933-1940

Publications - prospectuses, the Westhillian, Christian Education leaflets etc.

Certificate of appreciation for George Archibald, dated July 1933, on setting up of Westward College, ‘a second Westhill’ (rolled)

**Box 256**

Past Building Projects. Files of papers dated late 1960s-early 1980s, on topics including:

- Tutorial rooms and common room
- Working Party 1972 (re. resident students’ agreement)
- 14/16 Weoley Park Road site
- Link Building and Teaching Centre
- Kingsmead Close properties
- Demolition – Melville

**Box 257**

Past Building Projects. Files of papers dated late 1960s-early 1980s, on topics including:
Kingsmead Close properties

Proposed building for Commerce (Office Block)

Kitchen extension

Crowley crossing and entrance, car park schemes

CCTV

Ecology lab conversion

General science lab (stocking allowance)

George Cadbury Hall

**Box 258**

Miscellaneous Westhill publications - brochures/prospectuses, financial statements, bulletins, book list for 1965, brief history, superannuation scheme etc.

School Committee minutes 1956-1959

**Box 259**

Miscellaneous Westhill publications

Agreements of appointments at College (sealed envelope)

Register [of students?] 1947-1953

**Box 260**

Photos

Banking book of Old Westhillian Association (1950s-1960s)

Deeds of Covenant

**Box 261 - LARGE**

Framed drawing/painting [of G. H. Archibald]
**Box 262**

Finance committee minutes (loose) c1934-1950

**Box 263**

Council minutes (loose) 1944-1951

Joint meeting of Education and Finance committees minutes (loose) 1940-41

Executive /and Finance committee minutes (loose) 1951

Draft of certificate for Robert Raikes Diploma 1980

Building scheme papers (loose) 1948

Finance minutes (loose) 1948-49

Scrapbook of printed matter c1919-1922

Westhill College 75th anniversary: minutes, memos, programmes (early 1980s) plus 1935 group photo including Basil Yeaxlee

**Box 264**

Easter conference programmes c1912-1950

Westhill printed leaflets 1957

‘Expression book’ made by ‘Dutch children of Westhill S.S. for the Jubilee Westhill England with our love and gratitude’ containing photos, sketches, printed pictures

Birmingham Youth and Sunday School Union scrapbook (labeled ‘June 1949- ‘ contains clippings, leaflets from 1920s-1940s) Item is water damaged

Miscellaneous printed items (leaflets, prospectuses, copy of newscutting about Dr Yeaxlee’s resignation, April 1955)

**Box 265**

Executive Committee minutes labeled Sept 51-Oct 53 (contains material up to Sept 1955)
Minute book containing Minutes of Emergency Committee 1934-35; minutes of Executive Committee 1931-1934; minutes of Council 1931-1942

Minutes of Executive Committee, November 1955-November 1956

**Box 266**

Westhill College legal documents (e.g. tenancy, employment contracts, banking, Trust Deed), 1918-1957

Combined Colleges Research Group. Includes minutes and reports of group; papers relating to student questionnaire; reports and statistics concerning students and graduate destinations; correspondence; minutes of Consultative Committee, late 1970s-early 1980s

**Box 267**

Combined Colleges Research Group, reports etc late 1970s-early 1980s

**Box 268**

Committee papers – files as follows:

- Curriculum Studies 1966-1971
- In Service B.Ed course: correspondence, applications 1973-1976
- Area training organization early 1970s
- New courses intake from September 1975: correspondence and applications
- GCH [George Cadbury Hall] sub-committee 1971-1976
- ‘College timetable up to 1976’

**Box 269**

Admissions, miscellaneous letters to candidates and advice interviews. Multiple files, 1970s

**Box 270**

Finance and General Purposes committee minutes 1970s
Examination and assessment committee pre 1975, early 1970s

**Box 271**

Accounts books (x5), listing income and expenditure, petty cash, creditors c 1932-1950

**Box 272**

Correspondence:

- Correspondence file January 1928-December 1929
- Applications for post of matron: correspondence, CVs 1950-1955
- Loose papers: correspondence and bills from Isaac Langley, builder and contractor 1926-1940
- Reginald E. Heliwell [File of papers relating to student who died at Westhill during course of study. Including student’s application form, Westhill’s correspondence following death] 1933
- Correspondence with Harvey and Wicks, architects 1921-1928

**Box 273**

Correspondence:

- Correspondence of G. H. Archibald September 1922-November 1930
- Letters of sympathy to Dr Yeaxlee and Westhill following death of Heliwell 1933
- Loose papers concerning course for Youth Leaders and Organisers 1940: staff list, student list, book list
- Correspondence with J. W. Hoyland 1920-1926
- Easter conference booklets
- Files of correspondence labeled by town/county [relating to fundraising lunches?] 1947
- Correspondence relating to appointment of Youth Tutor 1951
- Ethel Johnston: file of correspondence (1930-), plus correspondence concerning settlement of estate after her death 1955
Box 274

Correspondence files as follows:

- National Froebel Union 1940s
- Ministry of Education 1930s-1940s
- National Sunday School Union and Council of Christian Education (Bertha Krall), loose papers 1924-1940
- Marguerite Sapp 1922-1954
- J. Owen Clover 1926-1937

Box 275

Correspondence: Rev. W. Melville Harris, multiple files 1920-1930

Box 276

Correspondence files as follows:

- Westhill Investigation Committee – Religion in youth clubs 1941
- Annual Meeting 1926, 1927
- University of Birmingham 1940s
- Rev. Carey Bonner 1930s
- Birmingham Printers, bills etc. 1935-1942
- Bournville Village Trust 1914-1937
- George H. Archibald – correspondence (1930s) and letters of sympathy and appreciation on death (February 1938)
- Rev. John McLennan 1933
- Methodist Church Sunday School department 1935-1937
- Council of Christian Education – correspondence and memos 1937
**Box 277**

Assessments c 1971/72-1976/77

Introductory course 76/77-77/78

**Box 278**

B.Ed TMC files 73/74-75/76

Instrument of government, late 1960s-early 1970s

Candidates advice letters 1972-1974

**Box 279**

Sixth Higher Education Day (Warwickshire LEA) 1973

Staff Student Council 1970s

Melville Hall Management Committee (Students Union Building) 1976

House Tutors 1970s

School of Education handbook amendments 1975/76

Westhill Social Club 1973

DES (College letters). File sealed shut 1964-1975

New library opening – rejections to invitation 1973

Gas emergency – closure of college March 1973

**Box 280**


**Box 281**

**Box 282**
Curriculum Development in Further Education. John Russell and Jack Latcham. 1 folder 1979
A Selection of Documents Relating to Quality Assurance at UCE 1998

**Box 283**
Academic Regulations and Policies (UCE) 1998
Youth and Sunday School Committee minute book October 1952-July 1955

**Box 284 - LARGE**
Attendance register, Westhill School Kindergarten and lower dept. 1939-1940
Assorted photographs including building openings; Youth and Community dept; staff photo [1943]; buildings and grounds; overseas students; principals and deputy principals; Dutch Westhill; Westhill Easter Conferences (at Swanick until 1930s then at Westhill); individuals and small groups 1935-1945; Jubilee 1957

**Box 285 - LARGE**
Assorted photographs as above

**Box 286**
From carton labeled ‘Westhill College Various Assorted Files’:
- Correspondence, minutes of Executive Council, financial statements, Trust Deed 1912-1919
- Photographs including groups; individuals; school activities; library; buildings and grounds

**Box 287**
From carton labeled ‘Westhill College Various Assorted Files’:

- College prospectuses, reports, handbooks, many 1920s and 1930s

**Box 288**

From carton labeled ‘Westhill College Various Assorted Files’:

- College prospectuses, reports, handbooks, many 1920s and 1930s
- Seaford Conferences printed material c 1929-1934

**Box 289**

Correspondence and minutes regarding purchase of Kingsmead Close property 1971-1973

- D.E.S. Development of H.E. in non-university sector – memos, correspondence and press cuttings concerning Westhill’s position and future plans following James report on teacher training early 1970s
- Building programme (D.E.S. correspondence) early 1970s
- Buildings: outdoor education centre early 1970s
- Buildings: new library early 1970s
- Library official opening – papers concerning invitations and attendees etc 1973
- Bristol Road development 1972
- Buildings (1020 Bristol Road, Selly Oak) – including property details 1975
- Building plan for ground floor of Westhill library and administration building 1972
- Buildings: Youth block – 2 letters concerning floor beams in lecture theatre 1975
- Staff (misc file): correspondence regarding staffing, promotions, pay, vacancies 1966-1972
- Floor plan for extension to Computer Room

**Box 290**

Voluntary bodies meetings with D.E.S. 1972
Finance and general purposes committee November 1975-July 1976

N.S.M.H.C. (National Society for Mentally Handicapped Children) and Westhill joint advisory board, early 1970s


Central Council (Selly Oak Colleges) 1969-1975

**Box 291**

B.Ed. 1st year students intending to register – papers including memos, list of students 1975

Timetable Committee (Selly Oak Colleges) 1976

Youth department minutes November 1965-November 1976

Central Council (Selly Oak Colleges) minutes December 1975-December 1976

Introduction to College 1972

Didsbury Conference (‘on possible new qualifications in higher education’) 1972

**Box 292** (Original carton labeled ‘Misc’)

Mary D. Burnie – correspondence c 1927-1940

Appointment of bursar Jan 1950 – correspondence, applications 1949-1950

Appointment of Education lecturer – correspondence, applications 1952

Appointment of lecturer in sociology and psychology – correspondence, applications 1952

Applications for Principal’s secretary 1952

Applications for lecturer in English and History or Geography 1952-1954

Applications for post of Matron 1955-1956

Post of Youth Tutor – correspondence, applications 1946

**Box 293** (Original carton labeled ‘Misc’)


Board Recognition 1938 – papers concerning deputation to Board of Education seeking recognition of Froebel students as qualified teachers 1938

Theology courses – student and staff lists and schedules for vacation courses 1925-1931

Course programmes 1-100 (Teacher Training short courses) 1921-1927

Extension course programmes 101-200 (Teacher Training short courses) 1927-1933

Extension course programmes 201-313 (Teacher Training short courses) 1933-1948

Margaret Backhouse – typescript of journal, entries dated 20 Nov 1935-19 May 1936

**Box 294** (Original carton labeled ‘Misc’)


**Box 295** (Original carton labeled ‘Misc’)

Administrative memorandum – printed memos from Department of Education and Science 1990-1992

Circulars – printed material from Department of Education and Science / Department For Education 1990-1993

**Box 296** (Original carton labeled ‘Misc’)


**Box 297** (Original carton labeled ‘Misc’)


**Box 298** (Original carton labeled ‘Misc’)

Community Resources Centre Management Committee October 1978-October 1981


**Box 299** (Original carton labeled ‘Misc’)

- PCFC (Polytechnics and Colleges Funding Council) Performance indicators 1989
- PCFC Consultative documents July 1991-April 1992
- University funding council – printed material and correspondence July 1991-March 1993
- PCFC Press releases March 1989-April 1992

**Box 300** (Original carton labeled ‘Misc’)

- Surveys and reports (Youth section) 1960s
- King George’s Jubilee Trust 1966
- Ministry of Education Teacher training / Youth conference 1961-1962
- Community and Youth Work department 1975-1979
- Youth Advisory Council November 1965-April 1977
- Youth Advisory Council (minutes and information) November 1959-June 1965

**Box 301** (Original carton labeled ‘Misc’)

- Buzzacott Investment Management reports, Westhill College Trust, early 1989-December 1991
- Westhill accounts year ended 31/7/74

**Box 302**

- Accreditation Committee minutes (1995) / Research Committee (1995) [in same file]
- Reports to Academic Development committee 1995-1996
Box 303

Minutes of following committees: Academic Development; Undergraduate; Postgraduate; E.Ed Programme; English Department; Publicity; IT; Learning Resource Centre Management; Staff Development; Report for Accreditation Committee; Equal Opportunities; Academic Board, 1995-1996

Papers relating to proposed/revised courses c 1990s

Box 304

Academic Board minutes 1995-1996

Box 305-308

Printed materials, largely prospectuses and handbooks, also includes syllabuses, student information booklets, Freshers week programmes 1970s-c 2002

Box 309-312

Academic Development and Validating committee – agendas, minutes, papers relating to courses and modules 1998-1999

Box 313

Registry – correspondence, memos, paperwork relating to student recruitment, student numbers and results 1997-2001

Accreditation (University of Birmingham) – correspondence 1996-1998

New School – correspondence, reports, proposed staffing structures 2000-2001

Box 314

RE Resources Centre – printed materials and correspondence 1996-2001

Physical Education 2000-2001

Box 315
RAE (Research Assessment Exercise) – correspondence and paperwork c 1999-2001

External Examiners Reports 1995/1996; 1996/7; 1997/8

**Box 316**

Academic Development committee October 1994-November 1997


**Box 317**


**Box 318**

Academic Board October 1998-July 1999

**Box 319**

Academic Board September 1998-August 1999

**Box 320**

Executive committee 1999-2000

**Box 321**

Executive committee 2000-2001

Newman/Westhill deliberations; Statements; Birley Committee, early 1990s

Joint staff meetings (Newman and Westhill) 1988-1993

**Box 322**
Publicity admin (includes correspondence of Marylin Miles, Publicity and External Relations Officer) 1990s

**Box 323**

Publicity committee 1990s

Information about BA Combined studies, sport and physical education [1990s]

**Box 324**

B.Ed Board of Studies minutes June 1989-November 1991

**Box 325**

Academic Development and Validating Committee 1998-1999

**Box 326**

New School 2001

**Box 327**

Academic Board (a note states that this is re-named Westhill Executive Committee) Nov 1996-Oct 1997

**Box 328**

Academic Board (a note states that this is re-named Westhill Executive Committee) Nov 1997-July 1998

**Box 329**

Academic Board (a note states that this is re-named Westhill Executive Committee) July 1998-July 1999

**Box 330**
School of Arts and Humanities School Board minutes (1) September 1997-November 1998
School of Arts and Humanities School Board Administrative (file 1 of 4) 1997-1999

**Box 331**
School of Arts and Humanities School Board Administrative (files 2-4 of 4) 1997-1999

**Box 332**
From carton labeled ‘Principal's files re meetings and committees’:

- Academic Audit 1996/97

**Box 333**
From carton labeled ‘Principal's files re meetings and committees’:

- Academic Audit 1997/98

**Box 334**
From carton labeled ‘Principal's files re meetings and committees’:

- Research travel fund committee 1997-2001
- Sabbaticals committee March 1996-March 2000

**Box 335**
Israel programmes board minutes (1 of 3 folders) December 1998-December 1999

**Box 336**
Israel programmes board minutes (2 of 3 folders) January 2000-December 2000
**Box 337**

Israel programmes board minutes (3 of 3 folders) January 2001-August 2001

Information about Masters programmes/modules (1 folder) [late 1990s/early 2000s]

**Box 338**

Arts and Humanities committee admin and minutes, files 1 and 2, 1999-2001

**Box 339**

Arts and Humanities Committee: School Board and memos, minutes and agendas, late 1990s-2001

**Box 340**

School of Professional Studies minutes 1999-2001

2 miscellaneous files – 1 of 2 contains minutes of various committees e.g. Academic Board, Academic Development, Undergraduate 1995-1996

**Box 341**

2 miscellaneous files; 2 of 2 contains procedures for audits, reviews and assessments 1995-1996

**Box 342**

From carton labeled ‘Early files’. The carton contained 2 box files. The contents of the first of these box files is now box 342:

- Correspondence and memos in connection with establishment of B.Ed course 1965-1968
- Draft syllabuses and paperwork relating to B.Ed 1960s
- University of Birmingham Certificate regulations 1975
- Mature matriculation 1966-1970
Regulations B.Ed 1970-1971
List of students 1970 entry to Church Education Section
Template letter from R.T. Newman enclosing Westhill Certificate

**Box 343**

From carton labeled ‘Early files’. The carton contained 2 box files. The contents of the second of these box files is now box 343:

- YWCA 1961-1965
- Catering committee 1965
- Library files – committee minutes, book lists, reports 1961-1965
- Domestic committee 1964
- Weoley Hill Youth Club committee 1963-1965
- FCFC (Free Church Federal Council) research committee 1962
- Conference on courses for overseas students 1963-1964
- Board of studies for Youth Service 1960-1962
- Church of England Youth Council bulletins 1961-1964
- Girl Guides 1961-1964

**Box 344**

From carton labeled ‘Principal’s files’:

- Document RA5 UOA 68 relating to research strategy at Westhill [for RAE], late 1990s
- Westhill RAE (Research Assessment Exercise) 1996-1997
- RAE 1996-2001
**Box 345**

From carton labeled ‘Principal’s files’:

- Papers relating to Physical Education, Sports Studies and Dance department, late 1990s
- RTS (Religious and Theological Studies) 1996-2001
- History – papers relating to History courses and students 1997-2000

**Box 346**

From carton labeled ‘Principal’s files’:

- JIG (Joint Implementation Group) 1999
- Miscellaneous reports and correspondence 1990s-2000s
- Staff Student forum 1995-1997

**Box 347**

Documentation and papers relating to Higher Education Quality Council Quality Audit 1996

[Carton contained 3 box files containing Westhill documents, procedures, codes of practice etc. (1990s-2000s):]

Box 1: Accreditation agreement (with University of Birmingham)

- Handbook for externally provided programmes
- Strategic plan 1996-2000
- Re-structuring papers
- Alternative strategic plan July 1995
- College committees handbook
- Staffing documentation
- Equal opportunities statement
- Academic administration proformas
- IT policy and strategy 1993-1994
**Box 348**

[Carton contained 3 box files containing Westhill documents, procedures, codes of practice etc. (1990s-2000s):]

Box 2: RAE submission 1996

- Academic audits 1994-1995
- Student academic monitoring
- Student admissions and induction
- External examiners documentation
- Submissions procedure
- Placement documents
- Mentor’s pack and training information

**Box 349**

[Carton contained 3 box files containing Westhill documents, procedures, codes of practice etc. (1990s-2000s):]

Box 3: Student hand books 1995-1996

- Prospectus 1997
- Promotional literature
- Staff bulletin and research newsletter (‘Docent’)

**Box 350**

From carton labeled ‘Principal's files re meetings and committees’:

- Academic Audit 1998/99
- HEQC 1995-1997
Box 351
From carton labeled ‘Principal's files re meetings and committees’:
   Erasmus 1994/5, 1999
   Community and Youth work department 1997-2001
   Community and Youth Consultative Group 1997-1999
   Education department 1996-2001

Box 352
From carton labeled ‘Principal's files re meetings and committees’:
   ICT 1998-2000
   English department 1996-2000
   Estate management, 2 files, 1999-2000

Box 353
Academic Audit committee, 2 files, 1997-1998

Box 354
B. Ed committee, 1 of 3 files, 1991/1992

Box 355
B. Ed committee, 2-3 of 3 files, 1993/1994

Box 356
I.T committee 1993-1997
   Staff Meetings 1994-1996
**Box 357**

In-service committee minutes 1992-1993

Joint In-Service Committee 1989-1995

Undergraduate committee 1994-1995

**Box 358**


Academic Audit committee 1995-1998

**Box 359**

Academic Development and Validating committee, 1-2 of 3 files, Jan 1998-May 1999

**Box 360**

Academic Development and Validating committee, 3rd of 3 files, March 1999-July 1999

Post-graduate Awards Board, 2 files, 1999-2000

**Box 361**

Executive committee, 2 files, 1999-2000

PGCE programme committee 1996-2001

**Box 362**

SMT (Senior Management Team) [also called WMG Westhill Management Committee] minutes and admin files 4-6, 1997-1999

**Box 363**
SMT (Senior Management Team) [also called WMG Westhill Management Committee] minutes and admin files 7-9, 1997-1999

**Box 364**

SMT (Senior Management Team) [also called WMG Westhill Management Committee] minutes and admin file 11, plus loose papers 1997-1999

**Box 365**

SMT (Senior Management Team) [also called WMG Westhill Management Committee] minutes and admin, loose papers 1997-1999

**Box 366**

SMT (Senior Management Team) [also called WMG Westhill Management Committee] minutes and admin, loose papers plus files 12 and 13, c 1998-2000

**Box 367**

SMT (Senior Management Team) [also called WMG Westhill Management Committee] minutes and admin loose papers plus files 14 and 15, 1999-2001

**Box 368**

SMT (Senior Management Team) [also called WMG Westhill Management Committee] minutes and admin loose papers plus file 16, 1999-2001

In-Service Committee 1987-1994

**Box 369**

Accreditation committee 1998-1999

**Box 370**
Westhill College Reports and Statement of Accounts 1971-1972

Newman and Westhill Colleges strategic plan 1989 and 1992

Westhill College strategic plan 1994 and 1995

Transcripts of interviews - Edward Robinson in conversation with various artists 1970s-1980s

**Box 371**

Transcripts of interviews - Edward Robinson in conversation with various artists 1970s-1980s

Pamphlet and typescript copies of articles by Edward Robinson of Manchester College, Oxford, plus some correspondence and notes 1970s-1980s

Faith and Form magazine

Press clippings c 1980