HUGHES HALL
Cambridge

HUGHES HALL
List of College Archives

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Fellow Librarian
August 1989

Modified by Mike Franklin,
Honorary Archivist, based
on notes by Peter Brook,
sometime Honorary
Archivist: Lent Term 2001
List of Contents

The archives have been arranged according to broad categories and a short bibliography, containing published works about Hughes Hall, has been appended

<table>
<thead>
<tr>
<th>New Ref</th>
<th>1 Meetings and Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>2 Financial Matters</td>
</tr>
<tr>
<td>B</td>
<td>3 Legal Documents</td>
</tr>
<tr>
<td>C</td>
<td>4 Board of Education and University of Cambridge, Department of Education</td>
</tr>
<tr>
<td>D</td>
<td>5 College Publications and Materials</td>
</tr>
<tr>
<td>E</td>
<td>6 Miscellaneous</td>
</tr>
<tr>
<td>F</td>
<td>7 Photographs</td>
</tr>
</tbody>
</table>

Bibliography
1 Meetings and Reports

[Admissions Sub-committee  Feb 1898 - Oct 1910 ]  Now in Box A7
Annual Meeting 16 November 1946 Summary of talk by Chairman
of Council (Cambridge Training College for Women)
Annual General Meeting Minutes 1964-1972  Recte 1940–84
"After AGM 1973" Hughes Hall [Handwritten Tasks]

Building Committee Minutes April 1893 - Oct 1894 [Handwritten book]
    "      "    Nov 1894 - Jul 1895

Council Minutes (CTCW) 1893-9
  "      "      Mar 1899 - Dec 1904
  "      "      Dec 1904 - Oct 1909
  "      "      Oct 1909 - 1916
  "      "      1916 - 1920
  "      "      Oct 1920 - May 1925
  "      "      June 1925 - Nov 1929
  "      "      Dec 1929 - Jan 1934
  "      "      Feb 1934 - Dec 1938
  "      "      Jan 1939 - Oct 1942
  "      "      Nov 1942 - Jul 1945
  "      "      Oct 1945 - Nov 1947
  "      "      Feb 1948 - Nov 1951
  "      "      (EPHH) Feb 1952 - Nov 1957
  "      "      Feb 1958 - June 1960
  "      "      Nov 1960 - Nov 1962
  "      "      Feb 1963 - Oct 1985

Council Reports (CTCW) to the AGM 1899-1917
  "      "      from 31 Jul 1936 - 31 Aug 1937 to 1940-1941
  "      "      from 1942-43 to 1945-46
  "      "      from 1947-48 to 1948-49
  "      "      (EPHH) from 1949-50 to 11953-54
  "      "      from 1955-56 to 1983-84

Development Committee Minutes 1971-72

Also contains
Academic Committee 31/10/75–

Also in Box A6
Drawing Room Committee 1887–1922
Education Committee Minutes Nov 1886 - Oct 1890; Oct 1890 - Mar 1895; Mar 1895 - Nov 1898; May 1927 - Dec 1931; Jan 1932 - Feb 1949

Executive Committee Minutes Nov 1898 - May 1902

Extraordinary General Meeting Notice 9 Feb 1961 for 4 Mar 1961
Notice 19 Feb 1968 for 14 Mar 1968
Notice Mar 1973 for 11 May 1973 [Special Resolutions]

First Committee Minute Book 1885-1890 [Handwritten] "Future of the Education Committee" Feb 1950

General Committee Minutes Oct 1890 - Feb 1893
General Meetings Minutes 1893-1940
General Purposes Committee Minutes 1950 - 60; 1961 - Recte 1908-11

House Committee Minutes 1906 - 09; June 1947 - Oct 1950
Also May 1970 - April 1985

Librarian's Rough Book 1950 - 57
Library Accessions Register 1931 - 55
Library Committee Minutes Jan 1950 - Nov 1960

"Opening Ceremony Committee" 1895 Minute Book [Handwritten]

Principal's Reports 1896; 1897; 1901 - 17; 1904 - 32; 1945 - 46

Recommendations of the Sub-committee to consider the duties of Honorary Treasurer and Bursar 1 Mar 1909


Special General Meeting of the Cambridge Training College for Women Saturday 16 October 1948 [Rough draft minutes]

Sub-committee Minutes Dec 1890 - Feb 1892

NB: Education Committee renamed Executive Committee March 1895
2 Financial Matters

Accounts Sept 1887 - 88 "Working expenses..." [Handwritten]
  Treasurer’s Account Michaelmas 1890 - Michaelmas 1891
  1891-1894; 1891 - 1895; 1897 - 1906; 1907 - 1915; (CTCW)
  : Receipts and expenditure for the year ended 31 Jul 1908, 1910,
    1918 (CTCW)
  : Statement for the year ended 31 August 1936 - 38, 1940 - 41,
    1943 - 46, 1948, (CTCW)
  : Statement for the year ended 31 July 1950 - 75, (EPHH)
  : Balance Sheet for year ended 31 July 1976 (EPHH)
  : Notes on the 1975-76 Accounts (EPHH)
  : Statement for the year ended 31 July 1977 -84 (EPHH)
  : Notes on draft College Accounts 1979 - 80 (EPHH) [photocopy]
Annual Guarantee Fund 1910 (CTCW) [Appeal 1908]
Appeal for Donations 1908 (CTCW) [Accompanying Council letter]
Endowment and Sustenance Fund 1902
Expenditure in Removal to Queen Anne’s Terrace 1890 [Handwritten]
Much of this material now un-identifiable: see Revised List above

Fees Book Sept 1887 - 1894

Gilchrist Educational Trust 1915-16 [Correspondence]
Gilchrist Scholarships and Prizes Regulations 1898
Grant Aid Appeals 19 Feb 1896
  : Letters from county councils, institutions etc., in reply
  to appeal for assistance to train 29 women teachers at
  CTCW 1896

Jubilee Building Scheme 1936
  : Report on the Jubilee Building Fund presented
    to the Council November 1936

Library Accounts Book 1933 - 50
Loan Fund Balance Sheet 1902 - 03, 1906 - 08,
Loan Fund Financial Statements and Reports June 1936 - June 1951
Loan Fund Information Leaflet (CTCW)
Loan Fund Minutes 1887 [with loan records]
Loan Fund Record of Loans and Repayments 1889 - 1901
London Loan Fund for the Cambridge Training College for Women Teachers [Leaflet]

Midland Bank Ltd Bank Statements 1954 - 84 [Annual]


-Scholarship Fund Donations (CTCW)
Statement for Pfeiffer Trustees (CTCW)
Subscriptions to Scholarship Fund 1898 [Letters]

"To the Worshipful Company of Vintners" From G.F. Browne, Chairman [Handwritten Appeal]
"To the Worshipful Company of Grocers" [Handwritten Appeal]
"To the Worshipful Company of Skinners" [Handwritten Appeal]
"To the Worshipful Company of Haberdashers" [Handwritten Appeal]
3 Legal Documents

Annual Return of a Company Not Having a Share Capital The Companies Act 1948 'Specimen'
Annual Return notice/reminder for 1930 2 April 1931; for 1931 from the Registrar of Companies to the Secretary CTCW 17 March 1932 The Companies Act 1929
Annual Return information: 17 May 1931 Registrar of Companies to Secretary CTCW

Application to the Council of the Senate to be Recognised as an Approved Foundation of the University of Cambridge December 1984
Approved Foundation Status: Letter from David E.C. Yale (Christ's College) to Sir Desmond Lee 25 Feb 1974
Approved Foundations and Societies [Handwritten]
Articles of Agreement of Staff 1926-28, 1929-30

Code of Practice of Meetings etc. on Hughes Hall premises Oct 1987
Companies Act 1929 Companies Registration Office, 1 Nov 1929 No 56A
[Provisions, Notes, Memoranda]
Companies Act 1948 HMSO
Companies Act 1948: Note from Hon. Secretary, J.M. Creed, to CTC Members of Council requesting personal details under Companies Registration Act 1948 [Handwritten]; 'Particulars of Member of Council'
EPHH
Companies Act 1948 to 1967: "Obligation to Print Certain Documents"
Companies Act 1962 Revision of Fees 27 Oct 1967

Elizabeth Phillips Hughes Hall Company. Members of the Company. [Index with addresses]

"For Extraordinary General Meeting 11.V.73" [Handwritten notes Mrs G. Salt]

Hughes Hall, Cambridge "Particulars of Directors" (i.e. Members of Council) Nov 1977 [Handwritten]

Interpretation of Articles of Association paragraph 23 28 Nov 1977 " " " " " " : Note on agreement [Typed]

Memorandum and Articles of Association
Cambridge Training College for Women Memorandum and Articles of Association 28 Jan 1893
Memorandum of Association of the Elizabeth Phillips Hughes Hall Company. The Companies Acts 1862 to 1890 1950
Articles of Association: Memorandum of Extraordinary General Meeting March 4 1961 [Amendments]
"Change in Memorandum and Articles of Association 1973" [2 pages of handwritten notes by Joyce Salt]
"Checklist of Procedures... for altering Memorandum and Articles of Association" [Handwritten on 5" x 3" card by Mrs J Salt]
Memorandum and Articles of Association of the Elizabeth Phillips Hughes Hall Company 1 July 1985

Add Memorandum and Articles EPHHC 1996 + Ordinances February 1995
Board of Trade, Insurance and Companies Department: Correspondence re. alteration to Memorandum and Articles of Association with:
Department of Trade and Industry, Insurance and Companies
Department: Correspondence re. proposed changes to
Memorandum and Articles of Association with: Mrs Bottrall 1972, Mrs Salt 1973
Registry, University of Cambridge: Correspondence with the Registry:
Miss Wileman 12 Dec 1972 on Draft Grace 6 Dec 1972
[Affiliated Student]; Sir Desmond Lee Nov - Dec 1975 [Statute H, Amendments to Articles, Constitution]

Memorandum of Agreement between the Master and Fellows of Gonville and Caius College and Walter George Bell on behalf of the Training College for Women, Cambridge 6 Aug 1896 [Tenancy]

Printing: Correspondence between Mrs Salt and Mr Plumridge re. Printing Estimate for Re-print with Amendments April - May 1973 [Handwritten]; Record of telephone conversation May 1973
Printing: Notes on printing with page references for alterations; Amended copy of Memorandum and Articles of Association ? Lost

Ordinances Hughes Hall Oct 1987

Regulations for Fellowships Hughes Hall (Articles 32(a))

Special Resolutions of Elizabeth Phillips Hughes Hall Co Companies Act 1948: Specimen of Form of Special Resolutions to be Printed for Filing by Registrar of Companies 10 Mar 1961 [Copy signed by Joyce Salt]
Special Resolutions: Report of EGM 14 Mar 1968
Special Resolutions: Notice of passing of Special Resolutions at EGM 11 May 1973; Letter from Mrs Salt to Mrs Connolly of DTI 15 May 1973
Syndicate on the Relations between the Department of Education and the CTCW. Confidential (2nd revision): Draft Memorandum to be Submitted to the Ministry of Education [c. Nov/Dec 1947 Photocopy Recognised Institution Status]
Board of Education: Correspondence 1905 - 27, 1920 - 22, 1922 - 24
   [Establishment of CTCW, grants, schools for TP]; 1908 -22 [Returns, grant payments]; 1922 -27 [Salaries, pensions]
Board of Education: Pamphlet 1912 on the Training of Women Teachers
Board of Education: Interview with Board of Education April 1940
   [Handwritten document]; Correspondence between Miss Dent and Department of Education, University of Cambridge, Secretary General of the Faculties, the Registrary, and Girton College 1940 re. Interview

Cambridge Certificate in Education. Examination for the Certificate in Education 1934 - 56 Education Syndicate, University of Cambridge
Cambridge Eden Street Evening School HM Inspector's Report 1894
Cambridge Park Street Evening School Summary of Inspector's Report on School and Remarks 1894

Documents and correspondence concerning the establishment of a University Department of Education 1938 - 39

Education Syndicate University of Cambridge, Department of Education Minutes of Meetings Oct 1950 - Oct 1951

Future Relations of the CTC and the University Education Department Sept 1939
Future Relations with the University Education Department - Further Note on Financial Matters Oct 1939

Memorandum by a Sub-committee of the General Board on Certain Matters for Consideration by the Council of the CTCW April 1939
Memorandum Concerning the Position of the CTCW and the Cambridge University, Department of Education
Memorandum of Visit of Representatives of Independent Colleges to Mr Flemming Spring 1948
Memorandum on the Proposals Forwarded by the Council of the CTCW for a Scheme of Union with the University Department of Education
Ministry of Education: Correspondence 1945 - 46 Purchase of 1 & 2 Wollaston Road, Proposed Plan of Alterations to same, Additional Hostel and furniture for it

Oxford University Department for Training of Teachers Note on the Extension of the Four -Year Grants to Women Students

Report of the Committee of the General Board... to Consider the Financial Aspects... Dec 1939


Resolutions as to the Proposed Abolition of the Register of Teachers 1906

Scheme of Union with the University Department of Education. Proposals Forwarded by the Council of the CTCW; Draft of same [Handwritten] Suggested Modifications of the Syllabus for the Examination of Teachers by the Cambridge Syndicate

Supply and Requirements of Graduate Teachers: to Ministry of Education from Mr G N Flemming 1949 with Questionnaire on Numbers and "N.B. On and from October 1st 1949 Cambridge Training College will become a recognised institution of the University of Cambridge... Hughes Hall..."

Training for Teaching [Undated]
Training of Teachers Committee Secondary Teachers: Questionnaire to Training Institutions. Report of the Enquiry Sub-committee 1912

Additional Material in Box D1:
Bank of England Payment 1894; Grant payment 1908–21; Estimate of receipts and payments 1921–2; Correspondence re Salaries; expenses + new Burnham seals 1922–7; Correspondence re salaries + superannuation 1922–5; Correspondence various + a report on salaries + superannuation 1922–6; Indentures between B of E and CTC January 1919 – May 1922; Correspondence 1905–27; Correspondence 1922–7; Particulars of ... for admission to a 2nd training college 1908–20 Return of schools used for training practice 1915–21 Returns + claims for grant 1907–8 to 1921–2
5 College Publications and Materials

Cambridge Training College for Women
Brochure June 1911, March 1920; from June 1921 Postgraduate, Dec 1922, June 1924, Jul 1925, Dec 1926, Jan 1928, Oct 1929, Mar 1931, Jul 1932, Dec 1934

Evening Classes Session 1911-12
Gild Joining Leaflet
Information Leaflet 1908 - 09 and undated
List of Students of the CTC 1885 - 1903
Students Entering the College 1900 - 10 [Numbers]
Students of the CTC 1885 - 1905, 1885 - 1935
Table Showing Number of Students and Their Qualifications

College Register 1893 - 1984 (Including Members of the Company)

Elizabeth Phillips Hughes Hall Company
Hughes Hall Admissions 1958 - 62
Hughes Hall Newsletter 1984 -
Hughes Hall Old Students' Gild 1950 - 64, 1950 - 65 [Bound vol], 1966 - 72, 1973
Hughes Hall Old Students' Newsletter 1975

Index of members of the Company n.d. c. 1960
Hughes Hall Prospectus n.d. c. 1990
Hughes Hall Conferences and meetings n.d. c. 1990
Pamphlets: B. Herbertson, The Pfieffer bequest and the education of women
A hundred years of the Pfieffers 1895–1995:
H. Bradley, Hughes Hall: a short illustrated history:
‘The profile of the girls public day school’ Article by Harriet Dent (Newletter, 1989).
6 Miscellaneous

Applications for Vacant Posts (Mathematics, Geography, Bursarship) [Undated]

Centenary: "In Celebration of Its Centenary The President and Fellows of Hughes Hall Request the Pleasure of the Company of...for Luncheon on Saturday 5 October 1985

College Jubilee Saturday 30 May 1936: Invitation to Summer Meeting and Celebration of College Jubilee CTCW Gild; Order of Proceedings CTCW; List of Names and Addresses with replies; Speakers - acceptances and refusals; Wives of the Syndicate list (Teachers' Training Syndicate)

Course of Six Lectures on the Origins of Modern Education in England Given at CTC Oct - Dec 1909 by Mr De Montmorency [Handwritten]

Details of Women Candidates for Posts in CTC [Brief CVs]

Forms of Agreement: "Bursar's Agreement", "...Lecturers"; Particulars of the Post of College Tutor - "An Agreement for the Appointment of Tutor" HHC 1951

"A Grand Bazaar and Fete Entitled 'The Coming Dress' Tues & Wed 14 & 15 April ... Kensington Town Hall [Printed Programme No year]

Hughes, Elizabeth Phillips Articles [Photocopies] :-
1 Preface to "Education of Girls and Women in Great Britain" by C S Bremner 1897
2 Introduction to "Secondary Teaching" by C Osborn & F B Law 1900
3 "The Training of Teachers" in "Education in the 19th Century" by R D Roberts 1901
4 "The Education of the Majority With Some Account of a Proposed New Type of Secondary School for the Majority" [Undated]
5 Preface to "Child Life in Our Schools" by Mabel A Brown [Undated]
6 "Secondary Education Under the Act of 1902" in "Women Workers - Papers Read at the Conference" Cheltenham Nov 1903
7 "The Probation Service" in "Women Workers - Papers Read at the Conference" Birmingham Oct 1905

Paper on Miss Hughes by Faculty of Letters, Gakushuin University, Japan; Who was Who 1916–28 pp. 527–8 DNB Missing Persons 1993, OUP 1993 pp. 335–6.
8 "A Wider Life for the Teacher" in "New Ideas in Education" Conference Oxford Aug 1918
9 "The Relative Place in Education of Library and Manual Training"

Kelmscott Press: List of Books Presented by George Young Wardle [Handwritten]

Memorandum of 17 April 1978 "To All Fellows - Additions to the List of Those Invited to 'Port Parties': 'P' from HDPL

Original Verses - Handwritten Poems by Students CTC 1892 - 1902

Picture Catalogue CTC 1898 - 99 & undated
Prayers CTCW

The Queen, The Lady's Newspaper 26 Oct 1895 "Opening of the Cambridge Training College for Women Teachers" [Article]

Report on the Fire of Tuesday 6 April and Estimated Allowance for New Furniture and Repairs; Mrs Whetham's Report of the Fire April 1909; Letters on the CTC Fire 1909

Staff Assurance Scheme EPHH 1951

"Testimonial to Miss Hughes" Autographs of Student Roll 1885 - 1899 Illus. "Presented to Miss E P Hughes on Her Retirement from the Principalship of the Cambridge Training College by her Grateful Old Students as a Token of Their Deep Appreciation and Regard." 24 June 1899
Letter to Miss Verini from M G Frodsham about Miss Hughes' Leaving Gift 15 May 1947

Wollaston Road - Access: Correspondence with Gonville & Caius College 1914
7 Photographs

Aerial View of Hughes Hall: 30.5 x 38 cm (2 copies); 25 x 30cm; 24 x 23cm
All black & white

British Council Summer School Aug - Sept 1975 Colour

Catalogue of Hughes Hall College Photographs With Index 1899 - 1900
College Group Photographs July 1933 and 2 undated Black & White

Visit of HRH the Duke of Edinburgh to Hughes Hall 7 Feb 1985: 2 Albums of Colour Photographs and loose prints (B4, 9, 13-15, 17, 18, 21, 26, 29-33; C4-6, 9, 12-14, 18-35; A9 11-12; B 6, 7, 10-12, 16, 19, 20, 23-25, 27)

Miscellaneous early group photographs
Some with Miss Hughes 1885–95; 1895–9 including views of College buildings;
1903–5, 1908, 1910–12; 1915, 1917
Bibliography

Bottrall, Margaret  *Hughes Hall 1885 - 1985*  Cambridge : Rutherford Publications, 1985
Bottrall, Margaret  *Links Between Newnham and Hughes Hall*  in Newnham College Roll Letter  January 1986  pp 33-34

Hughes, M V  *A London Girl of the Eighties*  OUP, 1936  Chapter VI  *Breaking Fresh Ground, 1885; The Furies Amuse Themselves*  pp 115-161

*The Queen, The Lady's Newspaper*  26 Oct 1895  "Opening of the Cambridge Training College for Women Teachers"  [Article]