

WESTMINSTER COLLEGE ARCHIVES

COLLECTION LEVEL DESCRIPTION

Level	Collection
Repository	Oxford Brookes University – Oxford Centre for Methodism and Church History
Doc Ref	
Tree Ref	
Extent	<p>95 linear metres.</p> <p>Arrangement of the Archives</p> <p>The archives are divided into classes, each one denominated by a letter of the alphabet and subdivided further by letters and numbers. The classes are as follows:</p> <p>A: Administrative Records</p> <p>B: Records of the Wesleyan (later Methodist) Education Committee</p> <p>C: Universities of London and Oxford</p> <p>Ch: Chapel</p> <p>D: Board of Education (Ministry of Education/Department of Education and Science)</p> <p>E: Private Papers of Staff and Students</p> <p>F: External validating bodies</p> <p>G: Course Papers</p> <p>H: Miscellaneous</p> <p>K: Films and Filmstrips</p> <p>O: Objects</p> <p>Po: Posters, Theatrical and Concert Programmes, Chapel Cards, etc.</p> <p>Ph: Photographs</p> <p>T: Sound recordings</p> <p>U: Westminster Union Society Records</p> <p>W: Westminster Society [Old Students'] Records</p>
Title	The Westminster College archives
Date	1687-present
Description	The archives of Westminster College, which was

	<p>founded in London in 1851, by the Wesleyan Methodist Church for the training of teachers. Initially women and men were trained until a separate women's college, (Southlands, Wimbledon) was founded in 1872.</p> <p>The college moved from its restricted and outdated buildings in Horseferry Road, Westminster, in 1959, to an extensive site on the western edge of Oxford. In 2000 it merged with Oxford Brookes University.</p> <p style="text-align: center;">***</p> <p>The records comprise a significant quantity of items from the 19th century (and property deeds relating to the Horseferry Road site, dating from 1687-1948) but the predominant holding is post-1920. It is known that some papers were destroyed by bombing in World War 2.</p> <p>The administrative records of the College comprise papers of the Trustees, Governing Body, Principals, Registrars, Bursars, Librarians and Archivists, Academic Board and other College Committee minutes.</p> <p>Sections of records relating to student life at the College include those of the Student Union, Athletic Committee, and Chapel. The majority of this material dates from the 1930s onwards. There are also records of alumni groups, principally the Westminster Club (and its regional branches) which was founded in 1886, and became the Westminster Society in 1991. Publications include <i>Westminster War Bulletin [WW1]</i>, <i>Westminster Club Bulletin</i>, <i>The Westminsterian</i> to the present day.</p> <p>Collections of artefacts include objects, photographs, and audio-visual items. There is a holding of books by, or about, staff and students (formerly known as the 'Ross Archive'). There are also some papers of the Wesleyan and (from 1932) Methodist Education Committees.</p> <p>There is also a collection of works of art, mainly portraits of Principals but including a 1948 view of the College by John Piper.</p>
Access Conditions	The collection may be viewed in the Gibbs reading room (Harcourt Hill campus GG/02).
URL	
Access Status	Open, some restricted or closed files.
Creator Name	Westminster College
Admin History	With a few exceptions, papers are derived from official records or staff of the College and College societies (including the Westminster Society) together with

	personal items from staff or students.
Custodial History	The College was generally efficient in maintaining its records, although disrupted by two major wars. The 1944 firebombing of the Chapel (where many papers were stored) resulted in significant losses. Listed in 1982-1984 by Brigid Allen, with additions made thereafter. Collection level description in 2016.
Arch Note	
Document	
Subject	Methodist church history, training colleges, education history
Person Code	

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Arrangement of the Archives

The archives are divided into classes, each one denominated by a letter of the alphabet and subdivided further by letters and numbers. The classes are as follows:

A: Administrative Records

- A/1 Trustees papers*
 - A/1/a Deeds, maps and plans of the London and Oxford sites.
 - A/1/b Minute books
 - A/1/c Duplicated copies of minutes of meetings of trustees and trustees' subcommittees
- A/2 Papers of the Governing Body
 - A/2/a Minute books
 - A/2/b Duplicated minutes of committees
 - A/2/c Registers of staff
- A/3 Papers of College Principals
 - A/3/a John Scott, 1851-68
 - A/3/b James H. Rigg, 1868-1903
 - A/3/c Herbert B. Workman, 1903-30
 - A/3/d Archibald W. Harrison, 1930-40
 - A/3/e James S. Ross, 1940-53
 - A/3/f H. Trevor Hughes, 1953-69
 - A/3/g Donald W. Crompton, 1969-81
 - A/3/h Kenneth B. Wilson, 1981-96
 - A/3/j Richard G. Ralph, 1996-2000
- A/4 Papers of College Registrars
 - A/4/a Correspondence
 - A/4/b Lists and indexes of students
- A/5 Papers of College Bursars
 - A/5/a Correspondence
 - A/5/b Accounts and other papers
 - A/5/c Additional papers
- A/6 Papers of College Librarians and Archivists
 - A/6/a Librarians' correspondence
 - A/6/b Archivists correspondence
- A/7 Academic Board and Tutors' Meeting Records
 - A/7/a Minutes and proceedings
- A/8 Records of College Committees (other than Academic Board)
 - A/8/a Minutes
 - A/8/b Correspondence
 - A/8/c Duplicate minutes

* Strictly a sub-division of the records of the Wesleyan Education Committee (see B), but arranged separately for greater convenience.

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- A/9/ Miscellaneous College Records
- A/9/a General staff notices

B: Records of the Wesleyan (later Methodist) Education Committee

- B/1 Registers of teachers trained at Glasgow, Westminster and Southlands Colleges
- B/2 Minutes of Managers of Westminster Practising Schools
- B/3 Minutes of various committees

C: Universities of London and Oxford

- C/1 University of London
- C/1/a Copies of visitations by of Westminster College by the Institute of Education, London University
- C/1/b Examination results
- C/1/c Correspondence and circulars

- C/2 University of Oxford
- C/2/a Oxford Institute of Education: Minutes
- C/2/b Oxford Institute of Education: Pass Lists
- C/2/c Correspondence and circulars
- C/2/d Degree validation papers

Ch: Chapel

D: Board of Education (Ministry of Education/Department of Education and Science)

- D/1 Board of Education/Ministry of Education
- D/1/a Circulars
- D/1/b Correspondence
- D/1/c Other papers

- D/2 Department of Education and Science
- D/2/a Circulars
- D/2/b Correspondence
- D/2/c Other papers

- D/3 Miscellaneous Bodies
- D/3/a Reports and circulars
- D/3/b Correspondence and other papers

E: Private Papers of Staff and Students

- E/1 Papers of Staff
 - E/1/a Diaries and personal notebooks
 - E/1/b Notes for lectures and related papers
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- E/1/c Correspondence and obituaries
- E/1/d Unpublished works
- E/1/e Illuminated addresses
- E/2 Students' Papers
 - E/2/a Diaries and letters
 - E/2/b Teaching-practice and school journey notebooks
 - E/2/c Manuscript literary productions
 - E/2/d Lecture notes and related papers
 - E/2/e Indentures, certificates, examination papers and collections of ephemera
 - E/2/f Miscellaneous collections
 - E/2/g Miscellaneous notebooks
 - E/2/h Transcripts of tape-recorded reminiscences of Old Westminsterians
 - E/2/i Unpublished manuscript reminiscences of Old Westminsterians
 - E/2/j Obituaries of former students
 - E/2/k Auxiliary material

F: External validating bodies

- F/1 Council for National Academic Awards (CNAA) Papers
- F/1/a Copies of submissions and related papers
- F/2

G: Course Papers

- G/1 Syllabuses and Course Material
- G/1/a Syllabuses
- G/2 Examination papers
- G/3 Inspections

H: Miscellaneous

- H/1 Miscellaneous
- H/1/a Preacher's records

K: Films and Filmstrips

- K/1 16mm Black and White films
- K/2 16mm Colour films
- K/3 Filmstrips
- K/4 Videos

O: Objects

- O/1 Sporting and other garments
- O/2 Badges
- O/3 Ephemera

Po: Posters, Theatrical and Concert Programmes, Chapel Cards, etc.

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Ph: Photographs

- Ph/a College Albums
- Ph/b Year Groups
- Ph/c Students' Union Photographs
- Ph/d Group Photographs, c.1868-1908
- Ph/e Group Photographs, c.1865-1927
- Ph/f Group Photographs, c.1930-58
- Ph/g College in Evacuation, 1939-44
- Ph/h Large Sporting Photographs
- Ph/i Sporting Photographs, up to 1958
- Ph/j Sporting Photographs, from 1959 onwards
- Ph/k Musical groups
- Ph/l Buildings and Grounds
- Ph/m Student activities
- Ph/n Ceremonial Occasions
- Ph/o Reunions; Student Club Dinners; Individual O.W.s
- Ph/p Westminster Practising Schools and Millbank Council School
- Ph/q Individual Student and House Photographs
- Ph/r Portraits
- Ph/s College Dramatic Performances
- Ph/t Miscellaneous Large Photographs
- Ph/u Slides

T: Sound recordings

- T/a Cassette tapes

U: Westminster Union Society Records

W: Westminster Society [Old Students'] Records