

**CLASS: Administrative Records**  
**SECTION: Trustees Papers**  
**REFERENCE NUMBER: A/1**

A/1/a/1-39	Trust deeds for Moody's Gardens, formerly described as 1½ acres of land in the Vine Garden Ground, Westminster, the nucleus of the site of Westminster College.
A/1/a/40-93	Trust deeds for Horseferry Road, northern section: No. 4,5 and 6, demolished soon after they were purchased in 1847 by the Trustees of the College, and numbers 132, 134, 136 and 138, immediately to the north of these.
A/1/a/94-155	Trust deeds for Horseferry Road, southern section: No. 7,8 and 9 (later 130, 128 and 126).
A/1/a/156-203	Trust deeds for Medway Street.
A/1/a/204-222	Trust deeds for New Peter Street, Chadwick Street and miscellaneous.
A/1/a/223-230	Foundation and general deeds.
A/1/a/231-246	Maps and plans, including those of Westminster College, North Hinksey, and adjacent areas.
A/1/a/247-	Appendix.
A/1/b/1	Trustees Minute Book, 1883-1924
A/1/b/2	Trustees Minute Book 1924-1933
A/1/c/1	Minutes of meetings of Trustees and Standing Committee, 1951-55
A/1/c/2-4	Minutes of meetings of Westminster/Oxford Sub-Committee, 1954-59
A/1/c/5	Minutes of meetings of the Westminster/Oxford Sub-Committee and the Westminster College Development Committee, 1959-63
A/1/c/6	Minutes of meetings of Westminster College Development Committee (mainly duplicates of 5, with additional papers), 1959-63.

**CLASS: Administrative Records**  
**SECTION: Papers of the Governing Body**  
**REFERENCE NUMBER: A/2**

A/2/a/1	Minute Book, 1909-20
A/2/a/2	MISSING
A/2/a/3	Minute Book, 1929-40
A/2/a/4	Minute Book (Bristol Emergency Committee), 1939-45
A/2/a/5	Minute Book, 1945-55
A/2/a/6	Minutes and Reports, 1953-
A/2/b/1	Minutes of House and Finance Committee, Westminster College, 1938-39
A/2/c/1	Register of staff, Westminster Training College (dates are those of earliest and latest appointments recorded), 1875-1937.
A/2/c/2	Duplicate of <b>1</b> .
A/2/d/1	Papers relating to Instrument of government. 1966-67.
A/2/d/2	Instrument and Articles of government, 1990

**CLASS: Administrative Records**  
**SECTION: Papers of Principals of Westminster College**  
**REFERENCE NUMBER: A/3**

**Papers of John Scott (Principal 1851-68)**

- |         |  |
|---------|--|
| A/3/a/1 | Certificate confirming oaths of allegiance and supremacy and declarations against Popery and in favour of the Christian Faith, 1812.       |
| A/3/a/2 | Duplicate of <b>1</b> .  |
| A/3/a/3 | Letters regarding a £7,000 grant for the foundation of a Wesleyan Normal College and Practicing Schools at Westminster, 1849.              |
| A/3/a/4 | Duplicate and typescript of <b>3</b> .   |
| A/3/a/5 | Extracts from the minutes of the Wesleyan Education Committee appointing John Scott the first Principal of the new Wesleyan College, 1851. |

**Papers of J.H. Rigg (Principal 1868-1903)**

- |         |  |
|---------|--|
| A/3/b/1 | Set of College rules signed by Rigg, 1894 [MISSING]. |
|---------|--|

**Papers of Herbert B. Workman (Principal 1903-30)**

- |           |   |
|-----------|---|
| A/3/c/1-2 | Principal's Log books, 1903-14  |
| A/3/c/3   | Items found in <b>2</b> : Library Catalogue; College Timetable; Roll of Honour from the First World War; Westminster War Bulletin, loose copies; Outline of future engagements (1914-16). |
| A/3/c/4   | 'Rules and Usages', 1906.   |
| A/3/c/5   | Admissions applications, 1921-23  |
| A/3/c/6   | Testimonials about students and former students, 1921-23  |
| A/3/c/7   | Letter from Workman to the City Valuer about the supposed sale of the College to the Post Office, 1939.   |
| A/3/c/8   | Letter from Workman regarding Students' Funds, 1924.  |
| A/3/c/9   | Westminster Training College War Bulletin, 1916-19  |

### **Papers of Archibald Walter Harrison (Principal 1930-40)**

A/3/d/1	General Correspondence, 1932-39.
A/3/d/2	Reports etc. concerned with teacher training circulated within the University of London, 1932-39.
A/3/d/3	Copies of accounts and financial statements of Westminster College, 1933-37.
A/3/d/4	Illustrated off-print of 'Westminster College, by the Principal'.
A/3/d/5	Minutes of meetings of, and summaries of papers given before, various religious societies and conferences.
A/3/d/6	Copy of "War-Time Dispersal of Westminster College" by A.W. Harrison ( <i>Methodist Recorder</i> , 23 <sup>rd</sup> November 1939).
A/3/d/7	Letters to Harrison regarding James Smetham, and notes on Smetham by Mrs. Harrison, 1936-55.
A/3/d/8	Copies of correspondence with members of College Staff, 1935-38.

### **Papers of J.S. Ross (Principal 1940-53)**

A/3/e/1	Memorandum from Ross, as Master of Method, about preparations for his lessons, 1925.
A/3/e/2	Postcard from a student, apologising for lateness, 1929.
A/3/e/3	Letter from a student about teaching practice arrangements, 1933.
A/3/e/4	Correspondence regarding the College organ, 1939-53. Also, financial statements of the War Memorial fund, 1924 and 1952, and donations by students to the Organ Fund, up to 1940.
A/3/e/5	Copies of Ross' wartime newsletters to students and former students of Westminster College, 1941-45.
A/3/e/6	Volumes of testimonials about students and former students of Westminster College, 1942-61.
A/3/e/7	Correspondence regarding disciplinary procedures, 1947. [CLOSED]
A/3/e/8	Correspondence regarding <i>The Story of Westminster College, 1851-1951</i> , 1949-51.
A/3/e/9-10	Papers regarding the College's centenary celebrations, and the visit of H.R.H. The Princess Elizabeth, 1950-51.
A/3/e/11	Obituary to J.S. Ross, and the Order of Service for his memorial service, 1975.
A/3/e/12-13	Files of testimonials about former students, 1949-55 and 1948-53. [CLOSED].

### **Papers of H. Trevor Hughes (Principal 1953-69)**

A/3/f/1	General Correspondence, 1954-63.
A/3/f/2-3	Correspondence with the University of Oxford regarding the relocation of the College, 1953-4 and 1955-58.
A/3/f/4	Correspondence with the Oxford Department of Education regarding the relocation of the College, 1954-60.
A/3/f/5	Correspondence with the Ministry of Education, and copies of correspondence between the Ministry and the Methodist Education Committee regarding the administration of Westminster College, 1959-63.
A/3/f/6-7	Correspondence and notes of meetings with Messrs. Seely and Paget, architects of Westminster College, Oxford, 1954-58 and 1959-62.
A/3/f/8-11	Papers relating to the building of Westminster College, Oxford, 1956-62.
A/3/f/12	Papers relating to the official opening of Westminster College, Oxford, 1960.
A/3/f/13	Account of the history of Westminster College from 1953 to 1959, including part of a speech made by Hughes at the College's official opening in Oxford, c.1960.
A/3/f/14	Correspondence and circulars relating to the probable form of the BEd. after its recommendation in the Robbins Report of 1963, 1963-69.
A/3/f/15	Register of Students, 1963-65.
A/3/f/16	Letters of application to the College, 1964-5.
A/3/f/17	Correspondence with the Department of Education and Science about increases in staff, 1966-68.
A/3/f/18-21	Files of testimonials, 1956-59.
A/3/f/22	Letters inviting H.M. The Queen, or H.R.H. The Duke of Edinburgh to the official opening of Westminster College, Oxford, 1960.

### **Papers of Donald Crompton, Principal 1969-81 (A/3/g)**

A/3/g/1 -3	Minutes of meetings of the Oxford Delegacy for Educational Studies, its related committees and related correspondence. 1967-78.
A/3/g/4 -5	Papers of, and other material relating to, the Oxford Delegacy for Educational Studies Area Training Organisation Sub-Committee of Enquiry into teacher training. Including a paper by Crompton on 'The Purpose of a College of Education'. 1970-71.
A/3/g/6	Correspondence and papers regarding the future of the Oxford validated BEd. degree. 1969-71.

A/3/g/7	Papers of the Oxford Delegacy for Educational Studies Degree Committee and the Students' Liaison Sub-Committee. 1970-79.
A/3/g/8	Internal memoranda etc. and correspondence with other training colleges regarding the future of the BEd. and Postgraduate Certificate of Education courses, 1971-78.
A/3/g/9	Correspondence regarding the future of the BEd. degree in light of the James Committee's report, 1971-72.
A/3/g/10	Correspondence regarding the future of the BEd. degree in light of the White Paper 'Education: A Framework for Expansion', and papers of the Delegacy working party on training college submissions to the General Board, 1973-75.
A/3/g/11-12	Papers considering future co-operation between the University and local teacher training colleges, 1975-77.
A/3/g/13	Copies of official publications concerning teacher training, including the James Committee's report (1972), 'Education: A Framework for Expansion' (1972) and the Oxford University 'Report of the Joint Committee on Teacher Training' (1973).
A/3/g/14	Correspondence with officials at the University of Oxford, 1971-78. [CLOSED]
A/3/g/15	Reports on debates relating to teacher-training colleges in Congregation, and related papers, 1973-75. [CLOSED]
A/3/g/16	Correspondence about the campaign on behalf of teacher-training colleges preceding the debates of 1973-75. [CLOSED]
A/3/g/17	'Westminster College: Relationship with the University', a paper written by Crompton regarding the Oxford/Westminster relationship between 1971 and 1978. [CLOSED].
A/3/g/18	Correspondence with students regarding their exam results, 1969-80. [CLOSED]
A/3/g/19	Miscellaneous papers regarding the BEd. degree, 1970-80.
A/3/g/20	Minutes and informal reports of the Westminster College BEd. Committee, and correspondence with its committee, 1970-75.
A/3/g/21	Correspondence and memoranda regarding the tuition of training-college students, 1970-72.
A/3/g/22	General correspondence, 1976-79. [CLOSED].
A/3/g/23	Correspondence regarding the installation of closed-circuit television (CCTV) at the College, 1967-75.
A/3/g/24	Correspondence with the Methodist Education Committee regarding amendments to the Instrument of Government, 1968-70.

A/3/g/25	Correspondence regarding exchange visits by Westminster College students, 1969-76.
A/3/g/26	General correspondence with the Methodist Education Committee, 1969-76.
A/3/g/27	Correspondence with the Methodist Education Committee about student grants, 1970-80.
A/3/g/28	Correspondence regarding the future of the BEd. degree, 1971-78.
A/3/g/29	Papers of a conference of principals of colleges of higher education held at York, July 1970.
A/3/g/30	Correspondence with the Association of Teachers in Colleges, and the booklet 'Higher Education and Preparation for Teaching', 1970.
A/3/g/31	Papers connected with the appointment of a new headmaster at Queen's College, Taunton, 1973. [CLOSED]
A/3/g/32	Invitations issued to the College Principal, 1974-78.
A/3/g/33	Correspondence regarding the possibility of ministerial training at Westminster College, 1978-79.
A/3/g/34	General correspondence, 1971-
A/3/g/35	Minutes of the teaching and research committee of the Delegacy for Educational Studies, and the minutes of the Delegacy, 1967-78.
A/3/g/36	Minutes of the professional committee of the Delegacy for Educational Studies, 1967-78.
A/3/g/37	General file of papers, including copies of correspondence connected with the 1972 White Paper on teacher-training and its immediate aftermath at Oxford and in its associated teacher-training colleges, 1971-73.
A/3/g/38	Papers of the Oxfordshire County Council Joint Working Party on the future development of higher education in the Oxford area, and related correspondence, 1972-3.
A/3/g/39	Papers relating to applications for the post of the Head of the department of Educational Studies at the College, 1975. [CLOSED]
A/3/g/40	Correspondence relating to job references for former students, 1975-81.
A/3/g/41	Notice of a memorial service for Donald Crompton. Appreciations of Crompton from the Westminster Club Bulletin and the Methodist Recorder, 1983-84.
A/3/g/42	Article on Crompton from the Oxford Times, 1981.

**CLASS:           Administrative Records**  
**SECTION:       Registrars' Papers**  
**REFERENCE NUMBER:    A/4**

- A/4/a/1                   ‘Roll of Men in the King’s Forces’. A Register of students and former students who served in the First World War, with details of service, 1914-20. Also a printed ‘Record of Service in the Great War, 1914-1919’. 3 copies. Also an alphabetical listing of Wesleyan teachers.
- A/4/a/2                   Alphabetical register of students, 1860-1939.
- A/4/a/3                   Autograph book containing signatures of students and college officers with their places of origin. Initialled ‘J.S.R.’ (J.S. Ross), 1908-29.
- A/4/a/4-6               Registers of students, 1931-37.
- A/4/a/7-12              Registers of students, 1945-81 (incomplete series).
- A/4/b/1                  Card-Index of Old Westminsterians who attended the College before 1914, and of deceased Westminsterians.
- A/4/c/1                  Lists of students registering for the Oxford B.Ed. degree and related correspondence with the Oxford University Department of Educational Studies, 1976-79.
- A/4/d/1                  Class-list for second year Christmas examinations, 1884.
- A/4/d/2-3               Westminster College Directory of former students, 1938 and 1949.



**CLASS: Administrative Records**  
**SECTION: Papers of Bursars of Westminster College**  
**REFERENCE NUMBER: A/5**

A/5/a/1	Account book of staff salaries, 1910-45.
A/5/a/2	Account book for the Westminster College Trust Estate, 1941-57.
A/5/a/3	Miscellaneous statements of accounts, 1940-58.
A/5/b/1	Papers relating to the use of Westminster College during the Second World War, and claims made for compensation for damage, 1938-43.
A/5/b/2	Papers relating to wartime damage to the College buildings, 1944.
A/5/b/3	Papers relating to the de-requisitioning of Westminster College, and the re-equipping of the college for use, 1945-58.
A/5/b/4	Report on buildings required in the event of the College relocating to Elmstead Woods, Kent, c1950.
A/5/c/1	Agreement between the Methodist Education Committee and the RAF for the letting of the college sports grounds at Tooting, 1940.
A/5/c/2	Copy of <i>Noteworthy</i> (issued by the Ministry of Information), 26 <sup>th</sup> April 1940; Ministry of Food stamps for soap; circular about butter and margarine rationing, 1940-48.
A/5/c/3	Instructions to ARP Officers, Westminster District, 1940.
A/5/c/4	London County Council map for No.3 Brigade Fire Station (Pimlico) showing location of bombs dropped during 1940-41 Blitz period, c1941.
A/5/c/5	Land Registry Map with stickers indicating location and type of bombs dropped on Westminster 1939-45.

**CLASS: Administrative Records**  
**SECTION: Papers of Librarians and Archivists**  
**REFERENCE NUMBER: A/6**

A/6/a/1	Librarian's Reports, 1965-69.
A/6/a/2	Memoranda, minutes, notes and correspondence connected with the proposal to appoint an archivist at Westminster College, 1980.
A/6/a/3	Copies of Archivist's reports and papers on the archives, 1982-83. MISSING
A/6/b/1-2	Correspondence regarding archival accessions, 1951-83.
A/6/b/3	Correspondence regarding archival accessions, 1983-85. MISSING

**CLASS: Administrative Records**  
**SECTION: Academic Board and Tutors' Meeting Records**  
**REFERENCE NUMBER: A/7**

A/7/a/1-2	Minute-book of the Academic Board, 1950-67.
A/7/a/3	Minutes and proceedings of the Academic Board, 1967
A/7/a/4	Minutes and proceedings of the Academic Board, 1968. MISSING
A/7/a/5-15	Minutes and proceedings of the Academic Board, 1969-81.

**CLASS: Administrative Records**  
**SECTION: Records of College Committees (other than Academic Board)**  
**REFERENCE NUMBER: A/8**

A/8/a/1	Admissions and Records Committee, 1970-76.
A/8/a/2-3	BEd. Course Control Committee, 1976-78.
A/8/a/4-6	Buildings Committee, 1969-79
A/8/a/7-8	Catering Sub-Committee, 1971-75.
A/8/a/9	Certificate Committee, 1968-75.
A/8/a/10	Working Party on College Courses, 1967-73.
A/8/a/11	Course Development Unit, 1973-74.
A/8/a/12	Course Development Committee, 1974-79.
A/8/a/13	Educational Resources Committee, 1971-74.
A/8/a/14	Educational Technology Committee, 1969-74.
A/8/a/15	Finance Committee, 1969-79.
A/8/a/16	Academic Finance Committee, 1970-80.
A/8/a/17-18	Heads of Subjects Committee, 1971-77.
A/8/a/19	In-Service Committee, 1969-75.
A/8/a/20	Library Committee, 1969-77.
A/8/a/21	Playing Fields Committee, 1969-77.
A/8/a/22-23	Post-graduate Committee, 1970-79.
A/8/a/24	Professional Committee, 1972-75.
A/8/a/25	Resources Management Committee, 1973
A/8/a/26	Resources Committee, 1976-80
A/8/a/27	Schools Committee, 1969-75.
A/8/a/28	Staffing and Timetabling Committee, 1979-80. MISSING
A/8/a/29	Student Progress Committee, 1970-78.
A/8/a/30	Student Workshop Committee, 1973.
A/8/a/31	Technicians' Committee, 1971-73.
A/8/a/32	Theatre Committee, 1971-73.

A/8/a/33	Working Party on College Reorganisation., 1973-77.
A/8/a/34	Domestic Committee, 1975-78.
A/8/a/35	Research Committee, 1980. MISSING.
A/8/b/1-2	Correspondence and papers regarding proposals for a 'forest garden', 1973-79.
A/8/c/1	Duplicate minutes of the Academic Board and College Committees, 1975-79. MISSING.