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| **Glasgow School of Art: Governors Minute Books 1949-1959** |
| Understandably perhaps, the size and comprehensiveness of the GSA institutional archive provides a unique and critical insight into the development of the School since its inception in 1845. Within the archive itself, information contained in the GSA Governors' papers (series ref: GSAA GOV 2) highlights the most significant events in the School's history.  In the years immediately after the Second World War one of the key tasks for the Governors was to ensure that the necessary repairs to the Mackintosh Building, deferred in part by the limitations of resources during the War, could now be completed as swiftly as possible. At a meeting of the Joint School and Staff and Finance Committees on 31 March 1950, members were advised of the on-going damage being caused by water ingress through the roughcast on the south facade of the building (first noted in 1946). This now required urgent attention as failure to act posed a substantial risk of further damage to the structural fabric elsewhere in the building. Despite the urgency surrounding the repairs, it was to be the end of the year before work, totalling over £5000, gained final approval and funding from the Scottish Education Department and this was confirmed at a meeting of the School and Staff Committee on 14 November 1950.  Less than a year later at their meeting on 8 August 1951, the members of the Joint School and Staff and Finance Committees were advised to approve the appointment of a Part-time Visiting Master of Works - a post that would require the appointee to "visit the School periodically to report on any matters concerning the fabric which might require attention".  By late 1958 and as part of a wider reorganisation of the School committee structure, a dedicated Fabric Committee was established, with Mr A Graham Henderson, as School architect, acting on behalf of John Keppie Henderson and J L Gleave Architects, one of the appointed members. At the Extraordinary Meeting of Governors of 2 October 1958, the remit of the Fabric Committee was outlined as dealing with “All matters pertaining to the day to day upkeep of the School Buildings”.  The role and function of this particular committee was to prove invaluable. As plans for a further extension to the GSA campus on the north side of Renfrew Street (the eventual Foulis Building) were being actively pursued, in the late 1950s, the growing pressure on the School's wider estate becomes increasingly apparent.  This time period also reflects early recognition by GSA itself of the importance of the Mackintosh legacy to the School. In 1946, the setting up of a dedicated display of Mackintosh furniture, in what later became known as the Mackintosh Room was clearly a significant event. However, the Governor’s minutes throughout the 1950s highlight the start of a much broader appreciation, by the School, of Mackintosh's involvement with the building.  In 1953, and after much lengthy debate, plans were put forward to repair the leaking, inner-glazed skylights in the first floor museum. In an extract from the Joint School and Staff and Finance Committees meeting held on 18 May, it was suggested by the School’s architects John Keppie Henderson and J L Gleave that “timber plates fixed on the underside of the metal spars would ensure that the internal appearance of the skylight would remain as originally designed by Charles Rennie Mackintosh”.  Even more surprising perhaps was the approach taken by Governors when in 1952 it was announced that a prize fund of £5/5/0 had being made available to support a competition amongst the Design students for the commissioning of a new Board Room table. Significantly, it was agreed that the prize be awarded on the condition that the design “should be in keeping with the Mackintosh tradition” and “should be capable of being carried out economically”. The winning design was put forward James Stevenson Hooper, a third year student, and is probably the earliest known example of furniture being deliberately made in the ‘Mackintosh style’. The table remains within the School.  The extracts listed below have been taken from Governors’ minutes covering the period 1949-1959 (GSAA GOV 2/20 - 2/24) and are a continuation of information gleaned from earlier committee papers covering the period 1909-1949, available online at http://radar.gsa.ac.uk/3777/.  Peter Trowles  Mackintosh Curator  Glasgow School of Art  January 2016 |
| **GSAA GOV 2/20**  **Minute Book: Aug 1949 – June 1952** |
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| **Meeting of School and Staff Committee 12/8/1949**  **Electrical Re-wiring of Main Building:** References detailed discussion of rewiring main building including proposed move to the “change-over of the elevator equipment to Alternating Current” at a cost of £318. (p.1-3)  Summary Tender (for Electrical Installation) Submitted by Messrs Alex Lindsay Ltd:  Item 7 references need to purchase ‘Rectifier’ to operate electric clocks. The cost of the unit, at £26.10.0., had been obtained from the Synchronome Company (p.3c) |
| **Meeting of School and Staff Committee 11/11/1949**  **Front Railings – Main Building:** “There was submitted a letter from the School Architects together with an estimate from Messrs. Steele & Company, Clyde Works, Ltd for dealing with the difficulty at the front railings, Main Building, where the balusters of these railings were so widely spaced that children were able to get between them and so on to the roofs over the area, thereby doing damage to the School property. It was explained that in addition, the children climbed up at the ends and tore off the ornamental metalwork at the main balusters.  A drawing laid before the Meeting showed one additional baluster between every two existing, which, the Architects stated, would effectually prevent children getting through. It was also stated that by the arrangement of balusters as shown, the children would not be able to climb up at the curved ends.  To deal with the matter of the removal of the ornamental ironwork, the Architects suggested that a band be fixed round on the tops of the vulnerable parts.  The Architects stated that they had given very careful consideration as to how their proposals would affect the design of the existing railings and were of the opinion that, while it would obviously affect the appearance of the railing, it would not detract from the basic principles of its design.  Messrs Steels & Company’s estimate for dealing with the railings amounted to £122.4.0 and for the replacement and safeguarding of the ornamental features, £45.8.0.  The Meeting considered other methods for dealing with the matter , but finally decided to recommend that the method proposed by the School Architects be adopted and that, subject to the approval of the Scottish Education Department, the offer by Messrs. Steele & Company, amounting to £167.12.0 be accepted. (p.8) |
| **Meeting of the Finance Committee 11/11/1949**  **Recommendations from School and Staff Committee:**  (f) Front Railings- Main Building. That the proposals by the School Architects for the provision of additional railings in front of the Main Building and for replacement and safeguarding of the ornamental features, at a cost of £167.12.0. be agreed to, subject to the approval of the Scottish Education Department. (p.11) |
| **Meeting of the School and Staff Committee 24/5/1950**  **Electrical Re-wiring of Main Building:**  References cost of re-wiring building (p.42)  **Rough-Cast etc. Repairs – Main Building:** “The Chairman explained that at the Joint Meeting of the School and Staff and Finance Committees held on 31 March, the School Architects had been instructed to obtain estimates for the repair of the rough-cast on the south elevation of the Main Building. He invited Mr A Graham Henderson to speak on this matter.  Mr Henderson explained that in order to determine exactly what should be done, his firm had consulted with experienced tradesmen and had made a draft specification on which tenders could be invited, but prior to inviting tenders and in order to get preliminary approval for the necessary expenditure, a probable cost had been obtained from a surveyor based on this specification (For details see Appendix “B”).  He pointed out that while the rough-cast work was the major item, allowance had had to be made for repairing certain defective parts which could only be determined on closer examination after the erection of the scaffolding.  Mr Henderson reported that also included in the draft specification were items for dealing with the stone frontages to Scott Street and Dalhousie Street although while it would be desirable to do the work on those two frontages at the same time as the work on the south elevation, this might be deferred.  Having Head Mr Henderson and the opinions of Mr Wylie and Mr Stewart, it was agreed that the School Architects should satisfy themselves that the provision made for general items in the surveyor’s report was adequate and thereafter furnish the Secretary and any amendments.  It was also agreed to recommend that subject to any such amendments, the whole work on the three elevations referred to should be proceeded with, subject to the approval of the Scottish EducationDepartment.  Mr J. Arnold Fleming suggested and it was agreed, that when writing to the Department, the Secretary should invite the Department to send their Technical Officer to meet the School Architects, to go into the matter and to discuss andy points arising. (p.44) |
| **Half-Yearly General Meeting of Governors 14/6/1950**  **Arising from Minutes:**  (a) Page 4. Paragraph 5(b) Proposed Internal Telephone Installation. “Referring to this matter, the Director reported that since the Meeting on 24 May, he found it desirable to add two additional points in the proposed internal telephone installation, to the fourteen already provided for, and he had requested the Electrical Consultants to ascertain what additional cost would be involved. At the Chairman’s suggestion, it was agreed that the sixteen point installation be authorised at an over-all cost of £400.”  (b) Page 5. Paragraph 6 Rough-cast, etc. Repairs main Building. “With regard to the Rough-cast, etc. repairs on the Main Building, the Secretary reported that he had now received from the School Architects a revised probable cost for this work amounting to £5,600 (including Professional Fees £50). This was noted.  On the suggestion of Mr Innes, it was agreed that when the proposed meeting between the School’s Architects and the Technical Officer took place, the question of appointing a Clerk of Works to supervise the work should be raised.” (p.60) |
| **Extra-Ordinary Meeting of Governors 18/7/1950**  **Arising from Minutes:**  (a) Page 2 Paragraph 4(b) – Rough-cast etc. Repairs – Main Building  References appointment of Messrs A.L. Currie & Brown, Surveyors to proceed with detailed specification and schedule for the works required. (p.66)  **Electrical Re-Wiring of Main Building – Financial Arrangements**  References proposed arrangements to fund implementation of electrical re-wiring (£9000). (p.67)  **Fire Precautions – Equipment**  References recommendation to replace existing fire hoses (p.71) |
| **Meeting of Joint School and Staff and Finance Committees 22/9/1950**  **Rough-cast, etc. Repairs – Tenders:** “The Chairman explained that the Extra-ordinary General Meeting of Governors held on 18 July 1950, had instructed the preparation and issue of a detailed specification and schedule for the various works required in connection with the proposed Rough-cast, etc. repairs on the South, East and West Frontages of the Main Building, which had already been approved in principle by the Scottish Education Department. He then invited Mr a Graham Henderson to speak.  Mr Henderson explained that a comprehensive scheme for the necessary repairs to the fabric of the Main Building had been submitted to the Governors in 1946, when the more urgent work had been authorised; had been deferred at that time but which now must be considered urgent.  Mr Henderson stated that the tenders taken included for the scaffolding required, the stripping and replacement of the existing rough-cast from the rear elevation (South), the cleaning down and repair of the stone elevations to Dalhousie and Scott Streets (East and West) and sundry other repair work to the existing building, including repairs to windows, and painter work. Provision had been made in the Schedule for removal of the Steel Windows (other than certain windows which had been renewed in 1947) although this had not been included in the proposals previously submitted to the Governors and the Scottish Education Department. While the renewal of those steel windows might be deferred at this time, Mr Henderson opined that it would be more satisfactory to have this work done when scaffolding was being erected for the other works and this would probably be economical in the long run. The sum include for renewal of the steel windows was approximately £1200.  Mr Henderson reported that of seven firms invited to tender for the work, the following four firms had submitted completed tenders:  Amount of Offer as checked  1. George Rome & Co (Glasgow) Ltd £5,287.18.10d  2. R Y Ritchie & Co Ltd £5,427.17.0d  3. John McLaren Ltd £6,067.5.0d  4. William Walker & Sons(Glasgow) Ltd £6,350.17.4d  He recommended that the lowest offer, namely, that of Messrs George Rome & Co. (Glasgow) Ltd., amounting to £5,287.18.0d should be accepted. This was agreed and the Secretary was instructed when submitting this to the Scottish Education Department for approval, to inform the Department of the inclusion of the work of renewing the steel windows which had not previously been reported on.  Mr Henderson, in reply to a question, stated that a Clerk of Works would be provided to supervise the work.” (p.77)  **Fire Fighting Equipment – Tenders**  References tendered costs for new equipment (p.77)  **Painter Work – Railings – Main Building:** “Mr A Graham Henderson reported that the additional railings provided to prevent children from climbing through the existing railings and causing damage to the School property had now been installed and that it was desirable that the complete railings should be repainted to preserve them from rust. An estimate of £56 had been obtained for scraping, wire- brushing, and painting the railings, lamp and brackets.  Having heard Mr Henderson, it was agreed that this work should be done, subject to approval of the Scottish Education Department. “ (p.78)  **Proposed appointment of Visiting Master of Works:** “A proposal for the appointment of a Part-Time Master of Works who would visit the School periodically to report on any matters concerning the fabric which might require attention was referred to Mr A Graham Henderson form consideration and report.” (p.79) |
| **Meeting of School and Staff Committee 14/11/1950**  **Rough-cast, etc. Repairs – Replacement of Metal Windows**: “The Chairman reported on 5 October that the Scottish Education Department had approved the cost of the Rough-cast, etc. repairs at the Main School Building with the exception of the replacement metal window, pending inspection and report by the Department’s Technical Officer; that since that date the School’s Architect had met the Department’s Officer at the School and had examined the windows concerned. After that meeting the School’s Architects had informed that in addition to the windows included in the schedule, other three windows should have been similarly dealt with, but that if all these windows were replaced by steel windows instead of steel windows in bronze frames, the estimated cost would be considerably reduced, namely, from £1,606.8.7d to £929.18.9d. On the Architect’s recommendation the Department have now agreed to the replacement of all the steel windows concerned as suggested by the School Architects.  This report was noted. The Secretary stated that the Department had now advised that the work could be proceeded with.” (p.83) |
| **Extra-Ordinary General Meeting of Governors 6/2/1951**  **Scheme of Repairs – Main Building**: “On the suggestion of the Chairman, it was agreed that the School architects be instructed to prepare a report with estimate of Probable Cost on the outstanding items contained in the Programme of Repairs etc., submitted to the Governors in November 1946. It was understood that the main items concerned referred to Painter-work and Decoration, both internal and external which could be bets carried out during the Summer Vacation, if the necessary license could be obtained. It might be necessary, of course, to spread the work over two years, depending on the amount of the Probable Cost.” (p.108) |
| **Meeting of Joint School and Staff and Finances Committees 18/5/1951**  **Painter-work Janitor’s Houses:**  **(**b) House at 11 Dalhousie Street, occupied by R. Leggat  The Secretary reported that on 1 July 19149 the School and Staff Committee had approved estimates amounting to £130 for certain improvements at the Janitor’s House at 11 Dalhousie Street which included a provision of £5 for re-decoration.  The final account for the re-decoration had amounted to £161.15.6d and had been reduced by arrangement between the School’s Architects and Messrs. Guthrie and Wells, to £140.  In the School Architects’ letter explaining the excess, it was stated – “It should be noted that this amount (£140) covers the whole painter work of the house, and not only the kitchen and scullery, for which a sum was allowed, when the new window was put in at scullery and fireplace altered in kitchen. The additional painter work was necessary and should be regarded, therefore, as a first instalment of the general painter-work throughout the School, for which we are now preparing estimates. The work in the Janitor’s House could not be left until such time as general painter work was being done if the house was to be reasonably habitable.  The Secretary stated that the account for £140 has not been paid pending approval by the Governors and the Scottish Education Department.  Having heard the Architect’s explanation of the reasons for the excess, it was agreed that the account should be paid, subject to approval of the Scottish Education Department.” (p.117) |
| **Meeting of Joint School and Staff and Finances Committees 11/6/1951**  **Painter-work Estimates:** “Mr Mavor submitted a Statement of Probable cost of Painter Work in the Main School Building obtained by the School Architects from Messrs. A L Currie and Brown, Chartered Quantity Surveyors, which showed a probable cost of £8,618.18/-.  Mr Mavor explained that this referred to items in the Programme of Repairs, etc. submitted to the Governors in November 1946, on which the School Architects had been invited to prepare a Report with Probable Cost; and in view of the large amount involved, Mr Mavor suggested that the Scottish Education Department should be invited to send their Technical Representative to the School to meet the School Architects with a view to determining how much of the work might be undertaken during the present Summer vacation, the balance to be carried out as agreed with the Department.  Mr Smellie explained that the probable cost of £8,618 included a provision of £1000 for a ’built-up’ scaffold, although the Contractor employed might use some other form of scaffolding, e.g. a moveable tower scaffold, which might cost less than the £1000 referred to.  In reply to Mr McLaren, who asked whether the fabric had been examined to ascertain that all necessary repairshad been carried out before the painter-work was undertaken; Mr Smellie stated that the Surveyors had dealt only with the Painter-Work required and not with the matter of repairs.  It was, therefore, decided that before inviting the Department to send through their representative, the School Architects should go over the work to be painted to ensure that it would be fit for taking paint.  Dr Cruickshank stated that in his view a more comprehensive report was required and at his suggestion it was agreed that a small Sub-Committee of the School and Staff Committee should be appointed to act with the School Architects in examining the fabric of the Building, and to report to the parent Committee, not only on the matter contained in the previous paragraph but on the present condition of the whole Main Building. The following Sub-Committee was appointed for this purpose – Mr E G Wylie and Mr George M McLaren. “ (p.120) |
| **Half Yearly General meeting of Governors 11/6/1951**  **Visiting Master of Works – Report**: “The Chairman made reference to the proposal for the appointment of a Visiting Master of Works which had been referred to Mr A Graham Henderson for consideration and report and suggested that with the Secretary was writing the School Architects in connection with the report on the fabric of the Main Building, he should ask for the report on the proposed appointment of a Part-Time Master of Works. This was agreed.” (p.126) |
| **Meeting of Joint School and Staff and Finances Committees 10/8/1951**  **Report by Sub-Committee on Inspection of Fabric of Main Building:**  “There was submitted to the Meeting a letter from the School architects, together with relative report on the inspection of the Main Building by the Sub-Committee appointed for the purpose by the last meeting of the Joint Committees on 11 June, 19561 (see appendix ‘F’). Copies of which had been circulated prior to the Meeting.  After Mr A Graham Henderson had given explanations on several points arising from the report, raised by Members, approval was given to the report and authority given for dealing with the following arising therefrom –  (i) The necessary Joiner and Plaster Repairs, which are a preliminary to the Painter Work Scheme, to be proceeded with as soon as the Scottish Education Department’s approval is obtained thereto.  (ii) Such portions of the Painter-Work, as may be agreed between the Director and Mr Henderson as falling into the category of priority work, to be dealt with before the opening of the new Session, if possible – the School Architects to supply a probable cost of the items concerned, from an analysis of the probable cost of £5,370 (see Appendix ‘F’)  Note: These are understood to include the School Museums, Lecture Theatre, Sculpture Rooms in Basement and Glass-Roofed Corridor on Top Floor.  (iii) The remainder of the Painter-work to be carried out, as and when agreed with the Scottish Education Department. Application for the Department’s approval to be made as soon as the probable cost for item (ii) is ascertained, the application to cover all the painter-work proposed, although it is probable that that, apart from the priority items, will have to be delayed until next Summer Vacation. (The Department may even suggest that the cost of the part of the work be spread over two years).  (iv) Small areas of floors at doorways of Classrooms, which are badly worn, to be replaced in maple wood.  (v) The inner glass in one of the life-rooms on the North side to be removed with a view to ascertaining the effect of temperature, draughts, etc. before touching any of the other rooms concerned.  (In the discussion on the Report, Mr Innes had explained with regard to this item (see paragraph 4 of report) that the original purpose of the double glazing had been to conserve heat in the rooms concerned and to keep out dirt. Mr Innes had felt that this (the double glazing) had been reasonably effective over a period of some forty years and that an endeavour should be made to retain the existing arrangement of the double windows).  In addition to the foregoing, the Meeting also agreed that –  (a) If the Director is satisfied , after consulting the Acting-head of the Department of Drawing and Painting that the removal of the roof-lights in several large studios would not affect adversely the light in such studios, the School Architects are to obtain a price for this work and report next meeting  (b) The School Architects should examine and report on the working and condition of the Plenum system of Ventilation.  (c) The School Architects should obtain a price for the removal of the inner glazing etc., in Room 58 (se Item 2 in Report). This is not a Life room.” (p.129)  **Proposed Appointment of Part-Time Visiting master of Works:** “The Meeting considered the report by Mr A Graham Henderson on the proposal to appoint a part-time Visiting Master of Work (see Appendix G), and after hearing Mr Henderson, it was agreed to accept the arrangement proposed under which Mr William Fraser, Clerk of Works to Messrs. John Keppie & Henderson and J L Gleave, the School’s Architects, would undertake the duties set out in the report, the remuneration for this work to be set at a rate of Five Guineas a month, the position to be reviewed at the end of twelve months.” (p.130)  **Appendix F**  Letter to GSA from John Keppie & Henderson & J L Gleave Architects, dated 4 August 1951  Dear Sir  “Premises – 167 Renfrew Street”  We refer to the report of probable cost of the painter work of the main school building which was discussed at a meeting of Governors on 11 June and to the decision come to that prior to dealing with this matter an inspection should be made of the premises by two of the Governors – Mr E G Wylie and Mr George McLaren in conjunction with our Mr Henderson.  This inspection duly took place and we enclose copy of report which details the repair items which are required. This report has been submitted to Mr Wylie and Mr McLaren and they are in agreement with it.  With reference to the report on painter-work which showed a probable cost of £8,618.18/-, we should explain that this was made up in our Mr Henderson’s absence and included rooms which had been painted within the last few years and which, we consider, do not require redecoration now. It also included for doing certain store rooms, etc., which we think require no more than cleaning.  Our Mr Henderson has gone over the whole school again in consultation with Messrs. Guthrie and Wells, who made up the previous probable cost, and we have prepared a revised estimate, details of which will be available for discussion by the Committee at the meeting held on Friday 10 August.  A summary of the probable cost now estimated is:  Sub-Basement, £75; Basement, £816; Ground Floor, £355; First Floor, £2,079; Second Floor, £896;  End Staircase, £269; Main Staircase, £130; Rector’s Studio and Stair, £50; Outside Work, £200; Sundries – touching up in various rooms, £300; Joiner and Plasterer Repairs, £200.  TOTAL £5,370  Details of the specifications are also available for discussion. These include generally for two coats oil paint on lower walls and woodwork and for treatments generally as originally done so as to preserve the architectural character of the work in classrooms, corridors, etc.  The amount included in this probable cost for minor repairs to joiner and plaster work will cover such items as noted in the report on Fabric made jointly with Mr Wylie and Mr McLaren but do not include for alterations to roof lights, windows etc., suggested in that report pending approval of the Governors of those suggestions.  We trust that the foregoing will give the Governors the information necessary to decide as to what work should be proceeded with’  Yours faithfully  John Keppie & Henderson and J L Gleave  (p.132F)  Draft Report of Inspection made by Mr Henderson of John Keppie & Henderson and J L Gleave in conjunction with Mr E. G Wylie and Mr G McLaren Governors  This inspection was held on 2 July 1951 and a careful examination of the whole interior was made commencing on the top floor.  The points noted for attention were:  1. Glazed corridor connecting the two portions of the Main Building, Top Floor  A new glass roof was put over this corridor since the war but the woodwork of the south and east walls, which are entirely glazed, show signs of deterioration. It was agreed, however, that nothing except complete reconstruction would make this woodwork permanently satisfactory. It was further agreed that meanwhile the puttying of the glazing should be all taped and well painted along with the woodwork. There are a few portions where damp is showing on the wood which will be required to be examined and dealt with. All interior woodwork to be treated with “Selcure”.  2. Large Classroom at south-west corner of building, Top Floor.  Roof lights here are double-glazed. Investigations should be made as to the possibility of removing the inner glazing, some of which is broken, and, if necessary, running heating pipe along under the glazing.  3. Lintel stones over large Library windows are showing decay inside also a few of the jamb stones. Water is apparently getting through the stone and the tops of these stones should be covered with copper or other impervious material.  Note: These and other windows at large Architecture Room, Scott Street, frontage ground floor, where the same condition applies, will be done when the scaffold is up for repairs now in course of execution.  4. Most of the large north windows to main studios – ground and first floor. Are double glazed but there is no provision for opening inner glazing. They are therefore permanently dirty. Internal steel or wood sashes should be fitted, hinged for opening.  5. There appear to be defective portions of wood ceiling of ladies lavatory – ground floor. This may be due to damp from lavatories above and should be examined and repaired.  6. The floors of classrooms, particularly in the old part of the school, are badly worn. The portions at doorways are very bad and require repair.  7. There appears to be a slight movement in the east gable wall which shows a crack at junction with ceilings in classrooms. Externally there is a crack at the junction of this gable and the south wall but this appears to have occurred some considerable time ago. This crack at the south gable was noted during the roughcasting operations which are proceeding. It had previously been cemented up and the filling up was intact.  8. In portions of basement under front are there are wood floors which show damp due to overflowing gutter or to water getting through retaining walls. Portions of these floors show be lifted for examination  General:  There are a number defects and breakages of plaster work, some of them due to the fitting of new electrical installation. These will either be dealt with through the Electrical Contractor or as general repairs prior to painting. Some of the defects are due to the nature of the construction, particularly plasterwork on upper portions of divining partitions between classrooms and short of complete stripping of these, such defects are not repairable.  There is a very large are of wood lining the school – most of this lining being sawn boarding. This involves a considerable amount of preparation work prior to painting and is reflected in the probable cost of such work.  The roofs and gutters have been repaired from time to time as defects emerged but it should be noted that the very large area of lead flats are not well designed for throwing off water. They have insufficient slope and lead rolls are too small and at some points have been flattened down. They are further complicated by roof lights to large studios which are put in level with the lead flats and are difficult to keep watertight. It was agreed that these roof lights served no useful purpose and that consideration should be given to their removal.  (p.132F)  **Appendix G**  Letter to GSA from John Keppie & Henderson & J L Gleave Architects, dated 4 August 1951  Dear Sir  We refer to the proposal that a part-time Visiting Master of Works should be appointed to make periodical inspections of the School premises to ensure that any necessary maintenance repairs are dealt with expeditiously and a in a satisfactory manner.  We have carefully considered this matter and are of the opinion that a suitable arrangement would be that our Clerk of Works, Mr William Fraser, should undertake the duty as he is in daily touch with us and is a thoroughly reliable man.  Our proposal, therefore, would be that Mr Fraser would make a monthly inspection and report, copies of which would be forwarded to you with any recommendations of repair work required. We estimate that to make a proper inspection of all the School buildings would take him about a day and for this service and for dealing with any work required to be done, instructing and supervising such work, he should be paid at the rate of Five Guineas a month. This payment to be made by us to him and charged through our professional account, say, yearly. This will avoid any difficulties regarding PAYE.  We trust that this proposal will be agreeable to the Governors but, if not, we will be glad to advice as to any alternative appointment.  Yours faithfully  John Keppie & Henderson & J L Gleave  (p.132G) |
| **Meeting of Joint School and Staff Committee 23/10/1951**  **Removal of Roof-Lights in Life Rooms:** “At this stage, Mr Motion joined the meeting. The Chairman explained that the Sub-Committee which inspected the fabric of the Main Building on 2nd July last had reported that in several of the large Life-rooms, there were roof lights that had been put in level with the lead flats and were difficult to keep watertight. It had been suggested that as these lights served no useful purpose, consideration should be given to their removal.  The Joint School and Staff and Finance Committees at their meeting on 10th August had agreed that, if the Director was satisfied that there would be no appreciable loss of light if the roof lights were removed, the School Architects should obtain an estimate for removal. After the Director had contacted the Acting Head of the Department of Drawing and painting, he had been satisfied on this point. Accordingly estimates for the removal of the roof-lights had been obtained as follows:  For Rooms 38, 39, 40 and 43 the cost of removal was estimated at £58.7.3. per room and for rooms 44 and 45 at £58.13.0 (total £350.15.0).  Mr Motion stated after the removal of the roof-lights, the roofs should be properly watertight. At Mr Wylie’s suggestion, it was agreed to recommend that these roof-lights should be removed at the cost estimate, subject to the approval of the Scottish Education Department.” (p.134)  **Room 58 – Removal of Inner Glazing:** “The Chairman explained that this item also arose from the Sub-Committee’s Report referred to at 5 above, who had recommended the removal of the inner glazing, much of which was broken and, if necessary running a heating tube along under the remaining glass.  The estimate obtained for the removal of the inner glazing of the glass-roof in this room – No.58 – amounted to £31.13/-. After an experimental period, it would be determined whether any tubular heating under the single glazing was necessary. Having heard Mr Motion it was agreed to recommend the acceptance of the offer of £31.13/- for the removal of the inner glazing. “ (p.134)  **Lecture Theatre Alterations:** The Director reported that some time previously he had discussed with Mr A Graham Henderson and Dr Cruickshank, proposals for certain alterations in the Lecture Theatre which were considered to be desirable to obtain the best use of the room.  The Director stated that the work involved the removal of the existing canopy, curtain rail and rollers over the platform – as these were not required since a proper stage was now available in the School Assembly hall, - and the construction of a partition diagonally across the present platform forming an ante-room behind to be used as Lecturer’s Room. This would still leave sufficient space on the side of the platform facing the audience. On the partition would be hung the epidiascope screen on slides so that when not in use, this could be raised above the blackboard which was being provide particularly for the use of the Lecturers on Architecture.  The seating was also to be taken down and refitted as a new angle estimated to be more comfortable than when in its present position. Mr Motion, who submitted a drawing showing the proposals, stated that the following estimates had been obtained for the work, namely-  Wm Buchanan Esq….. £178.10.6  Messrs. John Cochrane & Co…. £234.18.7  And after giving the necessary explanation, he recommended to the meeting the acceptance of the lower offer.  The meeting agreed to recommend accordingly.” (p.135)  **Repair of Class-Room Floors**: The Chairman reported that the Joint School and Staff and Finance Committees at their meeting on 10 August had approved the suggestion in the Sub-Committee’s Report that the floors of the several class-rooms which were very badly worn should be repaired in a hardwood. Maple-wood had been suggested. The School Architects had obtained an estimate amounting to £70.17/- for this work.  Mr Motion explained that, as it had not been possible to obtain maple 1 1/8” birch had been estimated for.  Mr Wylie stated that birch would be a suitable substitute if it was properly seasoned. As Mr Motion gave an assurance that he had inspected the timber to be used and was satisfied at this point, it was agreed to recommend the acceptance of the estimate of £70.17/- subject to the approval of the Scottish Education Department.” (p.135) |
| **Joint Meeting of School and Staff and Finance Committees 22/1/1952**  Board Room Carpet: “It was agreed to remit with powers to the Chairman, Mr Mavor, the Director and Secretary to purchase a new carpet for the Board Room with the necessary under-felt at a cost not exceeding £150, and that this expenditure should be met from the funds of the Haldane Trust. Councillors Donaldson and Samuels recommended that Messrs. A and W Robertson and D MacDonald & Bros., be asked for a quote.  Mr Innes suggested that consideration might be given as to the use which the old carpet – which appeared to have certain Charles Rennie Mackintosh features – might be put.” (p.153) |
| **Meeting of Library and Materials Committee 12/3/1952**  Librarian’s report references “a specialist collection of material dealing with Charles Rennie Mackintosh has been started which will be kept for reference use by students and any visitors to the building who might be interested. (p.161a) |
| **Joint Meeting of School and Staff and Finance Committees 22/1/1952**  References review of the two Lancashire Boilers (one built in 1898!) and the Plenum Ventilation System. (p.164)  **Removal of Roof Lights in Room 42:** “The Secretary reported that when the School Architects had submitted the estimated cost of removal of the Roof Lights in Life-Rooms in the main building, Room No.42 had been omitted in error. The school Architects had later informed the Secretary of the cost of including Room No.42, namely £58.7.3. and the Secretary had obtained the approval of the Department to the work being carried out in this rom along with the others.  The action taken was approved.” (p.166) |
| **Meeting of Joint School and Staff and Finance Committees 13/6/1952**  Recommendation from Meeting of Sub-Committee of Architect Members of the Board  Refers to on-going discussion centred around viability of maintaining existing Plenum system (p.174)  **Repair of Stonework Main Building – North Elevation, and stairway, 162 Renfrew Street:** “The Chairman explained that the Visiting Clerk of Works had reported on the defective condition of a portion of the stonework on the front of the Main Building, several stones which were decayed required renewal; and also on the dangerous condition of the stairway at the entrance to 162 Renfrew Street.  The School Architects had obtained estimates from Messrs. T. Copper and Co. (Builders) Limited. For replacing 8 defective stones at a cost of £44 and for the repair of the stairway at a cost of £54.  The Meeting agreed that the necessary repairs be carried out, subject to the approval of the Scottish Education Department. “ (p.175) |
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| **GSAA GOV 2/21**  **Minute Book: Sep 1952 – June 1955** |
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| **Meeting of Joint School and Staff and Finance Committees 9/9/1952**  **Maintenance of Premises:**   1. **Ventilation of Building:**   References the question of whether ‘mechanical ventilation’ is still required in class rooms.   1. **Renewal of Roof-Light Guards:** “The Chairman explained that the Visiting Master of Works had reported that many of the existing galvanized wire panels that served as guards to the roof lights of the basement windows on the Renfrew Street frontage of the Main Building were in poor condition, several of the panels requiring complete replacement, the remainder being in need of repair.   The School Architects had obtained an estimate from Messrs. Frederick Braby & Co. Limited for the work involved, amounting to £117.  The Meeting agreed that the offer by Messrs. Braby & Co Limited, be accepted, subject to the approval of the Scottish Education Department.” (p.1) |
| **Meeting of Joint School and Staff and Finance Committees 3/11/1952**  **Board Room Table:** “The Director reported that Mr Edward N Marshall had offered for competition among the Design Students a prize of £5/5/0 for a design for a Board Room Table, a condition of the award being that the design, which should be in keeping with the Mackintosh tradition, should be capable of being carried out economically.  Having heard Mr Marshall and the Director, it was agreed that the Director be authorised to ask the students for their designs, with relative estimates of cost, for submission to the next meeting.” (p.15) |
| **Annual General Meeting of Governors 10/11/1952**  **Board Room Table**: “Mr Marshall reported that, in response to his offer to provide a prize for the design for a Board Room Table, which had been reported to the Joint Meeting of the School and Staff and Finance Committees on 3 November, there had been fourteen designs received. Three of the designs which had commended themselves to the Director, Mr Hellier of the Interior Design Section, and himself, were on the table for inspection, together with estimates of cost from Messrs. Wylie & Lochhead Ltd.  After full consideration, the Meeting agreed to accept the design recommended by Mr Marshall, namely that of James Stevenson Hooper, a third year Design student, and remitted to the School and Staff Committee to consider offers for the production of a table from that design, consideration also to be given by the Committee as to whether the table top might be carried out in plywood and as to obtaining some slight modification in the design so as to give more leg room at the end.” (p.19) |
| **Meeting of Joint School and Staff and Finance Committees 3/2/1953**  **Board Room Table:**  References the appointment of Messrs. A Thomson and Sons to manufacture the table for the sum of £48.8.11, using Abura timber. (p.22) |
| **Meeting of Joint School and Staff and Finance Committees 23/3/1953**  **Electrical Re-Wiring of Main School Building – Statement of Final Cost:**  “At the invitation of the Chairman, Mr A Graham Henderson referred to a statement, copies of which were on the table, showing a final cost for the electrical re-wiring of the main School Building of £10,513.16.9., as against the accepted tender of £9,004.17.6. – an increase of £1,508.19.3.  Mr Henderson explained that more than half of the excess was due to increased cost of labour and materials, while some of the increases were reported as having been due to additional items asked for by the School, such as throne plugs and plug points not included in the contract.  The Chairman questioned the cost of the three additional throne plugs installed, which seemed disproportionate to the cost of the eight plugs under the contract. Mr Henderson promised to make further enquires about this item.  Having heard Mr Henderson, it was agreed that the statement should be submitted to the Scottish Education Department; with the explanations at present available, leaving to the Department to raise any further points on which they might require further information. (For statement: see Appendix).” (p.28)  **Ventilation of Lavatories:**  References report looking into the ventilation of lavatories and the Lecture Theatre in the Main Building. (p.29)  **Boiler Pumps – Main Building**  References the invitation to quote for an electrically driven pump. (p.29)  **Inner Glazing –School Museum:** “A proposal by the Visiting Master of Works that a section of the inner glazing of the Museum Roof be opened so that the astragals might be examined as to their strength was approved.  It was agreed also that consideration would be given later to the permanent removal of the inner glazing in order to obtain better natural light and to save electricity.” (p.31) |
| **Meeting of the Library and Materials Committee 11/5/1953**  The librarian’s report references the transfer of 2900 books from the Main library to the Works Store above during summer 1951 and that a regular transfer of books to this store was inevitable because of space restrictions in the Main Library (p.38a) |
| **Meeting of Joint School and Staff and Finance Committees 18/5/1953**  **Boilers – “B” Building and Boiler Pumps – Main Building**  References details discussions of the various proposals being put forward for future heating. (p.40)  **Ventilation of Lavatories**  References costs for identified works. (p.43)  **School Museum Roof – Report:** “Mr A Graham Henderson reported that as instructed by the last meeting of the Joint Committee on 23 March, the School Architects had had the Glazed Roof over the school Museum examined and he submitted a report thereon (see Appendix). This provided for two alternatives –   1. To cut out and replace the rotted timber, bolt on new timber and steel plates etc., together with stripping and replacing the existing double glazing, at an estimated cost of £1,850.   or   1. To carry out the necessary repairs on the defective beams and stripping and renewing the existing glass roof with single glazed patent Glazing, at an estimated cost of £1,650.   In this case, timber plates fixed on the underside of the metal spars would ensure that the internal appearance of the skylight would remain as originally designed by Charles Rennie Mackintosh.  Having heard Mr Henderson on the report, it was agreed to accept the School Architect’s recommendation of the second alternative, subject to the approval of the Scottish Education Department. (p.43)  **Appendix**  Letter from John Keppie & Henderson & J L Gleave  14 May 1953    “Dear Sir  **Glasgow School of Art: Glazed Roof over Museum**  In tracing minor leakage occurring in the above glazing, we have found, on removing some of the panes of glass and lifting lengths of the lead flashings, that there is evidence of considerable wet rot in the main transverse beams which span between the main trusses and carry the feet of the roof glazing astragels and also the roof joists between these beams and the external wall.  The wet rot has obviously been caused by water percolating between the double glazing and finding its way into the wood of the beams. The wet rot has weakened the beams to such an extent that the matter should be dealt with as soon as possible.  Our surveyors have estimated that to carry out the work of cutting out rotted timber and bolting on new timber and steel plates and to repair the rotted feet of the existing astragels, together with the associated work of stripping and replacing the existing double glazing, where necessary, will cost £1,850.  The conditions that caused the wet rot, might, however, arise again in the future, because of the construction of the double glazing of this sky-light and consider that under the circumstances, the best job would be to remove the double glazing sky-light entirely and replace it with patent Glazing with ¼” rough cast plate-glass single glazing. In this case we would propose that timber plates are fixed on the underside of the metal spars so that the internal appearance of the sky-light remains as originally intended by Mackintosh.  Our surveyors have estimated that to carry out the necessary repairs as above on the defective beams and with stripping and renewing the existing glass roof with single glazed Patent Glazing, would cost £1,650.  We feel that we should mention at this stage, however, that, although the above conclusions are reached after as thorough examination as possible without opening up the whole roof, there is a possibility, though we do not consider this likely, that the wet rot may have spread further than we can discover and this might entail an extra unknown expense. Apart from cost, the difficulty of making an examination by which the total amount of repair might be finally assessed would entail temporary staging and leaving the museum vulnerable to the weather, in addition to temporarily making the building water-tight between the times of examination and the carrying out of the work.  We recommend that we should be authorised to proceed with the second alternative given above, i.e. the repairing of the defective beams and the installation of a new single glazed sky-light.”  (p.48a)  **Joint Meeting of School and Staff and Finance Committee 16/6/1953**  **Alterations and Additions to Electrical Installation:** “The Secretary reported that the School  Architects had obtained a probable cost, namely £130, for the undernoted electrical work:   * Lighting above drawing boards in Industrial Design Room * Ventaxia Fan for ventilation in Interior Design Room * Renewal of Flex and improved lighting in Embroidery and Weaving Rooms 49 and 67   Having heard the Secretary, it was agreed that the Scottish Education Department ‘s approval be sought to the work being proceeded with.” (p.51) |
| **Half-Yearly General Meeting of Governors 16/6/1953**  **Recommendations from Joint Meeting of School and Staff and Finance Committees: “**The following recommendations from the Joint Meeting of the School and Staff ad Finance Committees, held immediately prior to this meeting, were approved:  (v) That electrical alternations and additions be carried out at an estimated cost of £130, subject to the approval of the Scottish Education Department”. (p.53) |
| **Meeting of School and Staff Committee 23/7/1953**  **Boiler Plant:**  References purchase of new electrically driven boiler pump for the boilers in the Main Building.  (p.57 and Appendix p.59a)  **Museum Roof – Quantity Surveyors :** “Mr A Graham Henderson reported that, in connection with the proposed repairs to the Museum Roof, it was proposed to employ Messrs. A L Currie & Brown, Chartered Quantity Surveyors, whose fee based on the estimated cost of the work, namely £1,650, would amount to approximately £90. This was noted and approved.” (p.58) |
| **Meeting of School and Staff Committee 3/11/1953**  **School Museum Roof – Estimates:** “The Secretary explained that the Scottish Education Department had approved the Governor’s proposal to carry out repairs to the glass roof over the School Museum at a probable cost of£1,650, and that the School Architects had now obtained the following tenders for the work:   1. Messrs. Dick & Benzies Ltd. £1,221.12.1. 2. Messrs. John Cochrane & Co. Ltd. £1,328.0.0 3. Messrs. Wm Lightbody £1,529.18.7.   The above tender amounts did not include for any making good to existing painter-work, which at this stage could not be determined.  The School Architects recommended the acceptance of the lowest tender, that of Messrs. Dick & Benzies Ltd., amounting to £1,221.12.1d.  It was stated that the work could not be carried out until the Summer vacation, 1954.  Mr Smellie was of the opinion that, provided the Contractor was timeously advised of the acceptance of his tender, so that all would commence on 1 July 1954, all the work including painting, could be completed in good time for the opening of the Session in September 1954. To facilitate this, arrangements could be made for the scaffolding erected by the builders to be made available to the painters.  Having heard Mr Smellie, who then withdrew, the meeting agreed to the School Architects’ recommendation that the lowest tender be accepted, subject to the approval of the Scottish Education Department.  At Mr McLaren’s suggestion, it was agreed that after approval had been obtained, the School Architects should be instructed to have all details of the work ready for the contractor, so that the work could commence not later than 1 July 1954.”(p.63) |
| **Meeting of the Finance Committee 12/11/1953**  **Recommendations from School and Staff Committee:**   1. “That the offer amounting to £1,221.12.1 from Messrs. Dick & Benzies Ltd., for repairs to the glass roof over the School Museum, be accepted, subject to the approval of the Scottish Education Department. (p.68) |
| **Meeting of School and Staff Committee 15/12/1953**  **Boiler Plant – Main Building and Extension Building**  References on-going discussions about future boiler provision (p.81). Revised report (p.84a)  **Repair of Brackets outside Window of Life Rooms and Decorative Fittings on Roof:** “The Secretary reported that the School Architects had obtained an estimate for the repair of eight of the metal brackets outside the windows of the Life Rooms on the front of the Main Building at 167 Renfrew Street, which had been reported as unsafe by the Visiting Clerk of Works.  These brackets, while being part of the decoration of the building, also served as supports for the Cleaners’ boards when the window cleaning was being carried out.  The estimate covered the dismantling of the broken parts, supplying and welding new flanges, and re-erecting complete for the sum of £6.14.6. each bracket, a total of £53.16.0.  Having heard suggestions from Mr McLaren, it was agreed to refer this matter back to the School Architects for further consideration and report. Mr Gleave undertook that the decorative Mackintosh fittings on the roof would also be examined as to their condition and reported on.” (p.82) |
| **Meeting of Joint School and Staff and Finance Committees 15/3/1954**  **Brackets outside Life Rooms and Decorative Ironwork on Roof:** “The Chairman stated that, at the meeting of the School and Staff Committee on 15 December 1953, it had been agreed to remit back to the School Architects for further consideration and report the matter of repair of the metal brackets outside the windows of the Life Rooms in the Main Building and also as to the condition of the decorative Mackintosh fittings on the roof.  The School Architects had now reported that the parts of the brackets to be repaired were the upper flanges bolted to the wood mullions, so that the question of galvanising where built into the stone did not arise. An amended estimate had been received from John Allan, Esq., Blacksmiths, for repairing the eight defective brackets, namely £5 per bracket, a total of £40. The School Architects had also reported that the decorative ironwork on the roof had been examined and found to be in good condition.  After noting this report, the Meeting agreed that the work should be proceeded with, subject to the approval of the Scottish education Department.” (p.97) |
| **Joint meeting of School and Staff and Finance Committees 22/6/1954**  **Modification to Boiler Plant – Tenders**  References on-going costs associated with new boiler provision. (p.111)  **Removal of Inner Glazing – Life Rooms:** “The Director reported that in 1951-52 the inner glazing in one of the Life Rooms in the Main Building had been removed as an experiment and as this had proved satisfactory, the Acting Head of the Department of Drawings and Painting had now recommended to the Director that the inner glazing in the other Life Rooms be removed. The probable cost for this work amounted to £87.  The Meeting agreed to this work being carried out, subject to the approval of the Scottish Education Department.” (p.118)  **Additional accommodation – Silversmithing Section:** “The Director reported on the need for additional accommodation for the Silversmithing Section in the Basement and Mr A Graham Henderson explained that the necessary accommodation could be obtained by extending into a cleaners’ kitchen next door. It would be necessary of course, to ‘slap’ a hole in the wall between the two rooms and to give the cleaners a necessary supply of hot water at various points throughout the building. The cost of the necessary switches, wiring etc., for this part of the work would amount to approximately £150. Mr Henderson had not had time to prepare an estimate for the other part of the work, but he reckoned that this would not exceed £350, including the provision of alternative accommodation for the cleaners.  The meeting agreed in principle to these proposals and remitted to Mr A Graham Henderson to take estimates for the work within and over-all maximum of £500 including the hot water supply. This work, of course, would be subject to the approval of the Scottish Education Department. (p.118)  **Demolition of Brick Wall in Puppetry Section:** “The Director reported that Miss Hamilton, the Puppetry Instructor, had requested that a divisional wall in the Puppetry Room which had been erected during the War to form an Air raid shelter be removed. It was agreed to approve of this in principle, and authority was given for the taking of an estimate for the work involved for submission to the next meeting.” (p.119)  **Ventilation in Industrial Design Section:** “The Director reported that some improvement in the ventilation of the Industrial Design Section in the Basement was required and this might be done by installing an extraction fan with the necessary trunking.  The Meeting approved this work in principle and authorised the taking of the necessary estimates for submission to the next meeting.” (p.119) |
| **Half-Yearly General meeting of Governors 22/6/1954**  **Recommendations from Joint Meeting of School and Staff and Finance Committees:**   1. That the tender from Messrs. Alexander & McVean Ltd., amounting to £3,409.3.6., for modification to Boiler Plant be accepted – as also the offer of Messrs. Thomas Cooper & Co. (Builders) Ltd., amounting to £365.10.0., for forming Duct across the roadway, subject to the approval of the Scottish Education Department.   (k) That the Inner Glazing in certain Life Rooms be removed at a probable cost of £87, subject to  the approval of the Scottish Education Department.  (l) That approval in principle be given to proposals for additional accommodation for the  Silversmithing Section, the matter being remitted to the School Architects to prepare a  report with relative estimates within a total of £500.  (m) That approval in principle be given to the removal of a divisional brick wall in the Puppetry  Room, the School Architects to obtain estimates.  (n) That approval in principle be given to the proposed ventilation of the Industrial Design  Section, the School Architects to obtain estimates. (p.122) |
| **Meeting of Joint School and Staff and Finance Committees 17/11/1954**  **Heating System – Renewal of Steam Traps:**  References the need to upgrade existing steam traps. (p.135) |
| **Meeting of School and Staff Committee 11/1/1955**  **Repairs to ceiling of Room 24:** “The Secretary reported that, during the Christmas vacation, a portion of the ceiling in Room 24 on the Ground Floor of the Main School Building had fallen. He read a letter from the School Architects explaining that after repairs had been commenced it had been found that the remainder of the plaster ceiling was defective and in a dangerous condition. After consultation between the School Architects, the Secretary and the Plasterer, it had been decided to proceed with the renewal of the whole ceiling at an approximate cost of £125.  The action taken was approved.” (p.147)  **Part-Time Visiting Master of Works:** “The Secretary read a letter from the School Architects, reporting that Mr William Fraser, who had been appointed as Visiting Master of Works to the School in 1951 at a salary of £5.5.0 per month, had left their employment some time ago, and recommending to succeed him Mr Archibald R Stuart, at a fee of £100 per annum. The School Architects were satisfied that Mr Stuart could provide the service required and the charge was reasonable.  The Secretary having read a letter from Mr Stuart, addressed to the School Architects, detailing his duties and responsibilities, the meeting agreed to his appointment as part-time Visiting Master of Works, his remuneration to be at the rate of £100 per annum, subject to the approval of the Scottish Education Department.” (p.147)  **Letter from Sir Patrick Dollan**  References (unacceptable) smoke emission from Main Building’s Boiler Chimney. (p.148) |
| **Meeting of Joint School and Staff and Finance Committees 17/3/1955**  **Renewal of Curtains – Main Building**  References the need to replace curtains on the front windows on the Ground Floor of the Main Building. (p.159) |
| **Meeting of Library and Materials Committee 19/5/1955**  **Report on Library (Appendix B) - extract** “…. At the end of the Easter Term a list of structural repairs was submitted for the attention of the Head Janitor. The included the manufacture of new locks for several shelves on the upstairs gallery, old ones being useless or damaged, and the repair of small dilapidated chairs, surviving from the original furniture designed for the Library by Mr Rennie Mackintosh….” (p.169b) |
| **Meeting of School and Staff Committee 7/6/1955**  **Snowboards and Roof ladders – Main Building:** “Mr A Graham Henderson, for the School Architects, submitted two tenders for the renewal of snowboards and ladders for the roof of the Main School Building. The lowest tender amounted to £63.5.0.” (p.172)  **Boiler Plant Etc. – Estimates:**  References the need to introduce two steam radiators into two of the Life rooms in the Main Building at a cost of £118. (p.172)  **Painter Work:**   1. **Silversmithing Section:** References outstanding painter work following alterations carried out in the Silversmithing Section over the Christmas vacation. 2. **Front railings, Main Building:** References requested estimate to repaint front railings of Main Building. (p.173)   **Re-allocation of rooms – Book Binding & Industrial Design:** “The Director reported that there had been ventilation problems in the Industrial Design room in the basement of the Main Building, due to the use of welding equipment, etc., in that room, which had no direct ventilation.  He felt that the solution was to remove the Book-binding Section from an adjacent room which had direct ventilation from outside and let Mr Goodchild have this room for his welding equipment, forge, etc. Mr Godchild could then use the room from which the equipment was being removed, as a studio where the students could carry out their drawings, etc. This too would bring Mr Goodchild’s classes together in one place. Book-binding would be transferred to two rooms at 160 Renfrew Street.  Mr A Graham Henderson had agreed to these suggestions on the grounds of safety, as he had not been happy about the use of gases etc. in the present room. The meeting agreed to the re-allocation of rooms as proposed.” (p.173) |
| **Meeting of the Finance Committee 16/6/1955**  **Recommendations from School and Staff Committee:**   1. That the lowest tender for replacing defective snowboards and ladders on the Main School Building, amounting to £63.5.0. be accepted….. 2. That two radiators be installed in each of the Life Rooms Nos. 42 and 43 at an estimated cost of £118 and that an Accelerator and Motor be installed with the necessary piping, wiring and builder work at an estimated cost of £287.10.0, both subject to the approval of the Scottish Education Department. 3. That Painter-work in the Silversmithing Section, Room 8 be carried out at an estimated cost of £96.17.0, subject to the approval of the Scottish Education Department. (p.176) |
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| **GSAA GOV 2/22**  **Minute Book: Sep 1955 – June 1956** |
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| **Meeting of school and Staff Committee 1/9/1955**  **Painter-Work:** “Mr Henderson also reported that as an estimate for painting the front railings outside the Main School Building had amounted to only £58, he had instructed the work to be proceeded with.  The Meeting also approved the action taken and authorised the School Architects to have the front door to the Main Building re-painted.” (p.2)  **Ventilation – Silversmithing Department Etc.:** “Mr A Graham Henderson reported that he had now received from the Consulting Engineers, their proposals for improving the ventilation in Silversmithing Rooms Nos. 8 and 9 and General Course Room No.48.  For the former it was proposed that a new fan be installed with suitable intake ducts from the canopy over the gas torches, with a small extract duct connected to the canopy in the adjacent room at an approximate cost of £90, while for the latter it was proposed to fit two roof extracting fan units in place of the existing wood extract ducts fitted on the roof lights. This should give the required ventilation and give some measure of control, enabling one or both fans to be operated according to the number of occupants in the class room. The approximate cost in this case would be £120, but there would be some builders’ work required, namely, to remove the existing wood duct and make provision for the roof units. The School Architects estimate that this would cost a further £20.  Having heard Mr Henderson, the Meeting agreed to accept these recommendations, subject to the approval of the Scottish Education Department.” (p.3) |
| **Joint Meeting of School and Staff and Finance Committees 15/11/1955**  **Letter from Insurance Brokers**   1. References theft of lead from the lower part of the roof at the front of the Main School Building. (p.14) |
| **Joint Meeting of School and Staff and Finance Committees 24/2/1956**  **Pottery Department – Installation of Fan etc.**  References a proposal to install an extractor fan in the Pottery Department which would require the cutting of stonework on the outer wall. (p.35) |
| **GSAA GOV 2/23**  **Minute Book: June 1956 – Jan 1958** |
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| **Meeting of the Finance Committee 26/7/1956**  **Building Etc. Estimates:** “The Estimates for Building alterations etc. for Session 1956/57 (Appendix A) were considered. It was agreed to accept the lower estimate, that of Messrs. J & R Anderson of £71.8.9 for the redecoration of Rooms 49, 66, 67 and 70, and the other items were approved.” (p.84)  **Appendix A:** References redecoration of Embroidery & Weaving Department (Room 49) and new sink in Pottery Department. (p.87) |
| **Meeting of the Library and Materials Committee 18/10/1956**  **Librarian’s Estimates:** “The Librarian – Mr Wilson Steel – reported that in order to provide more accommodation for books, four additional bookcases costing £158 would be required. He also needed two sets of drawers for his room (cost £27.10.0) and filling boxes for periodicals (cost £11).  After some discussion it was agreed to instruct the Secretary to ask for approval from the Scottish Education Department for the expenditure on the bookcases and drawers amounting to £185.10.0, over and above the annual grant of running the Library, and the Librarian was authorised to go ahead and purchase the equipment”. (p.93) |
| **Joint Meeting of the School and Staff and Finance Committees 17/1/1957**  **Repairs to Janitors Houses**  References redecoration of Janitors house at 11 Dalhousie Street.  **Repairs to Museum Roof:** “The Secretary read a letter from the Master of Works reporting on the condition of the roof of the Museum and enclosing an estimate from John K McPherson for repairs to same amounting to £24.10.0. After consideration it was agreed to recommend the acceptance of this estimate.” (p.110) |
| **Extraordinary General Meeting of Governors 16/4/1957**  **Business Arising from Minutes:**   1. Repairs to Museum Roof. The Secretary stated that he had spoken to Mr Stuart, the Clerk of Works, regarding the repairs necessary to the Museum Roof occurring so soon after the whole roof had been repaired, and had been assured that these were due to normal shrinkage. The matter, however, was continued to allow Mr Graham Henderson to look into it. (p.128) |
| **Joint Meeting of the School and Staff and Finance Committees 13/6/1957**  **Building Alterations Etc. Session 1957-58:** “The Estimates for the Building Alterations, etc. required for Session 1957-58, amounting to approximately £1100 were considered and after explanation and discussion it was agreed to recommend to the Board of Governors for approval with the further recommendation that Mr John K McPherson’s estimate for plumber work should be accepted although they were slightly higher than those of Mr Wm Cunningham (Glasgow) Ltd., as Mr McPherson knew the School property so well, was a tenant of School property, and had done so much work for the School in the past (Appendix B).”  (p.135)  **Appendix B:**  References various minor works to the Main and Extension Buildings including Sculpture Department (reconditioning of old Model’s Throne), Lettering: Room 49 (alterations to lighting), Staff Room – Main Building (supplying and fitting two urinals and flushing cistern) and Boiler house – Main Building (lime-wash walls).  (p.139b) |
| **Meeting of the Finance Committee 28/11/1957**  **Re-decorating of the Head Janitor’s House**  References estimate provided by Messrs. Guthrie and Wells. (p.163) |
| **Meeting of the Finance Committee 28/1/1958**  **Clerk of Works:**  References continued appointment of Mr Archibald Stuart as Clerk of Works. (p.171) |
| **GSAA GOV 2/24**  **Minute Book: Feb 1958 – May 1959** |
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| **Meeting of Library and Materials Committee 3/2/1958**  First reference to meetings being held in the Mackintosh Room.  **Report of the Librarian for Session 1956-57. (Appendix B)**   * **Equipment:** “Four new bookcases have now been installed on the balcony floor providing just over 100 linear feet of shelving or accommodation for about a thousand volumes. By moving the architectural books from the lower floor into these new cases, the pressure on the sections of drawing and painting will be considerably relieved. It is hoped to accomplish this during the summer vacation.” (p.178a) |
| **Half-Yearly Meeting Of Governors 12/6/1958**  **Alterations and Repairs Session 1958/59:** “The list of Alterations and Repairs etc. for Session 1958/59 (Appendix B) was considered, and it was agreed to accept the estimate from Guthrie and Wells for the painter work. This made the total for alterations, etc. £351.1.0., which was approved.” (p.192)  **Appendix B (p.196)** Listed costs do not detail individual repairs |
| **Extraordinary Meeting of Governors 2/10/1958**  References reorganisation of (five) School Committees including Library and Materials Committee. Also, introduction of Fabric Committee; membership to be, Major-General J M Macfie (Convenor), Mr James Bell, Mr James A Carrick and Mr A Graham Henderson.  Remit of Fabric Committee: “All matters pertaining to the day-to-day upkeep of the fabric of the School Buildings.” (p.202) |
| **Meeting of the Fabric Committee 23/1/1959**  **Work requiring to be Done: T**he Chairman welcomed the members to the first meeting of the rejuvenated Committee and said that he had gone over the school buildings with the Clerk of Works and had been very impressed by their good conditions. He had received some complaints about the ventilation in certain departments but understood that this would be improved, when the new building was completed, by the transfer of certain departments to it. He had also heard complaints about the floors in some places and had noted that a great deal of painting and redecoration was required…..  Mr Graham Henderson then produced plans of all the buildings and gave some particulars of their history. He mentioned several items which he knew needed attention as follows:   * The steel windows at the west end of the main building * The Roof in the Sculpture Room * The Boilers   Regarding this last item he explained that the boilers were the original ones and would soon require renewal. All heating was supplied from the Mackintosh Building and carried to the extension building by a duct. There was a stand-by boiler in the extension building for emergencies. When the new building was completed more heat would be required.  Some discussion then ensued on the subject of heating and the emission of black smoke from the boiler house and it was eventually agreed that these items should be investigated, viz., the renewal of the Heating Equipment, conversion to oil burning, and heating of corridors.” (p.225) |
| **Extra-Ordinary Meeting of Governors 2/2/1959**  **Business Arising from Minutes:**  ii. Meeting of Fabric committee (23.1.59): The recommendation from the Fabric Committee “that the School Heating Plant be changed over to oil fuel” was discussed. The Director stated that he had been worried about the black smoke still being emitted by the school chimney, particularly as it was on the edge of a “Smokeless Zone”, and had been led to believe that when automatic stokers were installed this would be eliminated, but this was not the case and he always got the excuse of ‘bad fuel’. The Secretary read a part of a report by the National Industrial Fuel Efficiency Service (Appendix B) on their investigation of this.  It was unanimously agreed to support the recommendation of the Fabric Committee. In the course of this discussion the following points arose and were noted:   1. That the boilers were getting to the end of their life and were only working at present at one-third of their original pressure. 2. That some of the rooms were not properly heated and the corridors were especially cold. 3. That both buildings were heated from the same boilers and therefore, when the new building was completed, new boilers would be essential.   (p.230) |
| **Meeting of the Chairman’s Committee 10/3/1959**  **Maintenance and Repairs:** “Asked if he could give the Committee the information about Maintenance and Repairs asked for by the Fabric committee, Mr Henderson proceeded to do so.   * *Heating Plant.* He had already, he said, forwarded a report by the Heating Engineers on the replacement and conversion to oil-burning of the Boilers, amounting to £14,500. * *Painter work*. The painter work done over the past eight or nine years had been as follows:   1951. £887  1952. £4,758.14.0 (whole of Mackintosh Building)  Thereafter - only small amounts  The whole school could be painted, outside and in, over 5 years at a cost of about £9,000 to  £10,000, approximately £2,000 per annum.   * *Other items*. Mr Henderson then gave particulars of the cost of other items which, however, it was pointed out were special items, not general Maintenance. The items were as follows:   Renewing Steel Windows - £300 approximately  Alterations to old lecture Theatre - £500 approximately  Heating in Corridors and Room 58 - £300 approximately  Re-arrangement of rooms on completion of new building - £3,000/£5,000   * *General Maintenance.* As to the general day-to-day maintenance of the building, it was agreed that the Secretary should get out figures covering the last eight or nine years.”   (p.250) |
| **Meeting of the Fabric Committee 28/5/1959**  **Maintenance Commitment:**   1. Attention was drawn to the outside woodwork in the passage on the top floor of the main building and it was agreed that the Architects should arrange to have this covered with metal or some such material as Rubberoid. 2. The Architect was also asked to get estimates for the replacement of the linoleum in the Entrance Hall, the Mains Staircase and Museum, as well as for the relaying of the floor of the Silversmith Department. 3. It was decided that the changeover of the Heating System to oil firing, which had been agreed to at the previous meeting, together with the question of the improvement in the ventilation in certain Departments, should be delayed until next year but that approval by the Scottish Education Department to early action regarding this should be sought. 4. The carrying out of the following work, for which estimates had already been received, was duly authorised: 5. Joiner Work – William Buchanan (Joiners) Ltd.   *Passage Floor – Top Flat Main Building*  Lifting and relaying flooring - Maple. £192.12.0  *Female Students’ Cloakroom – Ground Floor*  Lifting and relaying small section of flooring – White Pine. £17.17.0  *Library*  Alterations in Store Room. £16.13.0   1. Painting – Guthrie and Wells   *General office, Cashier’s Room, Waiting Room, Cloakroom etc.* £193   1. Lift – Main Building – A & P Steven Ltd   *Fitting of 5 Electro-mechanical locks to doors*. £162   1. Electrical Work – John Wright   *Library*  Erecting 10 lighting points in gallery. £24  (p.263) |
| **Half-Yearly Meeting of Governors 19/6/1959**  **Business Arising from Minutes:**  ii Meeting of Fabric Committee (28.5.59): Item 3. Maintenance Commitment: “The Estimates for Repairs, Painter Work etc., amounting to £681.17.0 were approved.” (p.281) |
| **Meeting of the Fabric Committee 28/8/1959**  **Estimates:** “Mr A Graham Henderson submitted a report (Appendix) on the estimates he had been requested to obtain at the meeting of the Committee held on 28 May 1959. This was discussed in detail and it was decided to carry out the undernoted work during the year 1959/60, the inside painter work to be completed before the beginning of the Session if possible:   * Repairs to top floor glazed corridor. £49.10.0 * Renewals of linoleum at Entrance Hall etc. £250 * Installation of shower bath for female models £100   Painting:   * Outside painter work of Mackintosh Building (front and sides only meantime) £1,100 * Rooms 24, 25 and 58 £550 * Top Corridor £100 * Touching up Entrance Hall and Male Staff Room (say) £20 * Touching up Cloakrooms and Lavatories (say) £100   It was agreed that the replacing of the remaining iron windows on the West front of the Mackintosh Building with steel windows be deferred for a year.  Thereafter the Committee made an inspection of the Cloakrooms and lavatories in the Mackintosh Building and it was agreed to recommend to the Governors that these be gutted and refitted at an early date, next session if possible.” (p.1) |