|  |
| --- |
| **Glasgow School of Art: Governors Minute Books 1909-1949** |
| In recent years interest in the work of Charles Rennie Mackintosh and his influential design for the Glasgow School of Art has generated a number of critically acclaimed publications that have drawn heavily on the institutional archives held by the School – *Mackintosh’s Masterwork: The Glasgow School of Art* (ed. William Buchanan), *Charles Rennie Mackintosh: Glasgow School of Art* (James Macaulay) and more recently *The Flower and the Green Leaf: Glasgow School of Art in the time of Charles Rennie Mackintosh* (ed. Ray McKenzie).  Few people would dispute the fact that the so-called 'Mackintosh years' were probably the most important in the development of the School. The fact that the Mackintosh Building has remained a fully functioning, working art school for well over a century is testament to the architect's understanding of what the School required as it looked to the arrival of the 20th century.  But how well has the building remained true to that ideal, and how have past generations of staff and students responded to the built environment around them? Certainly many changes to the internal fabric of the building have been made over the last 100 years. Some have clearly been implemented following amendments to the curriculum, with the provision of new or altered teaching spaces, workshops and offices a surprisingly regular occurrence. Elsewhere, improvements to basic services such as heating, lighting, kitchens, toilets and even the telephone system more often than not reflected a simple need to upgrade facilities that were no longer fit for purpose.  However, identifying exactly how and when some of these more minor alterations were sometimes implemented remains unclear. Not surprisingly perhaps it has been the impact of last year's devastating fire that has focused current interest on what is known about the Mackintosh Building or more importantly what is currently ‘not known’. For both the GSA's management and Page/Park, the architect’s appointed to lead on the restoration of the School, there is a pressing need to pull together a timeline of the building’s modifications since its completion in 1909. With this information to hand, a valid debate can then be had as how the building could and should be restored. Moreover, at what point in that 100 year history is the most relative in terms of delivering a historically accurate, authentic but ultimately practical building fit for the 21st century.  The School is certainly fortunate in that it retains an extensive and almost complete institutional archive and it is likely that the myriad of changes to the Mackintosh Building's look and function over past decades will almost always be documented in some way.  The GSA archives required to deliver the research necessary for publications such as *Mackintosh's Masterwork* were relatively small in number and consisted mostly of Director's correspondence, Secretary and Treasurers' papers and the activities of the so-called Building Committee, (charged with overseeing the completion of Mackintosh's design), together with copies of more published sources such as School prospectuses and annual reports.  However, less than twenty years after the Mackintosh Building's completion, plans were already well underway to deliver a new extension building for the School - the Mackintosh Building no longer large enough to accommodate an ever increasing number of students. What followed throughout the rest of the 20th century was a continued rise in student and staff numbers matched only by the need to provide more facilities in an ever growing number of new campus buildings, and with it a similar rise in associated correspondence, records and general paperwork etc. generated by a growing range of supporting administrative functions.   The following document provides extracts drawn from a series of GSA Governors' papers (ref: GSAA GOV 2/7 – 2/19) beginning in 1909, just before the Mackintosh Building was completed, and continuing up until 1949. These committee papers make reference to various operational and physical changes to the Mackintosh Building over that period.  Hopefully, the dating of these extracts will help simplify the task of cross-referencing what additional, related references exists elsewhere in the GSA archive - particularly in papers relating to individual departments and schools (where most of the requirements for fabric/function change would have been initiated). At the present time, much of this supporting correspondence has yet to be fully catalogued. However, it is assumed that this relatively untapped archive contains a wealth of new and valuable information that will inevitably help inform the rebuilding of the Mackintosh Building and will provide an excellent resource for future research into the history of Glasgow School of Art, its buildings and its people.  Peter Trowles  Mackintosh Curator  Glasgow School of Art  June 2015 |
| **GSAA GOV 2/7**  **Minute Book: March 1909 – June 1911** |
| **Meeting of the Sub-Committee on Books, Casts and Materials 29/9/1909**  **Library report:** “The Bookcases and Books had to be removed to the new Building after the close of the Session 1908-9 (i.e. June). At the beginning of this Session they had again to be removed to their present position in the Balcony.”  “The portfolios of Drawings, Prints, Photographs etc. . are to be placed in the Balcony as soon as proper case room is provided for them under the sloping tables.” (p.39)  “I would suggest that a Librarian’s box or office be provided in the South East corner of the Library at ‘A’ on plan, so that privacy and good daylight without the use of Electric Light be had, and I would also suggest that another Bookcase be placed at ‘B’ on plan so that a greater selection of Books may be housed on the Library floor. For the better preservation of the Books it would be well if a number of the usual metal partitions were provided.”  “It was remitted to the Convener to look into the matter regarding an office for the Librarian in the Library, and the Architect to be instructed accordingly.”(p.40) |
| **Meeting of the School Committee 12/10/1909**  *Reference to Life School and the four rooms ‘en-suite’; two occupied by Male students and two by Female Students (p.41)* |
| **Meeting of the Library and Materials Committee 3/12/1909**  **Heating of Library:** “It was agreed that a recommendation be made to the Building Committee that, as the Library was insufficiently heated and that the books might suffer, three Radiators should be placed in the West Windows.” (p.58)  **Report on Library**: “No provision has been made for the ventilation of the bookcases, and I should like to call attention to the fact that the bookcases (some) are placed against an outside wall with no means provided for letting a current of air behind, I mention this just now instead of later on when damage has been done.”  “During the last spell of cold weather the cold in the Library was so great that the students would not stay in the room – my assistant was off for a week with cold contracted in the School. The temperature taken in the warmest part of the room at 10am varies from 48 to 55 never going higher during the day than 3 or 4 above these figures. The temperature taken at 10am near the windows averaged about 7 below that figure and so on all day. Large radiators (steam) would require to be placed in the three windows to heat the air from the large amount of glass. Electric Radiators are much too expensive.” (p.59) |
| **Meeting of Materials Committee 18/2/1910**  **Librarian’s report:** “The magazine table is now fitted up and the various magazines etc. are placed on it for the use of students.” (p.62) |
| **Meeting of Materials Committee 18/2/1910**  **The following report by the Librarian was read:**  **“**Dear Mr Newbery**.** Re. the last paragraph of the Report on Library submitted, I would again suggest as I previously did to the Architect that the Bookcases be removed from the walls, that backs be put upon them and that holes be put in the doors and backs, these holes to be filled in with plugs of cotton wool which would allow of a circulation of air and at the same time capture dust.  I am, yours respectfully, James J F X King” (p.77)  **Ventilation of Book Cases**: “Mr Burnet suggested as a remedy that the glass be taken out of the cases and wire covering put in. Further consideration of this matter was delayed until the Heating Report of the Expert had been received.” (p.77) |
| **Meeting of Materials Committee 21/4/1910**  **Easels:** “The Director submitted a sketch for a School Easel for advanced work and it was agreed that a sample easel be made. It was left to the Convener to decide as to whether a quantity should be obtained.” (p.92) |
| **Meeting of Finance Committee 16/11/1910**  **Requirements: “**The following requirements were considered:   * Ventilator for Metalwork Studios, £8.15.0. Wm Buchanan * Electric Throne. Say one to be got for trial and left with the Convener to decide * Hoist. Agreed that a Hoist be erected and the Convener and Mr Hugh Reid to consult * Travelling Crane raised up, £9.15.0. Remitted to Mr Hall-Brown and Mr Mackintosh to consider * Opening 6 Windows East Wing, £7.2.6. Ferguson. Passed * Screen Architectural Room, £1.5.6. Buchanan. Passed * 2 Presses for Life Room Works, £4.11.3 each. Buchanan. Passed * Glass Tops on Museum Cases, £1.12.6 Buchanan. Passed” (p.150) |
| **Meeting of Finance Committee 13/12/1910**  **Requirements:**  “Electric Lift. Estimates were submitted, but the matter was left with Mr Hugh Reid and Mr Hall-Brown to consider”  “Raising of Travelling Crane: Mr Hall-Brown reported as to a suggestion he had made as to the raising up of the Travelling Crane, and estimates were submitted. The matter was referred to Mr Hall-Brown” (p.162)  “Window to open in Animal Room, £0.9.6. Estimate per Wm Buchanan” (p.163) |
| **Meeting of Finance Committee 31/1/1911**  **Requirements:** “Lift. Mr Hall-Brown reported on the Estimates sent in: -  It was unanimously agreed to ask Mr Charles R Mackintosh to obtain estimates for the mason, joiner and painter work required in connection with the installation of the Lift.” (p.182) |
| **Meeting of Finance Committee 16/3/1911**  **Lift:** “Drawings for the Lift prepared by the Architect with Estimates for the same were submitted. The Director stated that the Architect had a new proposal to make with regard to the position of the Lift, and it was therefore agreed to refer the matter to the Convener, and Mr Hall-Brown with the Director to go into this new proposition as raised by the Architect, to be satisfied as to its possibility to obtain the cost and to report.”  (p.208) |
| **Meeting of Finance Sub-Committee 15/5/1911**  **Electric Lift:** “The Architect submitted plans and Estimates on the Scheme (No.2) in which it was suggested that the present Lift remain without alteration and that a new passenger Lift be carried up the well of the central main staircase. The cost of this scheme was stated to be £535.  After careful consideration it was agreed not to carry out this new proposal but to recommend to the Governors that scheme (No.1) be adopted – the cost not to exceed the estimate of £484 as submitted.” (p.241) |
| **Meeting of Finance Committee 29/5/1911**  **Lift. Estimate approved:** “The report of the Sub-Committee, as per minutes of May 15 was read and the recommendation of the Sub-Committee viz: - that scheme No. 1 to cost (A& J Steven) £484 be adopted.” (p.250) |
| **Extraordinary Meeting of Governors 8/6/1911**  **Electric Lift:** “The recommendation of the Finance Committee was agreed to.” (p.258) |
| **GSAA GOV 2/8**  **Minute Book: August 1911 – March 1913** |
| **Meeting of the Finance Committee 15/8/1911**  **Re: Estimates for Session 1911/12:**  “William Buchanan, Joiner, Passage to Wardrobe Room in Top Life Room - £11.6.6.”  “William Buchanan, Joiner, Alterations in connection with Kitchen and Refectories - £23.10.0.”  “G.L. Fleet & Co. Engineering, Rearrangement of piping for Radiators & Steam Coils - £18.0.0.”  (p.1) |
| **Meeting of the Finance Committee 12/12/1911**  **Requirements:** “A Railing and Ladder for the roof to cost £8.15.6. was remitted to the Convener with Mr Hall-Brown and Mr Mackintosh to consider. An estimate for repairing trays in Library store £7.5.6. was considered and referred to Mr Mackintosh.” (p.48) |
| **Meeting of Finance Committee 13/2/1912**  **Electric Lift:** “Mr Hall-Brown reported that he made an inspection of the Electric Lift and was satisfied that it was in working order. He mentioned several small defects which had now been remedied. He suggested that he should meet with Messrs. A&P Steven and go into the cost of the cage as he thought that £22 was much too large a sum for the very plain cage supplied. This was approved of and left with Mr Hall-Brown.”  New Hatch on Roof: “Mr Hall-Brown recommended that the offer of Messrs. G. Ferguson & Sons of£5.3.9. for a new hatch on Roof with ladder etc. be accepted. This was approved.” (p.63) |
| **Meeting of Finance Committee 1/4/1912**  **Requirements:** “Partition Antique School. The Director submitted drawings and estimate for the completion in the Antique School of the existing two partitions by a lathe and plaster extension carried to the ceiling so as to make three enclosed rooms. The matter was remitted to the Convener to consider and decide.” (p.101) |
| **Meeting of Finance Committee 14/5/1912**  **Requirements:** “The following requirements were raised:  G. Ferguson & Sons - Partitions in Antique School. £32.0.0.  W Buchanan – Gangway Animal Room. £5.14.9./Shutters at Air Inlets. £6.18.6.  James Brown & Sons – Blinds in Rooms 42, 43, 44. £7.10.0.” (p.129) |
| **Meeting of Finance Committee 11/10/1912**  **Requirements:** “The question of providing some protection to the windows of the front area was considered and remitted to the Convener and the Director to consult and decide as to the best means to be adopted for providing protection to the glass.” (p.148) |
| **Meeting of Finance Committee 11/10/1912**  **Requirements:** “Pedestal and shelves for Museum – W. Tait. £11.5.0.” (p.194) |
| **GSAA GOV 2/9**  **Minute Book: March 1913 – June 1914** |
| **Meeting of Finance Committee 18/11/1913**  **Requirements:** “The following Requirements were submitted and considered and left with the Convener to decide:  Partition between Rooms 30 and 32 (Mr Buchanan £3.15.10 [accept].  Stair Treads  Heating – Professor Anning Bell’s section  1 x Radiator and piping £3.15.0  Wall cases for Lending Museum in Basement Corridor – approximate cost £50.0.0  Window in East wall of Animal Room  Estimates were ordered to be obtained” (p.69)  **Place proposed for Lending Museum:** “The Committee having inspected the accommodation in the basement Corridor decided in the meantime to allot for the use of the Lending Museum that space on the North side and wall running from the Central Staircase to the door of the Animal Room.” (p.69) |
| **Meeting of Materials Committee 26/11/13**  **Place for Lending Museum:** “It was intimated as per Minutes of Finance Committee of Nov 18th “the committee having inspected the accommodation in the Basement Corridor, decided in the meantime to allot for the use of the Lending Museum the space on the North side and wall running from the Central Staircase to the door of the Animal Room”.  “With regard to the cases, it was remitted to the Director to prepare plans to be in harmony with the surroundings asking the Architect, Mr Mackintosh, to co-operate who in view of his present position as a Member of the Governing Body, could give his services only in an honorary capacity.” (p.71) |
| **Meeting of Finance Committee 11/12/1913**  **Estimates for Museum Cases:** “Three estimates for Museum cases for the Lending Scheme were submitted and the lowest viz:- that of Mr Walter Tait £41.10.0., was authorised to be accepted - the carrying out of details being left with the Convener and the Director.” (p.74)  **Roof lights – Basement:** “An estimate for removing the inner glass of the roof lights from Mr Buchanan £3.5.0. was submitted, but the matter was left with the Convener and Director to decide.” (p.74)  **Window Animal Room:** “The Director intimated that Mr George Pirie the visitor to the Animal Classes had suggested that in order to get better light for the Animal Room a window might be placed in the East Wall.  It was left with the Convener, Mr Henderson and the Director to go into the matter and the Architect to be consulted.” (p.75) |
| **Extraordinary Meeting of Governors 12/12/1913**  *Reference to Women’s Common Room and Women’s Refectory (p.77)* |
| **Meeting of Sub-Committee on Finance 3/4/1914**  **Requirements:** The following requirements were passed   * Electric Fan for Kitchen * Library – heating * Junior Design Room – heating * Lending Museum – phone Library to Museum * Roof light – Front Basement * Repair footpath with asphalt, Renfrew Street |
| **GSAA GOV 2/10**  **Minute Book: June 1914 – July 1916** |
| **Meeting of Finance Committee 16/9/1914**  **Alterations report:** “The Convener reported that the following proposed alterations had been on consideration, delayed meantime: - viz Window in Women’s Common Room, and alterations in Dalhousie Street door.” (p.6) |
| **Extraordinary Meeting of Governors 11/2/1915**  **Animal Class:** “The following letter from Mr George Pirie was read (Appendix B).  “It was agreed that a letter be sent to the Architect asking his opinion as to the formation of a window or windows in the east wall of the Animal Room, and also asking his opinion as to the formation of windows in the south gable of the Building to improve the lighting in the Junior Design Room and the Women’s Common Room” (p.34)  **Appendix B** “Gentlemen. On resuming the work of the animal class I regret to find that the Window, which, as I understand, the Governors had decided to form in the east wall of the class-room, has not been constructed.  The students are very seriously hampered by want of light in this room and only a small part of the floor space can be used.  In this connection I visited the Animal School at the Edinburgh College of Art and found that arrangements there are infinitely superior to ours.  Of course, in Edinburgh more space was available, but here we cannot utilise even the space which might be at our disposal.  (signed) George Pirie.”  **Report of Electric Lift:** “The following report from the Engineer on the Electric Lift was read (Appendix C).”  **Appendix C**  “The Lift has again broken down, which makes it three times in ten days on the two previous occasions I repaired the fault, but this time I had to send for Messrs. Stephen’s men to look into the matter. A great deal of trouble could be avoided, if those using the same would take time to close the doors properly when entering or leaving; to throw the door from one, is not the way, and owing to this method I have found the doors on the ground and second floors, open recently. On the 30th ult., I found the Sub-Basement door open, and having the Electrical connections made by someone, so that the lift could still be in use: also the practice of having the key in the door, or a finger on the Push at any of the flats, while the Lift is in use by another party, as the door is apt to fly open, or the Lift having arrived at its destination immediately answers to the Push before the Party has got out; on one occasion the Lift had travelled about four feet after the door had opened, the Party was still in the Lift and the door unable to be closed.  These are very dangerous practices and should be forbidden, as they, may result in serious accident or loss of life. Another source from trouble arises is that Wood doors instead of iron have been used, I have observed that the doors come and go with the difference in temperature, and the humidity of the atmosphere , so making the doors easy or difficult to close, I would recommend that the present doors be removed and replaced by iron sliding collapsible gates, Electrically connected that when closed the Circuit is complete and when open it will be broken and impossible for the door to be open and have the Lift working, until this is done it will be unreliable and a source of great danger.  (signed) John Montgomery” (p.35) |
| **Meeting of Sub-Committee on Alterations 22/2/1915**  **Remit from Meeting of Governors held on February 11th was read:**  “The Secretary stated that a letter had been sent to the Architect on February 11th regarding the proposed alterations but no reply has as yet been received from Mr Mackintosh.” (p.39)  **Electric Lift:** “The following letters from Messrs. A & P Steven were read (Appendices A & B).  The Committee inspected the Lift and it was agreed that the estimate for the work of £22.10.0. be accepted on condition that the Contractors give an assurance that all the present objections would be remedied in accordance with their letters and under guarantee of upkeep for one year.” (p.39)  **Animal Room – New window:** “Inspection was made of the Animal room and previous estimates under date February 1914: no definite decision was arrived at but the Secretary was instructed to communicate with the contractors and ascertain the cost of the alterations at present date.” (p.39) |
| **Meeting of Sub-Committee of School Committee 18/3/1915**  **Window Animal Room:** “The Convener stated that no reply had been received from Mr Mackintosh to the letter sent him with regard to the proposed window in the Animal Room.  It was agreed that the work be gone on with during the Vacation and that Mr Keppie be asked to carry out the work. The revised estimates were as follows:  Messrs. Stewart &B Co., Mason work …£50.  Messrs. G Ferguson & Sons., Joiner work…. £3.15.0.  Total £53.15.0  A steel casement at present in the School store, to be utilised.” (p.45)  **Repairs on the School Lift:** “The Convener stated that owing to the Brass Moulders strike the work on the Lift had been delayed, but a letter had been received from Messrs. Steven stating that the work would be proceeded with shortly.” (p.45) |
| **Meeting of School Committee 28/4/1915**  **Window and door in Animal Room:** “It was agreed that arrangements be made to proceed with, during the Summer Vacation, the work passed at Meeting held on March 18th with reference to providing a new window and door in the Animal Room, and sanction was given that Mr John Keppie of Messrs. Honeyman and Keppie Architects, be consulted and the supervision of the work placed in his hands.” (p.54) |
| **Meeting of Finance Committee 12/5/1915**  **Alterations:** “The following alterations were considered but estimates were ordered to be obtained in the first place:   * Photographic Room – Cleaners’ Room. That the present Cleaners’ Room, be made the Photo Room with no alteration, and that the present Photo Room be made to suit as the Cleaners’ Room – gas ring required. * Fire Proof Strong Room. That the space marked “A” on Sub-Basement Plan, is suggested, having a floor space about 90 square ft. being 18ft. long and 5ft. broad, the access being through the Janitor’s or Engineer’s Stores, the surrounding walls are of good thickness and the addition of a concrete ceiling, concrete and granolithic floor (the present floor is of asphalt) and 14” brick wall built at end having door opening including iron door and frame, would make the space fire-proof.” (p.63) |
| **Meeting of Materials Sub-Committee 12/5/1915**  **Glass in Book Cases:** “It was agreed that estimates be obtained for putting leaded glass in the panels of those book cases not already fitted.” (p.68) |
| **Meeting of Finance Committee 25/6/1915**  **Alterations and Repairs:** “The question of forming a strong room in the Basement and the alterations proposed at last meeting as regards the Cleaners Room and Photographic Accommodation, were remitted for further consideration to Mr Fleming and the Director.” (p.72) |
| **Extraordinary Meeting of Governors 29/6/1915**  **Strong Room:** “It was agreed that the small press underneath stair, sub-basement, be used as store place for School Books and papers – and the alterations necessary were authorised to be made.” (p.76) |
| **Meeting of School Committee 29/9/1915**  **Alterations on Animal Room:** “The alterations on the Animal Room were reported as completed and quite satisfactory.” (p.80) |
| **Meeting of Materials Committee 29/9/1915**  **Special Bookcase:** “That a special case be selected in the Library to contain the gift of books made to the School by Sir William Bilsland Bart., and that this case be set apart for this purpose and be labelled “Collection of Books gifted to Glasgow School of Art by Sir William Bilsland Bart., LLD, DL”. It was agreed that estimates be obtained for two additional bookcases in the Library.” (p.83) |
| **Meeting of Chairman’s Committee 29/10/1915**  **New Book case:** “The estimate of Mr Buchannan £11.15.0. for two new book cases was agreed to be accepted. This was the lowest offer.” (p.98) |
| **Meeting of Property Committee 27/6/1916**  **House for Head Janitor:** “The House at 11 Dalhousie Street presently occupied by the Engineer to be given to the Head Janitor – No repairs necessary.” (p.177)  **Lady Staff Room**: “The present Women’s Common Room to be altered to suit Lady Staff Room by addition of lavatory accommodation with partition. Estimate about £5. Material supplied.” (p.178)  **Needlework Room:** “It was agreed that the Needlework Department be transferred from the East Attic to the South Composition Room and the Men’s Common Room.”(p.178) |
| **GSAA GOV 2/11**  **Minute Book: October 1916 – June 1920** |
| **Meeting of Finance Committee 3/10/1916**  *References transfer of men/women’s refectories to the new Extension Building. (p.4)*  *References Janitor and Fireman provided with living accommodation in each School building as a direct result of the war. (p.4)* |
| **Extraordinary Meeting of Governors 13/6/1917**  *Reference to renewing asphalt on roof. Estimate from George Smith priced at £19.3.0. (p.50)* |
| **Meeting of School Committee 9/10/1917**  *References moving metalwork studios from basement of Mackintosh Building to first floor of new extension premises at 166 Renfrew Street. (p.61)* |
| **Annual General Meeting of Governors 9/10/1917**  **Professor Anning Bell’s Suggestion for Design Section Work:** “He also suggested that the decorated walls of Room 40 might be made stronger by putting up wood straps to strengthen the canvas.” (p.67) |
| **Extraordinary Meeting of Governors 13/6/1917**  **Suggested Wall Fountain in the School:** “On the suggestion of Mr Paterson it was agreed that designs for a wall drinking fountain to be placed in the Hall of the School be obtained through the co-operation of the students and that the suggestion be placed before Mr Anning Bell for further consideration.” (p.73) |
| **Extraordinary Meeting of Governors 8/5/1918**  **Partial Occupation of Premises by the Admiralty:** “The Chairman stated that a request had been made by the Admiralty for the use of the lecture room and another two rooms [20 & 21] in the basement for an instruction class under the Admiralty for Captains and Officers of the Mercantile Marine. It was thought that this could be granted without seriously impeding the work of the School and the approval of the Scotch Education Department was obtained.  The cost of alterations and repair would be met by the Admiralty and a sum would be paid in name of heating, lighting, cleaning, water etc.  The following letter from Mr Alex Davie District Valuer was submitted (Appendix D).”  (p.91) |
| **Meeting of School Committee 28/11/1918**  *References that the Admiralty would probably only require room for the next months. (p.112)* |
| **Extraordinary Meeting of Governors 17/12/1918**  *References that the Admiralty were now out of the School premises (p.116)* |
| **GSAA GOV 2/12**  **Minute Book: July 1920 – December 1924** |
| **Meeting of School Committee 29/11/1920**  **Reference that advert for WW1 names had been placed and that on suggestion of Director design should be wall mounted vellum (rather than a book) and this in addition to War Memorial arranged for. (p.19)** |
| **Extraordinary Meeting of Governors 29/7/1921**  **Cleaning School Windows: “The difficulties of the cleaning of the School windows was discussed.” (p.58).** |
| **Extraordinary Meeting of Governors 20/6/1922**  **Repairs etc: Overhauling of iron windows**  **Annual repair of asphalt roof**  **New main door to Lecture Room (p.82)** |
| **Extraordinary Meeting of Governors 19/12/1922**  **Alterations: “Suggested new doorway to Lecture Room and heating of new Embroidery Rooms referred to the Finance Committee.” (p.91)** |
| **Meeting of Finance Committee 29/1/1923**  **New Doorway, Lecture Room: “The remit from the Governors’ Meeting, 19 December, regarding the formation of a new entrance door to the Lecture Room was considered and agreed to, the work to be done in the Summer vacation.” (p.94)** |
| **Annual General Meeting of Governors 15/10/1923**  **Lecture Room Alterations: “The Director reported on the alterations authorised to be made on the Lecture Room by cutting anew doorway at the back of the Room, which was found to be very satisfactory.” (p.109)** |
| **Meeting of Finance Committee 18/6/1924**  **Repairs: “For roof repair by Limmer & Trindad Asphalte Co. £38.” (p.128)** |
| **Meeting of Finance Committee 15/12/1924**  **Extension to Pottery Room: “It was agreed that the Pottery Room be extended with a communicating room into the Animal Room, basement flat. An estimate from Wm Buchanan, amounting to £52.14.6. was accepted.” (p.146)**  **School Shop and Office Accommodation: “It was agreed that the School Shop be transferred from its present position to Class Room no.25 and the School Office be extended into the present shop. This is necessitated by the present congestion of Shop and Office accommodation. The Committee agreed to go on with the work at once, but considered it advisable to notify Governors individually of these alterations, and that plans may be seen at the School Office during the next 10 days.**  **It was stated that the total cost would not exceed £100, which sum is provided for in this session’s estimate either from School or Shop funds.” (p.146)** |
| **GSAA GOV 2/13**  **Minute Book: January 1925 – January 1928** |
| **Meeting of Finance Committee 9/2/1925**  **School Alterations**: “The Chairman intimated that the alterations authorised to be made on the Pottery Room, School Shop and School Office has been satisfactorily completed, and the accounts were within the estimates.” (p.8) |
| **Meeting of Finance Committee 24/4/1925**  **Roof Repair:** “The Master of Works reported that the repairs made to the roof by the Limmer Asphalt Co. last year on the School roof had not proved satisfactory. Mr Keppie undertook to go into the matter with the firm and get an explanation.” (p.12) |
| **Meeting of School Committee 15/5/1925**  **Ventilation and accommodation**: “The Convener, with Mr Keppie, Mr Watson and the Director agreed to go over the building and make a report.” (p.17) |
| **Meeting of Sub-Committee of School Committee 22/5/1925**  **Heating and Ventilation inspection:** “The Committee under the guidance of the School Engineer inspected the heating and ventilation system of the School. It was ascertained that no means existed for cutting off the supply of hot air from any particular room. The radiators however, were under control in each room and the windows in certain rooms.”  It was agreed that the opinion of an expert be obtained on the whole system and Mr Keppie kindly consented to communicate with Messrs. Ashwell & Nesbit Ltd., Heating and Ventilation Engineers.  It was thought advisable that one of the Service staff be deputed to go round the Class Rooms regularly to see that the temperature was kept at a proper degree of heat.  The Engineer was asked to make a report on the heating and ventilation of the School, as coming under his Department.” (p.20) |
| **Meeting of Sub-Committee 15/6/1925**  **Heating and Ventilation:** “The Interim Report of Messrs. Ashwell & Nesbit Ltd on the heating and ventilation of the School premises was submitted and discussed” (p.25) |
| **Report by School Committee on Director’s Report 19/6/1925**  **Pottery Studio:** “Extra window in roof”  **Luncheon Rooms: “**Slight alterations to present Luncheon Rooms” (p.32) |
| **Minute of Meeting 22/6/1925**  **Accommodation for Architectural Section:** “After discussion it was agreed that the Section could be suitably housed in their present rooms – with a permanent partition in Room 31. It was also agreed that the first floor house of no. 164 Renfrew Street should be allocated for Library, Club Rooms etc.” (p.33)  **Library:** “With reference to the Library, it was agreed that the more important books be retained in the present premises and the new Library be used as a Reading Room and Study.” (p.33) |
| **Annual General Meeting of Governors 19/10/1925**  **Equipment and Alterations:** “The Director reported that the alterations and furniture agreed on at a meeting of Governors held on 19 June, to cost £300, had been attended to.”  The Etching Department had been transferred to the extension premises No 164 Renfrew Street, being a great improvement. The necessary new furniture had been obtained and the changes of rooms for Design Section and Illustration Section had been carried out satisfactorily.”  The Architectural accommodation had been improved, additional rooms having been provided in the house No.164 for Architectural Library and Club Rooms.” (p.38) |
| **Extraordinary Meeting of Governors 16/12/1925**  **Heating and Ventilation:** “A report by Messrs. Ashwell and Nesbit Ltd, and estimate for practically a new system of heating and ventilation was presented. Consideration for the whole matter was referred to the School Committee to consider and report.” (p.43) |
| **Meeting of School Committee 27/1/1926**  **Heating and Ventilation:** “Mr Keppie submitted detailed report made by Messrs. Ashwell and Nesbit Ltd. on the Heating and Ventilation plant of the School. Also, an Estimate with Plans for the re-organisation of the Plant.  He referred to the costly nature of the work and thought that the Governors might wish to go on with the more pressing needs of the School in regard to accommodation. He suggested that the present system, with certain extensions, might be regulated more satisfactorily and better results obtained.  But the whole matter was referred to the following Sub-Committee for consideration and report…” (p.45) |
| **Meeting of Sub-Committee on Ventilation and Extension Plans 12/2/1926**  *Reference to detailed ventilation report by Messrs. Ashwell and Nesbit (p.48A)* |
| **Extraordinary Meeting of Governors 4/3/1926**  **Heating and Ventilation: “**Mr Keppie stated that he was obtaining reports from two other firms on the Heating and Ventilation of the School. The matter was continued and left with the School Committee.” (p.50) |
| **Meeting of Finance Committee 1/6/1926**  **Repairs and Painter-work*:*** *Lists work to be executed over the summer vacation including: (p.67a)*  Ground floor: Ladies Staff Room, window to open in  First floor: Paint four life rooms, 42 to 45  Second floor: Room 58, distemper white  Roof: Repair finials  Basement: Repair asphalt roof; Renew floor corridor to Scott Street with cement; Renew floor Coil Room, asphalt  Sub-basement: Remove wood lining and packing around Air Shaft in Stone Cutting room and enclose  with asbestos sheeting; Remove urinals put up for Naval Men  General: Overhaul Iron windows opening parts; Repair Blinds over School. |
| **Meeting of Sub-Committee on Salaries 13/9/1926**  **Alex Scott janitor: “**New appointment made. No House on the premises to be granted.” (p.69) |
| **Annual General meeting of Governors 26/10/1926**  **Equipment and alterations:** “The Director stated that several alterations have been made in the class rooms to suit the increased number in certain Sections.” (p.75) |
| **Meeting of Governors 5/7/1927**  **Alterations:** *Lists work to be undertaken summer 1927 – change of classes from Extension to Main Building including:*  **Metal work -** Change over to store in Basement. Required: Removal of partition wall in store to make one room. Removal of shelving to Dark Room, which is to be used as store.  **Etching -** Remove and set up presses, tables and equipment in Animal Room. No structural alterations.  **Needlework –** Remove to Room 57, top flat. Partition required.  **Room 37 –** Store looms in basement  **Room 38 -** Clear for painting classes  **Anatomy –** Move material to room 21 and clear Anatomy Room for Pottery |
| **GSAA GOV 2/14**  **Minute Book: January 1928 – December 1929** |
| **Meeting of Building Committee 27/1/1928**  **Fire in School:** “The Director stated that a fire had taken place in Room 44 – Models Throne – on Monday 23rd instant, and was speedily extinguished by the energetic action of four students.  The question of regulations for extinguishing fire and the inspection of all the School fire apparatus required careful consideration. He read the following report on the matter:  “On Monday 23 Jan. 1928 a Student reported to the Office about 10am that there was a fire in Room 44. It was extinguished quickly by 4 students who threw pails of water over the flames. On enquiry it was found that the fire had started in an electric throne which had ignited a carpet laid over it. The main switch controlling the throne had been put off in the engine room over the week end but the switches on the throne were on. When the main switch was put on on Monday about 9.30 the throne heated up and the carpet began to smoulder eventually catching fire. The room was unused at the time and the prompt action of the 4 students concerned undoubtedly saved a very serious outbreak. Steps are being taken to ensure greater care in the supervision of all switches in rooms not in use and classes are being specially warned about the use of thrones. The supply of electricity to the various thrones is being cut off until asked for, the supply being controlled from the mains in the engine room.” (p.5A)  **Lift:** “It was agreed that the Estimate of Messrs. A & P Steven Ltd for the repair of the School lift amounting to £95.10.0. be accepted and the work be proceeded with during the Easter vacation.” (p.5) |
| **Meeting of Building Committee 27/1/1928**  **Fire prevention:** “It was agreed that the following suggestions for fire prevention appliances be carried out by the Architects: - Altering Dalhousie St. basement door to open outwards. Providing keys in glass covered boxes at Dalhousie St and Scott St entrances. And an Electric Fire Alarm in the Entrance Hall.” (p.32) |
| **Minutes of Annual General Meeting 18/10/1928**  **Fire Appliances:** “The Governors authorised the acceptance of Messrs. Osborne & Hunter’s estimate of £81.7.6. for an efficient installation of Fire Alarms to meet the requirements of the School. This as recommended at Meeting of 19th June last.” (p.42) |
| **GSAA GOV 2/15**  **Minute Book: January 1930 – August 1931** |
| **Extraordinary Meeting of Governors 23/6/1931**  *References that the Convener of Finance arranges for “necessary repairs and painting during the summer.” (p.72)* |
| **GSAA GOV 2/16**  **Minute Book: October 1931 – May 1934** |
| **Annual General meeting of Governors 30/10/1933**  *Reference to installation of a model shop window in Room 32 for the Commercial Art Section to be used for students in Display Work and in Window Dressing. (p.68)* |
| **GSAA GOV 2/17**  **Minute Book: August 1934 – July 1937** |
| **Meeting of School and Staff Committee 2/11/1934**  *Reference to partitioning of Post Diploma Room into 3 smaller rooms by means of curtains (p.8)* |
| **Meeting of Library and Materials Committee 25/1/1935**  **Furniture of Library:** “The Director reported that the furniture in the Library required renewal. After discussion further consideration of this question was held over.” (p.18) |
| **Meeting of the School and Staff Committee 30/5/1935**  **Partitioning in Top Flat of Main Building:** “The Director stated that it would help the work of the Design students very materially if certain rooms on the top flat of the main building could be separated from the corridor by means of a partition. He submitted an estimate amounting to £36 from Wm Buchanan, Joiner, for carrying out this work. It was agreed to recommend that this work be carried out.” (p.36) |
| **Meeting of the Finance Committee 30/5/1935**  *References that “William Buchanan, Joiner, supply and fit partitions on the top floor of the main building at a cost of £36.” (p.37)* |
| **Meeting of School and Staff Committee 10/10/1935**  *References arrangements in Janitor’s department; two staff appointments allocated with accommodation – GSA Main Building and 20 Scott Street? (p.46)* |
| **Meeting of Finance Committee 1/11/1935**  **Fire in Room 42**: “It was reported that a fire, which emanated from the model’s throne, had occurred a few days previously in Room 42. The Director stated that he had made a full inquiry into the matter but from the information which was received he did not feel able definitely to lay the blame for the fire on any one person. The Secretary was instructed to go into the whole matter of fire prevention.” (p.49) |
| **Meeting of School and Staff Committees 17/2/1936**  *Reference to replacement of main steam pipe connected to boilers (p.57)* |
| **Meeting of School and Staff Committees 5/6/1936**  *Reference to painting of Museum walls (p.65)* |
| **Meeting of School and Staff Committees 9/2/1937**  *Reference to School flag pole that had been erected (temporarily) for the Jubilee celebrations and now needed replacing. (p.89)* |
| **Half Yearly General meeting of Governors 5/5/1937**  **Steps necessary for efficiency of Main Building:**  “Electric Wiring. That the Main Building be re-wired, the wiring not having been looked to since the building was erected.”  “That the roof be repaired with Bitmac, the estimated cost being £52.10/-.”  “That the Heating and Ventilating system, which did not at present function properly, be either adapted to a state of modern efficiency or be replaced by a more modern system. The opinion of an independent expert heating and ventilating engineer had been asked as to the best methods of dealing with this matter but his report was not yet to hand. The costs of these alterations were estimated at approximately £5000.” (p.97) |
| **GSAA GOV 2/18**  **Minute Book: August 1937 – July 1945** |
| **School and Staff Committee 23/11/1937**  *Reference to rewiring of Main Building (p.17)* |
| **Library and Materials Committee 10/12/1937**  **Report by Librarian:** “that he intended going into the question of library furniture,” (p.18) |
| **School and Staff Committee 4/2/1938**  **Allan Arthur & Ure:** “Allan Arthur & Ure (electrical contractors) appointed for rewiring work at cost of £127.15s.8d.” (p.23) |
| **Library and Materials Committee 2/6/1938**  **Furniture for Library:** “The Secretary reported that the Folding Top Tables, which it had been decided to install in the Library were now in the course of construction by the Joiner Janitor and that these would be ready for the opening of next session. It was decided that, in future, when additional furniture was required for the Library, steps should be taken to ensure that such furniture was in the tradition of Mackintosh design.” (p.31)  **Work Carried out in the Library:** “The Meeting expressed its satisfaction with the work that had been carried out in the Library.” (p.32)  **Library Balcony:** “The Director reported that the Balcony of the Library which had hitherto been used as a general store, had now been thoroughly cleaned and was being used as an integral part of the Library.” (p.32) |
| **Meeting of Finance Committee 20/6/1938**  **Electrical Lighting Re-Wiring:** It was reported that the rewiring of the electric lighting in the Main Building was now substantially completed, but that it had been found necessary to rewire rather more lights than had originally been estimated for, and to replace a number of switches and sundry fittings. It was decided to recommend that the additional re-wiring and replacements be approved.” (p.40) |
| **Meeting of the School and Staff Committee 23/2/1939**  **Air Filtering Screen for Ventilating System:** “Mr Innes reported that enquiries had been in progress for a considerable time as to the most suitable filter screen for the Ventilating System, which was being re-conditioned. It appeared from these enquiries that ‘Idaglas’ filters, fitted into a specially constructed screen, might prove a satisfactory solution. This work, it was estimated, would cost up to £150. Mr Innes explained that it would be impracticable to take alternative estimates for this work, as detailed requirements could be ascertained only as the work progressed.  It was agreed to recommend that a filter screen, as suggested, be erected at a cost not exceeding £150.”(p.58) |
| **Meeting of the Finance Committee 15/6/1939**  *Reference to purchasing of new Blackboard for Lecture Theatre (p.73)* |
| **Extraordinary General Meeting of Governors 19/9/1939**  *Reference to re-opening of School following outbreak of War (p.77)* |
| **General Meeting of Governors 16/11/1939**  *Reference to use of Ground Floor of Main Building for use by British Red Cross and erection of Air Raid Shelters. (p.82*) |
| **Meeting of the Finance Committee 3/12/1940**  **Air Raid Precautions:** “As some of the sandbags placed at the Air Raid Shelters had fallen and as the architects had advised that brick walls be built in place of these, it was agreed that that this be done and that the estimate from Daniel McCallum be accepted” (p.117)  *Appendix ‘B’ gives details of work* |
| **Meeting of Finance Committee 23/1/1941**  *Reference to introduction of fire-watch/fire-fighter duties and need to establish ‘look-out post’ on roof. (p.120)* |
| **Meeting of Finance Committee 16/7/1941**  *Reference to window repairs (2nd floor studio) and to roof repairs (p.129)* |
| **Meeting of School and Staff Committee 6/5/1942**  **Repairs in Building:** “It was reported that very considerable repairs had recently been necessary on two sections of the roof of the main building and it was also reported that dry rot had set in in one of the rooms in 162 Renfrew Street which was used by the Institute of Architects. On the Architect’s advice the roof repairs and the dry rot had been dealt with immediately.” (p.151) |
| **General Meeting of Governors 22/4/1943**  *Reference to small, electrical fire in Studio 45 occupied by the Red Cross (p.194)* |
| **Meeting of School and Staff Committee 13/10/1943**  **Repairs to Buildings**: “A report on the various buildings from the Architects Messrs. John Keppie and Henderson was read and the Committee recommended that the Repairs suggested should be carried out.” (p.211) |
| **Meeting of Library and Materials Committee 10/3/1944**  *Reference to Library, Works Store and Lending Museum store and lack of a dedicated Librarian since July 1941. (p.223)* |
| **Meeting of the Library and Materials Committee 22/1/1945**  **Internal Staircase for Library:** “The Chairman asked the Meeting to consider whether it would be advisable to recommend that a wooden stairway be erected in the Library to enable the Librarian to reach the balcony without leaving the Library. At present there was no method of communication from the Library to the Library Balcony except by the outside staircase. This makes control by the Librarian very difficult. The meeting adjourned to the Library and after full consideration of the artistic and historic associations of the room it was decided to recommend that a stairway be erected adjoining the Librarian’s Office. It was decide that plans and an estimate be obtained from the School Architect and submitted for approval.” (p.246) |
| **Joint Meeting of Chairman’s and School and Staff Committees 6/2/1945**  **Library:** “The Convener of the Library Committee intimated that his Committee had been considering proposals for the erection of a stairway leading from the Library to the Balcony just outside the Librarian’s office. Plans which Mr Marshall had obtained from the School Architect were on view and it was agreed to recommend that the stairway be erected.” (p.249) |
| **Joint Meeting of Chairman’s and School and Staff Committees 13/6/1945**  *Reference to payment of £45 to William Buchanan for erection of New stair in Library (p.257)*  **School Buildings:** Mr Weekes raised the question of the condition of the School Buildings and it was decided to recommend that the Architect be instructed to make a thorough examination of the buildings and submit a report and estimates for repairs both internal and external.” (p.258)  *(Subsequently approved by Governors on 13/6/1945)* |
| **GSAA GOV 2/19**  **Minute Book: September 1945 – July 1949** |
| **School and Staff Committee 24/10/1945**  **Office Alterations:** “The Acting Director reported that the office alterations were proceeding and asked Mr Graham Henderson, the architect, to give some idea as to when the room would be ready for occupancy. Mr Henderson reported that the work was progressing quickly by stages and that he anticipated that the general office would be ready for occupancy very soon.” (p.4) |
| **Meeting of Joint School, and Staff and Finance Committee 17/5/1946**  **Windows on West wall of Library:** “Mr A Graham Henderson reported that two of the three large windows on the west wall of the Library were in an unsafe condition and that he was obtaining estimates for replacing these windows in the present design but that alterations in material and structural methods might be necessary and desirable. In view of the time that might elapse before such windows could be installed he was of opinion that it might be necessary to remove the present windows as a matter of safety to life and to enclose the window space with a temporary structure. It was agreed to remit the whole matter to the Building Committee to consider and report and to strengthen the Committee by the addition of Messrs. Joseph Weekes and J Taylor Thomson.” (p.42)  **Cage for Lift:** “The Chairman reported that the Inspector of the Insurance Company had reported on the lift in the main building as follows: “It is considered essential for the safe operation of this lift that a cage be added, complete with an electric interlock. A cage roof should also be fitted”.  “It was agreed to accept the recommendation of the Inspector and to have the work carried out at an approximate cost of £52. As per estimate of Messrs. A P Steven Ltd, and William Buchanan, Joiner.” (p.42)  **Mackintosh Room:** “The Director reported that a room was being set aside in the Main Building to be representative of as many aspects of the work of Charles Rennie Mackintosh as possible and that it was hoped that the room might be redecorated and furnished as a Museum with Mackintosh furniture and fittings. The Director said that the School possessed a quantity of such furniture and fittings but that he hoped to obtain additional articles on loan or as gifts from individuals and thus increase the value of the room as a Mackintosh Museum. The project was approved.” (p.44) |
| **Extraordinary General Meeting of Governors 26/7/1946**  **Architect’s Report on Main Building:** “The Chairman referred to the comprehensive report on the condition of the Main Building which the School Architect had been asked to undertake and reported that the Secretary had been advised by the Architect that he hoped to be in a position to submit this report by the end of the current month.” (p.54) |
| **Meeting of Chairman’s Committee 16/9/1946**  **Windows in the West wall of Library:** “The Chairman submitted a report from the School Architects on the replacement of the windows on the West wall of the Library and of one window in Room 58 (Appendix A). It was agreed to recommend that the proposals contained in the report be approved at an estimated total cost of £1,060 and that the Architects be instructed to arrange for the implementation of these proposals as quickly as possible in view of the rapid and dangerous deterioration of the present windows.” (p.59)  ***Appendix A*** *Report by Messrs John Keppie & Henderson Architect, 4 September 1946*  *“We refer to the windows on the west wall of Library and the large window on the south wall of Mural Room, top floor, which we have examined with a view to advising as to what should be done to replace them, having regard to the fact that the existing steel sashes are now, at some parts in a dangerous condition and at others, rapidly deteriorating.*  *The accompanying drawing shows the sizes and divide of these windows and as, in our opinion, these windows are important features in the design of the building, we consider it essential that any replacement should, as far as possible, repeat the divide and scale of the existing windows.*  *The existing windows are made up of steel sashes, butted at the angles, and are not repairable. It is at the angles that failure has occurred****,*** *and we think it is essential to change the structural design so as to avoid the same happening again. We propose, therefore to put up a bronze structural main frame, into which steel sashes, divided in panes conforming approximately to the existing divide, would be fitted. The bronze main frame would not be affected by weather, and if any of the steel sashes did deteriorate, they could be readily replaced.*  *The existing pivoted opening parts are not convenient for cleaning the outside of the windows, and we, therefore, propose an arrangement of side-hung opening parts which would enable easy access to be got for cleaning. The accompanying drawing illustrates the difference proposed.*  *We have obtained an estimate from Messrs. Maclean & Company for the bronze frame and steel windows are described above, and as illustrated in the drawing, and this amounts to the sum of £828 for the three large windows in the Library and the one large window in the Mural Room. To this estimate needs to be added the cost of tubular scaffolding and the taking out of the existing windows, amounting to £132, and the cost of glass and any necessary painting, say £100, making a total of £1,060.*  *Our Mr Henderson has explained the proposals to Mr Weekes and Mr Taylor Thomson, Governors of the School, and they agree that these are the best methods of dealing with the problem, as they preserve the essential character of the design and provide an imperishable structural framework for the windows.*  *We discussed with Mr Weekes and Mr Taylor Thomson the alternative of replacing only the one window in the Library and one in the Mural Room, both of which are in a bad very state, but they were strongly of the opinion that the other windows in the Library should also be done at this time, as they are beginning to open at the angles and may become dangerous in the very near future. We also considered the alternative of all bronze windows instead of bronze framework and steel sashes but we ascertained that the cost of this would be more than double.”* |
| **Extraordinary General Meeting of Governors 16/9/1946**  **Windows in the West wall of Library: “**The Chairman detailed a report by the School’s Architect on the condition of the windows on the west wall of the Library and of one window in Room 58 and submitted a recommendation by the Chairman’s Committee that the proposals for replacement incorporated in the Architects Report be approved at an estimated cost of £1,060 and that the work be put in hand as quickly as possible (cf. Minute of Meeting of Chairman’s Committee of 16 September 1946). After consideration it was agreed to approve these recommendations by the Chairman’s Committee.” (p.61) |
| **Meeting of the Chairman’s Committee 9/11/1946**  **Report by Messrs John Keppie & Henderson, Architects, on structure of Main Building:** “The meeting considered a report by John Keppie & Henderson Architects on the structural condition of the main building incorporating detailed estimate of probable cost of necessary repairs (see Appendix A).  After consideration it was agreed to recommend that the scheme of repairs proposed in the report under the headings ‘Urgent Items’ and ‘Other Items’ be approved at an estimated total cost of £10,145 but that application for authority to effect repairs be limited meantime to work detailed under ‘Urgent Items’ estimated to cost £2,125.  The meeting then considered the question of financing these repairs and it was agreed that application be made to the Pilgrim Trust for a grant to meet that part of the estimated expenditure of £10,145 which would not be met by Government Grant.” (p.63)  **Water System in Main Building for Fire Fighting Purposes:** “The Secretary read a report by Messrs. John Keppie and Henderson, Architects, on the condition of the water system supplying the fire hydrants, and domestic water in the Main Building (Appendix B).  After consideration it was agreed to recommend that the cast iron piping in the Main Building be renewed at an estimated approximate cost of £250.  The Secretary then submitted to the Meeting a preliminary estimate amounting to £300 for supplying and installing a Booster Pump which the Corporation Water Department considered would probably be required to ensure a sufficient pressure of water at fire hydrants on the top floor of the Main Building.  After discussion it was agreed to recommend the approval of purchase and installation of a Booster Pump for the Main Building.” (p.64)  **Electrical Installation in Main Building:** “Mr Eric Mavor proposed that a Megger Test be made of the electrical installation in the Main Building in view of the age and condition of the wiring.  It was agreed to recommend that this be carried out by Messrs. Osborne & Hunter Ltd, Electrical Engineers, and that this firm be also asked to report on alternative methods of heating life models’ thrones in view of the danger arising from the present use of open elements.” (p.64)  ***Appendix A***  ***Report by Messrs. John Keppie & Henderson, Architects on Structural Condition and Estimate of Probable Cost of Necessary Repairs.***  ***General***  *The main building of the School was built in two sections, the older portion to the east, including the main entrance being erected about 50 years ago, while the west section was erected about 35 years ago. Certain additions were made at various times, including secondary stairs and top storey.*  *It can be stated, generally, that no overall scheme of repairs has ever been carried out, although repairs to particular sections have been made from time to time. Little or no ordinary repair has been done during the war period.*  *A careful examination of the building discloses that with the exception of a few items which are noted later, there are no serious structural defects, but that there is a general deterioration due to the age of the building, notably the exterior stonework and roughcast and, of course, painter work.*  ***Interior***  *The accompanying drawings show plans of the various floors of the building and elevations of the four frontages, and reference is made to these in connection with the items of necessary repair which are detailed below.*  *It has been kept in view that, at the present time, it may be difficult to get a licence to carry out a comprehensive scheme of repairs, and the more urgent items, have therefore, been noted with a view to possibly make two separate applications, one for immediate and necessary repairs and the other for work which might reasonably be delayed for a limited time.*  *While the details of the various items of work have been noted, a summary statement, only, is given in this report, as it is thought that this will be sufficient to determine what items should be attended to immediately and what might be deferred*   |  |  |  | | --- | --- | --- | |  | Probable cost |  | |  | Urgent items | Other items | | Item 1. Stonework. It is considered that the whole of the exterior stonework should be wire-brushed and treated with two coats of preservative , such as “Cephasite” , the pointing being attended to where necessary, which is particularly at the exposed angles of the building. There are a few stones which might have to be cut out, but, generally speaking, the weathered surfaces would be accepted as normal to old buildings. |  | £950 | | Item 2. Roughcast on brick walls. This item applies to the whole of the south front of the building, with certain return walls at the wells, and it is estimated that 1/3 of the whole of the roughcast would require to be picked off and re-done. The remaining 2/3 of the roughcast, it is considered, should be cement washed. This cement washing should be done after the new roughcasting, and carried over the new roughcasting also, so that the final result would give a uniform finish. |  | £500 | | Item 3. Defective lintel and window marked in elevation in Dalhousie Street. The lintel of this window, which is not an original one, but was slapped out, is apparently defective and has come down on the steel window, which has now bent out. Allowance has been made for a new lintel and window. | £80 |  | | Item 4. Lintel over door in same frontage. Also apparently defective and allowance has been for renewing the lintel. | £40 |  | | Item 5. Stone copes on parapet wall fronting Renfrew Street. A number of cracked portions, mostly where ironwork of railing has been let into the cope, and allowance has been made for cutting these out and indenting new stones. | £60 |  | | Item 6. Back of parapet wall to basement area. Cement rendered, and this is coming off at several places. Allowance has been made for removing the cement rendering and pointing the brickwork. | £20 |  | | Item 7. Chimneys and parapet walls. Cement rendered and this is peeling off. Allowance has been made for removing existing rendering and re-doing this work. | £25 |  | | Item 8. Treads of steps at main entrance. Badly worn, particularly the top steps. Allowance has been made for cutting off the badly worn treads and setting in new treads. Similarly, the landing requires renewal and also the steps at entrance doors. | £90 |  | | Item 9. Railings on front parapet walls. These are of special design and are broken at a number of points and require a certain number of new parts, which are missing. Allowance has been made for complete overhaul and repair. | £55 |  | | Item 10. Glazing at basement roof-lights at front area. These are protected with wire-mesh guards on angle supports. The whole of glass and supports require renewal and allowance has been made for this. | £180 |  | | Item 11. Second floor level, timber glazed corridor (position marked on plan). The roof of this is defective and requires renewal. This corridor was a later addition to the first portion of the building and is of very light construction. Allowance has been made for removing the present wood astragals and roof glazing and renewing with patent glazing, allowing for new flashing etc. | £120 |  | | Item 12. Leaded Glazing. There is a considerable amount of leaded glazing throughout and many broken or cracked panes. Allowance has been made for this. | £50 |  | | Item 13. Broken Glass. There are a number of broken and cracked panes of glass throughout the building and allowance has been made to cover the cost of the necessary replacements. | £30 |  | | Item 14. Blackout. At certain of the roof-lights the blackout has not been removed, and a sum has been allowed to cover the cost of doing this. | £40 |  | | Item 15. Slating Repairs. The slated portions of roofs require to be overhauled, missing slates replaced and loose slates fixed. Allowance has been made for this. | £75 |  | | Item 16. Repairs to Lead Flats etc. There is a considerable area of lead flat roofing and platforms, and this is, generally speaking, in moderately good condition. There are, however, certain parts where repairs are necessary, and a sum has been allowed to cover this work. | £110 |  | | Item 17. Outside Painter Work. No general outside paint work has been done for a number of years and, while it cannot be said that the woodwork is in bad condition, it can be agreed that all the woodwork of windows is due for repainting. Similarly, the metalwork, (particularly the ornamental metal-work at large front windows, railings etc.) requires to be protected if it is not to deteriorate rapidly. Allowance has been made for cost of painter work, part of which might be sufficient to deal with urgent necessary items. | £200 | £220 | | Item 18. Scaffolding. This will be an important and expensive item which will be necessary for carrying out certain sections of the work, namely, treatment of stonework, roughcasting etc., which it would not be possible to do off hanging scaffolds or ladders. Allowance has been made for scaffolding on the four fronts to the full height, assuming, in the case of the south front, that permission will be obtained to erect scaffolding on the adjoining ground and buildings. |  | £1200 | | Item 19. General Items. To the costs of the items detailed above will be require to be added a sum to cover contingencies which cannot be foreseen, such as a minor repairs to joiner work, brick work which may be discovered to be defective, etc., together with a sum to cover claims to which the contractor will be entitled under working rules. There should also be added a sum to cover professional fees. | £350 | £650 | | Item 20. General Minor Repairs. Generally speaking it can be stated that the interior structural condition is sound and any work required other than decoration would be minor repairs to floors, plaster work, wood finishings, window, doors, sanitary fittings, electric fittings etc. As far as can be estimated, any such repairs which could be regarded as urgent or essential are comparatively small and allowance has been made to cover the cost of these, with a further allowance to cover a more complete overhaul. | £100 | £300 | | Item 21. Painting and Decoration. The question of painter work and decoration has been carefully considered and it is thought that there is little likelihood of getting a licence to carry out a comprehensive scheme. The probable cost of a complete scheme is given, but it is suggested that a certain proportion, only, might be considered as urgently required, and that the work should be carried out in stages over a period. In the figures given, allowance is made to cover contingencies, working rules and fees. | £500 | £4200 | | TOTAL | £2125 | £8,020 | |
|  |
| ***Appendix B***  *From Messrs. John Keppie and Henderson, Architects*  *“Dear Sir. We refer to your message that almost no water was being obtained at the fire hydrants and requesting us to examine the water supply to the hydrants.*  *We have now done this and have to report as follows:*  *There are two supplies coming through two meters and both are in heavy cast iron pipe. The one in the East section leaves the meter in the east area, passes under the area and under the ventilation duct, where it rises up the wall of the corridor to the top floor. Various domestic supplies are tapped off from this in lead pipe. Very little pressure is obtained from this pipe at the valve beside the water meter, although the Corporation scraped and renewed their supply to the meter, and there is now reasonable pressure on their side. The one in the West section leaves the meter in the West area, comes into the modelling Room and passes below the wood and concrete floor to the duct, where it rises to the top floor.*  *We think that the want of pressure is due mainly to corrosion of the pipes, although from its situation, we would expect the School to suffer from want of pressure during peak periods, and we would advise that both pipes be renewed. Instead of putting them under the floor, however, we suggest that the East pipe be diverted into the room adjoining the meter and taken along the wall of this room till it reaches the duct, and, similarly, the West pipe be cut where it passes under the floor and taken along the wall.*  *We estimate that, to renew the pipe in cast iron, make the various connections for domestic supply and connect up to the various hydrants would be approximately £250.”* |
| **Annual General Meeting Of Governors 8/11/1946**  **Recommendations from Committees held earlier in the Day:**  Chairman’s Committee: “The following recommendations made by Committees at meetings held earlier in the day were approved:  1. (a) That repairs to the structure of the main building be effected at a total estimated cost of £10,145 as recommended by the School Architects and that authority be sought to effect immediately these repairs regarded by the Architects as urgent at an estimated cost of £2,125  1. (b) That application be made to the Pilgrim Trust for a grant to meet that part of the cost of the total repairs which would not be met from Government Grant.  3. That the cast iron piping supplying fire hydrants in the main building be renewed at an estimated cost of £250 and that a Booster Pump be purchased and installed at an estimated inclusive cost of £300. (p.65)  4. That a Megger Test be made of the electrical installation in the main building by Messrs. Osborne and Hunter Ltd., Electrical engineers, and that this firm be also asked to report on alternative methods of heating life models’ thrones in view of the fire arising from the present use of open elements.” (p.71) |
| **Meeting of the Building Committee 14/11/1946**  **Water System in Main Building:**  *References placement of order for Booster Pump from Messrs. Drysdale & Co. Ltd. (p.73)* |
| **Meeting of Finance Committee 27/1/1947**  **Report by Messrs. Osborne and Hunter Ltd.**  *References delivery of a report from Messrs. Osborne & Hunter Ltd concerning the condition of the electrical installation in the main building. (p.79)* |
| **Half-Yearly General meeting of Governors 2/5/1947**  **Repairs to Structure of Main Building:** “The Chairman reported that authority had now been received from the Scottish Education Department :  “To effect immediately repairs to the fabric of the main building at an estimated cost of £2,125  To renew the cast-iron piping supplying the fire hydrants therein  To install a Booster Pump”  A report by the School Architects on the progress of this work was read (Appendix A)  (p.87)  ***Appendix A***  *Report by Messrs. John Keppie & Henderson Architects on repairs to Main Building.*  *“We refer to the report on the repairs necessary at above which we submitted with our letter of 1st October 1946, and which was divided into items of work which we considered to be of an urgent nature and items which could be deferred. A licence to carry out the urgent items was received along with your covering letter of 21 February 1947, but owing to weather conditions, it was not possible to take any action in the matter until the beginning of last month.*  *The work authorised in that report comprised, to a large extent, repairs for which it was not possible to get estimates and we, therefore, instructed responsible tradesman to have these carried out on a time and material basis. This work has been commenced and is proceeding. We are getting estimates for the items where this is possible and these will be instructed in due course.*  *We propose to have the time and material items completed first and, with the items estimated for, we will then be in a position to advise you as to what sum would be available for painting and decoration, so that this may be applied to the most urgently required work. We feel that this will be the most satisfactory way to ensure that the total expenditure is limited to the amount authorised, namely, £2,125.*  *Apart from the scheme of repairs, we have also received, through you, a licence to renew cast iron piping of water supply to hydrants and the Booster Pump in connection with this at an estimated cost of £652. We have placed the orders for this work, which will be proceeded with as and when the pump is delivered.*  *We would mention, also that the new windows to Library are in course of delivery and it is anticipated that the erection of these will be proceeded with almost immediately. This work was authorised last year and there has been considerable delay in getting the steel windows and bronze sections, but these are now all in hand.” (p.89A)* |
| **Meeting of Library and Materials Committee 23/5/1947**  *References moving of Lending Museum from basement of Extension ‘C’ Building to Animal Room of Main Building. (p.91*) |
| **Meeting of Joint School & Staff and Finance Committee 13/6/1947**  **Alterations in Main Building:** “The Director submitted details of alterations which he desired to be made in the main building in order:  “To release for their proper use two painting studies at present not used for teaching purposes  To utilise more economically the basement much of which could not at present be used properly as class rooms”  He considered these alterations essential properly to accommodate the larger number of students now attending the School. The Meeting considered these proposals in conjunction with a plan drawn up by the School Architects showing the proposed alterations, little of which were of a structural nature. It was agreed that these alterations were necessary and urgent and the Secretary was instructed to visit the Scottish Education Department with a view to obtaining their immediate approval thereto so that work could be put in hand forthwith and completed during the summer vocation.” (p.96) |
| **Extraordinary General Meeting of Governors 1/9/1947**  **Electrical Re-wiring of Main Building**  *Reference to correspondence with the Corporation Electricity Department and the need to re-wire the Main Building and the question of changing over from Direct to Alternating Current. (p.101)* |
| **Annual General Meeting Of Governors 18/11/1947**  **Electrical Re-wiring of Main Building**  *Reference to the appointment of Messrs. Donald Smith and Partners to supervise the pending work. (p.120)* |
| **Meeting of School and Staff Committee 9/3/1948**  **Electrical Re-wiring of Main Building**  *Reference to report from**Messrs Donald Smith and Partners being reviewed by Messrs. Osborne and Hunter who had previous experience and knowledge of existing arrangements in the School. (p.143)* |
| **Meeting of Joint School & Staff and Finance Committee 3/5/1948**  **Electrical Re-wiring of Main Building**  *References on-going discussions and the need to establish a Sub-Committee to examine the detailed proposals. (p.154)* |
| **Meeting of Library and Materials Committee 17/5/1948**  **Report on Lending Museum**  *References the recent move of the Lending Museum back into the Main Building - Room 16, basement. (p.170)* |
| **Meeting of School and Staff Committee 14/7/1948**  **Painting Estimates**  *References painter work for various rooms: Ground floor, Vestibule Office (Mr Adam’s), rooms 30, 31, 32 and top floor, rooms 52, 52A and 57. (p.186)* |
| **Meeting of School and Staff Committee 2/8/1948**  **Electrical Re-wiring of Main Building**  R*eferences that the report of the Electrical Consultants has now been received. (p.198)* |
| **Meeting of School and Staff Committee 2/8/1948**  **Electrical Re-wiring of Main Building**  *References that Donald Smith, Seymour and Rooley proceed with preparation of specifications. (p.205)*  **Library Windows – Defective Bronze Frame:** “The Secretary explained that a fracture had appeared in one of the Bronze supporting frames of the Library Windows and that he had reported the matter to School Architects, who had advised that Messrs. Maclean and Company, who had installed the windows, accepted full responsibility for replacing the defective tube and were awaiting delivery of new materials for the purpose. The School Architects had further stated that they had inspected the windows along with Messrs. Maclean’s representative and were satisfied that there was no danger involved. The position was noted.” (p.205) |
| **Meeting of Chairman’s Committee 2/12/1948**  **Defect in roof of Modelling room in Basement (West Corridor):** “Mr A Graham Henderson explained that a serious defect had been found in the roof of the Life Modelling Room in the Basement (West Corridor) of the Main Building which would require early attention. He intimated that he would submit a report on the matter for consideration of the next meeting of the School and Staff Committee.” (p.230) |
| **Extra-Ordinary General meeting of Governors 13/12/1948**  **Arising from Minutes:** “The Chairman referred to the Minute of the Chairman’s Committee of 2 December 1948, paragraph 5, and asked Mr A Graham Henderson if he had anything further to report in connection with the defective roof in the Modelling Room in the Basement (West Corridor) of the Main Building.  Mr Henderson stated that owing to the damp weather it had not been possible to have a complete examination made but it might well be that the main supporting beam was on the point of collapse. The repairs suggested were therefore urgently necessary. He submitted a plan of the room to the Meeting showing the position of the defective beam and said that he would, as intimated to the Chairman’s Committee, prepare a report on the matter together with an estimate of the cost of repair for submission to the next Meeting of the School and Staff Committee.  In view of the urgency of the matter it was remitted to the Convener of the School and Staff Committee to authorise the proceeding with the work if Mr Henderson was of opinion that this was necessary.” (p.231) |
| **Meeting of Joint School & Staff and Finance Committee 11/2/1949**  **Electrical Re-wiring of Main Building**  *References the proposed use of fluorescent lighting in certain rooms in the basement. Also, that the nature of the work could not be completed during the summer (July/August) and instead it was proposed that the work be considered in two instalments. Agreement that the work be put to tender with seven contractors being approached. Further discussion as to how this work would be funded with the support of the Scottish Education Department. (p.240)*  *Detailed summary of existing installation and recommendations outlined in Appendix E. (p.244)* |
| **Extra-Ordinary General meeting of Governors 16/3/1949**    **Electrical Re-wiring of Main Building**  *Reference that completed tenders had been received from 5 companies (p.249)* |
| **Meeting of Sub-Committee of the School and Staff Committee 4/4/1949**  *References completed tenders and breakdown of costs (p.257)* |
| **Meeting of Joint School & Staff and Finance Committee 29/4/1949**  **Electrical Re-wiring of Main Building**  *References recommendation that the lowest tender provided by Messrs. Alexander Lindsay Ltd (for £11,542.0.9.) be accepted and that this submission be sent to the Scottish Education Department for approval. (p.261)*  **Ventilation of Rooms:** “The Director stated that there was inadequate ventilation in the following rooms: “A” Building; Pottery Section and Room in Secretary’s Office.”  He reported that Mr Arnold Fleming had visited the Pottery Room recently and had spoken adversely about the conditions there.  This matter was reported to the School Architects for a report.” (p.264) |
| **Meeting of Joint School & Staff and Finance Committee 20/5/1949**  **Janitors’ House – 11 Dalhousie Street – Improvements:** “The Secretary read a letter from the School Architects containing a report on the Janitor’s House at 11 Dalhousie Street, in which it was suggested that an immerse might be installed to give hot water and an ordinary interior grate fitted in lieu of the existing range which is obsolete and this proposal would probably result in a saving of fuel. The report also stated that with reference to the scullery which had no ventilation, a window could be slapped out of the gable wall, but as the School had no right of light to the South it would be necessary in the first instance, to approach the proprietors of the adjoining ground to ascertain whether they had any objections to such a window being formed; such proprietors, of course, might build up against any window, although this seemed unlikely. It was suggested that the only alternative would be to install trunking with a fan from the scullery.  Having heard this report, it was agreed that the Secretary should write to the proprietors of the adjoining ground as suggested and that, subject to them having no objections to the proposed window, the School Architects should be instructed to obtain estimates for the provision of this window as also for the installation of the immerse and interior grate, together with any re-decoration which might be required as a result of these alterations.” (p.271)  **Ventilation of Rooms:** “The School Architects’ report, referred to above, also dealt with the ventilation in the following rooms:  “Pottery Room in the Basement – Main Building: It was proposed that a fan should be put in at an existing opening at the west end area wall; as it was understood that there was an old fan in store, it was suggested that that fan, if serviceable, could be used for the purpose. It might also be desirable to run a trunking from the fan so as to extract air at the end where the pottery furnace was situated.”  “The Meeting approved the School Architects’ proposal, it being agreed that the old fan should be tried out in the first instance; the question of the installation of the trunking being continued until the results of the experiment with the fan alone has been ascertained.”  “Cashier’s Room in Secretary’s Office: The School Architects’ report stated that, in their opinion, the existing opening parts in the windows in the Cashier’s room should, if properly used, give sufficient ventilation. They had also investigated a complaint that the room became too warm because of its proximity to the heating chamber below but there had been no evidence of this. It was admitted, however, that the heating had been cut down considerably on the day the inspection had been made.”  “Dr Cruickshank stated that the installation of a small ventaxia might meet the situation, and the Meeting accordingly agreed that an estimate should be obtained for a small ventaxia as suggested.” (p.271) |
| **Meeting of Joint School & Staff and Finance Committee 13/6/1949**  **Booster Pump –Automatic Starter**  *References delay in delivery of Booster pump until March 1950* |
| **Meeting of School and Staff Committee 1/7/1949**  **Electrical Re-wiring of Main Building** *References on-going debate about level of illumination in studios and the task of providing safe levels of heating for life models, including a letter (Appendix A) from the Scottish Education Department. (p.290)* |