

# *The Royal Scottish Country Dance Society*

MEETING OF THE SUMMER SCHOOL COMMITTEE  
HELD ON SATURDAY 27 FEBRUARY 1999  
AT 10.30hrs AT 12 COATES CRESCENT, EDINBURGH

## PRESENT

Mrs M MacRae (Director), Mrs L Gaul (Chairman), Mr A Mair (Vice Chairman), Mr W Clement (Immediate Past Chairman), Mrs J MacLean (Director Designate), Mrs A Clement, Miss F Golding, Dr I Hall, Mr J Rae.

The Depute Directors for Summer School 1999, Mrs A Murphy and Mrs E McCausland were also present.

## IN ATTENDANCE

Mrs J Dick (Assistant Secretary).

Mrs MacRae welcomed everyone to the first meeting of 1999 with a special welcome to Mrs Johan MacLean, who will be taking over the Directorship in the year 2000.

## APOLOGIES SS99/1

There were no apologies.

## MINUTES OF MEETING OF 12 SEPTEMBER 1998 SS99/2

The Minutes had previously been approved at the Executive Council Meeting in November 1998.

## MATTERS ARISING SS99/3 Examinations Classes SS98/18

The Examinations Committee had been asked to comment on the correct procedure of examinations at Summer School. The Examinations Committee had provided a guideline and this will be passed on to the relative people involved.

The Examinations Committee further agreed that required reading material for exam candidates should be inserted on the official application and this is now standard on all forms.

It had been noted that on the Summer School application form advice about accommodation in New Hall was a bit ambiguous. Mrs Clement suggested that all married couples who will be accommodated in New Hall should be made aware that the double beds are 4'

size and that the Society had not been allocated any twin bedded accommodation.

The Committee agreed that an information note should be attached to the official receipt stating the above, and that Headquarters could be contacted for further advice if the size of the bed is unsuitable.

## SECRETARY'S REPORT SS99/4

The Assistant Secretary reported that the office had received 554 applications to date and that 97 students had applied as non residents.

## First Timers

The Committee were advised that to date 107 applications had been received from those attending for the first time.

## Classes

The numbers for the Elementary class gave concern and it was agreed to wait a few more weeks before any decision on the viability of this class was decided.

The numbers for the examinations classes had been noted as follows:

PT Course 1	13
TC Course 1	8
PT Course 2	12
TC Course 2	2

Mrs Gaul had advised the Committee that she had asked for numbers of those attending in the under 35 bracket, with a view to initiating one class for 'young people' regardless of ability.

The Committee discussed this but agreed that it might create problems and therefore agreed that it was not feasible at this time.

The Committee again expressed concern about the lack of candidates for the Teacher's Certificate class in course 2 but agreed to wait a few more weeks in case the numbers increased.

Mr Mair advised the Committee that he was aware of a number of overseas students who will be in St Andrews and may be interested in attending Summer School.

With this in mind he suggested that because the numbers in the Elementary class were low,



the Society would contact the Tourist Office in St Andrews to ascertain if they would be willing to display a Summer School poster and also to distribute application forms upon request.

The Committee agreed and the Assistant Secretary will contact the Tourist Board.

The Committee also agreed that the Marketing Committee should be asked to advertise the Summer School by producing a poster for next year.

#### Halls

The Assistant Secretary advised the committee that all the usual halls had now been booked and that the appropriate licences had been received regarding Dancing in the Street.

#### Bands

The following bands had all been approached and confirmed that they were available.

Gordon Shand	19 July
Neil Copeland	26 July
David Hall	2 August
Alastair Hunter	9 August

Miss M Johnstone had forwarded a suggestion regarding the use of bands at Summer School who had recorded newly released RSCDS music.

The Committee agreed this was an excellent idea. However as Summer School bands had to be booked well in advance it would mean that the Publications Committee would have to advise this Committee well in advance of their schedule of recordings.

#### Daily Newsletter

A mock up of a newsletter was shown to the Committee, they were advised that events would be changed daily. It was envisaged that Summer School staff would be allocated 2 to be taken to class per day. The newsletters would also be advertised throughout the halls on appropriate notice boards on a daily basis.

#### Director's Report Staff SS99/5

Mrs MacRae reported that she was one musician short for the 2nd week of Summer School. Miss Angela Young had been approached for availability and she advised the Committee that she may be able to help.

At the previous meeting of the Committee it had been suggested that staff be given clearer

guidelines on what is expected of them at Summer School.

Mrs MacRae advised the Committee that she would give the following guidelines in her last letter to staff.

- Society dances should be taught
- Dances from the latest recording should be taught
- Use the wide range of RSCDS material available
- Give personal criticisms
- The teaching criteria should be made made clear to the class.
- Be clear in what it is you are teaching, ie dancing not dances.
- There needs to be greater co-ordination and liaison between teachers in 1st and 2nd class together with feedback
- Give technique in depth in 1st class
- Less use of technique in 2nd class

The Examinations Committee had requested that Mrs C Mair and Dr I Hall be given the opportunity to tutor a class at Summer School this year and Mrs MacRae was happy to oblige.

Tutors for the Examinations classes this year will be as follows:

Mrs C Mair	PT	Course 1
Miss J Yeats	TC	Course 1
Dr I Hall	PT	Course 2
Mrs B Burnell	TC	Course 2

The Examinations Committee had suggested that a mentor be appointed. However the Committee agreed that as Mrs MacLean and various other examiners would be on hand, there would be no need for a mentor.

#### Programmes

Dr I Hall had provided the programmes for the Younger Hall and the social dancing this year. Mrs MacRae advised him that she had made a few minor changes and thanked him for all his efforts.

The Committee agreed that the dances at the Younger Hall would continue to be recapped again this year and this will be made clear in the booklet.

#### Crib Sheets

Mr Bond had forwarded a copy of a proposed crib sheet for use at social dancing and the Younger Hall.



The Committee discussed this and agreed that he be asked to go ahead with this. It was further agreed to initially order 250 per course and to ascertain if further copies could be obtained if necessary. The Committee agreed that they should sell at 50p per copy.

Mr Bond will be contacted and advised of the programmes.

#### **Evaluation Forms**

Mrs MacRae asked if the Committee wished to introduce evaluation forms again this year.

The Committee agreed that they had proved to be very useful in the past and that they should be a regular part of Summer School.

It was recommended that the criteria for the 1999 Summer School should be.

- Feedback from the students on what they expect from Summer School
- What experience they are looking for when attending Summer School
- What they had actually received from Summer School.

Mrs MacLean, Mr Rae and Dr Hall agreed to produce a evaluation form for approval by Mrs MacRae.

The Committee agreed that the forms would be available from the office and information on how to obtain them should also go into the daily newsletter from the Thursday on.

#### **Timetable**

Mr Eric Ferguson had suggested amendments to the timetable. Mrs MacRae agreed that the changes would make the timetable easier to understand, and these changes will therefore be incorporated when producing the timetable.

#### **Staff Badges**

It had been pointed out that first timers to Summer School were often unaware who members of staff were, and also of any Summer School Committee member present at Summer School.

In order to avoid any confusion, the Committee agreed that staff badges should clearly state whether they are teachers, musicians or Committee members.

#### **Talks**

Mrs Gaul agreed to give a talk on Thursday afternoon 22 July and 5 August from 4.30pm – 5.30pm.

It was unclear at the moment whether there will be a talk on the Sunday nights or a video show. This will be decided at a later date.

#### **Halls**

Mrs MacRae advised the Committee that the Sports Hall will be used this year for the Monday evening social dancing.

The Younger Hall will be used for social dancing, when the Younger Hall was unavailable the Old Diner would be used instead.

The Younger Hall had been booked for all 4 Friday nights for the Ceilidh. After discussion it was agreed that this booking would be cancelled and that the Ceilidh's would be held in McIntosh Hall.

The Committee were advised that as the social dancing was usually held in a much smaller hall (University Hall), the pianist may have trouble with amplification.

It was agreed that the Assistant Secretary would contact Miss Muriel Johnstone, Music Director, to obtain her opinion.

#### **SUMMER SCHOOL 2000      SS99/6 Music Course**

The remit from the Music Sub Committee regarding the possibility of a Music Course at Summer School in the year 2000 was discussed in detail.

The Committee agreed that it would be extremely helpful if the Director of Summer School was invited to attend the meeting of the Music Sub Committee when they would be discussing the arrangements for this course, in order that budgets and funding could be discussed.

It was envisaged that students attending the Music Course would apply in the usual way but as a music student not a dancing student.

As the School will be back in University Hall in the year 2000 it was agreed that the Music Room could probably be utilised.

The Committee agreed that students attending such a Music Course need not be Society members.

#### **Tutors Course**

The Committee had previously agreed in principle to the above course being held in the year 2000 at Summer School.



It was suggested that the course could be held in the afternoon for students who were already attending the School. It was envisaged that the maximum that could attend would be between 15/20. The Committee suggested that a tutor already on the staff could be appointed as Director of the Tutor's Course.

It was suggested that the Music Course be held in week 2 and the Tutor's Course in week 4.

It was agreed that these courses should be advertised in advance and notices should be displayed this year to make students aware of events.

The Committee agreed that a remit should go to the Examinations Committee detailing the above suggestions and indicating that the Director would wish to be directly involved in the organisation. An invitation to attend the Examinations Committee meeting when this is likely to be discussed would be of assistance.

#### **BUDGETS SS99/7**

Mrs MacRae informed the Committee that budgets would need to be set for the year 2000.

A guideline was available but it was up to the Committee to ascertain what additional expenditure would be required for next year. With this in mind the Committee were asked to bring to the next meeting proposals for any additional expenditure that is likely to be required in order to celebrate the millennium at Summer School in the year 2000.

Mrs MacRae and Mrs MacLean will liaise when proposals are received in order to produce a tentative budget for the year 2000 for forwarding to the Finance Committee.

#### **WINTER SCHOOL SS99/8**

Although the questionnaire forms had not yet been evaluated, it was quite clear that the overall consensus was that a Winter School should go ahead.

A large number of questionnaires had been received and Dr Hall generously agreed to undertake their evaluation.

Mrs Linda Gaul will contact the Atholl Palace Hotel in Pitlochry for availability and costs for a block booking of approximately 100 students on a full board basis. The preferred date would be the end of February/beginning of March 2000.

Mrs Gaul advised the Committee that the hotel had 2 rooms suitable for classes and social dancing therefore only one other hall would be required. It was suggested that the Scout Hall in Pitlochry should be contacted for availability.

Mrs Gaul indicated that Blair Castle may be available for social dancing on the last evening of the Winter School. This event could be open to all as the hall would be too large for the Winter School only.

Mrs Gaul kindly agreed to undertake the above contacts.

Mrs MacRae, who will have demitted office by then, has agreed to direct the School. Mrs MacRae, Mrs Gaul and Mrs Dick will organise the event with the possibility of seconding additional assistance if necessary.

Application forms will be organised and distributed in good time.

#### **STAFF LISTS SS99/9**

The Committee were advised that Mr Bill Little and Miss Irene Fidler had requested that their names be removed from the Summer School staff lists.

The Committee expressed their appreciation for all the hard work and time they had given to the Summer School.

The Assistant Secretary was directed to write expressing the Society's gratitude.

Two names had previously been suggested as possible teachers for Summer School and the usual assessments were underway.

Three new names had been introduced to the Committee and the usual procedure will be followed.

#### **CORRESPONDENCE SS99/10**

##### **Remit from General Purposes**

A remit from General Purposes regarding the possibility of under 16's attending Summer School had been received.

The Committee discussed this in detail and agreed to adhere to the status quo that no-one under the age of 16 be allowed to attend Summer School. The Committee agreed that the legalities and responsibility of admitting under 16's to Summer School would be too problematic.



#### **Ulla Stern**

Ulla Stern had written indicating that she would wish to bring a group to Summer School to the Monday evening social dancing.

Because of linguistic problems she did not grasp that this would not be allowed as the Monday night dance is for members of the School only.

Because of the linguistic problems, Miss Karen Schnabl had offered to assist with the correspondence and a letter will go to her and Mrs Stern expressing the Committee's regret that this would not be possible.

#### **Ruth Pike**

A letter had been received from Ms Pike and 3 other Australian ladies regarding the various problems they had encountered when applying for and attending Summer School last year.

The Committee discussed their comments and a reply would be sent to them expressing regret that they were disappointed with the Summer School procedure

#### **Sheila Barnes**

Mrs Barnes had written to the Committee asking if it is possible to know beforehand the classes staff will take.

The Committee discussed the matter and Mrs Barnes will be advised that it would be impossible to say with any certainty who would be taking classes.

#### **Mr Harry Hall, RSCDS Dundee**

Mr Hall had written to the Committee indicating that the Committee might wish to consider another dance at Summer School this year to be organised by Dundee Branch.

The Committee thanked Mr Hall for his suggestion but decided that it would be more appropriate if this were to be considered for the year 2000.

#### **ANY OTHER BUSINESS SS99/10**

##### **Registration at Summer School**

The Committee asked whether there will be a registration at New Hall as well as at McIntosh Hall this year.

The Assistant Secretary advised the Committee that this had not yet been decided on but would keep them informed.

#### **Accommodation at Summer School**

Mrs Clement asked whether the Committee would consider allowing non dancers to attend Summer School to accompany their spouses on a residential basis at Summer School.

The Committee discussed the matter in detail and agreed that the School is for dancers only as stated in the application form, although the non dancing spouses could, if they so wished, accompanying their wives/husbands to afternoon tea or evening tea after the social dancing.

The Committee agreed that if couples with one as a non dancer applied, they would be accepted on a non-residential basis.

#### **DATE OF NEXT MEETING SS99/11**

The next meeting will take place on Saturday 4 September at 10.30hrs.



**PAPER APART**

**STAFF**

**SS99/9**

**Mr Aitkenhead had assessed Mr John Johnston and his name will now be added to the official staff lists.**

**Mrs Fiona Turnbull is due to be assessed at a RSCDS class run by Perth Branch on 17 March and a report will be forwarded by Mrs Johan MacLean.**

**Mr Malcolm Brown had been recommended as a possible Summer School teacher but so far no venue has been set for his assessment by Miss Lesley Martin.**

**Mr Sinclair Barbour's name had been submitted by Dumfries Branch and arrangements will be made for his assessment by Mrs Johan MacLean.**

**Mrs Doris McCutcheon's name had been submitted by Mr Bill Little and arrangements will be made for her assessment by Mr George Lawson**

**Mrs Joan Desborough's name had been submitted by London Branch and arrangements will be made for her assessment by Mr Bruce Frazer.**





## *The Royal Scottish Country Dance Society*

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### *Summer School Committee Meeting To be held on Saturday 4 September 1999 At 10.30hrs, 12 Coates Crescent, Edinburgh*

#### Agenda

- 1 APOLOGIES
- 2 MINUTES OF THE LAST MEETING (27 February 1999)
- 3 MATTERS ARISING AND NOT LISTED ELSEWHERE
- 4 SUMMER SCHOOL 1999
  - a) Secretary's Report
  - b) Director's Report
  - c) Depute Directors Reports
    - i) Mrs Alice Murphy (Course 1)
    - ii) Mrs Elma McCausland (Course 2)
- 5 SUMMER SCHOOL 2000
  - a) Application Form (sample enclosed)
  - b) Booklet (sample enclosed)
  - c) Music Course
  - d) Tutors Course
- 6 WINTER SCHOOL (February 2000)
  - a) Secretary's Report
  - b) Director's Report
- 7 STAFF LISTS (updated lists enclosed)
- 8 EVALUATION FORMS
- 9 SCHOLARSHIP
  - a) To confirm committee
  - b) To confirm date
- 10 CORRESPONDENCE
- 12 ANY OTHER BUSINESS
- 13 DATE OF NEXT MEETING.

*A sandwich lunch will be provided*

*Promoting Scottish Country Dancing Throughout the World*

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Director of Administration and Secretary: Miss G S Parker

Patron: Her Majesty The Queen President: The Earl of Mansfield D.L.J.P.

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The Hon. Peregrine Moncreiffe of Moncreiffe, and The Earl of Elgin K.T., C.D.



# *The Royal Scottish Country Dance Society*

## MEETING OF THE SUMMER SCHOOL COMMITTEE HELD ON SATURDAY 4 SEPTEMBER 1999 AT 10.30hrs AT 12 COATES CRESCENT, EDINBURGH

### PRESENT

Mrs M MacRae (Director), Mrs J MacLean (Director Designate), Mrs L Gaul (Chairman), Mr A Mair (Vice Chairman), Mr B Clement (Immediate Past Chairman), Mrs A Clement, Miss F Golding, Dr I Hall, Mr J Rae.

The Depute Directors for Summer School 1999, Mrs A Murphy and Mrs E McCausland were also present.

### IN ATTENDANCE

Mrs J Dick (Assistant Secretary)

Mrs MacRae welcomed everyone to her last meeting as Director. She said she had enjoyed her term of office and wished everyone well for the future.

### APOLOGIES

SS99/12

There were no apologies.

### MINUTES OF MEETING OF 27 FEBRUARY 1999

SS99/13

The Minutes had previously been approved at the Executive Council Meeting in May 1999.

### MATTERS ARISING

SS99/14

#### Daily Newsletter

SS99/4

The Committee agreed that the daily newsletter had been very well received. They agreed that although the School will not be split next year, the newsletter should continue as it kept the non-residential and non English speaking members of the school informed.

### Talks

SS99/5

It had been agreed at the last meeting that the Assistant Secretary would contact Dr Abbud, a Foot Trauma Specialist to give a talk, but unfortunately dates and times proved unsuitable. The Assistant Secretary will contact him again and arrange a suitable time for 2000.

Mrs MacRae and Mrs MacLean visited Hardisty De Angelis, Manipulative Physiotherapists in St Andrews and he is prepared to give a talk at Summer School next year and also will consider giving discount on treatment to members of the School.

It was noted that he offered to write an article for the Bulletin ~~the~~ Society.

### Music Course

SS99/6

Mrs MacRae confirmed that it was not necessary for applicants to the above course to be members of the Society.

### SUMMER SCHOOL 1999

SS99/14

#### Secretary's Report

SS99/14/1

The Assistant Secretary reported that the total numbers at the 1999 Summer School had been as follows:

Residents McIntosh	359
Residents New Hall	296
Non Residents	151

Making a total of 806 students attending.

There had been 14 under 21's and 207 first timers to the School this year.

The Shop sales had of course been down on the previous year, due to the reduced numbers attending.

1998	£32,856.77
1999	£21,974.72

The examination at Summer School had produced the following results:

PT Course 1	10 pass 2 fail
TC Course 1	7 pass 1 fail
PT Course 2	7 pass 5 fail

When discussing the examinations at Summer School the Committee agreed that a remit should go to the Examinations Committee asking them to specify the procedure for translation of examination questions for foreign students.

The Committee also agreed that "Translation Requirements" will be inserted on the standard application for the examination.

Mrs Murphy thought that music should be played in the shop during opening hours to encourage CD and cassette sales. It was suggested that St Andrews Branch may be willing to provide a



tape/CD deck for use at Summer School. The Assistant Secretary will make enquires.

Mrs Clement asked whether VAT forms for overseas students should have been available in the shop. The Assistant Secretary was advised by the Inland Revenue that as the cost of Society goods was highly competitive, it did not warrant offering a VAT service. The Inland Revenue further advised that reclaiming the Vat amount was a very long process and the Society could have an lengthy amount of time to wait for any funds to be returned.

Finally the Assistant Secretary expressed thanks for all the help received from St Andrews Branch during the setting up and the dismantling of the shop and office.

#### **Director's Report** SS99/14/2

Mrs MacRae reported that another successful Summer School had been achieved. Although the split residences did make communication difficult, and the students in New Hall had felt a bit remote from the hub of the School. Most accepted that this was a one off and looked forward to returning to University Hall. She thanked all who tried to make everyone feel part of the school.

Mrs MacRae advised the Committee of the class numbers and said that they had been much smaller than last year.

Mr Edwards had suggested that the title intermediate put some men off attending the class because they had no experience of Men's Highland. The optional class for Ladies Step and Men's Highland had been well attended and received.

All new members of staff had been well received and Mrs MacRae wished to thank them for their time.

Mrs MacRae thanked Miss Muriel Johnstone for providing the amplification for the social dancing in the Younger Hall. She also thanked Miss Louise Fordyce, a Scholarship recipient, for her very interesting report.

A discussion had taken place at the Examinations Committee meeting regarding a criteria for assessing potential tutors for Summer School. Mrs MacRae would like to see any revised drafts in order that it can be approved by the Summer School committee.

The Examinations Committee will be asked for a revised draft in time for the next meeting.

She would especially like to thank the two Depute Directors for all their hard work, the Summer

School Committee, all the staff who attended Summer School and Headquarters staff.

#### **Depute Director (Course 1)** SS99/14/3

Mrs Murphy reported that the classes and halls had been of good size and teachers and musicians are used to them. Concern had been expressed about the solid floor in Madras College Assembly Hall and asked if an alternative would be possible for next year.

There had been some grumbling from Advanced/Very Advanced class members that in spite of the application form's advice a few members found it difficult to keep up although she was aware that this is an ongoing problem.

The teaching and music staff had all been well received and she saw plenty of happy faces on her rounds.

It appeared that a number of dancers had not been happy with the floor at the Sports Centre. Younger Hall dancing was much appreciated and the frequent comments was "do we have to go back to the crowded ODR and Common Room next year?"

Accommodation in both halls had been most satisfactory and the "daily news" had been much appreciated. It was hoped that this would continue in future years.

Non residential members and non English speaking members had said that this was the first year they were fully aware of what was going on.

At New Hall everyone thought the rooms were too small for double occupancy, however the more informal meal arrangements were very popular, as was the frequent linen change.

There had been a general feeling of goodwill and pleasure.

Mrs Murphy would like to register her thanks to the Director for her support, to the Summer School staff for their encouragement and to Headquarters staff for their co-operation. Also to the many members who volunteered help.

Mrs Murphy would also like to thank the Summer School Committee for giving her the opportunity to see the Summer School in a different perspective and to have such an enjoyable "learning experience".

#### **Depute Director (Course 2)** SS99/14/4

Mrs McCausland would like to express her thanks to the Director and the Summer School Committee for appointing her Depute Director for Course 2.



She said it had been interesting to see the different approaches and to note the overall enjoyment of the students and the friendly atmosphere that had prevailed.

The guidelines given to teachers this year had been helpful but she expressed concern that in areas not covered by the Manual, there are still variations.

The split campus this year made it more difficult to maintain the family atmosphere, since in New Hall there were such large numbers of students attending other courses ranging from The World Frisbee Championships to a Bridge Congress.

The daily newsletter was a good idea to keep members informed and hopefully it will be continued next year.

The main problem had been the sense of isolation and the distances people had to travel to classes, offset of course, by the ensuite facilities and the excellent food.

The use of the Younger Hall for social dancing added greatly to the enjoyment and proved a fitting setting to the farewell to Mrs MacRae after her four years of Directorship and the smooth running of the Summer School.

It was a pleasure to work as her Depute and Mrs McCausland thanked the staff for their co-operation and the Headquarters staff for their willing assistance.

**SUMMER SCHOOL 2000** SS99/15  
**Application Form** SS99/15/1  
Amendments will be made on the application form and the Committee agreed to include a section for an emergency contact number.

The Elementary class will be renamed "Introductory" and will be available to those students with little or no dancing experience. This class only will be open to members and non-members.

The Committee agreed that those students who are not members should be charged an extra £15.00. This is of course subject to approval by the Finance committee.

The Insurance implication will also be looked into regarding non-members at Summer School.

In order to ascertain numbers for the 2nd class in the morning the application form will be amended to show Men's Highland Introductory, Men's Highland Advanced, Ladies Step Introductory and Ladies Step Advanced.

The form will also show a section to include the Potential Tutor's Course planned for next year.

**Booklet SS99/15/2**  
The Committee agreed the Booklet will be amended to show necessary changes.

**Examinations Process** SS99/15/3  
The Committee discussed the examination process and they agreed that any comments arising from the evaluation forms will be directed to the examinations Committee.

**Social Dancing** SS99/15/4  
The Committee were aware that the students preferred to dance in the Younger Hall and it was agreed that if this is possible next year, it may be necessary to add an additional charge onto the fee. Social dancing would therefore be in the Younger Hall and the Common Room.

The Director and Secretary will discuss the additional cost of using the Younger Hall for social dancing with Dr Horobin when they meet. They will also discuss using the Union Debating Hall as an alternative to the Younger Hall.

Mr Jim Rae agreed that he would prepare the programmes for the social dancing and the Younger Hall dances organised by the Tourist Board.

**N.E Fife Dances** SS99/15/5  
It had been noted that a number of students this year had been unable to obtain Younger Hall dance tickets. Mrs Gaul and Mr Mair agreed to contact the Tourist Board in St Andrews to ascertain the quota issued to the RSCDS.

**Crib books** SS99/15/6  
The crib books available at Summer School had been a great success, out of 500 ordered only a few remained. The Assistant Secretary will contact Mr Bond regarding a further supply for Summer School 2000.

**Dancing in the Streets** SS99/15/7  
The Assistant Secretary will again apply for permission regarding the above.

**Bands** SS99/15/8  
The Committee suggested a number of bands and the Assistant Secretary will contact them asking for a quotation and availability.

**Music Course** SS99/15/9  
The Committee had been advised that the Jean Milligan Memorial fund will provide £50.00 subsidy per student of up to a maximum of 12 students attending the above course during week 2 at Summer School next year.



The Committee agreed that a suitable venue would be provided and that at the end of the course suitable students may be allowed to play for a class.

The Committee agreed that if a musician attended and outside professional assistance is required, the professional fee would be requested from the Jean Milligan Memorial fund.

The Director of the Music Course will prepare the appropriate application forms for the course.

**Potential Tutor's Course** SS99/15/10  
The Committee agreed to provide a suitable venue for the above course to be held during week 4 at Summer School next year. The Summer School application form will include a section to be completed regarding this.

**Millennium Events** SS99/15/11  
The members of the Committee were asked to bring ideas and suggestions for special events for Summer School 2000 to the next meeting.

Mrs MacLean suggested that a special dinner might be a possibility and she will discuss this when she meets with Dr Horobin.

**WINTER SCHOOL** SS99/16  
The Assistant Secretary reported that the Winter School is now fully subscribed, and that there is a waiting list.

The Assistant Secretary will now confirm the hotel reservations and the ball at Blair Castle.

Mrs MacRae is now in a position to organise a timetable of classes and events.

The Committee agreed that there should be a normal class on the Sunday.

As this was the first time a Winter School had been tried, it was agreed that a questionnaire should be available to the students at the end of the weekend, in order to get a clearer picture of what they want from such an event and to enable us to plan for future schools.

**STAFF LISTS** SS99/17  
**Teaching Staff** SS99/17/1  
Three new names had been recommended to the Summer School and after the normal assessment procedure they have now been added to the official staff lists.

Recommendations had been received for an additional three names to be added, and the usual procedure will be implemented.

**Musicians** SS99/17/2  
A number of new musicians had been recommended and they will be added to the official staff lists for Summer School.

**EVALUATION FORMS** SS99/18  
A large amount of evaluation forms had been returned after Summer School and Mrs MacLean, had taken on the task of summarising these. The following is a short list of comments received.

- Concern expressed regarding grading of the Advanced and Very Advanced classes.
- More personal criticism requested.
- Comment regarding walk through of dances, made classes slow.
- Discussion of the history of the Society during classes.
- More discussion in the teachers class.
- Senior class may need to be divided as numbers are increasing.
- Very Advanced class and Teachers class commented that they danced the new book too often.  
*Comments regarding the over use of the new book were taken on board by the Committee.*
- More communication between the staff of the first and second class. Guidelines may be necessary.
- An area should be set aside for consultation between musicians and teachers.
- Relaxation of formality of dress code.
- Optional classes should start earlier.
- A step surgery.
- More use of teaching staff.
- Tutors should not be asked to take social dancing.
- First aider should be available on each course.  
*This will be considered.*
- Warm up and warm down keeping in mind safety. *Mrs MacLean would like to see this as policy.*

Mrs MacLean was thanked for her report.

Mrs MacRae thanked Mrs MacLean, Dr Hall and Mr Rae for the work involved in compiling this form.

**SCHOLARSHIP COMMITTEE** SS99/19

It was confirmed that the Scholarship committee will comprise The Director of Summer School, the Chairman, the Vice Chairman and the Assistant Secretary. This Committee will convene after the next Summer School meeting in January 2000.

**CORRESPONDENCE** SS99/20  
A number of letters had been received congratulating Mrs MacRae on a successful Summer School. She expressed her appreciation



for all the letters and confirmed that she had enjoyed her term as director.

Mrs Gaul said that the students had enjoyed the school largely because of the amount of effort Mrs MacRae had put into Summer School.

**ANY OTHER BUSINESS** SS99/21  
**Summer School**

Suggestions received from Mrs Gaul will be discussed at the next meeting.

**Amplification**

Mrs MacLean enquired about amplification in the Younger Hall, she was advised that the Society is looking at purchasing its own equipment.

**Donation**

Mrs Clement asked if the donation from Mrs Yasamuro could be used for a musician's scholarship to Summer School.

It was agreed that if this was approved, the scholarship application form would be amended accordingly.

**New Hall**

Mrs Clement asked if it would be possible to obtain group rates at ~~Younger~~ Hall for non residents. Mrs MacRae will discuss this when she meets with Dr Horobin. Y + W

**Miss F Golding**

Miss Golding advised the committee that this was her last year as a member. Mrs MacRae thanked her for all her input into the meetings and for all her hard work.

**Director**

Mrs MacRae thanked all the members of the Committee, Summer School staff and Headquarters staff for their support and encouragement during her term of office. She wished Mrs MacLean well during her term and offered help and advice if needed.

She also wished to thank the staff of course 1 and the staff and students of course 2 for their very generous gift which had been presented to her at the ceilidh on Friday 13 August 1999.

The Committee thanked Mrs MacRae for all the endless work involved in organising Summer School and the success of the School had been in no small measure due to her work. The Committee wished her well.

**MEETINGS 2000**

SS99/22

The Committee approved the following meetings in 2000:

- January 22
- March 11
- September 9



## **PAPER APART**

### **STAFF**

**SS99/**

#### **Teachers**

The following had been assessed and the Committee agreed to their names should be added to the official staff list.

- Mrs Doris McCutcheon
- Mrs Fiona Turnbull
- Mr Eric Finlay

The following had been recommend as possible Summer School teachers and arrangements will be made in order that they can be assessed.

- Mr Sinclair Barbour
- Mr Malcolm Brown
- Mrs Joan Desborough

#### **Musicians**

The following names had been recommended and will be added to the official staff lists:

- Mr Peter Shand
- Mrs Barbara Manning
- Mr Keith Smith
- Mrs Judith Smith



**The Royal Scottish Country Dance Society**  
**MEETING OF THE SUMMER SCHOOL COMMITTEE**  
**HELD ON SATURDAY 22 JANUARY 2000**  
**AT 10.30HRS AT 12 COATES CRESCENT, EDINBURGH**

**PRESENT**

Mrs Johan MacLean (Director), Mrs Linda Gaul (Chairman), Mr Alan Mair (Vice Chairman), Mrs Atsuko Clement, Dr Ian Hall, Mrs Moira Stacey, Mrs Rachel Wilton.

Mrs Marjorie MacRae had been invited to attend to report on Winter School.

**IN ATTENDANCE**

Mrs June Dick

Mrs MacLean wished everyone a Happy New Year and welcomed those members attending for the first time.

**MINUTES OF MEETING OF 4  
SEPTEMBER 1999 SS00/1**

The Minutes of the previous meeting had been ratified at the Executive Council Meeting in November 1999.

**MATTERS ARISING SS00/2  
Dance Programmes SS00/2/1**

The Assistant Secretary reported that Mr Jim Rae had been unable to produce the programme for the Younger Hall and Social Dancing. Mrs Rachel Wilton kindly agreed to take this on board and will let Headquarters have the proposed programmes as soon as possible.

**Card Cribbs SS00/2/2**

Mr Paul Bond had written indicating that he was able to provide the booklets at the same cost as last year. The Committee agreed that the booklets had been well received and the Assistant Secretary will order 500 for Summer School 2000.

**Examinations SS00/2/3**

The Examinations Committee had produced a guideline for foreign students attending examination centres. As this also included Summer School it was agreed that Summer School tutors should be provided with this guideline.

**Younger Hall Tickets SS00/2/4**

Mrs Linda Gaul reported on a meeting that she and Mr Alan Mair had with Mr L Parker of the Kingdom of Fife Tourist Board.

She reported that it had been agreed that the Society's ticket allocation is increased from 160 to 180.

**SUMMER SCHOOL 2000 SS00/3**

**Summer School fees SS00/3/1**

Mr Mair pointed out to that there was an error in the calculation of some of the fees as stated on the Summer School application form.

Notification will be sent to all applicants advising them of the correct fees.

**Raffle Money SS00/3/2**

The Committee were advised that raffle money at Summer School is donated to the Jean Milligan Memorial Fund. It had been suggested that the raffle money could be redirected to the millennium celebrations, and a remit will go to Finance Committee asking their advice.

**Secretary's Report SS00/3/3**

The Assistant Secretary reported that so far there had been 194 applications received and this figure included 30 1st timers. She pointed out that although the numbers appeared low in comparison to last year, this meeting was a month earlier and this factor had to be taken into consideration.

The numbers for the examinations classes were again low, with only 1 applicant for the Preliminary Test and 2 applicants for the Teacher's Certificate class. So far 3 applications had been received for the Potential Tutor's Course and 5 for the Musician's Course.

She indicated that as the Daily Newsletter had been well received last year and it would be ongoing this year.



Mrs Dick reported that most of the bands that had been approached had replied and she will contact them to confirm bookings.

Mrs Dick had also reported that all the usual halls had been booked.

This Committee had received a remit from Examinations asking for confirmation if the Potential Tutor's Course would be funded through the Summer School budget. The Committee pointed out that this would be run as any other class at Summer School, and if it proves to be not viable, it will be cancelled.

They also suggested tutors for the Examination classes at Summer School. Mrs MacLean would bear these names in mind when making up her staff lists.

It was suggested at this point that it would be helpful if all tutors of examinations classes received copies of the application form and confidential statement. The Committee agreed and in future these would be sent to tutors.

#### Director's Report SS00/4/4

Mrs MacLean indicated that her staffing list is nearly complete, but she required musicians for week 4. It was pointed out that there may be musicians attending the 4th week, and Mrs MacLean would consider this. Mrs Dick was asked to contact a number of musicians already on the staff list for availability.

Mrs MacLean advised the Committee that she would be altering the staff letter to include:

- Teachers have authority, in conjunction with Director, to move students who are incorrectly placed.
- More discussion in teachers classes
- Short warm up and cool down is to be incorporated into the lesson
- Teachers to bring to the first meeting a lesson plan. *A room will be made available for consultation. Mrs MacLean agreed that this project had to be flexible, but would like to see the beginning of staff co-operation and discussion regarding lesson plans.*
- If not accepted as a staff members, this year, we would like to see you as a

student, and are you prepared to "fill in" if necessary.

Mrs MacLean advised the Committee that Wardlaw would be unavailable to the Society this year, as there is construction work going on, although the common room in Wardlaw would still be in use.

Miss Muriel Johnstone is to be invited to give a Music talk in week 2 and week 4.

Dr MacFadyen is to be invited to give a talk re dance development and progression during weeks 1 and 3.

Mr Hardistry, the physiotherapist is to be invited to give a talk on each Sunday.

All first time students will be invited to meet the Director and her staff after dinner each Sunday.

Mrs MacLean informed the Committee that the Younger Hall would not be available on Friday 4th August and other halls had been suggested as alternative venues. The Assistant Secretary is to make enquiries.

Regarding the millennium celebrations, Mrs MacLean indicated that the following are her recommendations:

- Wednesday on weeks 1 and 3 a special dinner in University Hall with social dancing to follow.
- Wednesdays on weeks 2 and 4 a pre dinner reception would be held in University Hall with entertainment provided. Following dinner, dancing would be held in Younger Hall to a Fiddle Orchestra or selected band. Non Residents may apply for a ticket, the fee has not yet been decided.
- All Ceilidhs would be held in Younger Hall with consideration given to guest artists.
- The last Saturday of each course on the beach with champagne (bring your own).

The Committee discussed the above and agreed that it was a well thought out programme.



**WINTER SCHOOL SS00/5**  
**Secretary's Report SS00/5/1**

Mrs Dick reported that the Winter School was still fully booked, all bookings had been made and it was now just a matter of finalising numbers with the hotel and bus company.

Tickets for the Ball at Blair Castle would be forwarded to Perth Branch within the next few days.

There would be a small shop at Winter School and Perth Branch has kindly volunteered to man the shop in the afternoons, assemble it in the Hotel and dismantle it after the school ends.

A letter received from Mr & Mrs Humphrey of the Isle of Skye Branch regarding the refund of their deposit had been discussed. The Committee agreed that as a gesture of good will, and in this instance only, their deposit will be refunded.

**Director's Report SS00/5/2**

A questionnaire would be available for all students to complete on the Winter School. Mrs MacRae hoped that once these had been analysed we would be better equipped to discuss a future Winter School, although it was agreed that if possible, we would go back to the Atholl Palace Hotel again. The Committee agreed to discuss this matter again in March.

The Committee agreed that any future Director of the Winter School is to be appointed from this Committee and ratified at the next Executive Council Meeting in May.

Mrs MacRae advised the Committee of the following class numbers:

- Intermediate 13
- Advanced 70
- V.Advanced 36

She advised the Committee that because of the disparity between classes, it would be necessary to revise the class structure and therefore it was agreed that the classes will be renamed as A, B and C.

A new timetable will be available on the notice board at Winter School for information.

Mr Alan Mair was invited to MC at Blair Castle and he said he would be pleased to accept.

Mrs Gaul and Mr Mair will give a talk on the Sunday afternoon between 2.30pm - 3.30pm.

Mrs MacRae was thanked for her report. Mrs MacRae then left.

**SUMMER SCHOOL STAFF SS00/6**

The staffing levels had been discussed and amended. A new staff list is to be forwarded to the Committee in time for the next meeting in March.

**EVALUATION FORM SS00/7**

Mrs MacLean advised the Committee that she had perceived a good quality of response from the evaluation forms in 1999, and that it is her intention to use the same format again, with a few amendments, this year.

**CORRESPONDENCE SS00/8**

A letter received from Mr Hans van Zon will be discussed at the next meeting in March.

**SCHOLARSHIPS SS00/9**

The Scholarship Committee comprising of The Director of Summer School, The Chairman, The Vice Chairman and the Secretary met and agreed the scholarship to be offered.

**ANY OTHER BUSINESS SS00/10**

1. Mrs MacLean advised the Committee that Depute Directors will be appointed.
2. St Andrews Branch had requested that their dance held on Saturday nights during Summer School, may be incorporated into the Summer School social dancing at the Younger Hall, with the Society selling the tickets.

Mr Mair advised that St Andrews Branch were concerned that their dance would fail without the Summer School support. It had been felt that all the Summer School students, who would normally attend the St Andrews Branch dance, would prefer to dance at the Younger Hall.

The Committee discussed this matter in



detail. They agreed that although they recognise the good service St Andrews Branch had given to Summer School in the past, it was essentially a Summer School dance and it was decided to retain the status quo this year.

This matter will of course be monitored and may be reconsidered for a future year.

3. Mrs Gaul and Mr Mair advised the Society that the Tourist Board had been concerned with the number of people entering the Town dances at the Younger Hall without a ticket.

The Tourist Board had agreed that because of the large number of tickets being requested by one person, they would allocate the tickets on a different basis this year. They would retain a number for St Andrews Branch, a number for Summer School staff and the remainder for Summer School students.

The question of the Tuesday night dance at the Younger Hall was discussed, and the Committee agreed to retain it this year and reconsider it again next year.

The Tourist board are willing to distribute poster/flyers regarding the Summer School and its many events. The Society will invite Rowena Kelly and Bob Grant to provide the masters and the Tourist Board will copy them.

The Committee agreed that passes will be issued to all non paying member attending the Younger Hall.

4. The Committee agreed to invite Lord Mansfield to Summer School and the Assistant Secretary will write giving him dates.

It was also agreed to invite our Vice-Presidents to Summer School.

The Committee were advised that The Princess Royal had declined to attend the Annual General Meeting this year. It was suggested that she may like to attend either of the special dinners this year, or if that is not possible invited to attend Summer

School next year. The Assistant Secretary will write giving dates.

5. Mrs Linda Gaul's paper titled "Items for Discussion at Summer School Committee Meeting" will be referred to the next meeting.
6. The Committee agreed that a 'first aider' will be available. No decision to appoint one had been made.
7. The Committee were advised that the Society now has its own amplification, suitable for the dining room.

#### DATE OF NEXT MEETING SS00/11

The date of the next meeting is 11 March 2000 at 10.30hrs.



## **PAPER APART**

**SS00/6**

**SS00/6/1** A report had been received regarding the inclusion of Mr Sinclair Barbour on the Summer School lists.

The Committee agreed that his name should be added.

Mr Barbour will be advised accordingly

**SS00/6/2** Mr Malcolm Brown had been assessed and the Committee agreed not to include his name at this time and he will be advised accordingly.

**SS00/6/3** Mrs Marilyn Watson's name had been submitted as a possible teacher at Summer School. Arrangements will be made for her assessment.





## The Royal Scottish Country Dance Society

12 Coates Crescent, Edinburgh, EH3 7AF, Scotland, UK.  
Tel: (intl) +44 (0)131 225 3854 Fax: (intl) +44 (0)131 225 7783  
<http://www.scottishdance.org> and <http://www.rscds.org>

*Summer School Committee Meeting  
To be held on Saturday 11 March 2000  
at 10.30hrs, at 12 Coates Crescent, Edinburgh*

### AGENDA

- ✓ 1 APOLOGIES
- ✓ 2 MINUTES OF LAST MEETING (22 JANUARY 2000)
- ✓ 3 MATTERS ARISING AND NOT LISTED ELSEWHERE
- ✓ 4 SUMMER SCHOOL 2000
  - ✓ a) Secretary's Report
  - ✓ b) Director's Report
- ✓ 5 WINTER SCHOOL
  - a) Secretary's Report
  - b) Director's Report
- ✓ 6 STAFF LISTS
- ✓ 7 EVALUATION FORMS
- ✓ 8 CORRESPONDENCE
- ✓ 9 ANY OTHER BUSINESS
- ✓ 10 DATE OF NEXT MEETING

Committee members are asked to forward any topics they wish to raise, to the Secretary at least two days prior to the meeting

*A sandwich lunch will be provided*

*Promoting Scottish Country Dancing Throughout the World*

Recognised as a Scottish Charity No. SC016085

Director of Administration and Secretary: Miss G S Parker

Patron: Her Majesty The Queen President: The Earl of Mansfield D.L.J.P.

Hon. Vice-Presidents: Sir Donald Cameron of Lochiel, K.T., Col. (retd.) M. Muriel Gibson,

The Hon. Peregrine Moncreiffe of Moncreiffe, and The Earl of Elgin K.T., C.D.



**The Royal Scottish Country Dance Society**  
**MEETING OF THE SUMMER SCHOOL COMMITTEE**  
**HELD ON SATURDAY 11 MARCH 2000**  
**AT 10.30hrs AT 12 COATES CRESCENT, EDINBURGH**

**PRESENT**

Mrs Johan MacLean (Director), Mr Alan Mair (Vice Chairman), Mrs Atsuko Clement, Mrs Moira Stacey, Mrs Rachel Wilton.

Mrs Marjorie MacRae had been invited to report on Winter School.

**IN ATTENDANCE**

Mrs June Dick

**SS00/12 APOLOGIES**

Apologies had been received from Mrs Linda Gaul (Chairman) and Dr Ian Hall.

**SS00/13 MINUTES OF MEETING ON 22 JANUARY 2000**

**SS00/4/4** Amend - 2 Ceilidhs will be held in Younger Hall and 2 in University Hall.

**SS00/10 ANY OTHER BUSINESS**

Replace No.2 para.1 with - St Andrews Branch had offered to run the Saturday night dances in the Younger Hall.

Replace No.2. para 3 with - The Committee decided that these dances should be run by Summer School.

No. 3 Delete Mrs Rowena Kelly

**SS00/13 MATTERS ARISING**

**SS00/3/1 Summer School fees**  
Mrs MacRae had provided a breakdown of the agreed fees for information to the Committee.

She also pointed out that no provision had been made for non residents attending any of the special events planned. Mrs MacLean advised that this had now been taken care of.

**SS00/3/2 Raffle Money**

The Finance Committee had replied that all monies relating to the raffles at Summer School should be paid into the Jean Milligan Memorial Fund.

**SS00/3/3 Musicians' Course**  
Mrs Clement asked for clarification regarding the discount of fees and asked why it was stated that it had been subsidised by the Jean Milligan Memorial Fund.

It was explained that because of the way the money had been bequeathed to the Society by Miss Kitty McLauchlan, there was no option but to put it into the Jean Milligan Memorial Fund.

It was also explained that the fee for music course applicants had been reduced by £50.00 and the discount would be put towards any extra staffing or equipment required on the course.

**SS00/10 Microphone equipment**  
The Committee agreed that because the Society's microphone equipment would be used in Younger Hall, the Assistant Secretary would write to University Hall and ask for the use of their equipment for the dining room.

Mr Mair reported that Mr Cunningham would look at the Society's microphone equipment to ensure that it would be suitable for use in the Younger Hall. The Committee were also advised that it may be necessary to purchase additional microphones.

**SS00/14 SUMMER SCHOOL 2000**  
**SS00/14/1 Secretary's Report**

The Assistant Secretary reported that there were now 790 applicants with 222 of those first timers at Summer School.

The Committee had been advised that it appeared that at the moment, all the examination classes would run.

**Accommodation**

She advised the Committee that because we would not have the use of Wardlaw this year, she had written to Dr Horobin requesting that if applicants had to be accommodated in New Hall the fee would remain the same as



University Hall. Dr Horobin had advised that this would not be possible.

Therefore it had been necessary to book 20 beds in Hamilton for course 1 and 40 beds in St Salvators for course 2 at the same rate as University Hall.

She advised that because of the shortage of single accommodation for men and double rooms there was now a waiting list for all 4 weeks.

All those on the waiting list had been informed of the situation and given alternatives.

#### **Bands**

The following bands had now been hired for the 4 Monday evenings in Younger Hall.

- Neil Copeland
- Glencraig SCD Band
- David Hall's Band
- Craigowl Band

#### **Guests**

The Committee were advised that Lord Mansfield is pleased to be able to attend on 26 July, and Miss M M Gibson would attend on 9 August.

Dr A MacFadyen had kindly agreed to give a talk on 27 July and 10 August.

Miss Muriel Johnstone had kindly agreed to give a music talk during week 2 and the Committee agreed to contact Mr Robert Mackay to confirm his willingness to give a music talk during week 4.

#### **Depute Director**

The Assistant Secretary advised the Committee that the Depute Director during course 1 would be Mrs Alice Murphy and during course 2 Miss Christine Traynor.

#### **Millennium Entertainment**

After discussion the Committee agreed to approach The Perth Strathspey & Reel Society to play at the Younger Hall on 2 and 16 August.

The Assistant Secretary had contacted various entertainers, and would also write to others that had been suggested.

#### **University Hall**

It had been agreed that University Hall would provide wine, soft drinks and nibbles for the pre-dinner reception.

#### **Tea**

The Committee agreed to invite Mrs MacLeod and ask her to take on her usual role of providing the tea.

#### **SS00/14/2 Director's Report Staff**

Mrs MacLean reported that a few members of staff had indicated that they would be unable to attend Summer School. Additional members of staff had now been contacted for availability.

A letter had been received from Los Angeles Branch requesting that Mrs Brandon be considered as a member of staff as she may be attending Summer School this year.

The Assistant Secretary will write thanking them for their letter and advising them that it is the Director's decision regarding appointing staff.

#### **Social Dance Programmes**

The Director thanked Mrs Rachel Wilton for providing the programmes for Younger Hall and the social dancing. She appreciated the work that had gone into this project.

#### **Courses**

Mrs MacLean advised the Committee that the numbers for the Potential Tutors' are sufficient to make this viable.

She also advised that the Musicians' course would go ahead. Because of the variety of musicians' applying for the course it will be necessary to appoint additional members of staff.

It had been suggested that students on the music course be allowed to play for a class and it was agreed that this should be on a Friday.



### **Millennium Celebrations**

Mrs MacLean advised the Committee that all arrangements were ongoing.

### **New Book**

Mrs MacLean advised the Committee that a practical session for those teaching the new book at Summer School is to be arranged for 10 June 2000.

The appropriate members of staff will be advised in due course of venue.

### **Younger Hall Tickets**

Mr Mair asked the Committee for approval to approach the Tourist Board to clarify the distribution of tickets. The Committee agreed.

### **Paper submitted by Mrs Gaul**

Mrs Gaul had submitted a paper for consideration by the Committee.

**Guest Teachers** – Mrs Gaul suggested that the Summer School consider inviting guest teachers from abroad to teach at Summer School.

The Committee considered this may be possible although the language problem would have to be addressed. The Committee felt that it may be possible to give a guest teacher a slot this year if one was already attending Summer School.

This of course would be at the discretion of the Director.

**Rotation of Teachers** - Mrs Gaul suggested that a staff rotation system be considered.

The Committee agreed that this is a good idea that some degree of rotation is taken into consideration to allow for flexibility in staff planning and ultimately the benefit of students.

The Director advised the Committee that over the past few years there has been a degree of rotation and those teachers not used should consider attending as students.

The Director advised that this matter would be considered further.

**Non-Members** – Mrs Gaul suggested that the Summer School be open to non-members.

The Committee advised that this was already in place, although this would need to be considered along with any other changes in membership likely to take place.

### **SS00/15**

#### **SS00/15/1**

The Assistant Secretary reported that a number of students who had attended Winter School had written that they had all had a splendid weekend and were looking forward to the next.

The shop had been very successful and the Committee would like to express their appreciation to Perth Branch for taking this task on board.

The Assistant Secretary had been advised that there was too much detail on the badges. In future they would be simple and easy to read. The cost of clip on badges would be looked into.

#### **SS00/15/2**

Mrs MacRae had reported that the Winter School had gone well although the size of classes had been a problem.

The hotel accommodation had proved excellent and good value for money.

The ball in Blair Castle had been very well received and everyone enjoyed the experience.

Mrs MacRae reported that the majority of evaluation forms had been returned. All of the comments would be considered and, where appropriate, acted upon.

Mrs MacRae thanked all members of staff who had contributed so much to make this a memorable weekend.

Mrs Gaul was particularly thanked for all the extra work that she had taken on board. It had proved extremely helpful to have a "floater" who was free to lend a hand when needed.

The idea of a floater would be kept in mind for future years.



It was agreed that the same venue would be booked for one other year during the same weekend, and the Assistant Secretary would proceed with this.

An additional hall would be added for next year, thereby keeping the classes separate. It had been necessary to mix the Intermediate with the Advanced dancers this year.

Mrs MacRae thanked the Committee for the chance to Direct the Winter School but declined the offer for next year.

The Committee thanked Mrs MacRae for all her hard work towards making this weekend school such a success.

**SS00/16 STAFF**  
The Committee discussed this matter.

**SS00/17 EVALUATION FORMS**  
Dr Ian Hall had agreed to amend the evaluation forms but were unavailable at the moment.

**SS00/18 CORRESPONDENCE**  
**Scholarships**  
A number of letters had been received from scholarship recipients expressing their thanks and appreciation to the Society.

**Dr K Martlew**  
A letter had been received from Dr K Martlew offering to give a music talk during Summer School.

The Assistant Secretary will write thanking him for the offer but indicating that these spots had already been filled.

**Mr Hans van Zon**  
A letter had been received from Mr Hans van Zon on his thoughts on Summer School.

The Committee read this with interest and a letter will be forwarded thanking him for the letter and confirming that this Committee had taken note of his many valid points.

**SS00/19 ANY OTHER BUSINESS**  
**Music Stands**  
The Assistant Secretary will contact Dr Horobin and request the use of music stands for the musicians' course at Summer School.

**Mrs Tiki West**  
The Committee had been advised that Mrs West had recently died and the Committee expressed their sincere condolences. Headquarters had already sent a condolence card to her daughter.

**Summer School**  
The Committee agreed to look into the prospect of 4 separate weeks at Summer School, at a later date.

**Mrs Marjorie MacRae**  
Mrs MacLean concluded the meeting by thanking Mrs MacRae for all her work as Director of Summer School and more recently Director of Winter School.

**SS00/20 DATE OF NEXT MEETING**  
The next meeting will be held on Saturday 9 September at 10.30hrs.



## PAPER APART

SS00/16

Mr Malcolm Brown had been written to and advised that he had been unsuccessful in his name being added to the official list of Summer School Teachers. He had been advised the approach the Society again at a later date.

Mr Brown wrote back requesting clarification of the letter and asking for details of 'where he had failed'.

The Committee discussed the criteria for assessing teachers and some felt it was too formal. Mrs MacLean indicated that in most assessment situations, feedback would be an integral part of the process.

The Examinations Committee had produced a pro forma for the assessment of teachers wishing to teach at Summer School.

The Committee agreed to pilot this scheme and if an unsuccessful applicant required further information a copy of the form would be provided and may go some way to assisting a future application.

The Summer School Committee retain the right to make the final decision.



# *The Royal Scottish Country Dance Society*

*Meeting of the Summer School Committee  
held on Saturday 9 September 2000  
at 10.30hrs at 12 Coates Crescent, Edinburgh.*

## **PRESENT**

Mrs Johan MacLean (Director), Mrs Linda Gaul (Chairman), Mr Alan Mair (Vice Chairman), Mrs Atsuko Clement, Dr Ian Hall, Mrs Rachel Wilton.

Mrs Alice Murphy and Miss Christine Traynor in their capacity as Depute Directors of Summer School 2000 had been invited to attend.

## **IN ATTENDANCE**

Mrs June Dick

## **SS00/21 APOLOGIES**

An apology had been received from Mrs Moira Stacey.

## **SS00/22 MINUTES OF MEETING ON 11 MARCH 2000**

The Minutes of the Summer School meeting on 11 March had previously been approved at the Executive Council Meeting in May 2000.

## **SS00/23 BUSINESS ARISING**

### **SS00/10 Microphone Equipment**

Mr Mair and Mr David Cunningham had checked the Society's microphone equipment and were confident that it was suitable for use in the Younger Hall.

There had been a few minor problems and Mr Mair highlighted these in his report to the meeting.

Mrs MacLean thanked both Alan and David for taking this on board but would like, for future use, to identify items which may help/improve the equipment.

As there is always a wealth of talent at Summer School, she would like a rota system set up, of those qualified, who would be willing to make sure the equipment is running smoothly throughout the course of Summer School.

## **SS00/24 SUMMER SCHOOL 2000**

### **SS00/24/1 Director's Report**

Despite the difficulties of communication and involvement which using a number of residences caused, Summer School 2000 was successful, with large numbers attending. The daily newsletter proved invaluable as a means of channelling information to everyone.

In planning and organising this year, there were major problems with regard to the availability of musicians. Steps must be taken to alleviate the situation for next year.

Two new courses, a Music Course and Potential Tutors Course were successfully introduced and executed this year. I would like to convey my appreciation to Muriel Johnstone and Bruce Frazer for directing the courses to such effect.

## **Classes**

In my review of the Teachers Report and Comments, staff recorded that the variation in grading was not too extensive. A good attempt was made to deal with exceptions immediately, as indicated in the application form. In the process of self-assessment, technical ability did not always meet with the stated requirement. Throughout the wide range of class levels however, progression in technique, and knowledge was made.

## **University Planning and Liaison**

Normally supportive, the University caused some problems with regard to the use of halls, placing of pianos of an adequate standard, and lack of ongoing support during the school. This was counterbalanced by the efficiency and commitment of our own Headquarters staff.

## **Food**

Food was of a good standard and varied. The evening meal was changed to self-service, due to refurbishment of the kitchen. This proved necessary for the smooth running of the School. Evening activities would have been severely affected in terms of time.

## **Special Events**

These events were much appreciated, and I would like to thank the invited guests for all contributions made.

## **Health Related Aspects**

As requested previously a talk was given by a Chartered Physiotherapist on the prevention of injury. For the first time also, we had Moira Kerr a Masseuse, for the duration of the School.

The teaching and music staff, with professional and social expertise, did much to engender an



atmosphere in the school, which was friendly and encouraging.

Thanks to all for the wonderful support.

In conclusion Mrs MacLean thanked the Depute Directors, the Summer School Committee and Headquarters staff for the contribution made towards making Summer School 2000 a successful venture.

#### **SS00/25/2 Secretary's Report Attending**

The Assistant Secretary reported that 895 students had attended Summer School this year and of that number 156 had been non-resident.

#### **Accommodation**

Because we did not have the use of Wardlaw this year it had been necessary to accommodate 14 students Hamilton Hall in the first week and 16 students in St Salvators Hall in the third week.

#### **Examinations**

The results of the examinations at Summer School were as follows:

#### **PRELIMINARY TEST COURSE 1**

4 Passes 2 Failures

#### **TEACHER'S CERTIFICATE**

10 Passes 2 Failures

#### **PRELIMINARY TEST COURSE 2**

6 Passes 2 Failures

#### **TEACHER'S CERTIFICATE**

10 Passes 0 Failures

#### **Tea**

The Committee had been advised that there had been little interest in meeting for tea in the chequered court this year. This had been due to the fact that the Younger Hall did not finish until 11pm each night and it was too late by the time students arrived back in University Hall.

The Committee discussed this and agreed to discontinue the practice of late evening teas in future.

They agreed however that the morning tea for classes and the afternoon tea should be retained. They therefore suggested that the Summer School purchase vacuum flasks. This would mean that the University would still supply the dry ingredients but we ourselves could organise a rota system of volunteers to be on hand to dispense teas.

#### **Shop**

The gross sales in the shop this year amounted to £25,256.40 compared to sales in 1999 which had been £21,974.72.

The Committee were pleased with the efforts taken to improve the layout in the shop this year.

There is an ongoing problem with the non-RSCDS books, CD's etc at Summer School this year. As goods are handed in at any time during the Summer School, and because of the lack of space available in the shop, headquarters staff found it impossible to display the good properly, and keep the non-RSCDS price list up to date.

The Assistant Secretary suggested that all Branch Secretaries should be advised that any goods they wish to sell at Summer School must be in Headquarters in good time for cataloguing and pricing accurately.

She also advised the Committee that as there are so few Headquarters staff at Summer School, Branch orders should be made up in Headquarters and taken to Summer School for collection only. All Branch Secretaries will of course be advised in good time of this change in procedure.

Concern had been voiced that the examination classes were not able to get to the shop during opening times. It was suggested that in consultation with the Tutors of those classes, an arrangement could be made to open the shop outwith shop times, specifically to enable the examination classes access.

A request had been received that all revision dates of books should go on the price lists taken to Summer School. This will be attended to.

#### **SS/24/3 Depute Director's Report (Course 1)**

#### **Halls/Classes**

Mrs Murphy reported that on the whole the arrangement of halls appeared to have suited most of the students and staff.

There still appeared to be a problem of the few individuals who were not able to keep up with their classes. Mrs Murphy suggested that an extra Advanced class to cater for those students who need a more relaxed class may be the answer. *The Committee discussed this problem and Mrs MacLean noted all the comments that had been offered.*

#### **Music for classes**

Mrs Murphy reported that everyone enjoyed the greater variety of instruments this year, solo



accordion accompaniment is not new, but this year we had solo fiddle which had been a revelation.

The Music Course had been a great success, not just for its members but also for giving a buzz to everyone else. The great event was when they played for some of the social dances on the last night in University Hall. All praise to Muriel and her team of musicians.

#### Social Dancing

The Younger Hall gave everyone a good floor and very importantly a sense of togetherness – newcomers with seasoned attendees.

#### Examinations

This year 12 candidates made a large Teachers' Certificate class. Fortunately the Prelim Test was completed by lunch time, and thanks to the "volunteers" who stayed until 5.30pm and to the hard work of the 2 Examiners the practical teaching test was completed in one day. A future Depute Director might like to consider how would all the candidates be fitted in if there were 14 candidates as the Executive agreed in May – would the teaching test start Thursday afternoon?

#### Domestic

Residents were divided about the meal service in the evening – waitress service or self-service. Diners eager to dance chafed at the time taken on the first evening, while others did not like the cafeteria feel of self service. However the frequent change of bed linen and towels was very much appreciated. The daily newsletter was a help, but in hindsight more precise information about some of the special events would have helped as some members were not clear about what was happening.

In conclusion Mrs Murphy would like to thank Johan for her support, all the teachers and musicians who had been most helpful, and the HQ staff who were always there when needed. There had been a good feeling among the course members, who volunteered whenever asked for help. Her thanks also go to the Summer School Committee for giving her an opportunity to apply what she had learned as a greenhorn in her first year as Depute in 1999.

SS00/24/4      Depute Director  
(Course 2)

#### Accommodation

Miss Traynor reported that it had been good to be back in University Hall, despite some changes.

She made the following comments

- towels were changed daily on B Floor, but others were not so lucky.

- single ladies housed in Old Wing without a wash-hand basin felt uncomfortable.
- It was a pity evening tea in the chequered court was largely ignored. It would be sad to lose such a valuable opportunity for socialising
- Tea making facilities as mentioned in the booklet would imply a kettle. This had not been mentioned in the booklet.  
*Miss Traynor had been advised that notices had been inserted in the booklets indicating that kettles were available in the kitchens.*
- students felt isolated in St Salvators
- students had been confused when asking for the Union Debating Hall. Apparently the staff there refer to it as "The Theatre".

#### Meals

- Self service had some advantages, e.g. speed, choice of food on view
- food was cold by the time it reached the table
- less social interaction at table, with people coming and going at different times
- announcements were missed
- guests at the top table should be introduced.
- early dinner meant more time to prepare to evening activities.
- dinner became too casual

#### New Hall

- lunch finished at 1.15pm, this made it a rush for those students at Boys' Brigade Hall.
- Can a section of the dining room be identified specifically for RSCDS.

*Miss Trayner was advised that this had been tried, but was unsuccessful.*

#### Classes

- Saturday staff meeting was useful.
- Asked if it would be possible to have a staff meeting in the Middle Sundays.  
*Mrs MacLean pointed out that there is actually a very small staff change over, however she would try to be on hand for a short meeting.*
- could the class teacher advise that the Depute Director will visit on occasion, no introduction should be made thereby causing little disruption to the class.
- the section on the application referring to Ladies Step and Men's Highland is confusing.  
*This comment was taken on board, the application will be amended for next year.*
- should teachers of the Introductory Class be present at the welcome for newcomers?  
*Mrs MacLean considered it a good idea for both teachers and musicians to be present.*
- could teachers receive a copy of the application form along with the timetable?

*Mrs MacLean agreed that there was no reason why not.*



### Social Dancing

- the Younger Hall gives more space to dance, but it is a trek every night, rather than the informality of the Common Room.
- Younger Hall dances are no longer "special".
- there is confusion about when tickets are required.
- liaison is necessary between the teacher doing the "walk through" and the MC for the Common Room on Younger Hall nights.

### Ceilidh

- enjoyable in the Younger Hall with a few "concert items" and dancing for everyone, but the Common Room gives a more intimate atmosphere and more traditional ceilidh-style "turns".

### Examinations

- the written paper in the morning made it more difficult to find invigilators and emergency help if needed.
- classes were disrupted by examiners not keeping to the timetable.

*The Committee discussed this issue and agreed that the Summer School timetable should not be disrupted by the examination process.*

*A remit will go to the Examinations Committee explaining that Examiners should co-operate with the Depute Director who organises the timetable, and it would be appreciated if examiners would co-ordinate to cause the least disruption to Summer School.*

*The Examinations Committee will also be asked if The Summer School Director may attend the meeting in January to discuss this matter.*

*The Summer School Committee felt that some of the examination candidates were unaware of the translation facility available to them. They agreed that all candidates would have this information included with their booklet.*

*They further agreed that the Tutors of examinations classes should be fully aware of any changes in the examination process.*

### Special Events

- Perth Strathspey and Reel Society music was well received, as was the entertainment during the Wine Reception, but there was confusion about who should attend.

### Miscellaneous

- request for a short talk on how to wear the kilt.
- badges were too large to be attached to clothing.

- framed badges, as in previous years, make staff more identifiable.
- request from people "teaching abroad" for an afternoon session to give guidance. These are people who keep a group together, but have not enough knowledge to attempt a Preliminary Test.

*The Summer School Committee will take these comments on board.*

In conclusion Miss Traynor would like to thank the Director and the Summer School committee for inviting her to be Depute Director. She found it challenging, gave it her best shot, and trust that you were satisfied with her efforts.

### SS00/24/5 Potential Tutors Course

Mr Bruce Frazer tutored the above course and the musician was Doreen Thom during the 4th week of Summer School.

### Students

A total of 11 students including 3 from overseas attended. The students were keen to prepare themselves in case they were asked to tutor a course or prepare dancers for attending courses run by others eg at Summer School recognising that local support may not be sufficient for a course. One student had a long term interest in adjudicating.

### Content

The first session each day involved practical dancing, teaching exercises, group work and a mock preliminary test teaching exam.

The second was for discussion covering the administration of the exam, topics in the syllabus not covered in the practical sessions and development of other topics touched on in the practical sessions.

Throughout the course, structured teaching of steps and formations, the need for demonstration, "walk and talk", the "how", teaching points and rhythmic coaching were all emphasised as common weaknesses in candidates.

### Class Accommodation

The practical sessions were held in the Party Room (2days) and the Activities Room (4 days). The former was quite unsuitable offering neither space nor a good piano.

The Activities Room was ideal with the added advantage of mirrors.

Discussion sessions were held in the Executive Common Room on B Floor which had comfortable seating and a flip chart.



### Conclusions

- a number of students were unclear what to expect from the course. Perhaps a more detailed explanation on the application form would help in future.
- structured teaching of steps and formation and rhythmic coaching were weak.
- all showed a good knowledge of teaching points.
- the group worked well together and was unanimous that they had all learned from the course.

### SS00/24/6 Music Course

The Music Course this year, had been very well received. All those attending the course had been extremely well pleased with the content, and the experience of those who assisted Muriel Johnstone in tutoring the course.

Mrs MacLean indicated that she was very pleased at how successful the course had been and will be meeting at the end of September with Muriel Johnstone to discuss the final evaluation and future developments.

### SS00/25 EVALUATION FORMS

Mrs MacLean will consult with Ian Hall before making the results known. This is a huge task and will take quite a while to produce final data.

All staff will be given feedback and copies where appropriate.

Mrs MacLean thanked Ian Hall for his input in producing the evaluation form.

### SS00/26 SUMMER SCHOOL 2001

#### SS00/26/1 Future Dates

The Committee had been advised that the following dates are confirmed

2001 15 July – 12 August  
2002 14 July – 11 August

#### SS00/26/2 Application Form

The Committee discussed this and amendments and alterations will be made to the application form. The Committee had been advised that Wardlaw will be available to the Society in 2001.

The Assistant Secretary will check with the Examinations Convenor regarding the proposed Tutors Course.

The Assistant Secretary will also check regarding the possibility of a Music Course in 2001.

### SS00/26/3 Booklet

Amendments and alterations will be made to the booklet. The Assistant Secretary will also try to get a map of University Hall to include with the booklet.

### SS00/26/4 Halls

Mrs MacLean will check suggested halls in St Andrews for suitability.

The Assistant Secretary will go ahead and book the Church Halls that are normally used.

### SS00/26/5 Bands

The Committee agreed to invite the following bands to quote for playing at Summer School:

- David Hall & Band
- Neil Copeland
- Colin Dewar & Band
- Fiddlers Three Plus Two

### SS00/26/6 Social Dance Programme

The Committee agreed to invite Moira Stacey to provide the programmes for all social dancing. The Assistant Secretary will write accordingly and ask if she is willing to take this on board.

### SS00/26/7 N E Fife Tourist Board Dances

The Committee express concern regarding The Ron Kerr Band used at the Younger Hall on the nights of their dances. The Committee felt it was too loud and even after requesting the band to reduce the volume it appeared to make little difference.

The Assistant Secretary will contact the Tourist Board and voice our concern.

### SS00/26/8 Crib Books

The Committee agreed that this was a great asset to Summer School and the Assistant Secretary will again contact Mr Bond to ascertain if he is willing to produce the booklets again next year.

### SS00/26/9 Dancing in Streets

The Committee agreed that this event would continue in 2001.

### SS00/27 WINTER SCHOOL

Mrs Linda Gaul (Director of Winter School 2001) had produced a timetable for the approval of the Committee.

She advised that the following teachers and musicians had been invited as members of staff:



**Teachers**

Linda Gaul, Willie Williamson, Jean Martin and Sinclair Barbour.

**Musicians**

Angela Young, Keith Smith, Doreen McKerron and Jennifer Wilson.

As the Winter School will use an extra hall in 2001 it was agreed that the Society keyboard should be taken.

Mr Mair will MC at the ball in Blair Castle.

Mrs Gaul indicated that she would like to give the teachers a night each to MC, they would also provide the programme for their night.

As the C class appears to be the most popular it was agreed to split it into C1 and C2 classes.

She advised that the afternoons at the moment were free and the Committee suggested that she may wish to include the following:

Scottish Step Dance Class, Talk on Tartans by Blair McNaughton, Sequence/Ballroom/Latin American dances.

Mrs Gaul will consider the above.

Mrs Gaul advised the Committee that she will not continue as Director after 2001 and the Committee asked that suggestions for a future Director should be brought to the next meeting.

**SS00/28 STAFF MATTERS**

The Committee discussed this matter and amendments will be made to the official lists of musicians and teachers.

**SS00/29 CORRESPONDENCE**

The Summer School Committee received a large number of letters, many congratulating the Committee on a wonderful Summer School. There were also many letters with valid suggestions and helpful hints.

The Committee is always pleased to receive constructive suggestions on ways to improve Summer School, and these will of course be taken on board.

The Assistant Secretary will reply to all those who wrote to the Committee thanking them for their kindness and where appropriate suggestions.

**SS00/30 ANY OTHER BUSINESS**

**SS00/30/1 Subscription Book**

Mr Mair had presented the Committee with a report regarding the teaching of Book 41.

The Committee discussed this and all comments were noted.

**SS00/30/2 Dates of Meetings in 2001**

The Committee agreed the following dates:

20 January 2001

10 March 2001

8 September 2001

**SS00/30/3 70th Anniversary**

The Committee had been advised that it is the 70th Anniversary of Summer School in 2001. Because of the many special events held this year, it was agreed that the 70th will not be celebrated as the Committee would rather wait and celebrate 75th Anniversary.

**SS00/30/4 Talks by Chairman**

Mrs Clement had been asked if it would be possible for overseas students, who do not normally have access to either the Chairman or Vice-Chairman, to meet with them on an informal basis at some time during future schools. The suggestion was that it could be conducted as a "surgery".

Mrs Gaul said she would give consideration to the suggestion.

**SS00/31 DATE OF NEXT MEETING**

The next meeting will take place on 20 January 2001.



**PAPER APART**

**SS00/28                      STAFF MATTERS**

**SS00/28/1                      Teaching Staff**

Recommendations had been received on behalf of the following to be added to the official teacher's list.

Mrs Hazel Hall  
Allana Creighton  
Mrs Pam Gillies  
Mr Les Lambert  
Mrs Helen Russell

The Committee discussed the above names and agreed to assess Mr Les Lambert and Mrs Helen Russell as possible teachers.

The Committee further agreed that the remainder will receive a letter indicating that as number of applications had been received the Committee were at this time unable to take your recommendation further. This matter will of course be discussed at a later meeting.

Mr Bruce Frazer had kindly agreed to assess Desborough and he forwarded his report which was discussed by the Committee. On his recommendation the Committee agreed not to add her name to the teaching staff at this time. A copy of the assessment form will be forward to Mrs Desborough for information.

The recommendation of Mrs Marilyn Watson has not yet proceeded further as she has the Branch are unable to supply teaching commitments at this time.

On the recommendation of the Committee the following names will be added to the teaching list:

Mrs Jean Martin  
Mr Willie Williamson

**SS00/28/2                      MUSICIANS**

The Committee agreed to add the following names to the official list of musicians:

Peter Clark (Fiddler)  
Mr Peter Shand

Mrs MacLean in consultation with Muriel Johnstone will add to the musicians list.





## *The Royal Scottish Country Dance Society*

### **Minutes of Meeting of the Summer School Committee held on Saturday 20 January 2001 at 10.30hrs at 12 Coates Crescent, Edinburgh**

#### **PRESENT**

Mrs Johan MacLean (Director), Mr Alan Mair (Chairman), Dr Ian Hall, Mrs Carol Smith, Mrs Moira Stacey, Mrs Rachel Wilton.

#### **IN ATTENDANCE**

Mrs June Dick

Mrs MacLean welcomed everyone to this small but select meeting. She was especially pleased to welcome Mrs Smith to her first Summer School meeting.

#### **SS01/01 APOLOGIES**

Apologies had been received from Mrs Linda Gaul (Immediate Past Chairman) and Mrs Jean Martin (Vice Chairman).

#### **SS01/02 MINUTES OF MEETING ON 9 SEPTEMBER 2000**

The Minutes of the meeting on 9 September 2000 had been approved at the May meeting of the Executive Council.

#### **SS01/03 MATTERS ARISING**

##### **SS/24/3 Depute Director's Report**

Mrs Stacey wondered if any decision had been made regarding the few individuals who were unable to keep up with the rest of the class. Mrs MacLean advised that it is a problem that she is acutely aware of, but no solution had yet been reached.

##### **SS00/25/2 Secretary's Report**

Mrs Stacey enquired if no branch orders would be accepted at Summer School this year. She was advised that although we would prefer orders to be received at HQ prior to Summer School, we will still accept branch orders and fill them if possible at Summer School.

#### **Examinations Meeting**

Mrs MacLean reported on her meeting with the Examinations Committee together with a remit received from the Examinations Committee

The Examinations Committee had agreed that the written examination would revert to the Wednesday afternoon as feedback received had highlighted problems experienced with having the examination in the morning. The Examinations Committee advised that the format of the examination process may change and this Committee will await the results of their discussion.

Mrs MacLean reported that the examiners had asked for more transition time, as timing had been tight. The Depute Directors will be made aware of this request and asked to consider this when making up their timetable.

It had been agreed that examiners would be accommodated from Wednesday evening (where applicable).

Mrs MacLean had received a request from the Examinations Committee regarding a Dancing Proficiency Test to be held at Summer School.

Mrs MacLean was in agreement although the Examinations Committee will be asked to consider the following:

- Costs
- Musician's position to be considered.
- Number of candidates likely to apply.
- Selection process if numbers large.
- Timing.
- Who is the test aimed at?
- How will application forms be distributed?
- Who will be responsible for the administration of the course?



A remit will go to the Examinations Committee asking them to consider the above points with emphasis on the numbers involved.

## **SS01/04 SUMMER SCHOOL 2001**

### **Staffing**

Mrs MacLean reported on her staffing arrangements and informed the Committee that the teaching staff numbers were fine, although she expressed concern about the number of musicians available.

### **Younger Hall**

She explained that we will not have the full use of the Younger Hall for the social dances and we will be using the Sports Hall and the Union Debating Hall on a few occasions.

### **Domestic Arrangements**

Last year there had been many complaints regarding food. Mrs MacLean had discussed this with the Head of Group Conference and Services and this matter along with other domestic items will be further discussed with Mrs Stewart of University Hall.

### **Programmes**

Mrs Moira Stacey was thanked for putting together with social dance programmes. Mrs MacLean agreed that it was a very difficult job, but one that had been well done.

### **Crib Books**

Mrs MacLean asked that more crib books are available this year. The Assistant Secretary will make sure more are ordered.

### **Afternoon Events**

Mrs MacLean suggested the following to be put into the evening timetable.

- Talks from Muriel Johnstone and Ian Fraser regarding music and drama.
- Talks on choreography.
- John Drewry, Alan MacPherson, Derek Haynes, Roy Goldring to be considered to give talks on devising dances.
- First timers to meet the Director and members of staff after dinner on the first day. It was suggested that the meeting be kept to small groups rather than one large group.
- Sunday evening hymn singing and talks on health related aspects.

The Committee were asked to bring any further ideas or information to the next meeting.

### **Music Course**

Unfortunately Miss Muriel Johnstone will be unable to direct the Music Course this year, and Mrs Maureen Rutherford has kindly agreed to take over.

### **Amplification**

As this is extremely important, Mrs MacLean would like a rota of people familiar with the equipment to make sure it is always in working order. Initially Mr David Watson will be contacted and asked to check out the equipment in HQ to ensure that we have everything we need.

The following people will be contacted and asked if they would be willing to look after the equipment once it be installed in Younger Hall.

- Mr Mike Williams
- Mr Peter Knight
- Dr David Hall
- Mr John Wilkinson

### **Office Bearers Surgery**

It was suggested that Mr Alan Mair, Mrs Jean Martin and Mrs Linda Gaul would perhaps care to make themselves available, on perhaps 2 afternoons a week for a short period to hold surgeries for those students who do not normally have access to office bearers. Information regarding this surgery could be in the daily newsletter giving days and times. The above office bearers will be asked for their approval and a possible timetable.

## **SS01/05 SECRETARY'S REPORT**

### **Halls**

The Assistant Secretary advised that we will not have the use of St Leonard's Church Hall or Hope Park Church Hall because of refurbishment and instead the Cosmos Sports Hall and the Victory Memorial Hall had been book for all 4 weeks.

### **New Hall**

It had been noted that lunch in New Hall finished too early for some of our students to make it back in time. It has therefore been agreed that lunch will finish at 1.30pm.

### **Bands**

The following bands had been agreed for the Monday evening social dancing.



## **SS01/08 STAFFING**

### **Official Staff List**

The Committee discussed this in detail.

### **Assessment of Potential Summer School**

#### **Teachers**

Mrs MacLean had discussed the assessment form with the Examinations Committee and confirmed that this form was in use. After discussion this Committee agreed to reserve the right to make the final decision regarding teachers and musicians for Summer School.

The Committee saw no reason why each member of the Committee could not make suggestions regarding staffing, and this was approved subject to the usual processing system.

## **SS01/09 SCHOLARSHIPS**

The Scholarship Committee met at the end of the meeting and decided awards.

## **SS01/10 CORRESPONDENCE**

### **Raffles**

A remit regarding the use of raffles had been received advising the Committee that the Summer School were able to make suggestions as long as it uses were for the greater good of the Society.

After discussion the Committee agreed that a remit would be sent to General Purposes suggesting that the Raffle money be used to buy a piano for Summer School.

### **Music Course**

A remit will be sent to General Purposes asking that funding be granted toward teaching staff for the Music Course to be held during Summer School.

### **The Scottish Arts Council**

A letter had been received regarding Traditional and Gaelic Music Development Funding for 2001/2002. The Committee agreed that the Society should apply for an application form. The Assistant Secretary will attend to this.

### **Ability Assessment**

A paper had been received with suggestions regarding class assessment at Summer School.

The Committee considered all the points raised but agreed that it would take too long and it would be difficult to put teachers in the position of selecting individuals for various classes. The

Committee also felt that it would be unfair to make decisions regarding suitability of students in such a short time.

### **Accommodating Children**

A paper had been received highlighting the importance of encouraging the next generation of dancers to the Society.

It had been suggested that the Society put together a package detailing the following in order that parents may be able to choose a suitable option for them:

- Details of flats/houses that could accommodate families and how to book them.
- Details of crèche and activity facilities available between 9am – 1pm, thus allowing parents to attend classes.
- Details of local activities that might be of interest to families.

The Committee agreed that such a package could be made available and the Assistant Secretary will contact the St Andrews Tourist Board for more information.

The Committee agreed that if the information can be obtained in time, details will be inserted in the Summer School Booklet.

## **SS01/11 ANY OTHER BUSINESS**

### **Marketing**

Mrs MacLean asked if the Committee thought more marketing of the Summer School was necessary and suggested contacting Robbie Shepherd to enquire if the BBC would be interested in taping "Take The Floor" at St Andrews this year.

The Committee agreed this was a good idea and the Assistant Secretary will attend to this.

### **Summer School Courses**

Mrs Wilton wondered if it was time to consider 1 week courses only at Summer School.

### **Classes**

Dr Hall suggested that classes should not be split into 2 week and 1 week people but should all be mixed.



- July 16 Colin Dewar
- July 23 Neil Copland
- July 30 David Hall
- August 6 Lex Keith & Fidlers Three Plus Two

#### Music Course

A small number of applications for the above course had been received so far.

#### Tutors Course

So far no applications had been received.

The Committee discussed this and asked that a remit be sent to the Examinations Committee asking them, that if no applications are received by a certain date (to be agreed by Examinations), they consider substituting it with A Teaching Skills Course.

#### Map

A floor plan of the ground floor of Old Wing, Lumsden and Wardlaw will be available in the Office in St Andrews for those students who need to familiarise themselves with the layout.

#### SS01/06 WINTER SCHOOL

##### Secretary's Report

The Assistant Secretary reported that 126 students are participating in Winter School this year. This is up on last year by 6.

She advised that the following would be available in the afternoons:

- Friday Step Classes  
Sandra Robertson
- Saturday Ballroom Dancing  
Dennis Melloy
- Sunday History of Tartan  
Blair Menaughton

Monday evening there will be a ball in Blair Castle, Mr Alan Mair will MC and the band will be Neil Copland.

Soft drinks will be available throughout the evening and buses will pick up student from the hotel and return them after the ball.

Crib books of all social dancing will be available in for sale during registration and in the small shop at Winter School.

#### Winter School 2002

Mrs Gaul does not wish to continue as Director and the Committee were asked to consider appointing someone at the next meeting.

They were also asked to bring suggestions for a different venue for 2003.

#### SS01/07 EVALUATION FORMS

Mrs MacLean and Dr Hall had summarised the evaluation forms and reported as follows:

##### Mrs MacLean

- Appreciated the high level of tuition had been expressed.
- New book to advanced classes caused concern, resulting in restriction of technique.
- Very Advanced classes voiced the possibility of a division into difference levels.
- Food was very often not hot enough, breakfast supplies short and tea/coffee undrinkable.
- Crib books not available in last week.

Specifics relating to the domestic and catering arrangements in the report will be discussed with University staff.

##### Dr Ian Hall

Dr Hall reported that 65% of residents returned forms.

- Overall everything comes out quite good.
- Pre course information average, could be better.
- Tuition very good
- Teaching facilities generally quite good.
- Residential accommodation less than good, there had been notable dissatisfaction.
- Catering less than good.
- Bands very good on average.
- Social dance programme good.
- Sunday breakfast too late.
- Numerous comments on shared facilities.
- With a few exceptions overall class satisfaction good.

The Committee express their grateful thanks to Mrs MacLean and Dr Hall for this very hard task.

With a small alteration, the Committee agreed to go ahead with the same evaluation forms this year.



Mrs MacLean agreed that the above issues should be considered and has taken these comments on board.

**SS01/12 DATE OF NEXT MEETING**

The date of the next meeting will be 10 March 2001.

Dr Hall tendered his apologies for this meeting.





## The Royal Scottish Country Dance Society

### Minutes of Meeting of the Summer School Committee held on Saturday 10 March 2001 at 10.30hrs at 12 Coates Crescent, Edinburgh

#### PRESENT

Mrs Johan MacLean (Director), Mr Alan Mair (Chairman), Mrs Jean Martin (Vice-Chairman), Mrs Carol Smith, Mrs Rachel Wilton, Mrs Moira Stacey.

#### IN ATTENDANCE

Mrs June Dick.

Mrs MacLean welcomed everyone to the meeting.

#### SS01/13 APOLOGIES

Apologies had been received from Mrs Linda Gaul (Immediate Past Chairman) and Dr Ian Hall.

#### SS01/14 MINUTES OF MEETING OF 20 JANUARY 2001

SS01/11 AOB Mrs Wilton indicated that she did not mean that 1 week courses should perhaps be considered in the future, but only that any events planned should be available on a weekly basis.

After this item had been noted, the Minutes of 20 January 2001 were approved.

#### SS01/15 BUSINESS ARISING

SS01/04 Microphone Equipment  
Mrs Dick indicated that Mr David Watson had been contacted regarding checking the equipment held at HQ. He advised that he would be willing to do so. She also advised that she had not yet contacted members of staff who may be willing to look after the equipment once it is in situ, but will do so with the next staff letter.

Mr Mair advised that he had spoken with David Watson and a mixer has been located that we will be able to use. He also advised that Mr Watson had indicated that we can have the use of 2 microphones.

During the discussion regarding microphone equipment, it was agreed to contact Mr David Cunningham to ask if he would be willing to set

up the equipment and also provide a check list for use throughout Summer School.

#### SS01/16 SUMMER SCHOOL 2001

##### SS01/16/1 Director's Report

##### Staffing

Mrs MacLean advised that the staffing was now almost complete, but that additional musicians had been contacted for availability.

##### Halls

She also advised that additional halls had also been contacted and Mrs MacLean will visit St Andrews to check the suitability of these halls.

##### University Accommodation

The Domestic arrangements were still a matter of concern and Mrs MacLean will provide Dr Horobin with a note of the comments from the valuation forms and thereafter will meet with Mrs Stewart of University Hall to raise the various concerns that had been noted in the evaluation forms.

##### Afternoon and Evening events

As Mr Haynes is now attending during course 1, it was agreed to ask Mr Drewry and Mr MacPherson to give their talks on devising dances during the 2<sup>nd</sup> course.

##### Music Talks Week 2 and Week 4

It was agreed to contact Maureen Rutherford and Iain Fraser for availability during the above weeks.

##### Sunday Presentation

The Committee agreed to have hymn singing, Youth Committee video, and hopefully talks on "stress on feet". Mr Mair and Mrs MacLean will make enquiries regarding indentifying someone willing to talk on sports medicine.

It was further agreed to invite Mrs Fiona Turnbull (Director of Youth Committee) to give a presentation on the Youth Pack on one week, and



Mrs Marilyn Watson (a member of the Youth Committee) on another week.

#### **Assessment Form**

The Examinations Committee had produced an Assessment Form for Potential Teachers at Summer School as a pilot.

As the form had now been used, the Committee felt that the form needed to be amended. This will be attended to and will be distributed to the Committee for final approval.

The Committee further agreed that the Summer School Committee had the authority to recognise potential teachers and able to make an accurate assessment.

A remit will go to the Examinations Committee thanking them for the work that had gone into producing and piloting the form.

#### **Evening Meal**

The Committee agreed that there should be a more formal meal every Wednesday evening with invited guests.

#### **Evaluation Form**

Dr Hall has now been able to do a final analysis of the forms, and he has indicated that about 55% of forms had been returned and it was felt that this had been a good response.

There appeared to be a consistency of some remarks, mainly cold food and accommodation.

#### **Office Bearers Surgery**

The office bearers had agreed they would hold a surgery twice weekly either as a group or singly, and this will be detailed in the daily newsletter available at Summer School.

#### **SS01/16/2 Secretary's Report**

The Assistant Secretary advised the Committee of the numbers so far and pointed out that to date there were 211 attending for the first time.

Apart from the Teacher's Certificate class in the 1<sup>st</sup> course, the examination classes were low, but hopefully this will improve.

#### **Music Course**

16 applications had been received for the Music Course and copies of the applications had been sent to Maureen Rutherford, Mrs Rutherford is now preparing the music for this course.

It had been agreed that Mr David Cunningham and Mr Iain Fraser will assist Mrs Rutherford in staffing the course.

We require 2 extra pianos in the Party Room at University Hall and Music Stands. The Assistant Secretary will attend to this.

#### **Tutor's Course**

The Committee had been advised that so far only 3 applications had been received.

In conjunction with Mr Frazer (Convenor of Examinations Committee), it had been agreed that this course is not viable and it would be changed it to a Teaching Skills Course.

Priority would be given to those who had been on the waiting list, the 3 application received for the Tutor's Course. The students applying for the Fully Certificated Class would be advised that a Teaching Skills Course would now be available and given the opportunity to transfer.

#### **Masseuse**

As the resident masseuse was so popular last year, it had been agreed to invite Moira Kerr again this year. It was agreed that she will attend 2 days per week and details will be sent out with the Summer School booklet.

#### **Remits**

A remit had been received back from General Purposes Committee approving the use of the money raised from the sale of raffles at Summer School to purchase a piano.

A remit had been received from General Purposes Committee agreeing to fund up to £300.00 toward the cost of a members of staff for the Music Course.

#### **Dancing Proficiency Test**

The Assistant Secretary reported that 7 applications had been received so far.  
*(updated figures indicate 24 received)*

*A meeting has been arranged this week with Mr Frazer and further information will be obtained.*

#### **SS01/17 WINTER SCHOOL 2001**

#### **SS01/17/1 Director's Report**

Mrs Linda Gaul had not been available to give her report in person, but sent the following comments:



### Hotel

- The food and accommodation were excellent value.
- The menu choices and moderate price for lunch was much appreciated.
- The staff were all very helpful and friendly.
- The Atholl Suite was cold. *The hotel would be reminded to heat this room for our use next year.*
- Atholl suite and Bow lounge are carpeted, not ideal for dancing, especially for larger classes.
- The large foyer and bar were well used and made for a friendly environment.

### Other Halls

- Town Hall was warm with a good floor, popular dancing space.
- Scout Hall is adequate, but not easy to heat.
- Ballroom in Blair Castle very popular, but the floor was slippery. One person had to be taken to hospital for a check up after slipping on the floor.

### Staff

- The staff worked very hard and co-operated well.
- Nightly staff meetings gave the opportunity to discuss classes, transport and any other matters.
- The musicians co-operated well, providing ensembles for three out of the four night's social dancing.

### Classes

- The gender balance needs to be looked at for next year together with class sizes.
- Class times for Sunday morning did not appeal to some dancers.

### Pianos

- There was a hitch with one piano and another had to be found quickly. *The piano from Headquarters will be transferred next year.*
- Three musician would have preferred a piano as opposed to the keyboard.

### Other Activities

- Step dance class and the ballroom class were well received and enjoyed by all.
- Blair McNaughton's talk was not quite so well attended, but enjoyed by those who were there. *Timing of the morning class may have been a factor, as there was little time for lunch, perhaps the Sunday afternoon activity*

*could be scheduled for later in the afternoon next year.*

### Shop

- Perth & Perthshire Branch members did a good job running the shop.
- The tablet sold well.
- Keith Smith had brought CD's for sale.

### Evaluation Forms

- About half had been returned.
- Most complimentary, some ecstatic.
- Analysis will be available at next meeting.

### Future

- It was agreed to continue with the Winter School in Pitlochry next year. The Hotel, Town Hall and Blair Castle have been given provisional bookings. The Scout Hall still to be contacted.
- I strongly recommend that we find a new venue for 2003 and start planning now, as this would give a greater choice of staff if more notice could be given. It is also of great benefit to be able to tell the dancers where and when Winter School will be before they leave.

I thoroughly enjoyed the experience and wish to thank Mrs MacLean and the Summer School Committee for giving me the opportunity to direct Winter School 2001. As the School will be coming back to Pitlochry, I will be happy to act as local liaison.

### SS01/17/2 Secretary's Report

After a good start, there were about 6 late cancellations, bringing the numbers attending down to 111. Unfortunately there were no applications on a waiting list.

Although the amount of stock taken to Winter School had been reduced this year, the shop sales amounted to £849.65 as opposed to £766.45 last year.

The Assistant Secretary will confirm the various hall bookings and endeavour to have the application form available earlier in the year.

The Committee had been asked to bring ideas for future venues to the next meeting.

The Committee agreed to approach Mrs Anita Mackenzie and invite her to be Director of Winter School in 2002.



## SS01/18 STAFF LISTS

The Committee agreed that various amendments may be made to the staffing lists.

## SS01/19 CORRESPONDENCE

### Dorothy Bell

Mrs Bell had submitted a sample of a quiz that she would like to sell at Summer School. The Committee agreed with a few amendments and the Assistant Secretary will contact her in this respect.

## SS01/20 ANY OTHER BUSINESS

### Younger Hall Tickets

It had been noted that the price of tickets for the Town dances had been increased quite dramatically this year.

### New Venue for Summer School

It had been suggested that we think about a new venue for Summer School for a future date. The Committee were advised that it is not easy not get the appropriate numbers of halls and student accommodation, all within walking distance, in any other city or town.

However the Director agreed that the Committee should give some consideration to the suggestion bearing in mind the many implications involved.

### Summer School Application Form

Mrs Stacey pointed out that the section concerning the deposit in information section of the form is misleading and should be amended next year. The Committee agreed that this should be done.

## SS01/21 DATE OF NEXT MEETING

The date of the next meeting will be 8 September 2001 at 10.30hrs.



## **PAPER APART**

**SS01/18**

Mrs MacLean had assessed Mr Les Lambert and agreed to add his name to the staff list. Mr Lambert will be advised accordingly.

The Assistant Secretary will write to Lorn Branch again regarding the assessment of Mrs Sue Porter.

Mrs MacLean indicated that she is making arrangements to see Mrs Helen Russell and will keep the Committee advised.

Mrs MacLean indicated that she would now like to add Mrs Jean Martin to the staff list. Mrs Martin will be advised accordingly.

The Assistant Secretary had been asked to contact Mr J Hill for a CV and to ask if he is agreeable to a possible assessment.

If Mr Hill is agreeable, it is possible a member of the Committee will be appointed to assess him.

## **MUSICIANS**

Mr Bill Ewing was mentioned as a possible musician for Summer School. Mrs MacLean will bear this in mind

Mrs MacLean asked the Committee to bring any possible names of musicians to the next meeting.





## *The Royal Scottish Country Dance Society*

### *Minutes of the Summer School Committee held on Saturday 19 January 2002 at 10.30am at 12 Coates Crescent, Edinburgh.*

Mrs MacLean welcomed everyone to the first meeting of the New Year.

#### **PRESENT**

Mrs J MacLean (Director), Mr A Mair (Chairman), Mrs J Martin (Vice Chairman), Dr I Hall, Mrs C Smith, Mrs M Stacey, Mrs R Wilton.

#### **APOLOGIES**

An apology had been received from Mrs Anita Mackenzie, who had been invited to attend in her capacity as Director of Winter School.

#### **IN ATTENDANCE**

Mrs J Dick (Assistant Secretary)

#### **SS02/01 MINUTES OF LAST MEETING**

The Minutes of the meeting of 8 September 2001 had been approved at the Executive Council meeting in November 2001.

#### **SS02/02 MATTERS ARISING SS01/30 Strategic Plan**

The Committee asked if Robbie Shepherd had been given a Summer School form and asked if he would mention the school on his programme. The Assistant Secretary would attending to this.

#### **SS01/24.4 Depute Director's Report**

The Depute Director had submitted proposed new timetables for 2002 and these were discussed by the Committee.

It was agreed to change the format this year and provide the students with a timetable for the morning classes and another for the afternoon and evening events.

Hopefully this will go some way to making the timetable easier to understand.

#### **SS01/23/2 Dancing Proficiency Test**

A remit had been received from the Examinations Committee requesting that they be allowed to hold a DPT this year at Summer School.

The Committee discussed this in details and agreed that the DPT may be held during week 1 and week 3. Although the following information is required from Examinations Committee:

- More information re timing and organisation to students prior to the DPT.
- Stewards to be organised by the Examinations Committee.
- Will Summer School organise hall and musician?

#### **SS02/03 SUMMER SCHOOL 2002**

##### **a) Directors Report**

**Staffing** Some staff have not yet responded to the invitation and there are also many musicians unable to accept this year. Due to these factors the timetable will be delayed.

Mrs MacLean will hold a staff meeting on Saturday at 2pm in the Arts Library for teachers.

As the newsletter is extremely helpful in the smooth running of the school she stressed how important it was for staff to collect this and read it to their students.

It had been agreed that no staff would serve in the shop.



**University Liaison** Mrs MacLean, Miss Gray and Mrs Dick had met with Dr Horobin and the university management staff in University Hall. Arrangements have been made regarding halls, pianos and catering, these arrangements should be more satisfactory than last year.

There will be a served meal on Tuesday evenings to which guests will be invited.

A satisfactory meeting had also been held with the Tourist Information Centre regarding the cost of Younger Hall tickets and bands.

**Younger Hall Programmes** Thanks goes to Mrs Smith who compiled the programmes this year. The Committee discussed the contents and with a few amendments these were accepted.

**Talks** Suggested names had been received from the Committee and a number of people will be contacted and invited to give talks on Thursdays and Sundays.

**First Time Students** These students will be invited to meet the Depute Director, members of the Summer School Committee and some class teachers after dinner on each registration day. An information sheet for first time students will be given out at registration.

**Committee Members** Those members attending Summer School will be asked to assist the Director in the following ways:

- Meet first time students
- Assist the Director and Depute Directors in the follow up and welfare of first time students.
- Be prepared to assist with votes of thanks at the end of social events.

**Depute Directors** The Committee were asked that the choice of Depute Director be left to the discretion of the Director. This was accepted by the Committee

It was pointed out that it should be kept in mind that where possible, whoever was appointed Depute Director may be a prospective future Director of Summer School.

## **b) Secretary's Report**

**Applications received.** The Assistant Secretary reported that 150 applications had been received so far. This was average for the time of year.

**Halls** The Committee were advised that we would not have the use of St Leonard's Church Hall as it was being refurbished this year.

Hope Park Church is unlikely to be available because they may have a holiday club and that will take precedence over us.

Holy Trinity Church Hall, Boy's Brigade Hall and Victory Memorial Hall are all booked as usual.

The Assistant Secretary had written and telephoned St Leonard's School for the use of their gym hall, but no reply had been received so far.

**Bands** The following bands had sent in quotations and the Committee agreed they should be invited to play for the Summer School on Monday evenings at the Younger Hall:

- |                           |        |
|---------------------------|--------|
| • Neil Copland            | Week 1 |
| • Marion Anderson         | Week 2 |
| • David Hall              | Week 3 |
| • Fiddlers Three Plus Two | Week 4 |

**New Hall & Non Residents** The Assistant Secretary is very aware that students staying outwith University Hall have little contact with the office. The only way they can be kept informed is for members of staff to be diligent in reading out the newsletter in class every day.

**Booklet** Amendments will be made to the booklet and it will be noted that the dress code for dinner need not apply to students staying at New Hall.

## **c) Music Course**

Mrs MacLean advised the Committee that Maureen Rutherford had agreed to direct the course this year. A short meeting will be held at HQ to consider the following:



- The application form
- The objectives of the course
- The financial implications

The Committee agreed that a remit should go to the Finance Committee asking for funding for the course.

The Committee were advised that music students standing in on a Friday was not totally suitable. This may be re-arranged for 2002.

**e) Piano Fund**

Mr Mackay had been approached to look for a good second hand piano fund for Summer School and he had replied that he was pleased to do so.

The fund at the moment stands at £2,875.00 although this is likely to increase once the raffle proceeds from Winter School have been added to the fund.

It is hoped that we will have a good piano in time for Summer School this year.

**d) Children's Activities (Youth Committee)**

As the time had been too short to advertise this properly it had been agreed with the Youth Committee to defer this until Summer School 2003.

**SS02/4 EVALUATION FORMS**

Mrs MacLean together with Dr Hall had taken on the task of reading and analysing the forms. This had taken quite a considerable time and the Committee expressed their appreciation for this task.

a) Mrs MacLean reported that generally the input from teachers of skills and competence was very much appreciated

Criticism was directed towards suitability of pace and this was in most cases a direct result of differentiation of abilities. Composition of advanced classes must be addressed in this light of this.

A significant number recorded how much they valued the individual critical analysis of footwork. Some would like more.

On the whole the feedback was extremely positive with much acknowledgement of the teachers commitment and very high standard of teaching.

b) Dr Hall reported that the analysis seemed much the same as last year, although there appeared to have been a vast improvement in the catering standards.

It appeared that the students thought the social atmosphere was slightly worse than last year.

The most useful part of the course appeared to be:

- footwork
- technique
- classes
- tutorials

The least useful part of the course was

- a few dancers seemed unhappy with social atmosphere
- 1 hour was ample for an Advanced Technique Class
- New Hall students felt ignored
- Bus station should be on map
- Did not like Union Debating Hall
- Did not like Madras Gym.

The Committee thanked both Mrs MacLean and Dr Hall for their hard work on the forms.

Copies of selected feedback will be sent to the teachers.

**SS02/05 WINTER SCHOOL 2002**

**a) Director's Report**

There are 136 people attending Winter School this year (including staff).

The staff attending the school are as follows:

- Anita Mackenzie (Director)
- Alan Macpherson
- Allison Russell
- John Wilkinson
- Janet Johnston (Ladies Step Dance)
- David Cunningham
- Peter Shand
- Sheena Sturrock
- Doreen Thom

Stewards have been organised to assist students when they arrive.



The timetable composes two sheet for classes am and afternoon/evening events, hopefully this will make it easier to understand.

There will be an open afternoon on Sunday and it is hoped friends and family will come along to find out what Winter School is like, they are also invited to stay and hear the talk to be given by Alan Macherson on "Devising and Recording dances".

Mrs Mackenzie plans to visit the hotel to check a few details and to check the location of the shop. The shop, in previous years, had not been in an ideal situation.

#### b) Secretary's Report

The Secretary had been asked to discuss the possibility of taking the upright piano to Winter School this year with this Committee. The Committee agreed that the upright piano should go as it had been previously minuted.

The Assistant Secretary will arrange the transport of our piano to Pitlochry.

All students had now received their booklet and ball ticket. Timetables will be available when they arrive at Winter School.

Perth & Perthsire Branch have been given 30 ball tickets to sell to their members and this Branch will manage the shop. This is very much appreciated by Headquarters.

#### SS02/06 STAFF

This matter was discussed by the Committee.

#### SS02/07 CORRESPONDENCE

##### a) Dress Code

Mrs Wilton had voiced her concern regarding dress for beginners at Summer School.

The Committee agreed that it is not necessary for first time beginners to adhere strictly to the dress code ie kilt and skirts, if they did not already own these items. The booklet will be amended accordingly to highlight this.

##### b) Payment for Staff

This subject had arisen because the Youth Committee intend making payment to the staff at Easter School.

Mrs MacLean voiced her concern that the Youth Committee is considered as something

different and apart from the Society's other schools and advised that if this was the case, it had vast implications for Summer School. She has asked that a remit go to the Finance Committee regarding this matter.

#### SS02/7 ANY OTHER BUSINESS

##### a) Remit from Youth Committee

The Youth Committee had asked for the opportunity to hold discussion groups on the subject of teaching children during Summer School 2002. Mrs MacLean indicated that she is happy with this and will take in on board when planning the timetable.

##### b) Selling Shoes at Summer School

Mr Struthers, who had taken over from James Senior, had requested a room at Summer School, that he would staff, to sell shoes. The Committee agreed that this was in order provided a room could be made available. The Assistant Secretary will contact University Hall with this query.

##### c) Hamlyn's

Mr Mair reported that Hamlyn's (Porridge makers), had approached the Society with an offer of sponsorship. Funding had been made available for the schools and the Committee agreed that our booklet will show their name as sponsors.

##### d) Mrs Wilton had raised the following points:

- Asked if teaching the new book at Summer School could be at different times. Mrs MacLean agreed she would consider this, although previous evaluation forms had indicated that the Very Advanced class did not want it.
- Classes collected money for teachers at the end of their week, and Mrs Wilton reported that it seemed unfair on smaller class teachers. The Committee agreed that this matter must be left to the discretion of the students.
- Mrs Wilton asked about the refund of fees. She was advised that refunds were sometimes given in special circumstances.

##### d) Take the Floor

The Committee were advised that Robbie Shepherd and Ken Mutch (producer) were happy to be involved. The Summer School



were advised by Mrs Martin that it would likely have to be a Wednesday night and that the BBC would organise it completely

The Assistant Secretary will contact the producer and discuss possibilities.

**SS02/8          DATE OF NEXT  
MEETING**

The next meeting will be held on Saturday 9 March 2002 at 10.30am.



## PAPER APART

### SS02/07 STAFF

#### a) Teachers

The Committee agreed that the following names should be placed on the official list of teachers:

Mr Jimmy Hill

Miss Irene Bennett (who had previously been taken off the list because of work commitments).

Mrs Sue Porter

Mrs MacLean asked the Committee for recommendations for other teaching staff, the following had been suggested:

Mr Graham Donald – Newcastle & District teacher

Mr Mair asked if it is possible to consider overseas teachers. The Committee thought that if any possible teacher had already attended Summer School they might be considered, although cost had to be taken into account.

Mrs MacLean advised the Committee that TAC held their Summer School at the same time as the Society's. TAC are perhaps unaware of this and Mrs MacLean asked that the Chairman to discuss this when he goes there.

#### b) Musicians

The following had all been added to the official musicians list previously:

Marycke Visscher

Hiroko Kokai

Wilson Nicol (piano)

On the recommendation of members of the Committee the following will be added to the official list:

Barbara Manning (fiddle)

Frank Thomson (accordion)

*Phil* Paul Jones (accordion)

Jim Laird

Marion Anderson

Recommended by Ken Martlew

Recommended by Lesley Martin

Recommended by Ian Hall

Recommended by Moira Stacey

Recommended by Johan MacLean





*The Royal Scottish Country Dance Society*

*Summer School Committee Meeting  
held on Saturday 9 March 2002 at 10.30am  
at 12 Coates Crescent, Edinburgh*

Mrs MacLean welcomed all those attending the meeting.

**PRESENT**

Mrs Johan MacLean (Director), Mr A Mair (Chairman), Mrs C Smith, Mrs M Stacey, Mrs R Wilton.

**APOLOGIES**

Apologies had been received from Mrs J Martin (Vice-Chairman), Dr I Hall and Mrs A Mackenzie (Director Winter School).

**IN ATTENDANCE**

Mrs June Dick (Assistant Secretary)

**SS02/09 MINUTES OF LAST MEETING**

The minutes of the meeting on 19 January 2002 had been accepted as an accurate record.

**SS02/10 MATTERS ARISING  
SS01/30 Strategic Plan**

The Assistant Secretary was asked if a Summer School application form had been sent to Robbie Shepherd. This was confirmed.

**SS02/7/d Take the Floor**

The Committee were advised that "Take the Floor" are planning a Jubilee Celebration at Holyrood House in June this year and that it was unlikely they would do another at Summer School so soon after the Jubilee event. This was discussed and the Committee agreed that it should be considered again for our 80<sup>th</sup> celebrations.

**SS01/23/2 Dancing Proficiency Test**

A remit had been received from the Examinations Committee advising that they would like Summer School to organise a hall and musician and they will also require assistance of Summer School staff.

The Committee discussed the matter and agreed that a remit should go to Examinations confirming that we will provide the hall and musician but as Summer School staff will not be available to them, the Examinations Committee will be solely responsible for arranging stewarding.

The Committee were further advised that an application form for this event is ready to go with the booklet to all Summer School applicants.

**SS02/3/d Children's Activities at Summer School.**

A remit had been received from the Youth Committee advising that flyers will be available at this Summer School advertising the event. The Youth Committee had asked which week we would suggest as most suitable. The Committee agreed that this was entirely up to the Youth Committee.

**SS02/4 Evaluation Forms**

The Committee discussed criticism regarding the advanced classes. Mrs MacLean agreed that staff would try to re-evaluate these classes.

The welfare of first time students was again discussed and it was suggested that they should be periodically checked to make sure they were coping with the experience. Mrs MacLean will give this consideration.

The Assistant Secretary had amended and re-designed the form to make them easier to complete, the Committee agreed the format.

**SS02/7 Hamlyn's**

The Committee was advised that Hamlyn's had produced a proposed marketing strategy and the relevant section for Summer School was discussed.



The Committee agreed that the press photocall should be directed at the Younger Hall rather than 'Dancing in the Streets'. This will be discussed with the Secretary and Hamlyn's.

**SS02/7/b      Selling Shoes at Summer School**

The Assistant Secretary had contacted University Hall and it was agreed that a room could be made available for this purpose. Mr Struthers will be contacted regarding this matter.

**SS02/11      SUMMER SCHOOL 2002  
SS01/11/a      Director's Report**

**Staffing**

Most of the staff had replied now and Mrs MacLean had been able to complete a draft timetable. Musicians are still required and the situation is being addressed to secure staff levels.

**Certificate Classes**

It is encouraging to report that numbers indicate that all classes should be able to run this year.

**Depute Directors**

The Depute Director for Course 1 will be Mr John Wilkinson and for Course 2 Mrs Anita Mackenzie. Both have accepted the appointment.

**Evaluation**

In a meeting with Dr Hall to examine the final overall statistical analysis of the evaluation forms, the evidence was much the same as the first reading. It was evident that satisfaction with catering arrangements was significantly better in 2001. Many were not at all satisfied with residential accommodation. At the next meeting with University staff, we might include a discussion regarding the future structural planning, or in the light of the dissatisfaction, use another University facility.

New Hall residents stressed the feeling of isolation and to combat this, on registration days a meeting of all attending Summer School could be held in New Hall after dinner. More liaison through staff contact will be made throughout the four weeks.

Dr Hall's very detailed analysis revealed the whole picture to be very satisfactory. Such

information has proved to be most valuable and I would again like to convey our appreciation to Dr Hall.

**Halls**

At present we require the use of 3 halls and are still awaiting confirmation from St Leonard's School, the Byre Theatre and the Scout Hall.

**SS02/11/b      Secretary's Report**

So far 650 applications had been received, and of those 166 were attending for the first time.

Mr Hardisty had been approached and will confirm dates when he will be available to give talks.

There are 4 applications for the Preliminary Test during Course 1, and 6 during Course 2. There are 4 applications for the TC during Course 1 and 6 during Course 2. There are more applications for the examination classes awaited therefore the above figures are not complete.

A remit had been received from Publications & Research Committee advising that Malcolm Brown had been approached to video Book 41 at Summer School, and asking permission for this to take place. The Committee agreed this was in order.

An e-mail had been received from Flora Selwyn inviting us to take part in a Ceilidh she is organising to take place on Sunday 21 and/or Sunday 4 August.

The Committee considered this but agreed not to proceed, although we are happy to advertise this on the notice board in University Hall.

The Committee was advised that the General Purposes Committee had agreed the sum of £600.00 towards the cost of 2 musicians for the Music Course at Summer School.

**SS02/11/c      Music Course**

A meeting had been held at Coates Crescent with Maureen Rutherford regarding the above course and she highlighted the following points that will be included this year:

- New Venture – afternoon classes for music students to run with volunteers.



- All music students will get private tuition at one point.
- Recommended music made available to students prior to course.
- Music students taking a class but not likely before Thursday and depends on ability, students may be observers only.
- Maureen Rutherford to bring keyboards.
- Reliable photocopier is essential.
- Maureen Rutherford will compile an evaluation form specifically for music students.
- Maureen Rutherford will issue a "certificate of completion" of course.

#### **SS02/11/d Piano Fund**

The Assistant Secretary reported that there was £3,125.00 available in the fund now, including £250 from the raffle sale at Winter School.

Mr Mackay will be asked to go ahead to find a piano for Summer School this year.

#### **SS02/12 WINTER SCHOOL 2002**

##### **SS02/12/a Director's Report**

Mrs Mackenzie had submitted a report for the Committee in which she highlighted various points for consideration for next year.

These were all taken on board and will be discussed at the meeting in September and Mrs Mackenzie's report will be made available to the new Director.

Mrs Mackenzie thanked Mrs MacLean and the Committee for giving her the opportunity to Direct the School this year, however in order to keep it fresh she feels it would be more appropriate to appoint someone else next year.

The accommodation in the hotel and helpfulness of the staff had been much appreciated.

One or two points regarding lunch menus and service at dinner will be discussed with the management for next year.

Perth & Perthshire Branch managed the shop very well and their expertise in selling the tartan material was much appreciated.

The various halls that had been used were discussed and have been provisionally booked for next year.

All staff attending were extremely helpful and offered assistance whenever asked. This was greatly appreciated by the Director.

Class sizes were manageable with a good gender balance.

The other activities introduced this year all were much appreciated.

The Ball at Blair Castle went very well and again this has been book provisionally for next year.

The piano fund benefited by £250 from the sale of raffle tickets at Winter School and thanks go to all those who took on this job.

#### **SS02/12/b Secretary's Report**

There were 139 attending this year, and this is up from last year. There was no waiting list.

The shop sold £1039.00 of goods and Perth & Perthshire Branch will be thanked for their assistance and expertise.

As crib books did not sell this year, it is unlikely they will be available for next year. It appeared that a majority of people attending were able to get the information from the Internet.

At the moment it is not possible to give a breakdown of costs. This will be available for the next meeting.

Mrs Maclean thanked Mrs Mackenzie for organising and directing such a successful school.

Suggestions had been received for a Director for next year, and the Assistant Secretary will write to them.

#### **SS02/13 BUDGET**

Although Summer School does not normally submit a budget to Finance Committee, it was suggested that this be given consideration this year.



The Assistant Secretary advised that a photocopier was extremely important for Summer School, and although we have been given the use of one in the past, they have not been reliable.

It was suggested that costs be obtained for the hire of a good quality tabletop machine and submitted to Finance.

It was further suggested that the cost of a CD player be investigated and submitted to Finance.

The Committee was asked if they had any other plans/ideas that would require funding.

Mrs Wilton suggested a "Taster Session for Tourists". It was thought that this could be run as a family class perhaps twice weekly. It was thought that a small charge could be levied to cover some of the costs.

The Committee considered this and thought it would be a good idea, Mrs Wilton agreed to go ahead with the planning and organisation of this event. She will keep the Committee advised of events and submit costs for consideration.

Mrs MacLean wondered if the PA equipment was up to scratch, she was advised that it had been updated just last year.

The Committee was asked to bring further ideas/thoughts to the next meeting.

#### **SS02/14 STAFF LISTS**

The official staff list was discussed and amendments made.

#### **SS02/15 CORRESPONDENCE**

##### **a) Summer Dancing**

An e-mail had been received from Jim Healy regarding supporting the running of a bus from St Andrews to Perth for the Perth & Perthshire Summer Dancing.

The Committee considered this, but as the formal meal with invited guests will take place on Tuesdays this year, it was felt that this would not be appropriate. The Committee, however are happy to display posters on our notice boards, and hope the event is successful.

#### **SS02/16 ANY OTHER BUSINESS**

a) The matter of Summer School refunds was brought up, and to clarify the matter the Committee were advised that as a rule of thumb, no deposits are refunded, as clearly stated in the application form. Full fees are discussed and each case reviewed separately.

The Committee was advised that in the application form, students are strongly advised to insure against such an eventuality arising.

b) Mr Mair advised that he would be available during the first week of Summer School to give assistance if required.

c) The Committee agreed that the crib books at Summer School this year would sell for £1.00 each.

d) The Committee was asked to consider moving this meeting to a later date.

#### **SS02/17 SCHOLARSHIPS**

The Scholarship sub-committee considered all application submitted and the successful applicants will be advised accordingly.

As there were a large number of applications this year, the General Purposes Committee had made a sum of money available in order that more scholarships can be given to young applicants wishing to attend Summer School. This gesture was appreciated.

As the Youth Committee scholarship had not been taken up this year, it was kindly given to Summer School to make use of. The sub committee greatly appreciated this gesture.

#### **SS02/18 DATE OF NEXT MEETING**

The date of the next meeting will be 7 September 2002.



## **PAPER APART**

### **SS02/14      TEACHERS**

The Committee discussed the staff list and the Assistant Secretary was asked to investigate how Mrs Mary Brandon came to be on the list.

As it was difficult for Sinclair Barbour to get away to teach at Summer School, it was suggested that he might be able to teach for a shorter time at Winter School.

Mr Robert Edwards has been removed from the list.

It was agreed that Mr Graham Donald should be considered again.

Mrs MacLean advised the Committee Miss Fay Golding had asked that her name be removed from the teaching list.

A letter will be sent to her thanking her for all her years of service

### **SS02/14      MUSICIANS**

The Assistant Secretary was asked to investigate Tim Gearney and Miss E Rindall. Mrs Wilton will investigate Ms S Garrett.

The Committee agreed to remove Mr G Buchanan from the list.

The Committee were asked to consider the following names for the Musicians list.

Mr Peter McFarlane	Fiddle
Mr Davie Queen	Fiddle
Mr Graham Berry	Accordion

The Committee were asked to be aware of staff who would be motivators.





## The Royal Scottish Country Dance Society

### Minutes of Meeting of the Summer School Committee held on Saturday 8 September 2001 at 10.30am at 12 Coates Crescent, Edinburgh

**PRESENT:** Mrs J MacLean (Director), Mr A Mair (Chairman), Mrs J Martin (Vice-Chairman), Mrs C Smith, Mrs M Stacey, Mrs R Wilton.

Miss Lesley Martin and Miss Christine Traynor had been invited to attend in their capacity as Depute Directors of Summer School 2001.

**APOLOGIES:** Mrs L Gaul (Past Chairman), Miss C Traynor, Mrs J Dick.

**IN ATTENDANCE:** Ms E Gray (Secretary/Administrator), Mrs M Rutherford (part only), Mrs A MacKenzie (part only).

**SS01/22 MINUTES OF LAST MEETING**  
The minutes of the meeting of 10 March were approved at the Executive Council meeting in May 2001.

**SS01/23 MATTERS ARISING**  
**SS01/23.1 (SS01.16.1) Office Bearers' Surgery**  
Mr Mair believed these had been successful, and served the purpose of giving people who have no other opportunity to do so the chance to ask questions of the Office Bearers.

It was agreed that these surgeries should be repeated.

**SS01/23.2 (SS01/20) Younger Hall Tickets**  
It was felt that the price of spectator tickets was too high, particularly as there were no concessions. Mrs MacLean and Ms Gray planned to meet with the Tourist Office to discuss bands, ticket prices etc, and would raise the issue with them.

**SS01/23.3 (SS01/16.2) Dancing Proficiency Test**  
Ms Gray reported the results of the two pilot tests held.

It was agreed that the Assistant Secretary's notes on the administration of the test should be forwarded to Examinations Committee.

It was agreed to inform Examinations Committee that the Summer School Committee had not been formally asked about holding a Dancing Proficiency Test at Winter School 2002.

The Committee felt that the test itself and the process needed to be thoroughly reviewed by the Examinations Committee.

**SS01/23.4 Raffle**  
Ms Gray confirmed that the Piano Fund now held £1,850 in total. Mrs Dick's investigations suggested that a second-hand piano would cost £400-750 upwards, and a new piano upwards of £2,500. Dr Hall believed a good second-hand piano would cost £4,000-5,000. Mr Mair had been approached by an individual who may be interested in making up the difference between the amount in the fund and what was required. It was noted that funds from next year's Summer School raffles could again be put to the Piano Fund.

It was agreed to ask Maureen Rutherford and Robert Mackay to jointly investigate the possibilities.

**SS01/24 SUMMER SCHOOL 2001**  
**SS01/24.1 Director's Report**  
Mrs MacLean reported that Summer School 2001 was very successful, despite a reduction in numbers. She highlighted several aspects:

**University Residences** – Accommodation proved more satisfactory this year, having regained the use of Wardlaw. Despite efforts to maintain communication, further consideration in terms of liaison with New Hall was still required.

**Halls** – Halls had been suitable on the whole. Use of Victory memorial for the duration was most welcome. It had not been possible to use Younger Hall for all social dancing and the Committee agreed that the Sports Hall was not entirely suitable as a substitute.

**University Planning & Liaison** – Mrs MacLean and Mrs Dick had eventually managed to meet with University Staff and all assurances had been made that our previous concerns would be addressed.



**Food** – Presentation of food was much improved, and there was abundant choice. Arrangements made for tea seemed satisfactory.

**Classes** – Class selection and organisation was done numerically this year, with satisfactory results. Teachers were once again faced with some differentiation through class levels, due to incorrect self-assessment. Apart from Advanced level, most class members were able to sustain the required pace of work. The Very Advanced Technique and the Technique Analysis and Correction Classes were very well received and appeared to have been beneficial. Mrs MacLean thanked the Teaching and Music staff again for their time and expertise, and for their co-operation.

**Health related aspects** – Talks from invited speakers were informative and well received, with practical demonstrations of exercises to illustrate theory. Moira Kerr again provided massage, by popular request.

**Other activities** – Presentation of talks and alternative dance sessions were very much appreciated by all attending.

Mrs MacLean concluded by thanking the Depute Directors, Summer School and HQ staff for their co-operation and for the very significant contribution made by all towards the success of Summer School 2001.

Dr Hall queried whether the Advanced Class could be split by ability; Mrs MacLean had asked staff to indicate students' ability levels, but not all had done so. This would be discussed elsewhere on the agenda.

Mr Mair felt that inviting individuals to the set meals was very worthwhile and had been successful. Mrs MacLean agreed that this practice was beneficial to Summer School and the Society as a whole and should be continued. Committee members were asked to consider possible invitees before the next meeting, from for example the fields of politics, arts, education.

**SS01/24.2 Secretary's Report**  
**Attendance** - 779 students had attended Summer School, of which 131 were non-residents. 249 were attending for the first time.

*Post-meeting note: The break-down of 1- and 2-week attendees, as requested by Mrs Wilton, was as follows:*

*1 week students - 655*

*2 week students - 124*

**Examinations** – The results of examinations held were as follows:

	Pass	Fail
Teacher's Certificate	7	3
Preliminary Test	4	4
Dancing Proficiency Test -		
Course 1	5	12
Course 2	4	5

**Tea** – The tea machine in the chequered court was out of order on several occasions. Mrs Stewart was hoping to have a permanent, plumbed-in machine in place for next year. Sales from tea amounted to £232.

**Shop** – Gross sales amounted to £21,026, compared to £25,256 the previous year, although of course there were fewer students. It was felt the shop layout was improved. Non-RSCDS stock had been given more space and this, together with requesting limited amounts of stock, made it much easier to handle. Having the majority of non-RSCDS goods pre-priced was very helpful. The Branch order system had not worked well, mostly because people handing in orders were not aware that Branch Secretaries had been asked to send orders in early. Revision dates were not put on the price list; it was suggested that simply having a list of the revision dates available for consultation would be sufficient.

Ms Gray thanked the Summer School Committee for their co-operation and for their help in selling juice etc.

**SS01/24.3 Depute Director's Report – Course 1**  
Miss Martin reported that students appeared to be generally happy with arrangements and enjoyed the course. She highlighted some particular issues:

**Meals** – Most seemed to be happy with the selection. The self-service arrangements gave greater informality, but a few people felt it created greater fragmentation. There was support for the formal dinner on Wednesday evenings; some people asked that this be done more frequently.

**Classes** – In week 2, there was some dissatisfaction because of the small numbers in Advanced classes, because of the numbers attending the Teaching Skills Course. New students appreciated the special welcome, and found the teaching staff particularly helpful on that occasion.

The afternoon technique classes for C1 and C2 were very popular.

Ladies Step was listed as "Introductory" on the application form, but "Intermediate" in the programme/timetable, which caused some



confusion. Miss Martin recommended that "Introductory" be used, for both Ladies Step and Men's Highland. There had been very few students for Men's Highland.

**Communications** – The split campus and flexible mealtimes had caused some communication problems. Miss Martin suggested that all staff have the phone numbers of staff at New Hall.

It was agreed that a list of staff phone numbers should be compiled.

**Newsletters** – It was felt that these were helpful, but unfortunately teachers did not always read them out.

**Examinations** – Arrangements were easier because there was only one group. Examiners were thanked for taking a short lunch and finishing at a reasonable time. It was recognised that a degree of flexibility was important, as long as Summer School classes were not interfered with too much. Thanks were given to those staff who changed class times.

**Volunteers** – Miss Martin believed that volunteers were slower to come forward than in the past. The notice had been put up on the Wednesday, but volunteers were still being sought on the day.

It was agreed the notice should be put up even earlier, and that there should be "extras" to allow for flexibility in case any had to leave early.

**Staff** – Miss Martin reported that some staff felt their timetables overloaded. She suggested that staff be excused from covering in the shop.

It was agreed that staff would not be asked to help in the shop.

**Programmes** – Miss Martin asked that a good balance of reels, jigs and strathspeys, and between easier and more challenging dances, should be provided.

**Younger Hall dances** – These were still popular and well attended, although there had been some complaints about going there every night.

The sound system at Younger Hall had generally worked much better, although there had still been some problems. Mike Williams had been particularly helpful, and had prepared a simple guide. Added to the sheet should be that the Hall microphone is an independent system that the janitor is required to operate.

It was agreed that there should be a single "nominated person" permitted to set up or adjust the equipment.

**Demonstrations** – Miss Martin would welcome suggestions for selecting individuals for demonstrations. It was proposed that class teachers be asked to make suggestions.

Miss Martin thanked the Committee and the office staff for their help, and Mrs MacLean for all her efforts as Director.

**SS01/24.4 Depute Director's Report – Course 2**  
Miss Traynor had submitted a report, which was circulated. Her main points were as follows:

**Catering** – Excellent choice, food was always hot, and staff were polite and helpful. One person with an allergy to dairy produce felt this was sympathetically handled. Provision of tea bags was welcomed. The sound system for announcements in the Dining Room was very good. However, people at New Hall felt isolated at meal times, and there had been a query as to whether a part of the Dining Room there could be designated for RSCDS. It was noted that this had been tried, but was not accepted by management.

**Timetable** – The printed timetable was difficult to read and understand. Some people wanted more choice of afternoon activities, others felt there was too much. There had been a suggestion that 4.30-5.30pm activities were too late, when dinner was served from 6.00pm. Some comments had been made about the same class using the same hall for several years, eg Ladies Step in the Boys Brigade Hall.

**Classes** – Some attending for the first time found self-assessment difficult, and one person had suggested having a general class from which grading could be made. There was confusion because the application form had "Introductory" Ladies Step and Men's Highland, but the timetable had "Intermediate". There was also some confusion regarding the hall known variously as the Union Debating Hall, Students' Union and the Theatre.

**Social dancing** – It was felt easier to pick out "gold stars" in the Younger Hall than in the Common Room. Several people did not want to go to the Younger Hall for dancing every night, and some wondered if the cost of the Hall was justified. Amplification for one piano in the Younger Hall was felt insufficient. A number of people missed the "friendly atmosphere" of dancing in the Common Room and Old Dining Room.

**Ceilidh** – It was good that those in 3<sup>rd</sup> week had the ceilidh in the Common Room this year and Younger Hall last year, while the 4<sup>th</sup> week was vice versa. Some time was wasted in the Younger Hall while furniture was moved for musicians and performers found their way on to the floor.



**First Timers Introduction** – The “gold star” idea was appreciated. Information at the meeting was well received, and having staff available was very helpful. One person suggested a “debriefing” of first timers at the end of the course. Not all first timers wore their “gold stars”.

**Miscellaneous** – Sunday evening talks were enjoyable and practical. The contribution by Musicians Course participants was greatly appreciated by dancers. Miss Traynor suggested that the list for volunteers be put up earlier.

Miss Traynor concluded by thanking the Director and the Committee for again inviting her to be Depute Director.

#### **SS01/24.5 Timetables**

Miss Traynor had produced some sample revised format timetables, which were circulated. Committee members were asked to consider these and bring any comments or suggestions to the next meeting.

#### **SS01/24.6 Teaching Skills Course**

Mrs Smith, who had attended the course, reported that it had been very successful, with enthusiastic and hard-working students. The content was all-encompassing, with observation, analysis, pair and group work, dance analysis and lesson planning. The highlight had been feedback from the work in groups and the opportunity to share views and experiences.

Provision of this kind of training was obviously very popular. Some classes were left very short on numbers by the time students left to attend the Teaching Skills Course. It was suggested that it could be incorporated into the timetable in some way.

#### **SS01/24.6 Musicians' Course Report**

Mrs Rutherford reported that, in her own view and according to feedback from participants, the Course was a great success. 2 pianists, 4 fiddlers, 1 flautist and 10 accordionists of varying degrees of ability participated. She had been ably assisted by David Cunningham, Iain Fraser and Doreen Thom, and extended her thanks to them. She also thanked all the HQ staff for their help, particularly Mrs Dick.

Participants had been sent a pack of music in advance, containing sets for preparation and some originals chosen to provoke discussion, and had also been set preparatory “homework”. Mrs Rutherford had carefully considered the evaluation forms from the previous year, and prepared a detailed timetable for the week.

The highlights of the week were the occasions on which the musicians played for live social dancing.

On the Saturday, they were joined on stage by David Cunningham, Iain Fraser, Ian Hall, Neil Copland and Angela Young.

The absence of a photocopier during the week created some difficulties.

Time was allowed within the timetable for 1:1 talks with students; although they were thoroughly enjoying the course, the majority felt the need for training people to play at SCD classes was not being met. They were under the impression, rightly or wrongly, that the intention was to give them experience in playing for classes with a view to perhaps playing at a future Summer School. They felt that attendance at a class on the Friday morning was not sufficient. It was suggested that individual ability could be assessed early in the course, then an afternoon session held in the form of a “mock” dance class, with volunteer teachers and stooges. Some had also suggested that some kind of certification be made, although Mrs Rutherford was concerned that being deemed to have “failed” might dampen enthusiasm.

In conclusion, Mrs Rutherford had thoroughly enjoyed the week, and thanked all those who helped make the week both intense and rewarding.

#### **SS01/25 EVALUATION FORMS**

Mrs MacLean sort and read through the forms, and Dr Hall volunteered to help with the analysis.

#### **SS01/26 SUMMER SCHOOL 2002**

**Dates**

Dates were confirmed as 14 July – 11 August 2002.

Meetings with Dr Horobin and with the Tourist Office would be held as soon as possible.

#### **SS01/26.2 Application Form**

It was noted that although the form was very “busy”, there would be criticism if information were not included.

The following changes were agreed:

- Amend final paragraph, page 2 to read “It would be appreciated if everyone attending Summer School would give at least one hour of their time.....”
- Amend Men’s Highland to just “Highland”
- List the levels for Highland as “Introductory” and “Intermediate/Advanced”
- Ensure levels listed for Ladies’ Step and Highland accord with the timetable
- Split the F class into two:
  - (a) emphasis on teaching skills (numbers permitting), and
  - (b) emphasis on dancing and discussion (numbers permitting).
- Amend Musicians’ Course information



- Delete Tutors' Course section
- Amend paragraph regarding deposit on page 4 to read "A deposit of £50 should be forwarded together with the completed application form. If you are not accepted on the course, this will be returned. Total fees should be paid.....".

The teaching of new book dances was discussed; at the moment, 1-week students would be doing it twice. If it was to be covered in the 2<sup>nd</sup> hour, it may be possible to have provision elsewhere for teachers attending Summer School but wishing to attend Step or Highland classes. Mrs MacLean would give this further consideration.

There was a request for a new photograph to be used on the front of the form.

It was suggested that the Summer School may be "losing" some non-resident local people because of the cost; there was a view that fees for University Hall residents should be relatively higher and for non-residents lower.

It was agreed to put a remit to the Finance Committee asking them to look at the position of all fees in more detail.

#### SS01/26.3 Other Courses

It was agreed that a full Teaching Skills course should not be run in 2002, and that there would not be a Tutors' Course. Examinations Committee would be informed of the above decisions.

**Musicians Course** – Mrs MacLean had given a lot of thought to the integration of the Musicians Course with classes. It was recognised that with the wide range of ability, some students need to undertake more observation of the class context, rather than participate.

As this was a Society course run under the auspices of Summer School, the tutors were paid fees. Given that students were receiving almost 1:1 tuition from professionals, it was questioned whether the fees should be higher.

It was agreed that the Musicians Course would be repeated. It was also agreed that in 2002 it should revert to being in Course 1.

Mrs MacLean and Mrs Rutherford would discuss future arrangements, including whether the course would be in Week 1 or 2 and bring proposals back to the Committee.

Mrs Rutherford recommended that several students could be added to the musicians list for Summer School:

#### SS01/26.4 Booklet

The following changes were agreed:

- Add the 3 venues previously discussed to the map
- Dinner should be 6.00pm, with the served meal 6.15pm
- Check with the University whether there was still a requirement for beds to be stripped#
- Under the heading Information Notes/Bedrooms, change 4<sup>th</sup> sentence to read "On departure, members are asked to vacate their rooms immediately after breakfast"
- Under the heading Information Notes/Party Rooms, change the 1<sup>st</sup> sentence to read "Bedrooms, because of lack of soundproofing, are unsuitable for 'parties'"

#### SS01/26.5 List of Attendees

It was suggested that all students be given a list of course attendees, and this was agreed.

#### SS01/26.6 Halls, Bands, Social Dance Programmes

Mrs MacLean would investigate the Byre Theatre rehearsal area availability.

With regard to bands, for our own dances, the following would be approached:

- Neil Copland
- Dave Hall
- Marian Anderson
- Fiddlers Three Plus Two

The following would be approached to ask if they were happy for their names to be suggested to the Tourist Office:

- David Anderson
- George Meikle (Lothian Band)
- David Cunningham
- Colin Dewar

Mrs Stacey was thanked for her work in producing the dance programmes for this year. It was agreed the programmes for Tuesday and Wednesday should be extended to 12 dances, with reserves. Mrs Smith agreed to prepare the programmes for 2002, in consultation with Dr Hall. Mrs Dick would send Mrs Smith copies of previous programmes.

#### SS01/26 STAFFING

The Committee agreed various amendments to the staff lists.

#### SS01/28 WINTER SCHOOL 2002

Mrs MacKenzie had been working from last year's timetable, which formed a good basis. For optional afternoon dances, she suggested Ladies Step, Men's Highland, or Highland steps used in SCD. These would be for one hour, than all would be brought together for half an hour. On the Saturday afternoon, she proposed to offer ballroom, ceilidh, or party dances, the mixture depending on needs.



On the Sunday afternoon, she suggested a talk on the archives with perhaps a small exhibition of archive material, or a talk on dance devising. There was a church meeting in the Town Hall, which meant it was unavailable until after 12.00. She proposed therefore to have the two Advanced classes in the Ballroom, and keep the Intermediates in the Bow Lounge. It was agreed the talk would be timed later, from 4.30-5.30pm. It was also agreed the Sunday class would be 10.30-12.00.

Mrs MacKenzie proposed to include some ceilidh-type items on the Saturday evening, eg input from musicians, an item from the Step or Highland class participants. This was agreed, as long as there were not too many "items".

Mrs MacKenzie suggested that teachers taking the less Advanced classes could incorporate some of the evening dances into their classes. She planned to offer some warm-up dances 20/30 minutes before the dance proper started at 7.30pm.

It was proposed to ask staff and musicians to be available for ½ hour before dinner for students to talk to them.

There would be a dance on each programme, where people would be encouraged to "find a new friend", ie to dance with someone they did not know or had not danced with before.

Staff would be asked to make up their own programmes, and to liaise with musicians.

Doreen Thom and Peter Shand had now agreed to attend. With regard to a band, it was confirmed that a 3-piece was usual for the Ball, including a fiddler. Pete Clark was suggested as the first contact, with Sheena (?Sheila?) Sturrock second.

Ms Gray confirmed that 78 applications had been received so far. The minimum was 100, and the cancellation date for the hotel was 30 September. Teaching staff so far were Allison Russell, Alan MacPherson and John Wilkinson. Crib books would be arranged through Mr Bond once the programmes were finalised. Mrs MacKenzie would check with Mrs Gaul whether an additional piano might be required.

It was agreed that Perth & Perthshire Branch would be asked to run the shop, under the same arrangement as this year.

The Marketing Committee's suggestion of including information about other SCD events at the same time being sent out with Winter School information was noted.

It had previously been suggested that Winter School 2003 be held elsewhere. Mrs MacLean had received a lot of feedback that people wanted it to stay at Pitlochry. It was noted that Crieff Hydro were providing many SCD events and activities, and were now an active competitor.

#### SS01/29 CORRESPONDENCE

**SS01/29.1** **Fiona Turnbull**  
With regard to possibly attracting younger adults with families to Summer School, Mrs Turnbull had been in touch with the PE Department of St Andrews University, who offered sports and adventure classes for children.

It was agreed that this should be investigated further.

Mrs Turnbull also suggested holding discussion groups at Summer School for those teaching children; it was agreed that this was also a good idea.

**SS01/29.2** **David Maiden**  
Mr Maiden had written a letter of thanks for his invitation to dinner at Summer School.

**SS01/29.3** **G Harris**  
Mr Harris had proved extensive feedback that he hoped would be helpful.

**SS01/29.4** **H Brown & B Sharp**  
These letters had been appreciative of the improved service and support given in view of special dietary requirements.

**SS01/29.5** **C Buchanan**  
Mr Buchanan's comments regarding Summer School were noted.

**SS01/29.6** **P Douglas-Mouille**  
Mrs Douglas-Mouille's request had been correctly handled, and no refund would be applicable.

**SS01/29.7** **R Mackey**  
Mr Mackey's suggestion for trying out new book dances on the Seniors was noted.

#### SS01/30 STRATEGIC PLAN – FURTHER DEVELOPMENT

There was wide-ranging discussion regarding the further development of the Strategic Plan, particularly with regard to identifying specific goals, not just a "wish list". The following suggestions were made:

##### Objective 1 – Image & Culture

- Investigate having a broadcast from Summer School (Mrs Martin to investigate if Ken Mutch still appropriate contact)



- Encourage young families to come to Summer School (arrangements for children as discussed)
- Welcome all levels of dancers
- Communicate with other summer and winter schools to share experiences
- Celebration event
- Use experienced attendees as "mentors", ie to follow group through the week
- As well as issuing a general press release and seeking local coverage, send photos & short pieces to places where those featured come from

#### Objective 2 – External & Internal Communications

- Put photos on website (not dems)
- Continue to invite people to special meals, to make links, eg Chairman of National Trust, politicians
- Provide more information on what is available in St Andrews (from Tourist Office)
- Seek sponsorship for booklet
- Produce letter from Summer School Committee to Branches asking them to advertise Summer School, particularly to pass information to local tourist offices
- Advertise in 'What's On in Scotland' (magazine sent abroad)
- Have 'taster' session/s for tourists
- Extend awareness of what is happening at St Andrews, using 'pen portraits'
- Ask Robbie Shepherd & Ian Anderson to advertise Summer School whenever forms are available

#### Objective 4 – Youth

- As previously discussed, link with children's activities in St Andrews (to attract younger parents)
- Youth scholarships
- Scholarships for newly graduated PE students
- Ask education authorities to finance teachers, (possibly for CPD), and include session on using 'dance Scottish' pack (info would need to be in schools at time of Summer School this year ready for next year)

#### Objective 7 – Education & Standards

- Maintain standards in technique and advanced classes
- Link with Youth
- Keep teacher training element (as previous discussion)
- Give teachers at St Andrews input on the body ("physiology"), warm-ups, etc

#### Objective 8 – Music

- Continue to provide a Musicians Course
- Greater access to musicians with knowledge of playing for SCD

#### Objective 9 – Research

- Promote dance research, in association with education

#### Objective 10 – Management

- Continue office bearers' surgeries
- Review Depute Directors' duties
- Maintain and increase liaison with University and tourist office
- Develop HQ database to improve administration processes

All Committee members were asked to give the papers further consideration and submit responses, in the format requested, by 15 October 2001 or sooner.

SS01/31

#### DATES OF MEETINGS 2002

Summer School Committee dates for 2002 were confirmed as:

- 19 January
- 9 March
- 7 September.

Dr Hall tendered his apologies, should he be on the Committee, for 9 March.

Mrs MacLean concluded by thanking all present for their contributions to the meeting. The meeting closed at 5.00pm.



## **PAPER APART**

### **STAFF LISTS**

#### **Musicians**

**Recommended from The Musicians Course, the following will be added to the musicians for Summer School:**

**Wilson Nicol (piano only)**

**Marycke Visscher**

**Hiroko Kokal had previous been added to the lists.**

#### **Teachers**

**Mrs MacLean will see Mrs Sue Porter, and Mrs Wilson agreed to see Mr Jimmie Hill.**

**Mrs MacLean had been Mrs Helen Russell and recommended that she be added to the list. Mrs Russell will be officially informed.**

**Miss Fay Golding had asked that her name be removed from the list. A formal letter of thanks and appreciation will be sent to her.**

**The recommended amendments regarding Dr David Hall and Mrs Joyce Anderson were noted.**

**It was also noted that first names and telephone numbers should be on staff lists instead of titles.**





## The Royal Scottish Country Dance Society

### Summer School Committee Meeting held on Saturday 7 September 2002 at 10.3am at 12 Coates Crescent, Edinburgh.

Mrs MacLean welcomed everyone to the meeting.

#### PRESENT

Mrs Johan MacLean (Director), Mr A Mair (Chairman), Mrs Jean Martin (Vice-Chairman), Dr I Hall, Mrs C Smith, Mrs M Stacey, Mrs R Wilton. Also present were Mr J Wilkinson (Depute Director Course 1) and Mrs A Mackenzie (Depute Director Course 2).

#### APOLOGIES

Miss M Rutherford (Music Course Director) had also been invited to attend but unfortunately had been unable to do so.

#### IN ATTENDANCE

Mrs June Dick (Assistant Secretary).

#### SS02/19 MINUTES OF LAST MEETING

The minutes of the meeting of 9 March 2002 had been accepted as an accurate record.

Mr Mair pointed out that for the new Management Board, future minutes must record accurately decisions made. Although he said that it may not affect this committee as we are an organisational committee.

#### SS02/20 MATTERS ARISING SS02/3d Children's Activities at Summer School.

a) The Assistant Secretary reported that flyers had been made available for distribution at Summer School. The flyers gave the necessary information regarding a class to be organised by The University of St Andrews during week 3 of Summer School.

#### SS02/7 Hamlyn's

b) Hamlyn's had sponsored the Society this year and donated the sum of £2000.00. A display of Hamlyn's products was on show in the shop, and the Summer School booklet, the Winter School application form and the Easter School application form had their logo inserted.

It was the intention of Hamlyn's to give us media coverage for the two dancing in the Streets, but unfortunately because of very bad weather both these events had to be cancelled.

Hamlyn's had contacted various media people and the BBC Radio Scotland, Gary Robinson show, held a programme from one of our classes in St Andrews.

#### SS02/7b Selling Shoes at Summer School

c) Mr Struthers ran a shop in University Hall during Summer School and advised us that he had been delighted with the response. This of course worked both ways, our students were also delighted with the help and assistance they had received.

Mr Struthers donated the sum of £200.00 towards Summer School.

#### SS02/11d Piano Fund

d) The Assistant Secretary reported that the new piano had been delivered to Summer School and that all the musicians had been extremely pleased with it.

#### SS02/13 Taster Sessions at Summer School

e) Although the weather was very bad on the days these were held, it seems that they were very successful. The Tourist Board had put this event into their events calendar and we had produced flyers which Mrs Wilton had distributed to boarding houses, hotels and shops.

Mrs Wilton and her helpers were thanked for all the effort involved.

It was agreed that this should be available again next year. In order that it can be linked with Dancing in the Streets, both events will be advertised on the one flyer.

#### PA Equipment/Raffle

f) The committee discussed the sound equipment used in the Younger Hall. They agreed that even when working properly, it was unsatisfactory.

The Committee agreed to formally request from General Purposes that the raffle money should be put towards new sound equipment for the sole use of Summer School.

While discussing sound equipment it was noted that the video requested from the University appeared to be old and in poor working order.



This will be taken up with Dr Horobin when Mrs MacLean meets with him later in the year.

## SS02/21 SUMMER SCHOOL 2002

### a) Director's Report

Summer School was successful in view of numbers and response to a wide ranging choice of activities within the programme. On the whole, most enjoyed the experience and nature of the school, in participation and social interaction.

#### University Residences

Some alterations had been made to improve accommodation and facilities this year, though extensive work is still required to meet the standards requested. Communication for New Hall residents was much improved through the efforts by the Depute Directors. Both agreed to hold regular meetings, within New Hall, and be available for consultation when required.

#### Halls

It was difficult this year to find suitable halls due to sustaining the loss of three of our usual venues. Most halls met the main criteria. Intensive effort was made to acquire good pianos and was much appreciated by our musicians.

#### University Planning and Liaison

We had a very satisfactory meeting last year with all those involved with the planning and organisation of the School and this enabled us to discuss relevant factors concerning the smooth running of Summer School.

#### Food

This was excellent with a wide range of choice to suit every palate. Small complaints that had been highlighted at the meeting had been addressed.

#### Classes

The feedback from staff, so far, indicated that choice of level was more accurate this year, which in turn affected pace of work and general progression. Many teachers attending Summer School would prefer the skill input be retained, in at least one of the classes attended.

Contrary to the given feedback from the evaluation forms in 2001, the very advanced classes in course 2 did desire the new book.

This factor will be addressed for next year.

#### Welfare of first time Students

Effort had been made to welcome and inform first time students to Summer School. Special social gatherings had been organised to this effect.

#### Optional Technique Classes

These had again been very well received, and many were vigorous in requesting the classes be continued. Time allocation will be reviewed.

I was pleased to welcome the very fine teaching contribution from our guest teachers this year – Georgina Finlay from Canada and George Cooper from Australia.

I would like to thank the teaching and music staff again, for their unique contribution to the success of Summer School.

#### Health Related Aspects

Presentations, both theoretically and practically were most informative and pertinent to our needs in Scottish Dancing. Many students were delighted with the return of our 'in house' masseuse.

#### Invited Guests

I would suggest that we continue with the practice of inviting guests from Associations or Society's with whom we can encourage new relationships, and perhaps more active integration.

#### Other Activities

To all concerned with the presentation of talks and alternative dance sessions, may I offer thanks and appreciation, for very informative and most stimulating sessions.

I would also like to offer special thanks to the Depute Directors, Summer School Committee and Headquarters staff for unstinting co-operation towards the success of Summer School.

#### b) Depute Director's Report – Course 1

- Notice boards at New Hall. It appears the staff at New Hall were unaware that we would require space on the boards.

Although this has never been a problem before, we will request that notice board space is made available to us for next year.

- There is now no bus service between Edinburgh and St Andrews on a Sunday.

This will be inserted into the Summer School booklet next year.

- It seems that some students staying at New Hall were under the impression that the Summer School ran buses to and from classes.

The Summer School booklet will show that we do not run a bus service to and from classes and that transport is entirely the responsibility of the student.



- Rules governing classes need to be clearly stated so that students are aware of them. It seems that some students had changed classes without prior approval.
- Details of facilities required (projector, flipcharts etc) for talks/discussions need to be made well in advance to the office. It appears that for some of the talks the above equipment had been required, but because the office had no prior notice, it was not available.
- The teaching skills course probably requires more time than first morning session. This was complicated by teaching the new book – especially to those who were there for two weeks.
- Demonstration team rehearsal space needs to be reconsidered.
- Some students would prefer social dancing to be in University Hall as they disliked the walking back and forth to Younger Hall.

The Director confirmed that we would continue with social dancing in the Younger Hall and pointed out that there was social dancing available in University Hall on nights other than the Tourist Board dances.

- Ceilidhs – I like having the variety of one in the Common Room and one in the Younger Hall.
- Signs at some of the class venue may be useful in future.

This will be addressed, where possible for next year.

- I like the changes introduced, particularly that ladies can now participate in Highland Dance classes.
- Fire Alarms – This is perhaps the most contentious issue of all. During morning classes should be relatively easy to do a roll call, but more difficult if the alarm sounds during the optional afternoon classes as there is no register. It also appeared that some people refused to leave their room when the alarm sounded at night.

This is an issue that will be raised when Mrs MacLean meets with the University staff. It is most important that we ascertain who is ultimately responsible for making sure that there is no one in the building and who has the responsibility for a head count.

Mr Wilkinson was thanked for his report.

#### c) Depute Director's Report – Course 2

I have much pleasure in presenting my report to the Summer School Committee.

I am able to report that the majority of the students were happy with the general arrangements.

#### Classes

Many students in the advanced classes had been unhappy that they were not being taught the new book,

as in previous years. After discussion with Johan, she arranged for a special class which she taught herself. This class also included the teachers on the staff who had not been taught the new book.

Many students in the Senior Class asked if they could have only one class in the morning, as this two classes tired them for the afternoon and evening activities.

Teaching Skills class was much appreciated, although many two-week students in the fully certificated class wanted to change class after one week. Mrs MacLean agreed to this.

Correction and techniques analysis classes were well received. The separate timetables were also well received and made it much clearer.

Newsletters were very helpful, I suggested that staff take some extra copies for those living outwith the University.

#### Examinations

There had been a few problems with the timetable for the examinations this year, last minute changes had been made that I had not been made aware of, nor given a satisfactory reason for the changes.

It appears that there was a great deal of interference and responsibility for the examinations is unclear. This is an issue that should be clarified for future examinations.

Mrs MacLean was sorry that this had occurred and confirmed that she would ensure that the examination procedure at Summer School is clarified for next year.

The Depute Director's full report will go to the Examinations Committee and we will await their comments.

#### Halls

Students had difficulty in finding St Leonard's Gym and New Park School.

If these halls are used in future, we will ensure that maps giving directions are put on the notice board.

#### Activities

Social programmes were well received and dancing was enjoyed both in Younger Hall and the Common Room.

Afternoon activities were most enjoyable, although it was felt that the 4.30pm – 5.30pm slot was too late, when dinner was served from 6.00pm.

All the talks were enjoyed and particularly by Dr MacFadyen and Robert Mackay. I would suggest that these are recorded on videotape.



First time students appreciated the receptions on the first Sundays and the closing Saturdays, and the welcoming staff at registration.

The students enjoyed having guests to dinner on a Tuesday and we should continue to forge links with other organisations.

I appreciated suggestions from class teachers regarding the choice of dancers for the demonstrations in the Younger Hall.

I would like to finish this report by thanking Johan MacLean, the teaching staff and headquarters staff for their help and support, during my time as Depute Director.

#### d) Music Course Director's Report

Miss Mo Rutherford reported that this was the second course she had directed and she felt it had been very successful.

All music students had received a pack of music for preparation along with the original tunes for Thursday and Saturday dances and a personal letter of welcome.

There had been 14 students this year, this being a more comfortable number than previously. There were 4 pianists, 5 accordionists, 4 fiddlers and one flautist.

The morning sessions were given to practising sets of music and discussion. Responsibility for arranging the dance programmes had been given to a couple of the students, but on reflection was not really a good idea.

The use of the photocopier in the office was most helpful.

In the afternoon students were given the opportunity to play in a live class situation, with volunteer teachers, musicians and dancers. Johan MacLean was thanked for making this inclusion on the timetable, and the staff for making it realistic.

All students had received at least one private session with the appropriate tutor and some written musical tasks were set.

The group had played for the social dancing in the Common room and it had gone down very well. The group had a couple of spots in the Ceilidh and the culmination of the week's work was the Younger Hall dance on the last night. There had been a good nucleus of professional support from Neil Copland, David Cunningham, Judith Linton, Sheena Sturrock, Mike Williams, Jim Berry, Gordon Simpson and Martin Lamb.

Miss Rutherford thanked Johan MacLean for the provision made in the timetable this year, John Wilkinson for his unstinting help and headquarters staff for their assistance.

#### e) Dancing Proficiency Report

It was reported that the Dancing Proficiency Test had been cancelled in week 1 because of lack of support. There had been 6 applicants in week 3. 2 dancers brought their own partners, the other 4 paired up which made up a set nicely.

Meeting with assessors (Bruce Frazer and Andrew McConnell) and steward (Ian Russell) on Monday afternoon answered any questions and explained procedures.

Practice session arranged by steward. There had been a shortage of application forms for late applicants. Pianist (Peter Shand) was well prepared having been briefed beforehand.

The 6 assessments were completed in 2 hours.

The organisation went well (appreciation to all concerned)

The results reflected the standard of dancing.

#### SS02/22 EVALUATION FORMS

Feedback from the evaluation forms will be available at the next meeting.

#### SS02/23 SUMMER SCHOOL 2003

##### a) Dates for 2003

The dates for 2003 were confirmed, the School will run from 13 July – 10 August 2003.

##### b) Application Form

On discussing classes, it was agreed that any movement between classes should be done early in the week.

There was discussion about the examination classes and whether we should run the PT and TC on each course. It was noted that this was offered this year, but because of lack of numbers we had to cancel course 1.

After discussion it was agreed that a note would go out with the application form asking that those who intend applying for an examination class do so as early as possible, so that we have an idea of numbers.

The committee discussed how difficult it was for some student to get Younger Hall tickets.

The Committee agreed that the Tourist Board should be asked to put a sentence into their application form for tickets, requesting that tickets are applied for as soon as possible.

##### c) Booklet

The Committee will look at the booklet and let the Assistant Secretary have feedback as soon as possible.

##### d) Future Music Course

It was agreed to invite Mo Rutherford to Direct the Music Course again next year, and because of



personal commitments, it was agreed that the course will be held during week 2 in 2003.

**e) Other Courses**

The Assistant Secretary reported that so far, we have had no requests to hold any other course at Summer School next year.

**f) Halls, Bands, Social Dance Programmes**

i) Mrs MacLean will consider the halls to be used next year.

ii) The following bands will be contacted for availability for next year.

Lex Keith & Fiddlers Three

Neil Copland

David Hall

Marian Anderson

iii) It was agreed the Mrs MacLean will discuss bands with the Tourist Board for the Town dances.

**iv) Social Dance Programmes**

Mrs Rachel Wilton agreed to organise the programmes for next year.

**SS02/24 WINTER SCHOOL 2003**

The Assistant Secretary reported that 90 applications had been received so far and that all the necessary halls had now been booked. Blair Castle was also booked. There is a waiting list for single rooms and this may have a bearing of a future venue for Winter School.

Dr Hall indicated that we would require the PA equipment to be taken to Pitlochry.

Dr Hall was advised that there are 2 pianos in the hotel, only 1 was in working order.

**SS02/25 STAFF LISTS**

The Committee discussed the official staff list.

**SS02/25 CORRESPONDENCE**

a) Various letters had been received congratulating all concerned with Summer School. These were much appreciated by the Committee.

b) A letter had been received from Ms Hawkins, who had attended Summer School for the first time this year. She was unhappy with the level of attention first timers had received, the lack of bar facilities, classes, lack of a social gathering place.

She did however appreciate the music and dancing.

She offered various suggestions and comments and these were all discussed by the Committee.

Ms Hawkins will be written to and thanked for her letter.

**SS02/26 ANY OTHER BUSINESS**

a) It was pointed out that the TAC Summer

School clashes with ours, and although it does not seem to effect numbers, it creates a staffing problem for us because examiners have to go to TAC and this leaves us short of staff.

**b) Strategic Plan**

Mrs MacLean discussed this with the Committee and pointed out that many of our objectives have been achieved, whilst others are ongoing. One or two objectives still have to be achieved.

It was agreed to ask Branches to advertise Summer School and to contact their local Tourist Board, Libraries etc.,

**c) Celebrations for 80<sup>th</sup> Anniversary**

The Committee were asked to bring ideas to the next meeting regarding the 80<sup>th</sup> anniversary.

**d) Affiliated Group**

The Chipping Norton SCD Group have ceased to exist after 30 years, and they have donated the sum of £500 towards a scholarship at Summer School.

The Committee agreed that the scholarship should go to a first timer, if possible, and that the recipient should be asked to write and thank the donor.

**e) Teaching Notes**

A request will be forwarded to the Publications & Research Committee to provide teaching notes for any new books published.

A request will go to the Publications & Research Committee regarding this matter.

**SS02/27 DATES FOR 2003**

The meetings for 2003 were confirmed as:

11 January 2003

22 March 2003

20 September 2003.

This is Mr Mair's last meeting, and Mrs MacLean and the committee members thanked him for all his help and assistance during his time on this committee.





*The Royal Scottish Country Dance Society*

**PAPER APART**

**SS02/25**

**STAFF**

Mrs MacLean will consider Fiona Grant and James Stott as possible teachers for Summer School. The Assistant Secretary will write to ascertain their interest.

A letter had been received from Derbyshire North East Branch recommending Mrs C Jones as a possible teacher for Summer School. The Committee agreed that she will not be considered at the moment. A letter will be sent to this effect.

It was suggested that we approach bands and ask them to recommend musicians interested in playing for classes.

*Alan Mackenzie*  
Anita Mackenzie pointed out the public relations benefits in inviting overseas teachers. Because it was popular this year the Committee agreed to try it again in 2003. Mrs MacLean will consider the matter further.

A letter had been received from Mr Fred Moyes of Canada offering his services as a musician to Summer School. Mrs MacLean will consider his offer.