

THE LODGE SCHOOL



ST. JOHN, BARBADOS

ANNUAL ACTIVITIES REPORT AND AUDITED ACCOUNTS

OF THE BOARD OF MANAGEMENT
FOR THE PERIOD
SEPTEMBER 2012 - AUGUST 2013

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1. BOARD OF MANAGEMENT

A Board of Management was appointed for the period 21st March 2011 for a period of three (3) years as under:-

Mr. Patterson K. H. Cheltenham, GCM, QC	-	Chairman
Mr. Owen Estwick GCM, BCH	-	Deputy Chairman
Mr. Colin Norville	-	CTUSAB Representative
Mrs. Gertrude Welch	-	Ministry's Representative
Mr. Kelvin Howell	-	Member
Mr. Damian Mascoll	-	Member
Mr. Roger Maynard	-	Member
The Rev. Kim Welch	-	Member
Mrs. Stacey Gooding-Riley	-	PTA Representative
Mr. Robin Greenidge	-	Member

Following the General Elections of February 2013 a new Board of Management was appointed for a period of three (3) years commencing 13th May 2013 as set out here under:-

Mr. Patterson K. H. Cheltenham, GCM, QC	-	Chairman
Mr. Owen Estwick GCM, BCH	-	Deputy Chairman
Mrs. Gertrude Welch	-	Ministry's Representative
Mr. Damian Mascoll	-	Member
Mr. Roger Maynard	-	Member
The Rev. Kim Welch	-	Member
Mr. Robin Greenidge	-	Member
Dr. Gloria Boxill	-	Member
Mr. Elsworth Young	-	CTUSAB Representative
Mrs. Stacey Gooding-Riley	-	PTA Representative

On 1st March 2013 the Ministry of Education and Human Resource Development was renamed the Ministry of Education, Science, Technology & Innovation.

Nine (9) meetings were held which included two (2) meetings of the Appointments & Disciplinary Committee.

#	Date	P.K.H Cheltenham	O.L. Estwick	C. Norville	R. Greenidge	K. Howell	D. Mascoll	R. Maynard	K. Welch	S. Gooding-Riley	Ministry's Representative
1	2012-10-23	✓	✓	✓	✓	x	✓	x	x	✓	✓
2	2012-11-14	✓	✓	✓	x	x	x	x	✓	✓	✓
3	2012-12-17	✓	✓	✓	✓	x	✓	x	✓	✓	✓
4	2013-01-03	✓	✓	✓	✓	x	✓	x	✓	✓	✓
5	2013-02-19	✓	✓	✓	✓	x	✓	x	✓	✓	✓

#	Date	P.K.H Chel- tenham	O.L. Estwick	G. Boxill	R. Green- idge	D. Mascoll	R. Maynard	K. Welch	E. Young	S. Gooding -Riley	Ministry's Represent- ative
6	2013- 06-10	✓	✓	X	✓	✓	✓	✓	✓	✓	✓
7	2013- 07-19	x	✓	x	✓	x	x	✓	x	✓	✓
8	2013- 08-02	✓	✓	x	✓	✓	x	✓	x	✓	✓
9	2013- 08-19	✓	✓	x	✓	✓	x	✓	x	✓	✓

✓ Attended Meeting X Did not attend

SUB-COMMITTEES

2.1 At its meeting of 10th March 2008 the Board established a number of sub-committees to expedite its business. On appointment of the new Board in 13th May 2013 membership of the committees was amended as under.

(A) Appointments & Disciplinary

Mr. Patterson K.H. Cheltenham, GCM, Q.C. -	Convenor
Mr. Owen Estwick, GCM, BCH -	Member
Mrs. Stacey Gooding-Riley -	PTA
	Representative
Mr. Damian Mascoll -	Member
Mr. Robin Greenidge -	Member

(B) Finance

Mr. Owen Estwick, GCM, BCH -	Convenor
Mr. Damian Mascoll -	Member
The Rev. Kim Welch -	Member
Mr. Roger Maynard -	Member

(C) Canteen and Buildings

Mr. Owen Estwick, GCM, BCH -	Convenor
Mr. Roger Maynard -	Member
Mr. Robin Greenidge -	Member
Mr. Damian Mascoll -	Member

3. **MAJOR RECOMMENDATIONS OUT OF MEETINGS**

Recommendations were that :-

- 3.1 Major repairs would be made to the school car - MP1050.
- 3.2 Mr. Durani Daniel-Pile be assigned for the period 3rd October - 31st December 2012 as a replacement for Miss Marisha Browne who was selected to substitute for Mr. Whitfield Griffith on long leave.
- 3.3 Mr. Ryan Burke, Graduate Teacher, be granted leave to travel overseas for the period 24th - 26th October 2012 to attend to important family matters.
- 3.4 Mrs. Jacqueline Gollop, Head of Department, General Studies, be granted leave to travel overseas during the period 24th - 29th September 2012 to accompany her daughter to the University of Leicester.
- 3.5 Mrs. Tonesha Graham be assigned as Information Technology Co-ordinator with effect from 1st September 2012.
- 3.6 Mr. P. Vasco Dash be assigned to act as principal for the period 1st September 2012 to 31st August 2013 or until such time as a principal was appointed.
- 3.7 Mr. Carmichael Springer be assigned to act as deputy principal for the period 1st September 2012 - 31st August 2013 vice Mr. Vasco Dash acting as principal or until such time as a principal was appointed.
- 3.8 Mr. Ryan Burke be assigned as head of department, Business\Computer Studies, vice Mr. Carmichael Springer acting as deputy principal vice Mr. Vasco Dash acting as principal for the period 1st September 2012 to 31st August 2013 or until such time as a principal was appointed; for the temporary assignment for the period 1st September - 31st December 2013 vice Mr. Carmichael Springer on long leave; and for the permanent assignment with effect from 1st January 2014 vice Mr. Carmichael Springer on retirement.
- 3.9 Miss Makeba Wood to act as graduate teacher vice Mr. Nathan Hart on secondment to the Barbados Water Authority - 1st September 2012 - 31st August 2013.
- 3.10 Mr. Kemar Trotman be assigned as part-time graduate teacher 1st January 2012 - 31st August 2013 to cover Mrs. Tonesha Graham's extra teaching periods. Mrs. Graham was recommended to oversee duties of information technology co-ordinator.

- 3.11 Miss Sandra Wiltshire, Head of Department, Chemistry\Physics be granted long leave for the period January - March 2013.
- 3.12 Mr. Renaldo Jordan be assigned to act as teacher vice Miss Sandra Wiltshire on long leave 1st January - 5th April 2013 and 1st June - 5th July 2013 vice Miss Thekera Jordan on maternity leave.
- 3.13 Capt. John Kellman be assigned to act as Head of Department - Chemistry\Physics for the period 1st January - 31st March 2013 vice Miss Sandra Wiltshire on long leave.
- 3.14 Mr. Elridge Whittaker be retired medically unfit with effect from 24th May 2012.
- 3.15 Miss Kamesha Wilson be assigned to act as clerk\typist for the period 2nd February - 15th March 2013 vice Miss Velsia Spencer on sick leave.
- 3.16 Mr. Paul Lucas be assigned to act as Graduate Teacher vice Mrs. Marcelle Catling on sick leave for the period 14th January - 31st August 2013.
- 3.17 The post which became vacant on the appointment of Miss Michelle Griffith as Audio Visual Aids Officer at the Ministry of Education and Human Resource Development on 1st January 2013 be used for the permanent appointment of Mrs. Margaret Hunte as the post vacated by Miss Beverly Bancroft could not be used for the appointment as previously recommended.
- 3.18 Long leave be granted to Messrs. Robin Downes (Graduate Teacher), Erskine Padmore (Head of Department - Modern Languages), Clifton Phillips (Qualified Special Grade Teacher) and Carmichael Springer (Head of Department - Business\Computer Studies) and Mrs. Sonia St. Hill (Head of Department - Home Economics) for the period 1st September - 31st December 2013.
- 3.19 Mr. Charles Vanderpool be granted study leave for the period 3rd - 12th December 2013.
- 3.20 Mrs. Richell Husbands be assigned to act as Graduate Teacher vice Mr. Ryan Burke vice Mr. Carmichael Springer acting as deputy principal for the period 1st January - 31st August 2013.
- 3.21 Miss Tracey Sealy be assigned to act as General Worker for the period 3rd January - 1st February 2013 and 5th - 22nd February 2013 and 6th March - 5th April 2013 vice Miss Eunicey Butcher on sick leave.
- 3.22 Mr. Grafton Cobham to act as Senior Teacher for the period 7th January - 31st August 2013 vice Mrs. Marcelle Catling on sick leave.

- 3.23 Mr. Cleverson Husbands be assigned to act as general worker for the period 12th - 22nd February 2013 vice Miss Cecilia Bennett on sick leave. 1st - 30th March 2013 vice Mr. Luther Pinder Relief Watchman, on vacation. 31st March - 30th April 2013 vice Mr. Burton Wilkinson, Watchman on vacation leave; and 1st - 30th June 2013 vice Mr. Wilfred Bourne, Watchman on vacation leave.
- 3.24 Mr. Carmichael Springer be transferred from the Louis Lynch Secondary School to the permanent assignment as Head of Department, Business\Computer Studies at The Lodge School with effect from 1st October 2011.
- 3.25 Miss Jewell Whitehall, clerk\typist, be given permission to take up an assignment as executive officer, Coleridge & Parry School for the periods 27th May - 12th July 2013 and 1st - 31st August 2013.
- 3.26 Miss Thekera Jordan, graduate teacher, be granted maternity leave for the period 1st June - 23rd August 2013.
- 3.27 Mr. Carl Sobers be assigned to act as general worker vice Miss Cecilia Bennett 22nd - 25th April and 30th April 2013.
- 3.28 Mr. Cleverson Husbands be assigned as relief watchman with effect from 1st May 2013 on the retirement of Mr. Luther Pinder.
- 3.29 Miss Janelle Brathwaite be assigned to act as clerk\typist for the period 27th May - 12th July 2013 vice Miss Jewell Whitehall on secondment to Coleridge & Parry School and 15th - 31st July 2013 vice Miss Jewell Whitehall on vacation.
- 3.30 Miss Beverly Gill, Head of Department - English be assigned to act as deputy principal for the period 1st September - 31st December 2013 on the permanent appointment of Mr. P. Vasco Dash as principal with effect from 1st September 2013.
- 3.31 Mrs. Wynell Harewood be assigned to act as Head of Department - English vice Miss Beverly Gill, Head of Department - English acting as deputy principal for the period 1st September - 31st December 2013 on the permanent appointment of Mr. P. Vasco Dash as principal with effect from 1st September 2013.
- 3.32 Mr. Stephen Harris be appointed as Messenger\Driver with effect from 1st September 2013 on the medical retirement of Mr. Elridge Whittaker with effect from 24th May 2012.
- 3.33 Miss Richell Husbands be assigned as graduate teacher vice Mr. Carmichael Springer on long leave September - December 2013 and 1st January - 31st August 2014 on the retirement of Mr. Carmichael Springer.

- 3.34 Miss Erika Leacock be assigned to act as Head of Department, Home Economics for the period 1st September - 31st December 2013 vice Mrs. Sonia St. Hill on long leave.
- 3.35 Miss Peggy Durant be assigned to act as Head of Department, Modern Languages for the period 1st September - 31st December 2013 vice Mr. Erskine Padmore on long leave.
- 3.36 Capt. John Kellman be offered a permanent assignment as Senior Teacher with effect from 1st September 2013 on the retirement of Mrs. Linnette Lovell.
- 3.37 Mr. Robert Gooding and Miss Marciana Lynch be given temporary appointments in the Modern Languages Department for the period 1st September - 31st December 2013 vice Mr. Erskine Padmore on long leave and the retirement of Mrs. Linnette Lovell.
- 3.38 Mr. Curtis Gaskin be assigned to act as teacher vice Mr. Clifton Phillips on long leave for the period 1st September - 31st December 2013.
- 3.39 Mrs. Andrea Lorde-Smith be assigned to act as teacher vice Mrs. Sonia St. Hill on long leave for the period 1st September - 31st December 2013. Mrs. Lorde-Smith declined the offer and the position was subsequently offered to Miss Marissa Prescod the second place candidate who accepted the assignment
- 3.40 Mr. John Yearwood be assigned to act as teacher vice Mr. Robin Downes on long leave for the period 1st September - 31st December 2013.
- 3.41 Miss Rebecca Chewitt be given no-pay leave to take up an assignment in Bermuda for the period 1st October 2013 - 31st August 2015.
- 3.42 Mr. Romel McDonald be assigned to act vice Miss Rebecca Chewitt for the period 1st October - 31st December 2013.
- 3.43 Mr. Kemar Trotman be assigned as part-time teacher to cover part of the teaching timetable for Mrs. Tonesha Graham who had been assigned as Information Technology Co-ordinator with effect from 1st September 2012.
- 3.44 That long leave from September - December 2013 be approved for Messrs Robin Downes; Erskine Padmore; Clifton Phillips; Carmichael Springer and Mrs. Sonia St. Hill.
- 3.45 Mr. Elridge Whittaker, Driver\Messenger be medically boarded with effect from 24th May 2012.
- 3.46 Mr. Stephen Harris be appointed as Driver\Messenger with effect from 1st September 2013.

- 3.47 The coverage under the Public Liability insurance, for persons using the school, be increased to \$1,000.000.00.
- 3.48 Mr. Frank Archer would be recommended for any assignment as Senior Teacher which may become vacant within the next two (2) years.
- 3.49 A letter be sent to the Ministry of Education & Human Resource Development requesting clarification regarding two incidents involving Miss Mary-Anne Redman.

4. **FINANCE**

Funds approved for disbursement for the Financial Year 2013\2014:-

Statutory Personal Emoluments	\$3,703,978.00	
- Guidance Counsellor	\$ 63,140.00	
- Allowance for Special Duties	<u>\$ 78,814.00</u>	\$3,845,932.00

Other Personal Emoluments

- Teaching	\$ 392,064.00	
- Allowance for Special Duties	\$ 23,181.00	
- Principal's Entertainment Allowances	\$ 6,620.00	
- Principal's Telephone Allowance	\$ 1,243.00	
- Principal's Travel Allowance	\$ 7,311.00	
- Deputy Principal's Telephone Allowance	\$ 829.00	
- Information Technology	\$ 4,636.00	
- Non Teaching Staff	\$ 802,720.00	
- Overtime - Ancillary	\$ 23,244.00	
- Acting Staff	<u>\$ 149,014.00</u>	\$1,410,862.00

National Insurance	<u>\$ 395,064.00</u>
	\$5,651,858.00

Other Charges

Travel	\$ 5,000.00	
Utilities	\$200,000.00	
Rental of Property	\$ 26,671.00	
Library	\$ 7,200.00	
Supplies and Materials	\$ 60,331.00	
Maintenance of Property	\$101,450.00	
Operating Expenses	\$ 65,509.00	
Professional Services	\$ 7,638.00	
Property & Plant	\$ 7,000.00	
Machinery & Equipment	\$ 20,800.00	
Furniture Fixtures & Fittings	\$ 8,200.00	
Assets under Construction	<u>\$</u>	<u>\$ 509,799.00</u>

TOTAL GRANT	<u><u>\$6,161,657.00</u></u>
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5 ACCOUNTS AND ACCOUNTABILITY

- 5.1 The Board continued to ensure sound financial management of the approved funds.
- 5.2 The reporting period spans two financial years (seven months of 2012\2013 and five months of 2013\2014). During the Year under review we came to the end of Financial Year 2012\2013.
- 5.3 On the 1st April 2012, the Board of Management, The Lodge School was instructed by the Ministry of Finance to close two (2) of the three (3) current accounts maintained by the school and transfer the funds on to one (1) account which would be used on the government's SmartStream accounting programme. Accounts 05 80 5509 2001 (Main) and 05 80 5509 2003 (Petty Fees) were closed. An amount of \$30,722.87 was transferred from 05 80 5509 2003 on 17th July 2012 and an amount of \$1,652.75 was transferred from 05 80 5509 2001 on 3rd January 2013.
- 5.4 As a result of the continuing application of charges on account 05 80 55071001 - Agricultural Science was closed ~~and~~ an amount of \$3,620.49 was transferred to 05 80 5509 2002 on 31st December 2012.
- 5.5 No VAT refunds were received during the period.
- 5.6 Preparation of information for the audit of the Accounts for the 2012\2013 Financial Year was delayed because of complications encountered in separating the receipts and payments to be apportioned on account 05 80 5509 2002 to the Government Grant, Petty Fees\Text Book and other "Consolidated" accounts.
- 5.7 The Treasury Department has not been amenable to the school's suggestions for the allocation of accounting codes to the Petty Fees and Text Books and Consolidated Account payments. As a result it has proven somewhat difficult to keep track of these payments. It is hoped that this can be resolved in the new financial year.

6. STAFF

A: Teaching

56 ESTABLISHED POSTS

	<u>NAME</u>	<u>POST</u>	<u>STATUS</u>
1.	DASH, Vasco P.	Principal (ag)	Perm.\P.O.
2.	SPRINGER, Carmichael	Deputy Principal (ag)	Perm.\P.O.
3.	GILL, Beverly	G.T.\H.O.D.	Perm.\P.O.
4.	EVELYN, Giles	G.T.\H.O.D.	Perm.\P.O.
5.	TAITT, Robert	G.T.\H.O.D.	Perm.\P.O.
6.	GRIFFITH, Whitfield	G.T.\H.O.D.	Perm.\P.O.
7.	WILTSHIRE, Sandra	G.T.\H.O.D.	Perm.\P.O.
8.	PRESCOTT-BULLEN, Jean	G.T.\H.O.D.	Perm.\P.O.
9.	ST. HILL, Sonia	G.T.\H.O.D.	Perm.\P.O.
10.	GOLLOP, Jacqueline	G.T.\H.O.D.	Perm.\P.O.
11.	BLENMAN, Karen	G.T.\H.O.D.	Perm.\P.O.
12.	PADMORE, Erskine	G.T.\H.O.D.	Perm.\P.O.
13.	BURKE, Ryan	G.T. H.O.D. (ag)	Perm.\P.O.
14.	DANIEL, Marguerite	G.T.\S.T.	Perm.\MOU
15.	LOVELL, Linnette	G.T.\S.T.	Perm.\MOU
16.	LEWIS, Jonathan	G.T.\S.T.	Perm.\P.O.
17.	PUCKERIN, Joseph	G.T.\S.T.	Perm.\P.O.
18.	CATLING, Marcelle	G.T.\S.T.	Perm.\P.O.
	SEALY, Patt	G.T.\S.T.	Perm.\P.O.
19.	LOVELL, Suzanne	G.T.\S.T.	Perm.\P.O.
	REID, Anne	G.T.\S.T.	Perm.\P.O.
20.	COBHAM, Grafton	G.T.	Perm.\MOU
21.	ARCHER, Frank	G.T.	Perm.\P.O.
22.	KELLMAN, John	G.T.	Perm.\P.O.
23.	DOWNES, Robin	G.T.	Perm.\P.O.
24.	YEARWOOD, Wynell	G.T.	Perm.\P.O.
25.	PHILLIPS, Clifton	Q.S.G.T	Perm.\P.O.
26.	REDMAN, Mary-Anne	G.T.	Perm.\P.O.
27.	HINDS-BUTCHER, Anne	G.T.	Perm.\P.O.
28.	BOURNE, Shellaine	G.T.	Perm.\P.O.
29.	GRIFFITH, Shawn	G.T.	Perm.\P.O.
30.	DAVISON, Frank Jnr.	G.T.	Perm.\P.O.
31.	GARNER, David	G.T.	Perm.\P.O.
32.	DRAYTON, Sonia	G.T.	Perm.\P.O.
33.	YEARWOOD-SCOTT, Wynell	G.T.	Perm.\P.O.
34.	DURANT, Peggy	G.T.	Perm.\P.O.
35.	HALL, Ryan	G.T.	Perm.\P.O.
36.	GRANT, Desmond	G.T.	Perm.\P.O.

<u>NAME</u>	<u>POST</u>	<u>STATUS</u>
37. HART, Nathan	G.T.	Perm.\P.O.
38. ALLEYNE, Dexter	G.T.	Perm.\P.O.
39. BARROW, Dawn	G.T.	Perm.\P.O.
40. LEACOCK, Erika	G.T.	Perm.\P.O.
41. MARTINDALE, Fay	G.T.	Perm.\P.O.
42. CHEWITT, Rebecca	G.T.	Perm.\P.O.
GRIFFITH, Michelle	G.T.	Perm.\P.O.
43. BLACKMAN, Donna	G.T.	Perm.\P.O.
44. CRAWFORD, Michael	G.T.	Perm.\P.O.
45. GRAHAM, Tonesha	G.T.	Temp.\P.O.
46. CARTER, Sandrena	G.T.	Temp.\P.O.
47. MARVELL, Sharone	G.T.	Temp.\P.O.
48. WENT, Keisha	G.T.	Temp.\P.O.
49. SHEPHERD, Corey	G.T.	Temp.\P.O.
50. GROSVENOR, Jamal	G.T.	Temp.\P.O.
51. HUNTE, Margaret	G.T.	Temp.\P.O.
52. BECKLES, Angelo	G.T.	Temp.\P.O.
53. DOYLE, Orien	G.T.	Temp.\P.O.
54. HAYNES, Kemon	G.T.	Temp.\P.O.
55. MARSHALL, Krystal	G.T.	Temp.\P.O.
56. Post vacated by Miss B. Bancroft estopped by law from appointment		
HAREWOOD, Althea	G.T.	Ag.\P.O.
WOOD, Makeba	G.T.	Ag.\P.O.

A letter was received from Miss Jennifer C. Edwards, QC, solicitor general instructing the chairman of the Board of Management of The Lodge School to act in accordance with an Order of 17th December 2010 that the post vacated by Miss Beverley Bancroft should not be filled by any officer other than Mr. Wismar Gibson and that Mr. Gibson should be appointed to the staff at The Lodge School.

7 TEMPORARY POSTS

<u>NAME</u>	<u>POST</u>	<u>STATUS</u>
1. GREENIDGE, Nya	G.T.	Temp.\P.O.
2. VANDERPOOL, Charles	G.T.	Temp.\P.O.
3. LEON-BARKER, LaTeisha	G.T.	Temp.\P.O.
4. MAXWELL, Michael	G.T.	Temp.\P.O.
5. CUMMINS, Justin	G.T.	Temp.\P.O.
6. GLASGOW, Vanessa	G.T.	Temp.\P.O.
7. JORDAN, Thekara	G.T.	Temp.\P.O.

Part-time Post

- | | | |
|----|----------------|------|
| 1. | TROTMAN, Kemar | G.T. |
|----|----------------|------|

Guidance Counsellor

- | | | |
|---------------|------|------------|
| ARTHUR, Laura | G.C. | Temp\ P.O. |
|---------------|------|------------|

Recommendations for Permanent Appointments\Assignments:-

1. Mrs. Tonesha Graham (*I. T\Mathematics*)
2. Miss Sharone Marvell (*Home Economics*)
3. Mr. Corey Shepherd (*History\Caribbean Studies*)
4. Miss Keisha Went (*Home Economics\Clothing & Textiles\Integrated Science*)
5. Mr. Jamal Grosvenor (*Physical Education\Coach Basketball\Volleyball*)
6. Miss Orien Doyle (*Spanish\French*)
7. Miss Sandrena Carter (*I.T\Mathematics*)
8. Mrs. Margaret Hunte (*Visual Arts*)
9. Mr. Angelo Beckles (*English\Music\Communication Studies*)
10. Miss Kemon Haynes (*English\Communication Studies*)
11. Miss Krystal Marshall (*Geography\Social Studies*)
12. Mrs. Laura Arthur (*Guidance Counsellor*)

Re-Assignments \ New Assignments

September 2012 - August 2013

Mrs. Tonesha Graham as Information Technology Co-ordinator with effect from 1st September 2012.

Established Posts

1. Mrs. Tonesha Graham (*I. T\Mathematics*)
2. Miss Sharone Marvell (*Home Economics*)
3. Miss Margaret Hunte (*Visual Arts*)
4. Mr. Angelo Beckles (*English\Music\Communication Studies*)
5. Miss Sandrena Carter (*I.T\Mathematics*)
6. Miss Keisha Went (*Home Economics\Clothing & Textiles\Integrated Science*)
7. Mr. Jamal Grosvenor (*Physical Education\Coach Basketball\Volleyball*)
8. Mr. Corey Shepherd (*History\Caribbean Studies*)
9. Miss Orien Doyle (*Spanish\French*)
10. Miss Kemon Haynes (*English\Communication Studies*)
11. Miss Krystal Marshall (*Geography\Social Studies*)
- Mrs. Laura Arthur (*Guidance Counsellor*)

The Board's recommendation for permanent appointment was not approved for the period under review and the above persons were given temporary appointments until such time as approval was received.

Transfers with effect from 1st January 2013

The Chief Personnel Officer transferred Mr. Patt Sealy and Mrs. Anne Reid from The Lodge School to the Alexandra School and Mrs. Marcelle Catling and Mrs. Suzanne Lovell from the Alexandra School to The Lodge School with effect from 1st January 2013.

Temporary Posts

1. Miss Nya Greenidge (*Geography\Social Studies\Caribbean Studies*)
2. Mr. Charles Vanderpool (*Mathematics*)
3. Mrs. Lateisha Leon-Barker (*Spanish*)
4. Rev. Michael Maxwell (*Religious Education*)
5. Mr. Justin Cummins (*Mathematics\Integrated Science*)
6. Miss Vanessa Glasgow (*English\Communication Studies*)
7. Miss Thekara Jordan (*Chemistry\Mathematics*)

Acting

1. Miss Makeba Wood (*Chemistry*) vice Mr. Nathan Hart on secondment to the Barbados Water Authority.
2. Mrs. Richell Husbands (*Business Studies*) vice Mr. Ryan Burke acting as Head of Department, Business\Computer Studies.
3. Miss Althea Harewood (*IT\Mathematics*) vice Miss Michelle Griffith acting in a higher post at the Ministry of Education and Human Resource Development.

September - December 2012

1. Miss Marisha Browne vice Mr. Whitfield Griffith on long leave ended contract in October 2012
2. Mr. Durani Daniel-Pile vice Mr. Whitfield Griffith on long leave.
3. Mrs. Lydia Grosvenor vice Mr. Joseph Puckerin on long leave.
4. Miss Alyssa Harewood vice Dr. Jonathan Lewis on long leave.

...../14 **January**

January - April 2013

Mr. Renaldo Jordan vice Miss Sandra Wiltshire on long leave 1st January - 5th April 2013.

January - August 2013

Mr. Paul Lucas vice Mrs. Marcelle Catling on sick leave for the period 7th January - 31st August 2013.

April - August 2013

Mr. Renaldo Jordan vice Miss Thekera Jordan on maternity leave 1st June - 5th July 2013.

Higher Assignments

1. Mr. P. Vasco Dash acted as principal 1st September 2012 - 31st August 2013. Mr. Pilgrim retired in April 2012.
2. Mr. Carmichael Springer acted as deputy principal 1st September 2012 - 31st August 2013 vice Mr. P. Vasco Dash vice Mr. Pilgrim retired.
3. Mr. Ryan Burke vice Mr. Carmichael Springer vice Mr. Vasco Dash acting as principal for the period 1st September 2012 - 31st August 2013.
4. Mr. Grafton Cobham acted as senior teacher vice Dr. Jonathan Lewis on long leave 1st September - 31st December 2012 and for the period 7th January - 31st August 2013 vice Mrs. Marcelle Catling on sick leave.
5. Capt. John Kellman acted as senior teacher vice Mr. Joseph Puckerin on long leave for the period 1st September - December 2012.
6. Mr. Frank Archer acted as head of department, Industrial Arts, for the period 1st September - 31st December 2012 vice Mr. Whitfield Griffith on long leave.
7. Capt. John Kellman acted as head of department, Chemistry\Physics for the period 1st January - 5th April 2013 vice Miss Sandra Wiltshire on long leave.

September 2013

Vacant Established posts

1. Mrs. Tonesha Graham (*I. T\Mathematics*)

...../15 **2.**

2. Miss Sharone Marvell (*Home Economics*)
3. Miss Margaret Hunte (*Visual Arts*)
4. Mr. Angelo Beckles (*English\Music\Communication Studies*)
5. Miss Sandrena Carter (*I.T\Mathematics*)
6. Miss Keisha Went (*Home Economics\Clothing & Textiles\Integrated Science*)
7. Mr. Jamal Grosvenor (*Physical Education\Coach Basketball\Volleyball*)
8. Mr. Corey Shepherd (*History\Caribbean Studies*)
9. Miss Orien Doyle (*Spanish\French*)
10. Miss Kemon Haynes (*English\Communication Studies*)
11. Miss Krystal Marshall (*Geography\Social Studies*)
12. Miss Nya Greenidge (*Geography\Social Studies\Caribbean Studies*)

Temporary posts

1. Mr. Charles Vanderpool (*Mathematics*)
2. Mrs. Lateisha Leon-Barker (*Spanish*)
3. Rev. Michael Maxwell (*Religious Education*)
4. Mr. Justin Cummins (*Mathematics\Integrated Science*)
5. Miss Thekara Jordan (*Chemistry\Mathematics*)
6. Miss Althea Harewood (*Mathematics\Information Technology*)
7. Miss Vanessa Glasgow (*English\Communication Studies*)

Acting Assignments

1st September 2012 - 31st August 2013

Miss Makeba Wood vice Mr. Nathan Hart on secondment to the Barbados Water Authority.

1st September 2012 - 31st December 2013

Mrs. Richell Husbands vice Mr. Ryan Burke (Business Studies).

Part-time

TROTMAN, Kemar

G.T.

Temp.\P.O.

Teachers on Leave

1. Miss Michelle Griffith - 1st April 2010 - 31st December 2012 at the Audio Visual Aids Department of the Ministry of Education & Human Resource Development.
2. Mr. Nathan Hart at the Barbados Water Authority - 1st July 2012 - 30th June 2014.

...../16 Long Leave

Long Leave

1st September - 31st December 2012

Messrs. Whitfield Griffith and Joseph Puckerin and Dr. Jonathan Lewis.

1st January - 31st March 2013

Miss Sandra Wiltshire

Study Leave

Mr. Charles Vanderpool for the period 3rd - 12th December 2012 and 2nd - 10th May 2013 in pursuit of a MSc in Financial & Business Economics.

Training

1. The following persons were accepted to the Diploma in Education Secondary Programme at the Erdiston Teachers' College for the Academic Year 2013 – 2014 on behalf of:-
 - a. Miss Kemon Haynes
 - b. Mrs. Lateisha Leon-Barker
 - c. Miss Krystal Marshall
 - d. Mrs. Richell Husbands
2. Mr. Shawn Griffith was accepted to the Certificate in Educational Management and Administration Programme for the Academic Year 2013 – 2014.
3. Miss Felicia Husbands received information regarding accreditation of her degree which amended her status from teacher to graduate teacher for her period of acting assignment 6th February - 16th March 2012 vice Miss Fay Martindale on sick leave.

No-Pay

1. Mr. Nathan Hart on secondment to the Barbados Water Authority - 1st July 2012 - 30th June 2014.
2. Miss Michelle Griffith in a higher assignment at the Audio Visual Aids Department of the Ministry of Education & Human Resource Development to 31st December 2012.
3. Mrs. Jacqueline Gollop was granted leave from the 24th - 29th September 2012 to accompany her daughter to Leicester University.

4. Mr. Ryan Burke was granted leave to travel overseas for the period 24th - 26th October 2012 to attend to an urgent and important matter.
5. Miss Denise Weekes was granted three (3) days' no pay leave for the period 24th - 26th November 2004.
6. Mrs. Wynell Yearwood-Scott requested four (4) days leave, 23rd - 26th April, 2013 to attend a funeral in St. Vincent.

Special

1. Permission was granted for eighteen (18) persons (including the acting principal) to participate in workshops conducted by the Caribbean Examinations Council in the 2013 script marking for the period 28th June to 19th July 2013.
2. Mrs. Sonia St. Hill to attend the 3rd Executive Leadership Meeting of the Caribbean Association of Home Economists Inc. (CAHE) in Antigua from 28th September - 1st October 2012.
3. Mr. Desmond Grant was granted permission to officiate at the Special Olympics Track and Field meet which was held at Carlton Club on 22nd March, 2013.
4. Mrs. Jacqueline Gollop (head of General Studies department) attended the Caribbean Confederation of Credit Unions (CCCCU) 2013 Annual International Convention in Panama during the period 24th - 28th June, 2013.
5. Mr. Charles Vanderpool (graduate teacher) to train and participate in the UWI Games 2013, 20th - 31st May, 2013.

Maternity

Miss Thekera Jordan - eighty four (84) days maternity leave for the period 1st June - 23rd August 2013.

Sick

1. **Rev. Michael Maxwell** - four (04) days - 24th - 27th April 2012.
2. **Mr. Nathan Hart** - two (02) days - 7th - 8th May 2012.
3. **Mrs. Wynell Yearwood** - five (05) days - 10th - 14th September 2012; seven (07) days - 23rd - 29th November 2012; nine (09) days - 30th November - 8th December 2012 and an extension of six (06) days' sick leave - 9th - 14th December 2012.
4. **Mrs. Anne Hinds-Butcher** - five (05) days - 10th - 14th October 2012.

...../18 **5.**

5. **Miss Fay Martindale** - seven (07) days extended sick leave for the period 14th - 20th September 2012.
6. **Mr. Justin Cummins** - fourteen (14) days' sick leave on full pay for the period 19th November - 2nd December 2012, and an extension of twelve (12) days' sick leave for the period 3rd - 14th December 2012.
7. **Mrs. Linnette Lovell** - seven (07) days' sick leave on full pay for the period 7th - 13th November 2012.
8. **Mr. Robert Taitt** - seven (07) days - 12th - 18th November 2012.
9. **Mrs. Donna Blackman** - four (04) days - 6th - 9th November 2012.
10. **Miss Sandra Wiltshire** - four (04) days - 6th - 9th November 2012.
11. **Miss Krystal Marshall** - eight (08) days - 2nd - 9th October 2012.
12. **Mr. Giles Evelyn** - seven (07) days - 16th - 22nd October 2012.
13. **Miss Karen Blenman** - seven (07) days - 28th November - 4th December 2012.
14. **Mrs. Dawn Barrow** - six (06) days - 6th - 11th December 2012.
15. **Mr. Ryan Burke** - eight (08) days - 25th February - 4th March 2013.
16. **Mr. Frank Archer** - five (05) days - 4th - 8th March 2013.
17. **Mr. David Garner** - five (05) days - 11th - 15th March 2013.
18. **Miss Sharone Marvell** - eight (08) days - 22nd - 29th January 2013.
19. **Mrs. Marguerite Daniel** - eighteen (18) days - 22nd January - 8th February 2013.
20. **Mrs. Marcelle Catling** - twenty-one (21) days - 7th - 27th January 2013, and an extension of one hundred and three (103) days sick leave - 28th January to 10th May 2013 .

Resignations\Retirements

1. Miss Marisha Browne, who was assigned vice Mr. Whitfield Griffith on long leave, resigned with effect from 2nd October 2012.
2. The Chief Personnel Officer transferred Mr. Patt Sealy and Mrs. Anne Reid to the Alexandra School from The Lodge School and Mrs. Marcelle Catling and Mrs. Suzanne Lovell to The Lodge School from The Alexandra School with effect from 1st January 2013.
3. Mrs. Linnette M. Lovell informed the Board of Management, The Lodge School of her intention to retire from her teaching post and assignment as Senior Teacher, The Lodge School with effect from 1st September, 2013.

4. Mr. Carmichael Springer, acting deputy principal and Head of Department, Business\Computer Studies, informed the chairman, Board of Management, The Lodge School of his intention to retire from the Teaching Service with effect from 1st January, 2014.
5. Miss Denise Weekes' post was declared vacant with effect from 1st September 2011.
6. Miss Michelle Griffith was appointed to the post of Audio Visual Aids Officer, Ministry of Education & Human Resource Development, with effect from 1st December 2012.

Resumption of Duty

Mrs. Wynell Yearwood resumed duty on 1st September 2012 after a one-year assignment at the Christ Church Foundation School.

Completion of Studies

1. Miss Orien Doyle was awarded a Diploma in Education Secondary programme from the Erdiston Teachers' Training College.
2. Miss Erika Leacock was awarded a Certificate in Educational Management and Administration from the Erdiston Teachers' Training College.
3. Mr. Clifton Phillips (Physical Education Teacher) completed the In-Service Certificate Programme for Teachers of Physical Education conducted during the period January - May 2012 at Erdiston Teachers' Training College.
4. Mr. Desmond Grant completed the Emergency Medical Technician (EMT) programme at the Barbados Community College which was conducted during the period May to July 2012.

Secondments

Mr. Nathan Hart to the Barbados Water Authority from 1st July 2012 to 30th June 2014.

Health & Safety

There were no major health and safety matters.

B: Non-Teaching A

	<u>NAME</u>	<u>POST</u>	<u>STATUS</u>
1.	MURRELL, Judith A.	Secretary\Treasurer	PERM.
2.	DUBOIS, Hazel	Executive\Officer	PERM.
3.	PHILLIPS, Cedric	Workshop Assistant	PERM.
4.	JACKMAN, Janice	Lib. Asst. II	PERM.
5.	MOORE, Judy	Principal's Secretary	PERM.
6.	SPENCER, Velsia	Clerk\Typist	PERM.
7.	WHITEHALL, Jewell	Clerk\Typist	PERM.
	WHITTAKER, Elridge	Messenger\Driver	PERM.
8.	HOLDER, Anthony	Porter	PERM.
9.	TOPPIN, Curtis	Porter\Messenger	PERM.
10.	HOYTE, Dwayne	Lab. Asst.	PERM.
11.	HARRIS, Stephen	Messenger\Driver	AG.
12.	BENNETT, Crystal	Lab. Asst.	TEMP.
13.	VACANT	Security Guard	

By Memorandum dated 30th April 2013 Ref. M.P. 6201/2/7 Vol. II T11 the Permanent Secretary, Ministry of the Civil Service informed the Permanent Secretary, Ministry of Education, Science, Technology & Innovation (KH61 Vol. III) that a post of Security Guard had been created for The Lodge School. No funds were voted in the Estimates of Expenditure for the Financial Year 2013-2014 and the request for a supplementary was not acknowledged.

Retirement\Resignation

Mr. Maurice Moore's retirement on 11th January 2012 was not recorded in the Activities Report of 2011-2012.

New Assignments

It was not recorded in the 2011-2012 Activities Report that Miss Crystal Bennett was assigned for the period 11th January - 23rd March 2012 and was reassigned on 10th June 2012 after returning from maternity leave.

Training

The secretary\treasurer attended a training seminar on 16th January 2013 organised by the Ministry of Public Sector Reform's Employee Assistance programme. She also attended an end of year review seminar conducted by the Treasury Department on 20th March 2013 to assess the first year of the roll out of the SmartStream accounting system to the schools.

Members of the non-teaching staff attended a seminar on 17th - 18th July 2013 organised by the National Union of Public Workers. The topics covered included Employment Rights Act 2012-9; Productivity, Health and Safety Legislation, Rights and Responsibilities at Work.

Study

Mr. Curtis Toppin was granted permission to take up an internship, as part of the programme toward the award of a Barbados Community College's Associate Degree in Sport Management, 24th September - 31st December 2012. Leave was granted on half-pay.

Vacation Leave

Miss Crystal BENNETT	-	Nineteen (19) days - 16 th December 2013 - 6 th January 2014.
Miss Hazel DUBOIS	-	One (01) day - 14 th January 2013; one (01) day - 5 th February 2013; one (01) day - 28 th March 2013; two (02) days - 11 th and 16 th April 2013; five (05) days - 2 nd - 6 th September 2013; thirty (30) days - 2 nd December 2013 - 3 rd January 2014.
Mr. Stephen HARRIS	-	Twenty-one (21) days - 29 th July - 20 th August 2013.
Mr. Anthony HOLDER	-	Eleven (11) days - 22 nd January - 1 st February 2013; one (01) day - 20 th March 2013; one (01) day - 3 rd July 2013 and seventeen (17) days - 30 th April - 17 th May 2013 .
Mr. Dwayne HOYTE	-	Twenty-eight (28) days - 6 th August - 2 nd September 2013.
Mrs. Janice JACKMAN	-	Sixteen (16) days - 16 th December 2013 - 3 rd January 2014.
Miss Judy MOORE	-	Three (03) days - 19 th - 21 st December 2012; four (04) days - 16 th - 19 th April 2013; twenty-six (26) days - 12 th August - 6 th September 2013.
Miss Judith MURRELL	-	Forty-two (42) days: - 6 th , 13 th , 20 th and 27 th March, 2013 (04) days; 3 rd , 10 th , 17 th and 24 th April, 2013 (04) days; 12 th July, 2013 (01) day; 30 th September - 1 st November, 2013 (33) days.
Mr. Cedric PHILLIPS	-	Sixteen (16) days - 16 th December 2013 - 3 rd January 2014.
Miss Velsia SPENCER	-	Sixteen (16) days - 16 th December 2013 - 3 rd January 2014.
Mr. Curtis TOPPIN	-	Twenty-eight (28) days - 6 th August - 2 nd September 2013. Other two (2) days deducted because of over in 2012.
Miss Jewell WHITEHALL	-	Seventeen (17) days - 15 th - 31 st July 2013.

...../22 Maternity

Maternity Leave

There was no one on maternity leave during the reporting period.

Sick Leave

1. Miss Crystal Bennett - One (01) day - 18th June 2012; five (05) days no pay - 10th - 14th September 2012; four (04) days no pay - 28th - 31st January 2013; fourteen (14) days - 27th February - 12th March 2013 and five (05) days no pay - 8th - 12th April 2013.
2. Miss Hazel Dubois - One (01) day - 24th September 2012; one (01) day - 4th October 2012 and one (01) day - 26th April 2013.
3. Mr. Anthony Holder - one (01) day - 17th August 2012; two (02) days - 17th - 18th September 2012; five (05) days - 5th - 9th November 2012; two (02) days - 11th - 12th February 2013 and one (01) day - 31st May 2013.
4. Mr. Dwayne Hoyte - One (01) day - 29th November 2012.
5. Mrs. Judy Moore - Two (02) days - 5th December 2012 and 18th December 2012; one (01) day - 4th January 2013.
6. Mr. Cedric Phillips - Two (02) days - 2nd - 3rd October 2012; one (01) day - 30th October 2012; one (01) day - 19th November 2012; one (01) day - 31st January 2013; one (01) day - 13th February 2013; twelve (12) days - 25th February - 8th March 2013; one (01) day - 13th May 2013 and one (01) day - 4th June 2013.
7. Miss Velsia Spencer - Five (05) days - 5th - 9th November 2012; thirteen (13) days - 18th - 31st December 2012 and seventy-four (74) days - 1st January - 15th March 2013.
8. Mr. Curtis Toppin - Six (06) days - 14th - 19th February 2013; one (01) day - 25th February 2013; one (01) day - 5th March 2013; one (01) day - 8th March 2013 and one (01) day - 22nd May 2013.
9. Mr. Elridge Whittaker - (Driver/Messenger) - eighty (80) days - 28th September - 16th December 2012.
10. Miss Jewell Whitehall - One (01) day - 3rd September 2012; one (01) day - 15th October 2012; one (01) day - 1st November 2012; one (01) day - 19th November 2012; two (02) days - 20th - 21st December 2012; one (01) day - 3rd January 2013; one (01) day - 15th January 2013; one (01) day - 19th January 2013; one (01) day - 22nd January 2013; one (01) day - 22nd February 2014; one (01) day - 22nd March 2013; one (01) day - 3rd April 2013; one (01) day - 2nd May 2013 and one (01) day - 13th May 2013.

Acting Assignments

1. Mr. Stephen Harris was re-assigned as Driver/Messenger vice Mr. Elridge Whittaker on sick leave.
2. Miss Jewell Whitehall (clerk\typist) acted as Executive Officer vice Miss Dubois for the period 3rd December 2012 to 4th January 2013.

3. Miss Brandi Estwick acted as clerk\typist vice Miss Whitehall for the period 3rd December 2012 to 4th January 2013.
4. Miss Kamesha Wilson was assigned as clerk/typist for the period 2nd January - 1st February 2013 and 2nd February to 15th March 2013 vice Miss Velsia Spenser on sick leave.
5. Mr. Cleverson Husbands was assigned to act as porter for the period 22nd January - 1st February 2013 vice Mr. Anthony Holder on vacation.
6. Miss Janelle Brathwaite was assigned as clerk/typist for the period 27th May - 12th July, 2013 vice Miss Jewell Whitehall acting as executive officer at the Coleridge and Parry School, and 15th - 31st July, 2013 vice Miss Jewell Whitehall who would be on vacation.

Resignations\Retirements

Mr. Whittaker was retired on medical grounds with effect from 24th May 2012.

Non-Teaching Staff - B

	<u>NAME</u>	<u>POST</u>	<u>STATUS</u>
1.	MAYNARD , Frederick	General Worker(Labourer)	PERM.
2.	KNIGHT , Olvis	General Worker (Labourer)	PERM.
3.	BENNETT , Cecilia	General Worker (Labourer)	PERM.
4.	KING-NICHOLLS , Veronica	General Worker (Maid)	PERM.
5.	MAYERS , Levi	Groundsman	PERM.
6.	BOURNE , Wilfred	Watchman	PERM.
7.	HAYDE , Henderson	Artisan	PERM.
8.	McCOLLIN , Jennifer	General Worker (Cleaner)	PERM.
9.	HOWARD , Oswald	General Worker (Labourer)	PERM.
10.	BUTCHER , Eunicey	General Worker (Maid)	PERM.
11.	WILKINSON , Burton	Watchman	PERM.
12.	NILES , Fernando	Gardener\Farm Attendant	PERM.
	PINDER , Luther	Relief Watchman (I)	TEMP.
13.	LEWIS , Keith	General Worker (Labourer)	TEMP.
14.	BURGESS , Alphonza	Relief Watchman (II)	TEMP.
15.	HUSBANDS , Cleverson	Relief Watchman (I)	TEMP.

Permanent Appointments

No permanent appointments were made.

Changes

Miss Veronica King was married in July 2012 and changed her surname to King-Nicholls.

Vacation Leave

Vacation Leave was approved as under:-

- | | | | |
|-----|--------------------------------|---|--|
| 1. | BENNETT: Cecelia | - | Two (02) days - 11 th - 12 th March; one (01) day - 26 th March; twenty-two (22) days - 8 th - 30 th April 2013 |
| 2. | BOURNE: Wilfred | - | Thirty (30) days - 1 st - 30 th June 2013 |
| 3. | BURGESS: Aphonza | - | Four (04) days - 10 th , 12 th , 13 th and 17 th May 2013 |
| 4. | BUTCHER: Eunicey | - | Two (02) days - 11 th - 12 th July 2013 |
| 5. | HAYDE: Orlando | - | Thirty-one (31) days - 30 th July - 31 st August 2013 |
| 6. | HOWARD: Oswald | - | Thirty (30) days - 17 th December 2012 - 18 th January 2013 |
| 7. | KING-NICHOLLS: Veronica | - | Twenty-five (25) days - 8 th July - 2 nd August 2013 |
| 8. | KNIGHT: Olvis | - | Twenty-nine (29) days - 4 th December 2012 - 4 th January 2013 |
| 9. | LEWIS: Keith | - | Thirty (30) days - 6 th August - 4 th September 2013 |
| 10. | MCCOLLIN: Jennifer | - | Two (02) days - 24 th - 25 th September 2012; five (05) days - 8 th - 12 th April 2013 and twenty-four (24) days - 22 nd July - 16 th August 2013 |
| 11. | MAYERS: Levi | - | Thirty (30) days - 17 th December 2012 - 18 th January 2013 |
| 12. | MAYNARD: Frederick | - | Twenty-nine (29) days - 15 th July - 14 th August 2013 |
| 13. | NILES: Fernando | - | Thirty (30) days - 6 th August - 4 th September 2013 |
| 14. | PINDER: Luther | - | Thirty (30) days - 1 st - 31 st March 2013 |
| 15. | WILKINSON: Burton | - | Thirty (30) days - 30 th March - 30 th April 2013 |

Sick Leave

- | | | |
|------------------|---|---|
| BENNETT: Cecelia | - | One (01) day - 3 rd October 2012; one (01) day - 22 nd November 2012; one (01) day - 7 th December 2012; two (02) days - 14 th - 15 th January 2013; one (01) day - 4 th February 2013; twelve (12) days - 11 th - 22 nd February 2013; one (01) day - 19 th June 2013; one (01) day - 9 th July 2013; one (01) day - 8 th August 2013 and one (01) day - 16 th August 2013 |
| BOURNE: Wilfred | - | One (01) day - 28 th September 2012; one (01) day - 24 th October 2012; one (01) day - 6 th November 2012; one (01) day - 5 th February 2013; one (01) day - 7 th March 2013; one (01) day - 21 st March 2013; one (01) day - 16 th April 2013 and fifteen (15) days - 29 th August - 13 th September 2013 |

...../25 Burgess

- BURGESS: Alphonza - One (01) day - 11th January 2013; two (02) days - 13th - 14th January 2013; one (01) day - 18th January 2013; two (02) days - 20th - 21st January 2013; one (01) day - 25th January 2013; one (01) day - 27th January 2013; one (01) day - 5th April 2013; two (02) days no pay - 19th - 20th May 2013 and one (01) day no pay - 25th August 2013
- BUTCHER: Eunicey - One (01) day - 3rd September 2012; one (01) day - 10th October 2012; one (01) day - 2nd November 2012; thirty (30) days - 3rd January - 1st February 2013; eighteen (18) days - 5th - 22nd February 2013; one (01) day - 1st March 2013; thirty-two (32) days - 5th March - 5th April 2013; twenty-five (26) days - 15th April - 10th May 2013; one (01) day - 5th February 2013; one (01) day - 11th June 2013; two (02) days - 19th - 20th June 2013 and two (02) days - 11th - 12th July 2013
- HAYDE: Orlando - One (01) day - 14th June 2013
- HOWARD: Oswald - Two (02) days - 17th - 18th September 2012; one (01) day - 16th November 2012; one (01) day - 22nd November 2012; two (02) days - 18th - 19th March 2013; two (02) days - 6th - 7th May 2013; one (01) day - 13th May 2013; one (01) day - 3rd June 2013; one (01) day - 15th July 2013 and two (02) days - 18th - 19th July 2013
- KING-NICHOLLS: Veronica - Twenty-one (21) days - 12th October - 2nd November 2012 ; one (01) day - 15th January 2013; one (01) day - 9th May 2013 and two (02) days - 28th - 29th May 2013
- KNIGHT: Olvis - Thirteen (13) days - 19th - 31st October 2012; one (01) day - 1st April 2013; two (02) days - 27th - 28th June 2013; one (01) day - 31st July 2013 and one (01) day - 9th August 2013
- LEWIS: Keith - One (01) day - 19th October 2012; two (02) days - 24th - 25th October 2012; two (02) days - 24th - 25th January 2013; one (01) day - 13th March 2013; one (01) day - 22nd March 2013 and two (02) days - 5th - 6th June 2013
- MCCOLLIN: Jennifer - One (01) day - 22nd November 2012; one (01) day - 26th November 2012; two (02) days - 13th - 14th December 2012; one (01) day - 28th December 2012; one (01) day - 8th April 2013 and one (01) day - 17th July 2013

- MAYERS: Levi - One (01) day - 5th September 2012; two (02) days - 12th - 13th September 2012; one (01) day - 9th October 2012; one (01) day - 30th October 2012; one (01) day - 6th November 2012; one (01) day - 29th November 2012; one (01) day - 2nd March 2013; two (02) days - 15th - 16th March 2013 and two (02) days - 9th - 10th July 2013
- MAYNARD: Frederick - Five (05) days - 22nd - 26th October 2012; one (01) day - 4th January 2013; one (01) day - 29th January 2013; one (01) day - 8th February 2013; one (01) day - 8th March 2013; one (01) day - 10th April 2013; one (01) day - 25th April 2013 and one (01) day - 7th June 2013
- WILKINSON: Burton - One (01) day - 4th September 2012; seven (07) days - 5th - 11th September 2012 and one (01) day - 25th February 2013

Special Leave

No special leave was granted.

Resignations\Retirements\Secondments

Mr. Luther Pinder, Relief Watchman retired with effect from 1st May 2013.

New appointments

Mr. Cleverson Husbands was assigned to the post of Relief Watchman (I) with effect from 1st May 2013.

Acting Assignments

1. Mr. Carl Sobers as Relief General Worker (Labourer) for the period 22nd - 26th and 30th April 2013 vice Miss Cecelia Bennett on vacation leave.
2. Miss Tracey Sealy acted as General Worker (Janitor) vice Miss Eunicey Butcher on sick leave 3rd January - 1st February 2013; 7th February - 22nd February 2013; 6th March - 5th April 2013.
3. Mr. Cleverson Husbands acted during the periods - 1st - 18th January 2013 as General Worker (Labourer) vice Messrs. Oswald Howard\Levi Mayers on vacation leave; 12th - 22nd February 2012 as General Worker (Labourer) vice Miss Cecelia Bennett on sick leave; 1st - 31st March 2013 as Relief Watchman vice Mr. Luther Pinder on vacation leave; 30th March - 30th April 2013 as Watchman vice

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Mr. Burton Wilkinson on vacation leave and 1st - 30th June 2013 as Watchman vice Mr. Wilfred Bourne on vacation leave.

4. Mr. Burton Wilkinson, Watchman, worked 4.00p.m -7.00p.m. vice Mr. Alphonza Burgess on sick leave.

Contractual Assignment

Mr. Henderson Wiltshire's contract to work as Security Guard was not renewed in September 2012 as no funds were granted for the assignment.

Industrial Relations

A number of meetings were held with the National Union of Public Workers and the Barbados Secondary Teachers' Union in relation to work times and assignments.

Health & Safety

1. Miss Eunicey Butcher fell in a pool of mossy water caused by a leak from the water tank on Block I on 2nd January 2013. She suffered soft tissue injury to her shoulder was on extended sick leave until 1st February 2013. She returned to work on 4th February 2013 and returned on sick leave from 5th February 2013 until 22nd February 2013. She was again on sick leave from 6th March - 5th April 2013.
2. The Health and Safety Officer of Innotech Services Limited (the project contractors) met with Miss Butcher in late February 2013 to discuss the circumstances surrounding the fall.
3. The matter of the leak was an on-going problem which the contractors had undertaken to fix as a matter of urgency. It remained even though a date of 19th December 2012 had been identified in the Site Minutes of 13th December 2012. This matter formed part of the agenda of site meetings from the meeting of 26th July 2012.

7. PRINCIPAL'S REPORT

7.1 Notices of Suspensions

6A Business Akeem Worrell; Jalani Mathews-Ifill

6B Arts Deshawn Dash

6AT	DeSean Browne
6BBus	Shaquille Estwick
6B Science	Ashe Jones-Clarke; Justin Jordan
6BTech	Nicanor Maughn
5:6	Keishan Applewhaite; Keanndra Marshall; Jarad Sutherland; Shirin Smith; Daniel White; Tonya Sealy; Aykeem Chase
5:5	Brandy Riley; Rashena Jones (2); Tianna Harewood; Reshawn Boxill
5:4	Reshawn Harding; Lesiree Best
5:3	Akeila Coombs; Nicolette Phillips; Shane Best; Tamal Atwell (2); Asherah Darlington (2); Tarika Brooks (2); Andrica Wilkinson; Lexceane Hutchinson (2); Shamari Taylor; Jelani Noel; Shanequa Jones; Troy Hamblin
5:2	Amarai Oliver; Daniel Jordan; Kyle Thompson (2)
5:1	Tonia Brereton; Kayla Headley
4:6	Leshanda Best-Weatherhead (2); Sharina Taylor; Shem Brooker (3); Sharina Taylor; Danisha Marshall; Tyeisha Sealy (2); Akeem Coombs; Kobe Browne; Sharice Roberts; Cherise Roberts
4:5	Ilesha Pinder-Holder; Shamika Alleyne; Jakayla Applewhite; Tavia Crichlow; Asha Elliot; Jakeila Hackett; Zarhea Pilgrim; Shanique Marshall; Maricka Reid; Tamika Smith; Damon Moore
4:4	Raheem Linton; Hakeem Clarke; Ramon Collymore; Shaquan Neblett; Shem Forde; Akeem Sealy (2); Rakeem Jones (2); Shaquon Grandison (3); Michael Archer
4:3	Akeem Trotman; Shantae Small; Danica Kellman; Tashani Clarke; RYanne Jordan; Tyiesha Boyce; Daveanna White; Erika Bynoe; R. Jordan; Richerrda Leonard; Samara Gilkes (2); Shonte Small; Ninaydan Sobers; Leanna Thompson; Lashon Parris

- 4:2 Nicolette Noel; Jemaine Gibbons (2); Tamera Bailey; Rashae Bostic; Makala Daniel; Britney Jordan; Jazrael Parris (2); Chelsea Shepherd; Chante Warden; Khayla Welch; Jazrael Parris; Sade Jones
- 4:1 Shamara Carter; Tianna Crawford; Bobbi Goodman; Mikel-Anne Goodridge; Mikeisha Greaves (2); Rhea Jemmott; Neisha King; T'shari Maloney; Erika Mason; Samantha Morris; Sokina Morris; Marissa Nelson; Jaelle Ramdin; Alhea Williams (3); Cherian Coppin; Akeila Headley; Tanesha Drayton; Aletha Robinson; Treviann Holder; Shamika Crichlow; Tamia Stoute
- 3:6 Michael Armstrong; Tony Phillip; Tyeisha Sealy; Alliyah Eleuthere; Zalika Gibson; Chad Hackett; Akeel Hoyte
- 3:5 Jareem Thomas; Joshua Jones
- 3:4 Jurad Cummins; Avery Mosely; Brian Dorant; Joshua Walman; Shaquan Burke (2); Brendon Babb; Nicholas Cain; Ramon Robinson
- 3:3 Raheem Parsons; Shaquon Cossy; Jakobi Corbin; Shakem Neblett (2); Shamar Howell (2); Kerry Shorey; Tashanna Clarke; Davon Austin; Joshua Smith; Kashawn Mayers;
- 3:2 Kiana Elliott; Micha Waithe
- 3:1 Rashad Burke (3); Shonte Hinkson; Rashad Prescod; Kena Beckles; Tijuanna Devonish; Shakayla Goodridge; Christian Maccon; Shakeem Neblett; Rosheena Redman
- 2:5 Shakur Richards; Javon Watson; Nicholai Chase; Shawnica Corbin
- 2:4 Jakobi Corbin (2); Kerry Shorey; Rashad Watson; Aaliyah Toppin; Kevon Griffith; Shayla Williams; Rachad Hall; Nathan King
- 2:3 Rashad Watson (4); Kadeem Bennett
- 2:2 Danielle Phillips; Andrea Parris; Nathan James
- 1:3 Micha Herbert (2); Rameisha Brewster-Daniel
- 1:2 Tito Bailey

1:1

Rashida Prescod; Dacody Carrington; Allia Kellman (2)

Andrica Wilkinson and Leanna Thompson were involved in a fight on the school bus. Andrica's parents sought medical attention for her at the Queen Elizabeth Hospital. The matter was also reported to the police. It was alleged that Andrica was beaten by Leanna and four other students. The principal and deputy principal interviewed several students on the bus and this could not be corroborated

7.2 Caribbean Examination CSEC Results - May\June 2012

7.2.1 A meeting was held on 14th November 2012 to discuss the examination results.

7.2.2 The chairman expressed deep and acute concern about the drop in the overall pass rate for CSEC examinations from 74% in 2011 to 63% 2012, especially in the school's "blue ribbon" subjects. The acting principal said that drop could be directly attributed to the 10% pass rate for Additional Mathematics. Twenty (20) students sat the examination with only two (2) passes.

7.2.3 The acting principal said that the students selected had passed the Mathematics examination in fourth form. It was also noted that the students' poor analytical skills caused the problems in the examinations. The acting principal said that Physics was a large component of the subject, and Mr. Gittens (Mathematics and Computer Studies) might not have been the ideal teacher. For this reason, the head of department chose Mr. Justin Cummins (Mathematics & Physics) to teach the subject for the 2012-2013 academic year.

7.2.4 The impact on the pass rate of students who paid to write the examination was also discussed. Members were informed that once the student was entered through the school the numbers would be counted in the pass rate. In response to a question the acting principal indicated that the assessment of a student's readiness to sit the examination was made by the head of department. The acting principal was asked to submit information on the number of fourth form students who were entered for the June 2012 examinations, the number of passes and the grades.

7.2.5 The main concern was the drop in English A from 96% to 71 %. The chairman said that the 1% drop in English B from 61% to 60% was tolerable. The drop in Mathematics from 60% to 51% was cause for concern.

...../ 31 **7.2.6**

7.2.6 There was a discussion on the results in Principles of Business it was noted when the acting principal headed the Business Department there were excellent results. Members wanted to know how this decline could occur in such a short period of time. Mr. Crawford and Mr. Burke shared in the teaching of the fifth and sixth forms and there were several complaints from students that one teacher did not seem to be able to properly convey the nuances of the subject. There was general discussion on the ability of the teacher and there was concern expressed since this was not the first year he was teaching the subject, nor had any complaints, regarding his competence, been received before. The teacher was qualified in the subject, and had acquired a post graduate Degree and a Diploma in Education since his assignment and appointment to the post. The acting principal said there was no way to attribute the success or failure of an individual student to a specific teacher. It was suggested that the inability to apply theory to a practical setting might be a contributing factor to their lack of success in the examinations. Mr. Burke had met with the members of his department and an agreement was reached that the students should be asked to work in groups to assist each other. The acting principal was asked to carry out a more thorough examination of the matter.

7.2.7 The 30% pass rate for Chemistry was discussed. The teachers believed that they needed to work too hard for positive results. It was suggested that some teachers needed to be more empathic in the classroom.

7.2.8 The CAPE Unit I results had risen from 82% in 2011 to 84% in 2012. The CAPE Unit II results fell from 88% in 2011 to 86% in 2012.

7.3 Internal Examinations 2013

7.3.1 Continuous assessment continued to be used to determine promotion.

7.3.2 The overall pass rate in the internal examinations was 89% this year, and we are aiming to improve this to 95% next year. We continue to employ continuous assessment in order to determine promotion.

7.3.3 Internal examinations were held 7th - 14th June 2013. After the internal examinations a number of students were required to repeat - four (4) in the first forms, seven (7) in the second forms, twenty-four (24) in the third forms with one superannuation. Twelve (12) in the fourth forms were asked to repeat and twenty-three were superannuated. Discussions were planned to address this problem.

7.3.4 Promotion meetings were held on 24th June 2013 for first and second forms; on 25th June 2013 for third forms and 26th June 2013 for fourth forms.

7.3.5 Several students were recognised for performance in the internal examinations. They were presented with the principal's scroll and were honoured guests at the "principal's" lunch on Wednesday 3rd October 2012.

7.4 Extra Mural Competitions/Sports and Games

7.4.1 The 4x100metres and 4x400metres relay teams attended the University Pennsylvania's relay fair. The 100 team placed 16th out of 600 teams and the 400 team won a bronze medal, the first medal for a Barbadian team. The Coconut Creek Hotel sponsored a reception for the team and other sponsors.

7.4.2 The school was again victorious at the Inter-school Chess championships. The school was overall winner and several students were individual champions.

7.4.3 John Haynes and Tremaine Maloney were awarded athletic scholarships at Universities in the United States of America.

7.4.4 The under-13 netballers placed second in their zone competition. Both the under-13 and under-15 teams are scheduled to compete in playoffs

7.4.5 Competition in the various sporting events - under-17 basketball; second division cricket, under-19 cricket, Goddard's and inter-school chess championships.

7.5 PTA Activities

There were no significant activities.

7.6 School sports

Laborde House was the winner of the intra-school sports.

7.7 Inter-Schools' Sports

There were no inter-schools' championships in 2013 because of an incomplete track at the National Stadium.

7.8 Overseas Tours

The Language Department conducted a tour to Margarita for students of Spanish in April 2013.

7.9 Staffing

The principal (ag) expressed concern about the fact that Miss Mary Redman had written directly to the Ministry of Education & Human Resource Development requesting leave for the period 27th August - 7th September 2012. Board members agreed that it was a very bad precedent and instructed the secretary\treasurer to draft a letter to the Ministry of Education & Human Resource Development. It was noted that Miss Redman's letter was not copied to the principal (ag), nor channeled through him for his approval. Members thought that this was very disrespectful.

7.10 Graduation\Speech Day

7.10.1 The sixth form graduation and fifth form salute were held at the end of the third term. They were both well attended. The yearbook was prepared by Mrs. Janice Jackman, library assistant, and Miss Beverly Gill, head of department, English. The deputy chairman was thanked for his contribution to the year book.

7.10.2 The "Lodge Salute" was scheduled for 27th June 2013 at the Accra Beach Hotel & Resort with Miss Tanya Marshall giving the feature address. The sixth form graduation was scheduled for 22nd June at The Lloyd Sandiford Centre, with Senator Andre Worrell delivering the feature address. Mrs. Anne Reid (former first form year head) will distribute the certificates and Mr. Patt Sealy (former sixth form year head) will confer the sashes.

7.10.3 The speech day and prize giving ceremony was held on 28th March 2013 on the hard courts.

7.11 Projections\Needs

A school Hall to house assemblies and other school functions.

7.12 Awards

The Home Economics students won awards at the Junior Dueling Challenge, the CIBC First Caribbean Bank, Healthy Lifestyle competition - one (1) first place, three (3) second places and one (1) third place. They also enter BMEX.

7.13 Activities

7.13.1 A school concert at the Plantation Gardens restaurant was organised by Mrs. Marguerite Daniel and Mr. MacDonald Fingall. Several past and present students performed at the concert.

7.13.2 A retirement function for Mr. Trevor Pilgrim (former principal); Miss Wendy Wilkinson; Mr. Rudolph Holder (former heads of departments); Miss Jacqueline Skeete (former graduate teacher); Mr. Maurice Moore (former lab attendant) and Mr. Clyde Howell (former security guard) was held at the Accra Beach Hotel. The Hon. Ronald Jones, Minister of Education & Human Resource Development delivered the feature address.

7.13.3 Founder's week was celebrated during the week beginning 24th of September 2012. Mr. Carlos Brathwaite, old scholar, addressed morning assembly on the Monday morning. On the Wednesday morning various old scholars addressed students in their former house. Mr. MacDonald Fingall gave an address on Thursday morning. On Friday morning motivational talks were given by former students. The cricket match scheduled for the Friday was cancelled.

7.13.4 A seminar was held at the Barbados Workers' Union Labour College, Mangrove, St. Phillip on Teachers' Professional Day, Friday 19th October 2012. Mrs. Melissa McCallen, Governor of Tennessee's specialist on integration of technology with the curriculum, was the facilitator. Forty (40) members of staff attended the seminar. Mrs. Arthur and Miss Went were excused to enable them to attend to assignments for the Diploma in Education.

8. PLANT AND FACILITIES

8.1 Construction was started on phase 3 of the project in April 2013. however, due to problems with the structure work on Block B continued.

- 8.2 The Board Room and secretary\treasurer's office were transferred from the Hall (where they were relocated to in August 2012) to Block J in April 2013 to accommodate examinations. Block C was handed over in August 2013.
- 8.3 New windows were installed in the Hall during August 2013. Some problems regarding leaks in the Hall were solved with the installation of aluminum shutters to the west of the building.
- 8.4 The replacement of the chicken pen remained an uncompleted project at the end of the reporting period.
- 8.5 The architect made changes to the plans which saw the Principal and Deputy Principal's offices sited in Block H and the Board Room and Office moved to Block K.
- 8.6 There were problems with the locks on Blocks I and J. It was agreed that all the locks would be changed to deadbolts.
- 8.7 The telephone system was transferred from Block H to Block J to accommodate the renovation of Block H. LIME was asked to transfer all the telephones in Block K to the prefabricated units. Requests were also made to transfer telephone lines from the prefabricated buildings back to Block C and the lines in the principal's offices to Block H.
- 8.8 Changes were made to the bathroom doors in Block I to provide ventilation. However, the vented wooden apertures made the toilets darker.
- 8.9 There was considerable discolouration of the paint on Blocks I and K. At the time of reporting this had not been solved.
- 8.10 There were cracks in the supporting beams between Blocks I and K. There were also cracks in the first floor slabs on Block I. These were being monitored by the structural engineer.
- 8.11 There continued to be discussion regarding disposal of surface water. The change of the grassed areas around Blocks I and K to paving has resulted in a need for such.
- 8.12 The renovated Blocks D and E were handed over in March 2013. However, the plumbing to the bathrooms was defective rendering them unusable.

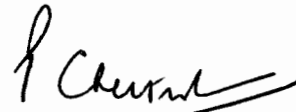
- 8.13 There was considerable vandalism of the electrical plates in Blocks I and J. The contractor removed all the plastic covers and replaced them with aluminum.
- 8.14 The school remained on power from the transformer room on Block K until the building was decommissioned in August 2013. The Barbados Light & Power Company Limited installed a new high tension pole outside of the school's compound in May 2013. This was in-keeping with the GEED's directions. The new transformer room on the green to the east of Block A was energized in August 2013
- 8.15 At date of reporting the acquisition of the lands for the new auditorium remained outstanding.
- 8.16 The new air-conditioning units in the computer lab over the Hall proved to be defective.
- 8.17 Work was needed to ensure that the bells could be heard through out the compound.
- 8.18 The Library, Book Room, Book Store and Canteen were all removed from Block K to the four prefabricated buildings to accommodate the start of renovations.
- 8.19 Problems were encountered with the "butterfly" closing mechanisms on Blocks I and K. The handles were not durable and were expensive to replace since the entire mechanism needed to be replaced at approximately \$40.00. It was suggested that these be changed out to "pull handles" which were less expensive at approximately \$2.00 and readily available on the island. It was also possible to close the windows even if the "pull handles" were missing in contrast to the "butterfly" which remained open when damaged.
- 8.20 The school was closed on Friday, September 28th 2012 because of a problem with the sewerage system caused by excavation being carried out by the contractors.

9. CONCLUSION

- 9.1 The Board awaited approval of its recommendations for the permanent appointment of eleven (11) persons.

- 9.2 The recently renovated Blocks D and E were handed over at the end of March 2013. Block C was expected to be handed over at the end of June 2013. The new buildings provided a welcomed expansion of the facilities and provided surroundings which were an enormous improvement.
- 9.3 One disappointment was that a new principal was not appointed following the retirement of Mr. Trevor Pilgrim in April 2012.

Dated the 6th day of June 2014



P. K. H. CHELTENHAM, GCM, Q.C.
CHAIRMAN
BOARD OF MANAGEMENT
THE LODGE SCHOOL

**The Lodge School
Financial Statements
For The Year Ended
March 31, 2013**

**Brian F. Griffith & Co.
Chartered Accountants**

The Lodge School

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Auditors' report

To The Chairman and Board of Management

We have audited the accompanying financial statements of **The Lodge School**, which comprise the balance sheet as of March 31, 2013, and the statement of receipts and payments and supplementary information for the year then ended, and a summary of significant accounting policies and other explanatory notes.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with International Financial Reporting Standards. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments; the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion the financial statements present fairly, in all material respects, the financial position of The **Lodge School** as of March 31, 2013, and its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards.

A handwritten signature in black ink, appearing to read "Brian F Griffith", followed by a stylized flourish or checkmark.

Brian F Griffith & Co
Chartered Accountants

2 June 2014
Bridgetown, Barbados

The Lodge School
Balance sheet
As at March 31, 2013

		2013	2012
	Notes	\$	\$
Assets			
Cash on hand		500	500
Cash at bank	2	273,160	416,255
Investments	3	<u>6,000</u>	<u>6,000</u>
Total assets		<u>279,660</u>	<u>422,755</u>
 Represented by:			
General fund	6	223,743	368,591
Michael Kirton memorial fund- page 10		23,551	22,677
Pilgrim's scholarship fund - page 9		<u>32,366</u>	<u>31,487</u>
		<u>279,660</u>	<u>422,755</u>

The accompanying notes form part of these financial statements.

Approved by:

Chairman.....

Secretary /Treasurer.....

The Lodge School
Statement of general fund
As at March 31, 2013

	2013	2012
	\$	\$
General fund - brought forward	368,591	623,750
Excess of receipts over payments	<u>(144,848)</u>	<u>(255,159)</u>
General fund - carried forward	<u>223,743</u>	<u>368,591</u>

The accompanying notes form part of these financial statements.

The Lodge School
Statement of receipts and payments
For the year ended March 31, 2013

		2013	2012
	Notes	\$	\$
Receipts			
Government grant		5,776,186	6,085,560
Petty fees		88,568	63,340
Examination fees		23,647	26,060
Textbook loan scheme fees (page 10)		95,419	91,420
Other income	4	273,592	295,416
		<u>6,257,412</u>	<u>6,561,796</u>
Payments			
Statutory personal emoluments		3,689,075	3,855,915
Other personal emoluments		1,452,798	1,368,770
National insurance		395,045	392,786
Travel		5,707	8,066
Utilities		168,647	159,598
Library books and publications		1,530	5,440
Rental of property		25,095	23,032
Supplies and materials		45,068	34,992
Maintenance of property		93,746	242,221
Operating expenses		56,621	110,076
Professional services		6,500	6,500
Machinery and equipment		12,121	40,534
Furniture and fixtures		21,000	14,056
Text book loan scheme (page 12)		138,523	93,355
Examination fees		23,198	26,240
Exercise books		9,110	17,027
Reimbursable accounts		24,348	73,421
Miscellaneous	5	234,128	344,926
		<u>6,402,260</u>	<u>6,816,955</u>
Excess of receipts over payments		<u>(144,848)</u>	<u>(255,159)</u>

The Lodge School
Statement of budgeted and actual expenditure
For the year ended March 31, 2013

	Revised estimates	Expenses per cash book \$	Expenses paid by Ministry \$	Other expenses \$	Total expenses \$
Statutory personal emoluments	3,678,089	0	3,689,075	0	3,689,075
Other personal emoluments	1,293,318	0	1,452,798	0	1,452,798
National insurance	404,390	0	395,045	0	395,045
Travel	5,000	5,707	0	0	5,707
Utilities	169,877	168,647	0	0	168,647
Rental of property	29,571	25,095	0	0	25,095
Library books and publications	3,600	1,530	0	0	1,530
Supplies and materials	58,600	45,068	0	0	45,068
Maintenance of property	96,375	93,746	0	0	93,746
Operating expenses	75,969	38,927	0	17,694	56,621
Professional services	7,475	6,500	0	0	6,500
Machinery and equipment	19,000	10,486	0	1,635	12,121
Furniture and fixtures	0	0	0	21,000	21,000
Examination fees	0	0	0	23,198	23,198
Text book loan scheme	0	0	0	138,523	138,523
Exercise books	0	0	0	9,110	9,110
Reimbursable accounts	0	0	0	24,348	24,348
Miscellaneous	0	0	0	234,128	234,128
	5,841,264	395,706	5,536,916	450,307	6,402,260

The Lodge School
Notes to financial statements
March 31, 2013

1. Principal accounting policies

a) Basis of accounting

These financial statements are prepared under the historical cost convention and on a cash basis.

b) Currency

These financial statements are expressed in Barbados dollars.

2. Cash at bank

	2013	2012
	\$	\$
B'dos National Bank- Main account	65,890	63,182
Globe Finance Inc- 5.25 % fixed deposit- Michael Kirton Memorial Fund	14,182	14,182
B'dos National Bank account-Text books & Petty fees	0	30,733
B'dos National Bank account- Consolidated	0	115,967
B'dos National Bank account- Pilgrim's Scholarship Fund	26,366	25,487
B'dos National Bank account- Agricultural Science	0	3,586
First Caribbean (Int'l) Bank account - Premium savings	166,722	163,118
	<u>273,160</u>	<u>416,255</u>

3. Investments

Investments are represented as follows:-

	2013	2012
	\$	\$
6% Government of B'dos Treasury Note -maturity date Sept 30,2016	<u>6,000</u>	<u>6,000</u>

The Lodge School
Notes to financial statements
March 31, 2013

4. Other income

	2013	2012
	\$	\$
Book shop income (page 13)	32,662	21,263
Refunds	25,697	2,798
Lodge Salute and pageant	22,207	32,428
Fundraising activities- Sixth Form graduation and yearbooks	21,665	40,022
Miscellaneous	17,289	13,750
Concert	17,197	0
Reimbursement of Government Grant	16,212	0
Refunds for utilities	14,158	0
Tuition fees	13,810	17,950
Sale of games uniforms	11,385	13,036
Canteen rental	10,500	10,500
Other fundraising - Modern Languages, Chess Club, Music	9,970	78,631
Sale of crests, belts and pins	8,715	4,059
Sample industries	8,085	0
Interest income	7,932	13,876
Penn Relay	6,720	23,615
Transfer from accounts	5,291	0
Cricket Tour	4,900	800
Sale of texts and exercise books	4,570	3,936
Salaries and wages refunds	4,495	10,004
Cadets	3,000	0
Donations, scholarships and prizes	2,493	2,760
Transportation	2,319	3,002
Use of premises	1,290	0
PE Funds	780	2,350
Hike	250	636
	<hr/>	<hr/>
	273,592	295,416

The Lodge School
Notes to financial statements
March 31, 2013

5. Miscellaneous disbursements

	2013	2012
	\$	\$
Bookshop operations (page 13)	47,475	19,353
Sixth Form graduation and yearbooks	36,216	46,252
Travel	33,276	0
Lodge Salute and pageant	26,055	26,579
Cricket	18,315	0
Sundries	15,000	21,543
Penn Relay	13,172	25,617
Purchase of games uniforms	10,390	1,135
Coaching from Police Band	10,300	14,680
PE Funds	8,257	8,716
Sample industries	6,881	0
Student donations and scholarships	3,040	5,631
Concert expense	2,858	0
Speech Day	1,248	6,284
Hike	956	1,307
Student requisites	527	9,551
Benevolent Fund	162	1,000
Modern Languages Expenses	0	98,982
Amounts previously committed utilized	0	52,480
Crests	0	3,750
Outstanding vacation paid	0	2,066
	234,128	344,926

6. General fund

As at March 31, 2013 the balance on the General Fund was made up as follows:-

	2013	2012
	\$	\$
General operations	219,286	353,634
Barber Fund	4,457	14,957
	223,743	368,591

The Lodge School
Statement of movement in Pilgrim's Scholarship Fund
For the year ended March 31, 2012

	2013	2012
	\$	\$
Fund - Balance b\f - April 1, 2012	31,487	30,628
Interest received on savings account	644	622
Investment income	315	315
Bank charges	(80)	(78)
Fund - Balance c\f - March 31, 2013	<u>32,366</u>	<u>31,487</u>
Represented by		
6 % Government of Barbados Treasury Note	6,000	6,000
Cash held on Barbados National Bank account	<u>26,366</u>	<u>25,487</u>
	<u>32,366</u>	<u>31,487</u>

The Lodge School
Statement of movement in Michael Kirton Memorial Fund
For the year ended March 31, 2013

	2013	2012
	\$	\$
Fund- Balance b\f- April 1, 2012	22,677	22,504
Interest received on savings account	195	183
Interest received on fixed deposit	679	674
Value Added Tax refund	0	81
Book prizes	<u>0</u>	<u>(765)</u>
Fund - Balance c\f - March 31, 2013	<u>23,551</u>	<u>22,677</u>
Represented by		
Cash held on Barbados National Bank account	1,302	608
Cash held on First Caribbean (Int'l) Bank account	8,067	7,887
5.25% fixed deposit	<u>14,182</u>	<u>14,182</u>
	<u>23,551</u>	<u>22,677</u>

The Lodge School
Statement of text book loan scheme
For the year ended March 31, 2013

	2013	2012
	\$	\$
Receipts		
Rental fees	81,145	80,025
Damaged books	<u>14,274</u>	<u>11,395</u>
	<u>95,419</u>	<u>91,420</u>
Payments		
Purchase of texts	113,040	61,212
Collection and distribution expenses	21,863	27,823
Repairs to damaged books	<u>3,620</u>	<u>4,320</u>
	<u>138,523</u>	<u>93,355</u>
Excess of (payments over receipts) receipts over payments	<u>(43,104)</u>	<u>(1,935)</u>

The Lodge School
Statement of receipts and payments - Bookshop
For the year ended March 31, 2013

	2013	2012
	\$	\$
Receipts		
Sales	32,662	21,263
	<u>32,662</u>	<u>21,263</u>
Payments		
Operating expenses	47,475	19,353
	<u>47,475</u>	<u>19,353</u>
Excess of (payments over receipts)	<u>(14,813)</u>	<u>1,910</u>