

# THE LODGE SCHOOL



**ST. JOHN, BARBADOS**

## ANNUAL ACTIVITIES REPORT AND AUDITED ACCOUNTS

OF THE BOARD OF MANAGEMENT  
FOR THE PERIOD  
SEPTEMBER 2011 - AUGUST 2012

@ @-----@ @-----@ @-----@ @

## 1. BOARD OF MANAGEMENT

Board of Management was appointed for the period 14<sup>th</sup> February 2008 - 13<sup>th</sup> February 2011.

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
Mr. Marlon Yarde	-	PTA Representative
Mr. Robin Greenidge	-	Member

Mr. Marlon Yarde, representative of the Parent\Teachers' Association informed members at the meeting of 28<sup>th</sup> December 2011 that his tenure as President would be ending and thus he would no longer be attending Board Meetings.

Nine (9) meetings were held which included three (3) meetings of the Appointments & Disciplinary Committee and one (1) meeting of the Buildings & Canteen Committee.

On 16<sup>th</sup> May 2011 the Board of Management was returned unchanged for a period of three (3) years which commenced on 21<sup>st</sup> March 2011.

#	Date	P.K.H Cheltenham	O.L. Estwick	C. Norville	R. Greenidge	K. Howell	D. Mascoll	R. Maynard	K. Welch	M. Yarde	Ministry's Representative
1	2011-11-16	✓	✓	✓	✓	x	✓	x	✓	x	✓
2	2011-12-19	✓	✓	✓	✓	x	✓	x	x	x	✓
3	2011-12-28	✓	✓	✓	✓	x	✓	x	x	✓	✓
4	2012-03-20	✓	✓	✓	✓	x	✓	x	x	-	✓
5	2012-04-10	x	✓	✓	✓	x	x	x	x	-	✓
6	2012-06-18	x	✓	✓	✓	x	✓	x	x	-	✓
7	2012-06-18	x	✓	✓	✓	x	✓	x	x	-	✓
8	2012-07-25	✓	✓	✓	✓	x	✓	x	✓	-	✓
9	2012-08-22	✓	✓	x	✓	x	✓	x	x	-	✓

✓ Attended Meeting      X Did not attend

## **SUB-COMMITTEES**

- 2.1 At its meeting of 10<sup>th</sup> March 2008 the Board established a number of sub-committees to expedite its business. On appointment of the new Board in March 2011 membership of the committees remained unchanged.

(A) **Appointments & Disciplinary**

Mr. Patterson K.H. Cheltenham, GCM, Q.C.	-	Convenor
Mr. Owen Estwick, GCM, BCH	-	Member
Mr. Colin Norville, BSS	-	CTUSAB Representative
Mr. Kelvin Howell	-	Member
Mr. Robin Greenidge	-	Member

(B) **Finance**

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

(C) **Canteen and Buildings**

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

## **3. MAJOR RECOMMENDATIONS OUT OF MEETINGS**

Recommendations were that :-

- 3.1 Mr. Vasco Dash be assigned to act as principal for the period 1<sup>st</sup> January - 31<sup>st</sup> August 2012 vice Mr. Trevor Pilgrim on long leave and on retirement with effect from 1<sup>st</sup> April 2012. The Board also recommended that Mr. Dash be re-assigned to act as principal from 1<sup>st</sup> September 2012 to 31<sup>st</sup> August 2013 or until such time as a principal is appointed.
- 3.2 Mr. Carmichael Springer be assigned to act as deputy principal for the period 1<sup>st</sup> January - 31<sup>st</sup> August 2012 vice Mr. Vasco Dash acting as principal. The Board also recommended that Mr. Springer be re-assigned to act as deputy principal from 1<sup>st</sup> September 2012 to 31<sup>st</sup> August 2013 or until such time as a principal is appointed.

- 3.3 Mr. Ryan Burke be assigned as head of department, Business\Computer Studies, 1<sup>st</sup> January - 31<sup>st</sup> August 2012, vice Mr. Carmichael Springer acting as deputy principal vice Mr. Vasco Dash acting as principal. The Board also recommended that Mr. Burke be re-assigned to act as head of department, Business\Computer Studies from 1<sup>st</sup> September 2012 to 31<sup>st</sup> August 2013 or until such time as a principal is appointed.
- 3.4 Miss Karen Blenman be permanently assigned as head of department - Mathematics with effect from 1<sup>st</sup> January 2012.
- 3.5 Mr. Erskine Padmore be permanently assigned as the head of department - Modern Languages with effect from 1<sup>st</sup> January 2012.
- 3.6 Miss Nicole Headley should be offered the post of laboratory assistant, on the retirement of Mr. Maurice Moore, with effect from 10<sup>th</sup> January 2012. The second place applicant, Miss Crystal Bennett, was later assigned (with effect from 11<sup>th</sup> January 2012) when Miss Headley declined the offer.
- 3.7 Miss Thekara Jordan should be offered the temporary appointment as teacher vice Miss Karen Blenman who was recommended for the assignment as head of department - Mathematics with effect from 1<sup>st</sup> January 2012.
- 3.8 Miss Maria Francis should be offered the acting appointment as teacher vice Miss Sandrena Carter on maternity leave during the period 1<sup>st</sup> January - 31<sup>st</sup> March 2012.
- 3.9 Mrs. Richell Husbands should be offered the acting appointment as teacher vice Mr. Ryan Burke vice Mr. Carmichael Springer with effect from 1<sup>st</sup> January 2012.
- 3.10 Mrs. Wynell Yearwood, Graduate Teacher, The Lodge School be seconded to the Christ Church Foundation School for the period 1<sup>st</sup> September 2011 - 31<sup>st</sup> August 2012.
- 3.11 Mr. Carmichael Springer be transferred to the permanent assignment as head of department, Business/Computer Studies at The Lodge School to replace Mrs. Cheryl Rogers who was appointed on promotion to the post of Chief Accountant, Inland Revenue with effect from 1<sup>st</sup> October 2011.
- 3.12 Mr. Henderson Wiltshire be offered a contract as security guard for the period 1<sup>st</sup> September 2011 to 30<sup>th</sup> June 2012.
- 3.13 Miss Kemon Haynes be granted five (5) days' absence without pay for the period 11<sup>th</sup> - 15<sup>th</sup> October 2011.

- 3.14 Term's leave be granted to Mr. Shawn Griffith - 1<sup>st</sup> April - 31<sup>st</sup> August 2012; Dr. Jonathan Lewis; Messrs. Joseph Puckerin and Whitfield Griffith - September - December 2012 and Miss Sandra Wiltshire - January - March 2013.
- 3.15 The extension of Miss Michelle Griffith's acting assignment as Audio Visual Aids Officer, Media Resource Department of the Ministry of Education & Human Resource Development for a two (2) year the period 1<sup>st</sup> April 2012 - 31<sup>st</sup> March 2014, be approved.
- 3.16 Mrs. Marguerite Daniel's request for leave from her assignment as Senior Teacher for the period 16<sup>th</sup> January - 31<sup>st</sup> May 2012 be approved and Mr. Grafton Cobham be recommended to act for her.
- 3.17 The secondment of Mr. Nathan Hart, Graduate Teacher, The Lodge School to the Barbados Water Authority, for a period of two (2) years commencing 1<sup>st</sup> July 2012, be approved.
- 3.18 Miss Felicia Husbands be assigned to act for Miss Fay Martindale on sick leave during the period 6<sup>th</sup> February - 16<sup>th</sup> March 2012.
- 3.19 Miss Sherika Robinson (who acted September - December 2011) be re-assigned to act for Mr. Shawn Griffith on long leave April - August 2012.
- 3.20 Miss Althea Harewood be assigned as acting Graduate Teacher, Mathematics\ Information Technology, for the period 1<sup>st</sup> April - 31<sup>st</sup> August 2012 vice Miss Michelle Griffith who would be acting in a higher post at the Ministry of Education & Human Resource Development (Audio Visual Aids).
- 3.21 No extension of leave be granted to Miss Denise Weekes who was directed by the Chief Personnel Officer to resume duty on 1<sup>st</sup> September 2011 or resign her post. She did neither and the Board was asked to submit its position on the matter.
- 3.22 Mr. Desmond Grant, Graduate Teacher, Physical Education, be given permission to attend a three (3) month course for paramedics at the Barbados Community College, commencing in May 2012.
- 3.23 Mr. Justin Cummins be recruited to the temporary post, which became vacant on the resignation of Miss Shari Watson, with effect from 16<sup>th</sup> April 2012.
- 3.24 Mr. Peter Yarde be offered the concession to operate the school canteen for a further two (2) years commencing 1<sup>st</sup> September 2012.
- 3.25 Mr. Dwayne Hoyte be permanently appointed to the post of laboratory assistant with effect from 1<sup>st</sup> July 2012.

- 3.26 Mr. Fernando Niles be permanently appointed to the post of gardener\farm attendant with effect from 1<sup>st</sup> July 2012.
- 3.27 Mr. Burton Wilkinson be permanently appointed to the post of watchman with effect from 1<sup>st</sup> July 2012.
- 3.28 Mr. Maurice Moore to act as laboratory assistant vice Miss Crystal Bennett on maternity leave for the period 27<sup>th</sup> - 30<sup>th</sup> March and 10<sup>th</sup> April - 15<sup>th</sup> June 2012.
- 3.29 Board's request for a post of security guard - The Lodge School.
- 3.30 Mrs. Laura Arthur be permanently appointed as guidance counsellor with effect from 1<sup>st</sup> September 2012.
- 3.31 Recommendation was made for the permanent appointment of the following teachers with effect from 1<sup>st</sup> September 2012:-
1. Mrs. Tonesha Graham (Mrs. Norma Kellman retired - January 2008).
  2. Miss Sharone Marvell (Mrs. Antoinette Parris-Hoyte's post was declared vacant in September 2008).
  3. Mrs. Margaret Hunte (Miss Beverly Bancroft - promoted to deputy principal, Springer Memorial Secondary School with effect from September 2008).
  4. Mr. Angelo Beckles (Miss Jacqueline Skeete retired with effect from January 2010).
  5. Miss Sandrena Carter (Mr. Douglas Brathwaite retired with effect from January 2010).
  6. Miss Keisha Went (Mr. Winston Kellman was transferred to the Barbados Community College with effect from 1<sup>st</sup> January 2011).
  7. Mr. Jamal Grosvenor (Canon Henderson Guy retired with effect from July 2011).
  8. Mr. Corey Shepherd (Mr. Rudolph Holder retired with effect from January 2012).
  9. Miss Orien Doyle (Miss Wendy Wilkinson retired with effect from January 2012).
  10. Miss Kemon Haynes (Mrs. Cheryl Rogers was appointed as Chief Accountant at Inland Revenue in October 2011).

11. Miss Krystal Marshall (Miss Denise Weekes did not resume duty on 1<sup>st</sup> September 2011 nor did she offer her resignation as directed by the Chief Personnel Officer).
12. Miss Nya Greenidge (Geography\Social Studies) next vacant post.
- 3.32 Mrs. Lydia Grosvenor act as teacher vice Mr. Joseph Puckerin on long leave September - December 2012.
- 3.33 Miss Marisha Browne act as teacher vice Mr. Whitfield Griffith on long leave September - December 2012.
- 3.34 Miss Makeba Wood act as teacher vice Mr. Nathan Hart on secondment to Barbados Water Authority - 1<sup>st</sup> September 2012 - 31<sup>st</sup> August 2013.
- 3.35 Mr. Kemar Trotman as part-time teacher 1<sup>st</sup> September - 31<sup>st</sup> December 2012 to cover Mrs. Tonesha Graham's extra teaching periods. Mrs. Graham was recommended to over see duties of information technology co-ordinator.
- 3.36 Since no provision was made for an extra post to accommodate an information technology co-ordinator, Mr. David Gittens should return to his post at the Princess Margaret Secondary School.
- 3.37 The following persons be assigned to act for the period 1<sup>st</sup> September - 31<sup>st</sup> December 2012 :-
  1. Mr. Frank Archer as head of department, Industrial Arts vice Mr. Whitfield Griffith on long leave.
  2. Mr. Grafton Cobham as senior teacher vice Dr. Jonathan Lewis on long leave.
  3. Capt. John Kellman as senior teacher vice Mr. Joseph Puckerin on long leave.
- 3.38 Mr. Trevor Pilgrim, principal, be granted long leave for the period 1<sup>st</sup> January - 31<sup>st</sup> March 2012.

4. **FINANCE**

Funds approved for disbursement for the Financial Year 2012\2013:-

Statutory Personal Emoluments	\$3,618,474.00	
- Guidance Counsellor	\$ 59,615.00	
- Allowance for Special Duties	\$ _____	\$3,678,089.00
Other Personal Emoluments		
- Teaching	\$210,809.00	
- 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	\$ 804,239.00	
- Overtime - Ancillary	\$ 23,244.00	
- Acting Staff	\$ <u>211,206.00</u>	\$1,293,318.00
National Insurance		<u>\$ 404,390.00</u>
		\$5,375,797.00

**Other Charges**

Travel	\$ 5,000.00	
Utilities	\$ 169,877.00	
Rental of Property	\$ 29,571.00	
Library	\$ 3,600.00	
Supplies and Materials	\$ 58,600.00	
Maintenance of Property	\$ 96,375.00	
Operating Expenses	\$ 75,969.00	
Professional Services	\$ 7,475.00	
Property & Plant	\$	
Machinery & Equipment	\$ 19,000.00	
Furniture Fixtures & Fittings	\$	
Assets under Construction	\$ _____	\$ <u>465,467.00</u>

TOTAL GRANT \$5,841,264.00



## 5 ACCOUNTS AND ACCOUNTABILITY

- 5.1 The Board continued to ensure sound financial management.
- 5.2 The reporting period spans two financial years (seven months of 2011\2012 and five months of 2012\2013). During the Year under review we came to the end of a Financial Year 2011\12.

**Approved 2011\2012 Grant - \$6,134,985.00**

Revised	- \$6,134,985.00
Total 2011\2012 Grant Received at 2012-03-31	- <u>\$6,085,560.02</u> <u>\$ 49,424.98</u>

Advanced	\$6,085,560.02
<b>Total Expenditure</b>	<u>\$6,075,638.08</u>
	\$ 9,921.94

Accumulated <b>Savings at start of period</b>	\$223,392.91
---	--------------

2010-11 Commitments	\$16,349.95
2009-10 Commitments	\$56,229.70
Supplement of 2011-2012 Grant	\$72,570.29
Permission for Use of "Savings"	
Pre-fab for non-teaching staff	\$53,077.30
	<u>\$198,227.24</u>

Savings at end of period	<u>\$ 25,165.67</u>
--------------------------	---------------------

No VAT refunds were received during the period.

- 5.3 The Audited Accounts for the 2010\2011 Financial Year were presented and accepted at the meeting of 19<sup>th</sup> December 2011.
- 5.4 The Ministry of Education & Human Resource Development approved the installation of the air ventilation system in the computer labs by ACON Air Conditioning Services at a cost of \$66,072.05. The Environmental Protection Department considered that the solution provided by ACON Air Conditioning Services best met the requirements to address the problem in the computer lab. This was a 2009-2010 commitment.
- 5.5 Permission was received from the Ministry of Education & Human Resource Development for the use of \$150,000.00 to meet the short-fall in the 2011-2012 allocation.

- 5.6 In April 2012 the school's accounting was transferred to the Government of Barbados' SmartStream accounting system. The Board of Management's staff received training during February and March 2012. With effect from April 2012, all payments were made from one account. The Board chose to use the account previously designated "Consolidated Account" number 05 80 5509 2002. During the financial year the accounts designated "Main Account" 05 80 5509 2001 and "Petty Fees & Text Book Account" 05 80 5509 2003 were closed and the monies transferred to 05 80 5509 2002.
- 5.7 The Treasury Department has not been amenable to the school's suggestions for the allocation of accounting codes for 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>
	PILGRIM, Trevor	Principal	Perm.\MOU
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.
	WILKINSON, Wendy	G.T.\H.O.D.	Perm.\MOU
	ROGERS, Cheryl (*)	G.T.\H.O.D.	Perm.\P.O.
	HOLDER, Rudolph	G.T.\H.O.D.	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.	SEALY, Patt	G.T.\S.T.	Perm.\P.O.
19.	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	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.

-11-

<u>NAME</u>	<u>POST</u>	<u>STATUS</u>
34. DURANT, Peggy	G.T.	Perm.\P.O.
35. HALL, Ryan	G.T.	Perm.\P.O.
36. GRANT, Desmond	G.T.	Perm.\P.O.
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.
WEEKES, Denise(!)	G.T.	Perm.\P.O.
42. CHEWITT, Rebecca	G.T.	Perm.\P.O.
43. GRIFFITH, Michelle	G.T.	Perm.\P.O.
44. BLACKMAN, Donna	G.T.	Perm.\P.O.
45. CRAWFORD, Michael	G.T.	Perm.\P.O.
46. GRAHAM, Tonesha	G.T.	Temp.\P.O.
47. CARTER, Sandrena (*)	G.T.	Temp.\P.O.
48. MARVELL, Sharone	G.T.	Temp.\P.O.
49. WENT, Keisha	G.T.	Temp.\P.O.
50. SHEPHERD, Corey	G.T.	Temp.\P.O.
51. GROSVENOR, Jamal	G.T.	Temp.\P.O.
52. HUNTE, Margaret	G.T.	Temp.\P.O.
53. BECKLES, Angelo	G.T.	Temp.\P.O.
54. DOYLE, Orien	G.T.	Temp.\P.O.
55. HAYNES, Kemon	G.T.	Temp.\P.O.
56. GREENIDGE, Nya	G.T.	Temp.\P.O.
WOOD, Makeba	G.T.	Ag.\P.O.

7 TEMPORARY POSTS

<u>NAME</u>	<u>POST</u>	<u>STATUS</u>
WATSON, Shari	G.T.	Temp\P.O.
1. MARSHALL, Krystal	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.

The Ministry of Education & Human Resource Development assigned Mr. David Gittens as information technology co-ordinator for the period 1<sup>st</sup> January 2011 - 31<sup>st</sup> August 2012.

**Part-time Post**

No one was assigned during this academic year.

**Guidance Counsellor**

ARTHUR, Laura

G.C.

Temp\P.O.

**Recommendations for Permanent Appointments\Assignments:-**

Mr. Erskine Padmore was recommended for the permanent assignment as head of department - Modern Languages with effect from 1<sup>st</sup> January 2012 to replace Miss Wendy Wilkinson who retired with effect from said date.

Miss Karen Blenman was recommended for the permanent assignment as head of department - Mathematics with effect from 1<sup>st</sup> January 2012 to replace Mr. Rudolph Holder who retired with effect from said date.

**Re-Assignments \ New Assignments**

**September 2011 - August 2012**

**Established posts**

1. Mrs. Tonesha Graham
2. Miss Sharone Marvell
3. Mr. Corey Shepherd
4. Miss Keisha Went
5. Mr. Jamal Grosvenor
6. Miss Orien Doyle
7. Miss Sandrena Carter vice Mrs. Cheryl Rogers September - October
8. Mrs. Margaret Hunte
9. Mr. Angelo Beckles
10. Miss Kemon Haynes
11. Miss Krystal Marshall

Mrs. Laura Arthur	-	Guidance Counsellor
Mr. David Gittens	-	Information Technology Co-ordinator

**Temporary post**

1. Miss Nya Greenidge
2. Mr. Charles Vanderpool
3. Miss Shari Watson (resigned March 2012)

**September - December 2011**

1. Rev. Michael Maxwell replaced Canon Henderson Guy retired.
2. Miss Alyssa Harewood vice Miss Denise Weekes did not resume duty.
3. Miss Janna Nelson vice Mrs. Linnette Lovell on sick leave.
4. Miss Sherika Robinson vice Mr. Rudolph Holder on long leave.
5. Mr. Marlon Harte vice Mr. Frank Archer on long leave.
6. Miss Vanessa Glasgow vice Mrs. Wynell Yearwood on transfer to the Christ Church Foundation School.
7. Miss Yvonne Arthur vice Mrs. Anne Hinds-Butcher on long leave.
8. Mrs. Gola Smithen-Victor vice Mrs. Jean Prescott-Bullen on long leave.
9. Mrs. LaTeisha Leon-Barker vice Miss Wendy Wilkinson on long leave.
10. Miss Althea Harewood vice Miss Michelle Griffith at Audio Visual Aids Department.

**January - August 2012**

1. Mrs. LaTeisha Leon-Barker - Miss Wendy Wilkinson retired.
2. Rev. Michael Maxwell to replace Canon Henderson Guy retired.
3. Miss Vanessa Glasgow vice Mrs. Wynell Yearwood on transfer to the Christ Church Foundation School.
4. Miss Althea Harewood vice Miss Michelle Griffith at the Audio Visual Aids Department.
5. Miss Alyssa Harewood - Miss Denise Weekes did not resume duty after no pay leave.

**January - March 2012**

1. Miss Janna Nelson- vice Mrs. Linnette Lovell on sick leave.
2. Miss Maria Francis vice Miss Sandrena Carter on maternity leave 1<sup>st</sup> January - 31<sup>st</sup> March 2012.
3. Miss Thekara Jordan in the teaching post of Miss Karen Blenman, who was recommended for the permanent assignment as head of department - Mathematics.
4. Mrs. Richell Husbands vice Mr. Carmichael Springer who was recommended to act as Deputy Principal.

**April - August 2012**

1. Miss Thekara Jordan in the teaching post of Miss Karen Blenman who was recommended for the permanent assignment as head of department - Mathematics.
2. Mrs. Richelle Husbands vice Mr. Carmichael Springer who was recommended to act as Deputy Principal.
3. Mr. Justin Cummins to replace Miss Shari Watson - resigned.
4. Miss Shekira Robinson vice Mr. Shawn Griffith on long leave.

### Higher Assignments

1. Mr. Vasco Dash vice Mr. Trevor Pilgrim on long leave 1<sup>st</sup> January - 31<sup>st</sup> March 2012 and 1<sup>st</sup> April - 31<sup>st</sup> August 2012 vice Mr. Pilgrim on retirement.
2. Mr. Carmichael Springer vice Mr. Vasco Dash vice Mr. Trevor Pilgrim on long leave 1<sup>st</sup> January - 31<sup>st</sup> March 2012 and 1<sup>st</sup> April - 31<sup>st</sup> August 2012 vice Mr. Vasco Dash vice Mr. Pilgrim on retirement.
3. Mr. Ryan Burke vice Mr. Carmichael Springer vice Mr. Vasco Dash vice Mr. Trevor Pilgrim on long leave 1<sup>st</sup> January - 31<sup>st</sup> March 2012 and 1<sup>st</sup> April - 31<sup>st</sup> August 2012 vice Mr. Vasco Dash vice Mr. Pilgrim on retirement.
4. Mr. Erskine Padmore acted as head of department - Modern Languages for the period 1<sup>st</sup> September - 31<sup>st</sup> December 2011 vice Miss Wendy Wilkinson on long leave.
5. Mr. Grafton Cobham acted as head of department - Mathematics for the period 1<sup>st</sup> September - 31<sup>st</sup> December 2011 vice Mr. Rudolph Holder on long leave and Senior Teacher vice Mrs. Marguerite Daniel on special leave for the period 16<sup>th</sup> January to 31<sup>st</sup> May 2012.
6. Capt. John Kellman acted as senior teacher vice Mrs. Linnette Lovell on sick leave for the period 1<sup>st</sup> September 2011 - 15<sup>th</sup> April 2012.
7. Miss Fay Martindale acted as head of department, Fine Arts for the period 1<sup>st</sup> September - 31<sup>st</sup> December 2011 vice Mrs. Jean Prescott-Bullen on long leave.

### September 2012

#### Vacant Established posts

1. Mrs. Tonesha Graham (*I. T\Mathematics*)
2. Miss Sharone Marvell (*Home Economics*)
3. Mrs. 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 Nya Greenidge (*Geography\Social Studies*)

**Temporary posts**

1. Miss Krystal Marshall (Geography\Social 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 Thekara Jordan (Chemistry\Mathematics)

**Acting Assignments**

**1<sup>st</sup> September 2012 - 31<sup>st</sup> August 2013**

1. Miss Althea Harewood (vice Miss Michelle Griffith) I.T\Mathematics
2. Miss Vanessa Glasgow (vice Ms. Denise Weekes) English\Communication Studies

**1<sup>st</sup> September - 31<sup>st</sup> December 2012**

1. Mrs. Richell Husbands (vice Mr. Ryan Burke) Business Studies,
2. Miss Alyssa Harewood (vice Dr. Jonathan Lewis) English\Communication Studies.
3. Miss Makeba Wood vice Mr. Nathan Hart on secondment to the Barbados Water Authority.

**Part-time**

TROTMAN, Kemar

G.T.

Temp.\P.O.

**Teachers on Leave**

1. Mrs. Wynell Yearwood, Graduate Teacher, The Lodge School to the Christ Church Foundation School for the period 1<sup>st</sup> September 2011 - 31<sup>st</sup> August 2012.
2. Miss Michelle Griffith - 1<sup>st</sup> April 2010 - 31<sup>st</sup> March 2014 at the Audio Visual Aids Department of the Ministry of Education & Human Resource Development.
3. Mrs. Cheryl Rogers at Inland Revenue 1<sup>st</sup> January 2007 - 30<sup>th</sup> September 2011.
4. Mr. Nathan Hart at the Barbados Water Authority 1<sup>st</sup> July 2012 - 30<sup>th</sup> June 2014.



### Long Leave

#### **1<sup>st</sup> September - 31<sup>st</sup> December 2011**

Mr. Rudolph Holder, Mr. Frank Archer, Mrs. Jean Prescott-Bullen, Miss Wendy Wilkinson and Mrs. Anne Hinds Butcher.

#### **1<sup>st</sup> January - 31<sup>st</sup> March 2012**

Mr. Trevor Pilgrim

#### **1<sup>st</sup> April - 31<sup>st</sup> August 2012**

Mr. Shawn Griffith

### Study Leave

1. Miss Sandrena Carter - four **(04)** days 25<sup>th</sup> - 28<sup>th</sup> October and six **(06)** days 7<sup>th</sup> - 12<sup>th</sup> December 2011 - five **(05)** days study leave for the period 26<sup>th</sup> - 30<sup>th</sup> March 2012 in pursuit of a MSc in Electronic Commerce.
2. Mr. Charles Vanderpool - eleven **(11)** days 6<sup>th</sup> - 16<sup>th</sup> December 2011 and fourteen **(14)** days study leave for the period 25<sup>th</sup> April - 8<sup>th</sup> May 2012 in pursuit of a MSc in Financial & Business Economics.

### Training

1. Miss Orien Doyle pursued the Diploma in Education Secondary programme at Erdiston Teachers' Training College.
2. Miss Erika Leacock pursued the Certificate in Educational Management and Administration programme at the Erdiston Teachers' Training College.

### No-Pay

1. Miss Denise Weekes - 1<sup>st</sup> September 2008 to 31<sup>st</sup> August 2011. Miss Weekes did not resume duty at the end of her leave. The matter is pending.
2. Mrs. Marguerite Daniel 16<sup>th</sup> January - 31<sup>st</sup> May 2012.
3. Mr. Nathan Hart on secondment to the Barbados Water Authority 1<sup>st</sup> July 2012 - 30<sup>th</sup> June 2014.
4. Miss Michelle Griffith in a higher assignment at the Audio Visual Aids Department of the Ministry of Education & Human Resource Development.

### Special

1. Permission was granted for the following teachers to participate in workshops conducted by the Caribbean Examinations Council. 10<sup>th</sup> May 2011 - Miss Peggy Durant to conduct the teacher orientation for CAPE French. 11<sup>th</sup> - 14<sup>th</sup> October 2011 - Mr. Frank Archer to attend a meeting for the Caribbean Secondary Certificate, Technical Drawing Syllabus.
2. Mrs. Sonia St. Hill to attend the 2<sup>nd</sup> Executive Leadership Meeting of the Caribbean Association of Home Economists Inc.(CAHE) which was held in Tobago from 28<sup>th</sup> - 31<sup>st</sup> October 2011.

### Maternity

Miss Sandrena Carter - eighty four (**84**) days maternity leave for the period 2<sup>nd</sup> January - 25<sup>th</sup> March 2012.

### Sick

1. Mrs. Linnette Lovell - one hundred and twenty-two (**122**) days - 1<sup>st</sup> September - 31<sup>st</sup> December 2011; and one hundred and four (**104**) days - 1<sup>st</sup> January - 13<sup>th</sup> April 2012. Three (**03**) days - 23<sup>rd</sup> - 25<sup>th</sup> May 2012.
2. Mr. Nathan Hart - five (**05**) days - 5<sup>th</sup> - 9<sup>th</sup> September 2011; nine (**09**) days - 2<sup>nd</sup> - 10<sup>th</sup> February 2012; two (**02**) days - 7<sup>th</sup> - 8<sup>th</sup> May 2012.
3. Miss Sharone Marvell - four (**04**) days - 20<sup>th</sup> - 23<sup>rd</sup> September 2011; twenty-one (**21**) days - 5<sup>th</sup> March - 27<sup>th</sup> April 2012.
4. Mrs. Anne Reid - four (**04**) days - 13<sup>th</sup> - 16<sup>th</sup> September 2011.
5. Dr. Jonathan Lewis - five (**05**) days - 10<sup>th</sup> - 14<sup>th</sup> November 2011.
6. Mrs. Wynell Yearwood-Scott - five (**05**) days - 7<sup>th</sup> - 11<sup>th</sup> November 2011.
7. Miss Fay Martindale - seven (**07**) days - 29<sup>th</sup> November - 5<sup>th</sup> December 2011. Sixty (**60**) days on full pay - 30<sup>th</sup> January - 29<sup>th</sup> March 2012.
8. Mrs. Golah Smithen-Victor - five (**05**) days no pay for the period 7<sup>th</sup> - 11<sup>th</sup> November 2011.
9. Miss Rebecca Chewitt - five (**05**) days - 6<sup>th</sup> - 10<sup>th</sup> February 2012.
10. Miss Sandra Wiltshire - nine (**09**) days - 12<sup>th</sup> - 20<sup>th</sup> March 2012.
11. Miss Alyssa Harewood - three (**03**) days - 22<sup>nd</sup> - 24<sup>th</sup> February 2012.

### Resignations\Retirements

1. Mr. Rudolph Holder, head of department - Mathematics and Miss Wendy Wilkinson head of department - Modern Languages - retired with effect from 1<sup>st</sup> January 2012.

2. Mr. Trevor Pilgrim, principal retired with effect from 1<sup>st</sup> April 2012.
3. Miss Shari Watson, graduate teacher, Mathematics\Integrated Science, resigned her post with effect from 30<sup>th</sup> March 2012.
4. Mrs. Cheryl Rogers, head of department - Business and Computer Studies was appointed on promotion to the post of chief accountant, Inland Revenue Department with effect from 1<sup>st</sup> October 2011.

#### **Resumption of Duty**

No one resumed duty during the period under review.

#### **Completion of Studies**

1. Miss Sandrena Carter was awarded the Diploma in Education.
2. Mrs. Sonia St. Hill was awarded a Master of Education.

#### **Secondments**

1. Mrs. Cheryl Rogers at the Inland Revenue from The Lodge School - 1<sup>st</sup> January 2007 to 30<sup>th</sup> September 2011.
2. Miss Michelle Griffith at the Ministry of Education - Audio Visuals Aids Department - 1<sup>st</sup> April 2010 to 31<sup>st</sup> March 2014.
3. Mr. Nathan Hart at the Barbados Water Authority from 1<sup>st</sup> July 2012 to 30<sup>th</sup> June 2014.

#### **Other**

Applications for the vacant post of principal were despatched to the Ministry of Education & Human Resource Development

#### **Health & Safety**

1. 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.	MOORE, Maurice	Lab. Asst.	PERM.
10.	TOPPIN, Curtis	Porter\Messenger	PERM.
11.	HOYTE, Dwayne	Lab. Asst.	PERM.
12.	HARRIS, Stephen	Messenger\Driver	AG.

The following information regarding the non-teaching posts at The Lodge School was provided to the Ministry of Education & Human Resource Development.

NO.	POST	SALARY SCALE	DATE OF CREATION	
			File Ref:	
1	Secretary\Treasurer	Z5-3	Prior to 1983 Ministry of Education & Culture 1990	Governing Body HJK61
1	Executive Officer	Z16-11	1983 Ministry of Education & Culture 1990	HJK61
1	Workshop Assistant	Z23-17	Ministry of the Civil Service Feb. 23 2001	MP6201/10/7 Vol. I T1
1	Principal's Secretary	Z34-17	1983 Ministry of Education & Culture 1990	HJK61
1	Library Assistant	Z38-24 Z23-17 Z16-11	Prior to 1983 Ministry of Education & Culture 1990	Governing Body HJK61
2	Clerk\Typist	Z38-24	Prior to 1983 Ministry of Education & Culture 1990	Governing Body HJK61
1	Messenger\Driver	Z38-30	Prior to 1983 Ministry of Education & Culture 1990	Governing Body HJK61
2	Laboratory\Assistant	Z38-24	Prior to 1983 Ministry of Education & Culture 1990	Governing Body HJK61
2	Porter	Z38-30	Prior to 1983 Ministry of Education & Culture 1990	Governing Body HJK61

### Training

1. The Ministry of Education & Human Resource Development provided training for the institution of the Smartstream accounting programme as follows.  
Miss Judith Murrell - 27<sup>th</sup> January, 16<sup>th</sup>, 22<sup>nd</sup>, 24<sup>th</sup>, 27<sup>th</sup> February and 1<sup>st</sup> March 2012; Miss Hazel Dubois - 31<sup>st</sup> January, 20<sup>th</sup>, 27<sup>th</sup> February and 2<sup>nd</sup> March 2012; Miss Jewell Whitehall - 2<sup>nd</sup>, 14<sup>th</sup>, 27<sup>th</sup> and 28<sup>th</sup> February 2012.
2. Mr. Stephen Harris, relief driver\messenger attend a course in "care and maintenance of the vehicle" held by the Training Administration Division 18<sup>th</sup> and 25<sup>th</sup> January 2012.

### Study

1. Mr. Curtis Toppin (Porter\Messenger) day release on Wednesdays to attend classes in the Associate Degree in Applied Arts (Sport Management) programme - 1<sup>st</sup> September 2011 - 30<sup>th</sup> June 2012 and five (05) days study leave 5<sup>th</sup> - 9<sup>th</sup> December 2011; one (01) day - 3<sup>rd</sup> May 2012; two (02) days - 7<sup>th</sup> - 8<sup>th</sup> May 2012 .
2. Mr. Curtis Toppin requested permission to take up an internship, as part of the programme for the Barbados Community College's Associate Degree in Sport Management, 25<sup>th</sup> September - 31<sup>st</sup> December 2012. Leave was granted on half-pay.

### Vacation Leave

Miss Hazel DUBOIS	-	One (01) day - 6 <sup>th</sup> October 2011; one (01) day - October 2011; twenty-seven (27) days - 1 <sup>st</sup> - 30 <sup>th</sup> December 2011; four (04) days - 11 <sup>th</sup> , 17 <sup>th</sup> , 23 <sup>rd</sup> and 27 <sup>th</sup> January 2012; thirty (30) days - 3 <sup>rd</sup> December 2012 - 3 <sup>rd</sup> January 2013.
Mr. Stephen HARRIS	-	Twenty-one (21) days - 11 <sup>th</sup> - 31 <sup>st</sup> July 2012.
Mr. Anthony HOLDER	-	Twenty-six (26) days - 2 <sup>nd</sup> - 30 <sup>th</sup> April 2012.
Mr. Dwayne HOYTE	-	Twenty (20) days - 2 <sup>nd</sup> - 27 <sup>th</sup> August 2012.
Mrs. Janice JACKMAN	-	Thirty (30) days - 31 <sup>st</sup> July -31 <sup>st</sup> August 2012.
Mrs. Judy MOORE	-	Twenty-six (26) days - 8 <sup>th</sup> August - 2 <sup>nd</sup> September 2011; two (02 ) days - 1 <sup>st</sup> - 2 <sup>nd</sup> March 2012.
Miss Judith MURRELL	-	Twelve (12) days - 26 <sup>th</sup> September - 7 <sup>th</sup> October 2011; thirty (30) days - 2 <sup>nd</sup> May - 1 <sup>st</sup> June 2012; thirty-one (31) days - 1 <sup>st</sup> - 31 <sup>st</sup> October 2012.
Mr. Ceric PHILLIPS	-	Five (05) days - 17 <sup>th</sup> - 21 <sup>st</sup> October 2011; nine (09) days - 19 <sup>th</sup> - 30 <sup>th</sup> December 2011; twelve (12) days - 20 <sup>th</sup> - 31 <sup>st</sup> August 2012; one (01) day - 10 <sup>th</sup> October 2012; twelve (12) days - 24 <sup>th</sup> December 2012 - 7 <sup>th</sup> January 2013.

...../21 Miss Velsia Spencer

Miss Velsia SPENCER	-	Nine <b>(09)</b> days - 19 <sup>th</sup> - 30 <sup>th</sup> December 2011; ten <b>(10)</b> days - 30 <sup>th</sup> July - 10 <sup>th</sup> August 2012; twenty-five <b>(25)</b> days - 19 <sup>th</sup> November - 14 <sup>th</sup> December 2012.
Mr. Curtis TOPPIN	-	Nineteen <b>(19)</b> days - 11 <sup>th</sup> - 29 <sup>th</sup> July 2011; five <b>(05)</b> days - 17 <sup>th</sup> - 21 <sup>st</sup> October 2011; five <b>(05)</b> days - 12 <sup>th</sup> - 16 <sup>th</sup> December 2011; five <b>(05)</b> days - 12 <sup>th</sup> - 16 <sup>th</sup> March 2012; two <b>(02)</b> days - 22 <sup>nd</sup> - 23 <sup>rd</sup> March 2012; fifty <b>(50)</b> days - 2 <sup>nd</sup> August - 21 <sup>st</sup> September 2012.
Miss Jewell WHITEHALL	-	Five <b>(05)</b> days - 17 <sup>th</sup> - 21 <sup>st</sup> October 2011; twenty-one <b>(21)</b> days - 16 <sup>th</sup> July - 7 <sup>th</sup> August 2012.

### Maternity Leave

Miss Crystal Bennett (Laboratory Assistant) - eighty-four **(84)** days for the period 24<sup>th</sup> March - 17<sup>th</sup> April 2012.

### Sick Leave

1. Mr. Cedric Phillips - One **(01)** day - 26<sup>th</sup> September; one **(01)** day - 5<sup>th</sup> October; one **(01)** day - 12 October; one **(01)** day - 18<sup>th</sup> October; two **(02)** days - 8<sup>th</sup> - 9<sup>th</sup> December 2011; one **(01)** day - 13<sup>th</sup> January; one **(01)** day - 18<sup>th</sup> January; one **(01)** day - 20<sup>th</sup> February; two **(02)** days - 23<sup>rd</sup> - 24<sup>th</sup> February; one **(01)** day - 6<sup>th</sup> March; one **(01)** day - 18<sup>th</sup> June 2012.
2. Mr. Elridge Whittaker (Driver/Messenger) - 1<sup>st</sup> September 2011 - 31<sup>st</sup> August 2012.
3. Mr. Curtis Toppin - One **(01)** day - 27<sup>th</sup> September; one **(01)** day - 11<sup>th</sup> October; one **(01)** day - 7<sup>th</sup> November 2011; one **(01)** day - 16 January; one **(01)** day - 23<sup>rd</sup> January; one **(01)** day - 2<sup>nd</sup> February; five **(05)** days - 6<sup>th</sup> - 10<sup>th</sup> February; one **(01)** day - 23<sup>rd</sup> February 2012.
4. Miss Jewell Whitehall - One **(01)** day - 30<sup>th</sup> September; one **(01)** day - 27<sup>th</sup> October; one **(01)** day - 31<sup>st</sup> October; one **(01)** day - 12<sup>th</sup> December; one **(01)** day - 20<sup>th</sup> December 2011; one **(01)** day - 14<sup>th</sup> June; one **(01)** day - 17<sup>th</sup> August 2012.
5. Miss Hazel Dubois - One **(01)** day - 1<sup>st</sup> September 2011; one **(01)** day - 5<sup>th</sup> April; one **(01)** day - 24<sup>th</sup> July; one **(01)** day - 27<sup>th</sup> July 2012.
6. Mr. Dwayne Hoyte - Two **(02)** days - 10<sup>th</sup> - 11<sup>th</sup> November; one **(01)** day - 24<sup>th</sup> November; two **(02)** days - 30<sup>th</sup> - 31<sup>st</sup> December 2011; six **(06)** days - 1<sup>st</sup> - 6<sup>th</sup> January; five **(05)** days - 16<sup>th</sup> - 20<sup>th</sup> January; four **(04)** days - 15<sup>th</sup> - 18<sup>th</sup> May 2012.
7. Mr. Stephen Harris - One **(01)** day - 10<sup>th</sup> February; one **(01)** day - 25<sup>th</sup> June 2012.
8. Mr. Anthony Holder - Two **(02)** days - 12<sup>th</sup> - 13<sup>th</sup> September; two **(02)** days - 10<sup>th</sup> - 11<sup>th</sup> October; one **(01)** day - 25<sup>th</sup> October; eight **(08)** days - 14<sup>th</sup> - 22<sup>nd</sup> November 2011; two **(02)** days - 9<sup>th</sup> - 10<sup>th</sup> January; two **(02)** days - 7<sup>th</sup> - 8<sup>th</sup> March; two **(02)** days - 26<sup>th</sup> - 27<sup>th</sup> March; one **(01)** day - 17<sup>th</sup> August 2012.
9. Mrs. Judy Moore - One **(01)** day - 21<sup>st</sup> December 2011; one **(01)** day - 22<sup>nd</sup> February 2012.
10. Miss Velsia Spencer - One **(01)** day - 30<sup>th</sup> August 2011.
12. Mrs. Janice Jackman - One **(01)** day 5<sup>th</sup> August 2011.

### Acting Assignments

- (a) Miss Jewell Whitehall as Executive Officer, The Lodge School for the period 2<sup>nd</sup> May - 1<sup>st</sup> June 2012 vice Miss Hazel Dubois vice Miss Judith Murrell on vacation leave.
- (b) Miss Hazel Dubois as Secretary/ Treasurer, The Lodge School for the period 2<sup>nd</sup> May - 1<sup>st</sup> June 2012 vice Miss Judith Murrell on vacation leave.
- (c) Miss Brandi Estwick as Clerk/Typist, The Lodge School for the period 2<sup>nd</sup> May - 1<sup>st</sup> June 2012 vice Miss Jewell Whitehall vice Miss Hazel Dubois vice Miss Judith Murrell on vacation leave, and for the period 16<sup>th</sup> July - 7<sup>th</sup> August 2012 vice Miss Jewell Whitehall on vacation leave.
- (d) Mr. Cleverson Husbands as Relief Watchman, The Lodge School 31<sup>st</sup> March - 3<sup>rd</sup> May 2012 vice Mr. Burton Wilkinson on vacation leave; 1<sup>st</sup> - 30<sup>th</sup> June 2012 vice Mr. Wilfred Bourne on vacation leave; as Relief Porter for the period 1<sup>st</sup> September - 31<sup>st</sup> December 2012 vice Mr. Curtis Toppin on vacation and half-pay study leave.
- (e) Mr. Stephen Harris was re-assigned as Driver/Messenger vice Mr. Elridge Whittaker on sick leave.

### Resignations\Retirements

The contract of Mr. Henderson Wiltshire (Security Guard) expired on 30<sup>th</sup> June 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, 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.
13.	PINDER, Luther	Relief Watchman (I)	TEMP.
14.	LEWIS, Keith	General Worker (Labourer)	TEMP.
15.	BURGESS, Alphonza	Relief Watchman (II)	TEMP.

The following information regarding the non-teaching staff at The Lodge School was forwarded to the Ministry of Education & Human Resource Development.

NO.	POST	SCALE	DATE OF	
				File Ref:
1	Artisan	Cat. V	Prior to 1983 Ministry of Education & Culture 1990	Governing Body HJK61
1	Groundsman	Cat. VIII	Prior to 1983 Ministry of Education &	Governing Body HJK61

			Culture 1990	
1	Farm Attendant Gardener	Cat. IX	March 17, 1992 Ministry of Education	KH 62 T.1
5	General Worker (Labourer)	Cat. X	Prior to 1983 Ministry of Education & Culture 1990	Governing Body HJK61
3	Maid\Cleaner	Cat. X	Prior to 1983 Ministry of Education & Culture 1990 Ministry of Education, Youth Affairs & Culture 1999	Governing Body HJK61 KH62 T1
2	Watchman	Cat. X	Prior to 1983 Ministry of Education & Culture 1990 Ministry of Labour & Civil Service	Governing Body HJK61 MP6409 Vol. 1
2	Relief Watchman	Cat. X	Prior to 1983 Ministry of Education & Culture 1990	Governing Body HJK61

### Permanent Appointments

Mr. Burton Wilkinson and Mr. Fernando Niles were permanently appointed with effect from July 2012.

### Vacation Leave

Vacation Leave was approved as under:-

1. **HAYDE:** Orlando - Thirty-one (31) days - 30<sup>th</sup> July - 31<sup>st</sup> August 2012
2. **KNIGHT:** Olvis - Twenty-nine(29) days - 8<sup>th</sup> December 2011 - 9<sup>th</sup> January 2012
3. **MAYERS:** Levi - Thirty (30) days - 21<sup>st</sup> December 2011 - 23<sup>rd</sup> January 2012
4. **KING:** Veronica - Twenty-seven (27) days - 24<sup>th</sup> July - 21<sup>st</sup> August 2012
5. **LEWIS:** Keith - Twenty (20) days - 8<sup>th</sup> - 27<sup>th</sup> August 2012
6. **MCCOLLIN:** Jennifer - Twenty-nine (29) days - 2<sup>nd</sup> - 31<sup>st</sup> August 2012
7. **MAYNARD:** Frederick- Thirty (30) days - 17<sup>th</sup> July - 17<sup>th</sup> August 2012
8. **BENNETT:** Cecelia - Thirty (30) days - 4<sup>th</sup> April - 7<sup>th</sup> May 2012
9. **BOURNE:** Wilfred - Thirty (30) days - 1<sup>st</sup> - 30<sup>th</sup> June 2012
10. **WILKINSON:** Burton - Thirty (30) days - 31<sup>st</sup> March - 3<sup>rd</sup> May 2012
11. **PINDER:** Luther - Thirty(30) days - 1<sup>st</sup>-30<sup>th</sup> March 2012
12. **BUTCHER:** Eunicey - Twenty-nine (29) days - 2<sup>nd</sup> - 30<sup>th</sup> July 2012
13. **NILES:** Fernando - Thirty (30) days - 31<sup>st</sup> July - 31<sup>st</sup> August 2012
14. **HOWARD:** Oswald - Thirty (30) days - 14<sup>th</sup> December 2011 - 16<sup>th</sup> January 2012



Sick Leave

- BURGESS, Alphonza - One (01) day - 13<sup>th</sup> February; one (01) day - 17<sup>th</sup> February; two (02) days - 19<sup>th</sup> - 20<sup>th</sup> February; one (01) day - 24<sup>th</sup> February; two (02) days - 26<sup>th</sup> - 27<sup>th</sup> February; one (01) day - 2<sup>nd</sup> March; two (02) days - 4<sup>th</sup> - 5<sup>th</sup> March; one (01) day - 9<sup>th</sup> March; two (02) days - 11<sup>th</sup> - 12<sup>th</sup> March; one (01) day - 16<sup>th</sup> March; two (02) days - 18<sup>th</sup> - 19<sup>th</sup> March; one (01) day - 13<sup>th</sup> April; one (01) day - 1<sup>st</sup> July; one (01) day - 22<sup>nd</sup> July; one (1) day - 27<sup>th</sup> July; two (02) days - 29<sup>th</sup> - 30<sup>th</sup> July 2012; one (01) day - 3<sup>rd</sup> August; two (02) days - 5<sup>th</sup> - 6<sup>th</sup> August; one (01) day - 10<sup>th</sup> August; two (02) days - 12<sup>th</sup> - 13<sup>th</sup> August; one (01) day - 17<sup>th</sup> August 2012.
- BENNETT: Cecelia - One (01) day - 9<sup>th</sup> September; one (01) day - 13<sup>th</sup> September; one (01) day - 3 1<sup>st</sup> October; one (01) day - 1<sup>st</sup> November; one (01) day - 17<sup>th</sup> November 2011; four (04) days - 28<sup>th</sup> February - 2<sup>nd</sup> March; one (01) day - 3<sup>rd</sup> February; seven (07) days - 3<sup>rd</sup> - 9<sup>th</sup> March; one (01) day - 15<sup>th</sup> March; two (02) days - 26<sup>th</sup> - 27<sup>th</sup> March; one (01) day - 5<sup>th</sup> July; one (01) day - 18<sup>th</sup> July 2012.
- BUTCHER: Eunicey - One (1) day - 23<sup>rd</sup> March; two (2) days - 19<sup>th</sup> - 20<sup>th</sup> April; twelve (12) days - 23<sup>rd</sup> April - 4<sup>th</sup> May; one (1) day - 3<sup>rd</sup> August 2012.
- KING: Veronica - One (01) day - 12<sup>th</sup> September; thirty-two (32) days - 13<sup>th</sup> September - 14<sup>th</sup> October; fifteen (15) days - 18<sup>th</sup> October - 1<sup>st</sup> November 2011; one (01) day - 10<sup>th</sup> January; one (01) day - 8<sup>th</sup> February; one (01) day - 21<sup>st</sup> February; nine (09) days - 1<sup>st</sup> - 9<sup>th</sup> March; seven (07) days - 10<sup>th</sup> - 16<sup>th</sup> March; twelve (12) days - 25<sup>th</sup> June - 6<sup>th</sup> July 2012.
- HOWARD: Oswald - One (01) day - 21<sup>st</sup> October; one (01) day - 17<sup>th</sup> November; one (01) day - 12<sup>th</sup> December 2011; two (02) days - 26<sup>th</sup> - 27<sup>th</sup> January; two (02) days - 5<sup>th</sup> - 6<sup>th</sup> March; one (01) day - 23<sup>rd</sup> March; two (02) days - 18<sup>th</sup> - 19<sup>th</sup> July; one (01) day - 17<sup>th</sup> August 2012.
- KNIGHT: Olvis - Thirteen (13) days - 3<sup>rd</sup> - 14<sup>th</sup> October 2011; one (01) day - 10<sup>th</sup> February; four (04) days - 20<sup>th</sup> - 23<sup>rd</sup> March; two (02) days - 4<sup>th</sup> - 5<sup>th</sup> July 2012.

- LEWIS: Keith - Two (02) days - 7<sup>th</sup> - 8<sup>th</sup> November; one (01) day - 18<sup>th</sup> November; one (01) day - 9<sup>th</sup> December 2011; one (01) day - 26<sup>th</sup> January; one (01) day - 16<sup>th</sup> March; two (02) days - 27<sup>th</sup> - 28<sup>th</sup> March; one (01) day - 11<sup>th</sup> May; one (01) day - 24<sup>th</sup> May; one (01) day - 7<sup>th</sup> June 2012.
- MAYERS : Levi - Two (02) days - 12<sup>th</sup> - 13<sup>th</sup> September; two (02) days - 24<sup>th</sup> - 25<sup>th</sup> November; two (02) days - 12<sup>th</sup> - 13<sup>th</sup> December 2011; two (02) days - 15<sup>th</sup> - 16<sup>th</sup> March; one (01) day - 2<sup>nd</sup> March; two (02) days - 9<sup>th</sup> - 10<sup>th</sup> July 2012.
- NILES: Fernando - One (01) day - 16<sup>th</sup> September; one (01) day - 10<sup>th</sup> October 2011; one (01) day - 24<sup>th</sup> January; one (01) day - 26<sup>th</sup> January 2012.
- HAYDE: Orlando - One (01) day - 2<sup>nd</sup> November 2011; one (01) day - 10<sup>th</sup> July; one (01) day - 12<sup>th</sup> July 2012.
- MAYNARD: Frederick - One (01) day - 23<sup>rd</sup> September; one (01) day - 3<sup>rd</sup> October; one (01) day - 21<sup>st</sup> October; one (01) day - 14<sup>th</sup> December; one (01) day - 30<sup>th</sup> December 2011 (01) day - 27<sup>th</sup> January; one (01) day - 19<sup>th</sup> March; (01) day - 27<sup>th</sup> March; one (01) day - 11<sup>th</sup> May; one (01) day - 20<sup>th</sup> May; one (01) day - 2<sup>nd</sup> July 2012.
- BOURNE: Wilfred - One (01) day - 1<sup>st</sup> September; one (01) day - 14<sup>th</sup> September; one (01) day - 14<sup>th</sup> November; one (01) day - 1<sup>st</sup> December; one (01) day - 13<sup>th</sup> December 2011; thirteen (13) days - 5<sup>th</sup> - 17<sup>th</sup> March; one (01) day - 3<sup>rd</sup> February; one (01) day - 3<sup>rd</sup> April; one (01) day - 29<sup>th</sup> August 2012.
- WILKINSON: Burton - One (01) day - 21<sup>st</sup> September; one (01) day - 20<sup>th</sup> August; two (02) days - 26<sup>th</sup> - 27<sup>th</sup> August 2012.

### **Special Leave**

No special leave was granted.

### **Resignations\Retirements\Secondments**

There were no resignations, retirements or secondments.

### **New appointments**

### **Acting Assignments**

1. Mr. Carl Sobers as Relief General Worker (Labourer) for the period 16<sup>th</sup> April - 7<sup>th</sup> May 2012 vice Miss Cecelia Bennett on vacation leave.
2. Mr. Henderson Wiltshire was recruited to provide service as a Security Guard for the distribution of Text Books for the periods: 8<sup>th</sup> - 11<sup>th</sup>, 15<sup>th</sup> - 18<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup> August 2011. Nights. Monday - Friday 5<sup>th</sup> - 17<sup>th</sup> March 2012 vice Mr. Wilfred Bourne, Watchman on sick leave; Saturday day time 5<sup>th</sup> - 17<sup>th</sup> March 2012 vice Mr. Luther Pinder on vacation.
3. Miss Tracey Sealy acted as General Worker (Janitor) vice Miss Veronica King on sick leave; as General Worker (Janitor) 14<sup>th</sup> - 20<sup>th</sup> September 2011, vice Miss Eunicey Butcher on sick leave for the period 23<sup>rd</sup> April - 4<sup>th</sup> May 2012.
4. Mr. Cleverson Husbands acted during the period 17<sup>th</sup> - 26<sup>th</sup> February 2012 vice Mr. Alphonza Burgess, second Relief Watchman on sick leave; 1<sup>st</sup> - 30<sup>th</sup> March 2012 vice Mr. Luther Pinder, Relief Watchman, on vacation; 5<sup>th</sup> - 17<sup>th</sup> March 2012, nights Monday - Friday vice Mr. Wilfred Bourne, Watchman on sick leave.
5. Mr. Orlando Hayde worked Sunday daytime 5<sup>th</sup> - 17<sup>th</sup> March 2012 vice Mr. Luther Pinder on vacation.
6. Mr. Burton Wilkinson, Watchman, worked 4.00p.m -7.00p.m. on Mondays and on his off-days on Friday, 19<sup>th</sup> and 23<sup>rd</sup> March 2012 vice Mr. Luther Pinder on vacation.

### **Contractual Assignment**

Mr. Henderson Wiltshire was contracted to work as Security Guard, September 2011 - June 2012.

### **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**

There were no health and safety issued.

## 7. PRINCIPAL'S REPORT

### 7.1 Notices of Suspensions

6A Arts	-	Cherise Hinds; Shawn-kay Nelson; Shan Bovell; Romero Alexander; Joakima Rochester
6A Business	-	Anisha Haynes; Micah Sealy; Shanice Blades; Kash Elcock; Jalen Matthews Ifill
6B Arts	-	Shadae McCollin-Hinds; Shanice Prescott; Shancie Straughan; Sarafina Morgan; Britany Jordan; Omari Jackman (2); Amber Husbands
6B Science	-	Daniel Carter; Achebe Hunte; Ashley Callender; Chemyne Alleyne; Jelani Dottin (3); Shawn Broomes-Barker; Shanice Parris; Akeem Worrell; Stefan Puckerin; Francisco Seale; Cherish Grosvenor; Jaelayn McCollin; Shameka Thomas
6B Technical	-	Tramel Norgrove
5:6	-	Bradley White; Akeem Phillips
5:5	-	Ashika Quintyne; Hasani Skeete
5:4	-	Jamario Maynard; Kyle Farrell; Adrian S. Connell; Shay Phillip
5:3	-	Akilah Spooner; Rasheed Pinder
5:2	-	Racquel Cuffy
5:1	-	Jamal McCollin; Jamilia Brereton; Shaquille Cossy
4:6	-	Renako Franklyn; Shem Brooker (4); Shaniqua Pond; Danielle White; Mikkel Rogers (2); Nicolas M. Small (2); Daniel Bignall; Tonya Sealy
4:5	-	Tiana Harewood; Reshawn Boxill; Dion Carter; Romario Albert (2); Rashena Jones; Shakila Payne
4:4	-	Rashaad Moore (3); Rico Holder; Luke Hutson; Keemo Forde; Sheldon Barrow (3); Stefan Lewis; Tehron King; Reshawn Harding; Shaquon Mason; Tosh R. Fields; Oundre Charles St. Hill; Stefan Lewis; Prince Carter (2); Rashad Moore; Shaquon Mason (2); Rahjean Greene (2); Michael Archer
4:3	-	Omar Hutson; Rashaad Nowell (2); Tamal Atwell (2); Nicolette Phillips; Lexceane Hutchinson (2); Shane Best (2); Adrila M. Williams; Tasha Braxton; Daniel Forde; Akeila Coombes; Shamari

- 4:2 - Shar Scantlebury; Shamar Scantlebury (3)
- 4:1 - Maranda Lee; Dominique Webb; Sasha N. Parris; Shayne Browne-Adams
- 3:6 - Damon Moore (2); Shanice Roberts; Daveanna A. White; Damien Husbands; Tyeisha Sealy; Marlise Armstrong; Michael Armstrong
- 3:5 - Nakeel Toppin (2); Deshawn Clarke; Adriana Simmons; Shanique Marshall (2); Deshawn Clarke; Adrianna Simmons; Joshua Jones; Roslyn Hackett; Aquila Corbin; Adriana Simmons; Chad A. Hackett; Xavier Bynoe-Belgrave
- 3:4 - Terry Watson; Raheem Linton
- 3:3 - Danica Kellman; Akeem Trotman; Joyal Applewhaite; Samara Gilkes; Johan Smith; Kerry Shorey (2); Danica Kellman
- 3:2 - Akeem Williams; Derrell Millington; Jemaine Gibbons
- 3:1 - Sharina Taylor; Ramon Power; Tiara Forde; Kena Beckles; Alhea Williams; Shaquille Smith(3); Tinesha Drayton; Derrika Rowe; Tiara Forde; Ramon Power
- 2:5 - Tashana Clarke; Rashad Burke (2); Rhys Walker; Zoë Licorish; Chantè Daniel; Tramaine Sargeant; Shawn Seale
- 2:4 - Shawnica Corbin (3); Davon Austin (2); Tevin Davis; Armani Murray; Shakar Richards; Francisco Miller; Shannon Greene
- 2:3 - Ronnella Moseley; Ollivierre Christoff- Trotman
- 2:2 - Micha Waithe (3); Nathan James; Jareem Thomas; Nicholas Cain; Rashad Watson, Aekeel Hoyte; Jakobi Corbin (3); Kiana S. Elliott (2); Javeen Thomas
- 1:4 - Kadeem Alleyne

## 7.2 Caribbean Examination CSEC Results - May\June 2012

### CSEC

SUBJECT	Sat	Passed	Percentage
Additional Mathematics	20	2	10%
Agricultural Science	9	9	100%
Biology	24	12	50%
Building Technology (Woods)	14	14	100%
Caribbean History	38	16	48%
Chemistry	39	12	31%
Clothing and Textiles	15	15	100%
English A	142	101	71%
English B	95	58	61%
Food and Nutrition	32	32	100%
French	48	26	54%
Geography	31	17	55%
Human and Social Biology	14	13	93%
Information Technology	27	26	96%
Integrated Science	8	8	100%
Mathematics	146	75	51%
Mechanical Engineering Technology	16	15	94%
Music	2	1	50%
Physics	32	19	60%
Principles of Accounts	26	12	46%
Principles of Business	38	36	95%
Religious Education	5	5	100%
Social Studies	28	18	64%
Spanish	50	14	28%
Technical Drawing	21	16	76%
Theatre Arts	3	3	100%
Visual Arts	22	17	75%

**Overall Pass Rate 63%**

### CAPE UNIT I

	SUBJECT	Sat	Passed	Percentage
	Accounting	25	24	96%
	Applied Mathematics	2	1	50%
	Art and Design	15	15	100%
	Biology	26	20	77%
5	Caribbean Studies	147	98	68%
	Chemistry	28	23	82%
	Communication Studies	71	69	96%

	Food and Nutrition	29	29	100%
10	French	3	2	67%
	Geography	7	7	100%
	Geometrical and Mechanical Engineering	16	8	50%
	History	13	6	46%
	Information Technology	15	13	87%
15	Literatures in English	35	30	86%
	Management of Business	26	21	81%
	Physics	11	6	54%
	Pure Mathematics	45	16	35%
	Sociology	34	25	73%
20	Spanish	11	4	36%

**Overall Pass Rate 74%**

#### CAPE UNIT II

	SUBJECT	Sat	Passed	Percentage
	Accounting	29	13	45%
	Applied Mathematics	1	1	100%
	Art and Design	5	5	100%
	Biology	10	10	100%
5	Chemistry	6	6	100%
	Environmental Science	11	11	100%
	Food and Nutrition	23	23	100%
	French	2	2	100%
	Geography	8	3	38%
10	Geometrical and Mechanical Engineering	7	6	86%
	History	5	2	40%
	Information Technology	16	16	100%
	Literatures in English	40	36	91%
	Management of Business	30	29	97%
15	Physics	6	5	83%
	Pure Mathematics	8	6	75%
	Sociology	32	30	94%
	Spanish	4	2	50%

**Overall Pass Rate 83%**

Charles Cole was awarded a Barbados Scholarship. He received Grade 1 in Chemistry, Mathematics, Environmental Science, Communication Studies and Caribbean Studies in both Unit 1 and Unit 2. He is now a student of McGill University, Montreal, Canada, where he is studying Forensic Pathology.

### **7.3 Internal Examinations 2012**

Continuous assessment continued to be used to determine promotion.

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.

### **7.4 Extra Mural Competitions/Sports and Games**

The Lodge School won its tenth consecutive United Insurance Inter-School Chess Championship.

At the Penn Relays, The Lodge School's 4x400m relay team won the Bronze medal, the first Barbadian team to win a medal. The 4x100m team placed 43<sup>rd</sup> out of 682 schools.

The Intermediate cricket team was Zone A winners and second in the finals. The team was promoted to the first division.

Tarik Shorey was a member of the Barbados under -17 Cricket team.

Jarion Hoyte was a member of the National Sports Council's cricket team to St. Kitts. He was a member of the Barbados Cricket Association Centre of Excellence tour to England.

Tramaine Maloney, (Bronze medal in the 400m hurdles), Akeem McCollin and John Haynes (Bronze medals in the 4x400 under 20 Relay) all representative Barbados at the Carifta Games.

Tramaine Smith, Gold Medal in the 400m, Silver Medal in the 200m, and Shem Forde Silver Medal in the long jump, all represented Barbados at the CUT games in Jamaica.

In the National Sports Council's 6x1k Cross Country Relays, The Lodge School was the overall champion in the boys' division. The under -15 boys won their division, the senior boys were second and the first form boys were fourth.

In the National Sports Council's Cross Country Championships, The Lodge School was placed third. The school won the under 15 division. Jelani Matthews-Ifill was placed third in the senior boys' division.

The first form netball team reached the quarter finals of that competition; whereas the under 19 team finished 3<sup>rd</sup> in their competition.



Two (2) Lodge School under 19 students, Shanice Rock and Rieah Holder were included in the Barbados national netball team for the Caribbean Netball championships which were held in Trinidad and Tobago.

Yu Tien Poon, Orlando Husbands, Brian Prescod and Jakeel Harewood, all under 14 players, received automatic qualification for the Barbados National chess Championships, this quartet made up one third of the players in the Nationals.

In the Sagicor under 20 Chess Championship, Brian Prescod and Jerome Harewood tied for the gold medal.

Oshara Mason placed second in the Under 14 Junior Nationals and fourth in the under 16 Junior Nationals.

Oshara Mason was the only junior player chosen to represent Barbados at the 2012 chess Olympiad held in Turkey.

Ladisha Boyce placed 2<sup>nd</sup> in the Caribbean Martial Arts Championships.

Joshua Walcott was a member of the Barbados Junior Table Tennis team.

John Haynes was awarded an athletic scholarship to Southern A&M University.

#### **7.5 School sports**

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

#### **7.6 Inter-Schools' Sports**

At the 2012 BSSAC Championships, The Lodge School Boys' team placed second, and a mainly junior girls team placed.

#### **7.7 Overseas Tours**

The Language Department conducted tours to Guadeloupe, for students of French and to Margarita for students of Spanish.

#### **7.8 Staffing**

The acting principal reported on the teachers who assumed duty in January 2012. He indicated that Miss Thekera Jordan was working very well. Mrs. Richelle Husbands had turned around the school's bookshop, but Miss Maria Francis was having some minor problems.

The acting principal reported that the new head of department, Miss Karen Blenman, was organising training for the sixth form students in the Mathematics Department. She was also organising training for the first form teachers.

Mr. Grafton Cobham was having problems as the substitute second form year head. The acting principal said that all the problems were being directed to him or the acting deputy principal.

#### **7.9 Graduation\Speech Day**

Mr. Gregory Hinkson was invited to give the address at the "Prize Giving" on Tuesday, 27<sup>th</sup> March 2012.

#### **7.10 Projections\Needs**

Vandalism was a growing problem.

#### **7.11 Awards**

Yu Tein Poon was awarded the National Sports Council Junior National Award for his outstanding ability in Chess. Poon won the under 14 Junior Nationals and placed second in the under 20 Nationals.

#### **7.12 Activities**

The Environmental Science and the Chemistry Departments set up a water distillation still, using solar energy. This will reduce our electricity costs as electrical distillation still is very expensive.

In the Junior Duelling Chefs Challenge, The Lodge School team of Blossom Vaughan and Chad Rowe reached the semi-finals

Students and staff participated in a 'Healthy Lifestyles Day' sponsored by The Home Economics Department.

Five of the Upper Sixth Form Art students displayed work in an exhibition entitled 'Juvenescence' at The Errol Barrow Centre For Creative Imagination.

A school concert was planned for Sunday, 1<sup>st</sup> April 2012 at the Plantation Theatre.

A retirement function was held on 2<sup>nd</sup> June 2012 for retirees Mr. Trevor Pilgrim, Miss Wendy Wilkinson, Mr. Rudolph Holder, Mr. Clyde Howell and Mr. Maurice Moore.

## 8. PLANT AND FACILITIES

The Project Manager (ag.), Education Project Implementation Unit, Ministry of Education & Human Resource Management, informed the secretary\treasurer, The Lodge School, that the quotation for repairs to the roof of the Industrial Arts Building received from Aqualoc, in the amount of \$35, 850.00, should be accepted.

Information was submitted to the chairman on the stoppage of work on Block B. A meeting was held on Wednesday, 18<sup>th</sup> July, 2012 with the architects, officers from the Project Implementation Unit of the Ministry of Education & Human Resource Management and interested old scholars. There was concern expressed by the old scholars about the suggestion to demolish the building.

The school car was sent to Simpson Motors to have a part replaced. During assessment and replacement it was found that the transmission was faulty and would have to be replaced. A second hand transmission was the preferred option, however, there is yet another part on which the transmission fits that cannot be sourced.

The four (4) blocks (H, I, J and K) were partially handed over to the school in April 2012. The new Block H was an extension next to the Industrial Arts building which provide facilities for the ancillary staff. Block I was a new two storied block containing twenty-four (24) classrooms, two female bathrooms on the ground floor and two male bathrooms on the first floor. Each floor also provided two bathrooms outfitted to accommodate differently-abled students. Block J provided classrooms for technical drawing and an audiotronics room. The room originally constructed for the artisan was used to house the music room and the storeroom was used to house the cadet office. As a result of the excavation needed for the foundation of the building there was also a vacant area which the school requested permission to convert into a room for the artisan. Block K was another two storied building containing twenty-four (24) classrooms.

Construction was started on phase 2 of the project in April 2012, however, due to problems with the structure work was halted on Block B. Blocks C, D and E were scheduled for completion in December 2012.

## 9. CONCLUSION

The Board was pleased to be able to make recommendations for the permanent appointment of eleven (11) persons. One other staff member was considered to be fit for appointment as soon as a vacancy occurs.

The Board also was pleased to appoint three (3) members of the non-teaching staff.

The new buildings provided a welcomed expansion of the facilities and provided surroundings which were an enormous improvement.

One disappointment was that a new principal was not appointed following the retirement of Mr. Trevor Pilgrim in April 2012.

Dated the 13<sup>th</sup> day of May 2013



.....  
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, 2012**

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

# **The Lodge School**

## **Index to financial statements**

---

	<b>Page nos.</b>
Independent auditors' report	1 & 2
Balance sheet	3
Statement of general fund	4
Statement of receipts and payments	5
Statement of budgeted and actual expenditure	6
Notes to financial statements	7- 9
Statement of movement in Pilgrim's Scholarship Fund	10
Statement of movement in Michael Kirton Memorial Fund	11
Statement of text book loan scheme	12
Statement of receipts and payments - bookshop	13



## **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, 2012, 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, 2012, 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, reading "Brian F. Griffith & Co." in a cursive script.

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

04 December 2012  
Bridgetown, Barbados



**The Lodge School**  
**Balance sheet**  
**As at March 31, 2012**

	Notes	2012 \$	2011 \$
<b>Assets</b>			
Cash on hand		500	500
Cash at bank	2	416,255	670,383
Investments	3	6,000	6,000
<b>Total assets</b>		<b>422,755</b>	<b>676,883</b>
 <b>Represented by:</b>			
<b>General fund</b>	6	368,591	623,750
<b>Michael Kirton memorial fund- page 10</b>		22,677	22,505
<b>Pilgrim's scholarship fund - page 9</b>		31,487	30,628
		<b>422,755</b>	<b>676,883</b>

The accompanying notes form part of these financial statements.

Approved by:

Chairman.....

*P. Churman*

Secretary / Treasurer.....

*Stennell*

**The Lodge School**  
**Statement of general fund**  
**As at March 31, 2012**

---

	<b>2012</b>	<b>2011</b>
	\$	\$
General fund - brought forward	623,750	646,595
Excess of receipts over payments	<u>(255,159)</u>	<u>(22,845)</u>
General fund - carried forward	<u><b>368,591</b></u>	<u><b>623,750</b></u>

The accompanying notes form part of these financial statements.

# The Lodge School

## Statement of receipts and payments For the year ended March 31, 2012

		<b>2012</b>	<b>2011</b>
	Notes	\$	\$
<b>Receipts</b>			
Government grant		6,085,560	6,115,634
Petty fees		63,340	62,520
Examination fees		26,060	25,275
Textbook loan scheme fees (page 10)		91,420	89,598
Other income	4	295,416	241,318
		<u>6,561,796</u>	<u>6,534,345</u>
<b>Payments</b>			
Statutory personal emoluments		3,855,915	3,767,826
Other personal emoluments		1,368,770	1,371,246
National insurance		392,786	373,181
Travel		8,066	7,673
Utilities		159,598	168,564
Library books and publications		5,440	7,821
Rental of property		23,032	22,980
Supplies and materials		34,992	74,551
Maintenance of property		242,221	191,455
Operating expenses		110,076	156,738
Professional services		6,500	6,500
Machinery and equipment		40,534	32,996
Furniture and fixtures		14,056	39,722
Text book loan scheme (page 10)		93,355	123,728
Examination fees		26,240	27,028
Exercise books		17,027	9,115
Reimbursable accounts		73,421	(7,038)
Miscellaneous	5	344,926	183,104
		<u>6,816,955</u>	<u>6,557,190</u>
<b>Excess of receipts over payments</b>		<u><b>(255,159)</b></u>	<u><b>(22,845)</b></u>

**The Lodge School**  
**Statement of budgeted and actual expenditure**  
**for the year ended March 31, 2012**

	Revised estimates	Expenses per cash book \$	Expenses paid by Ministry \$	Other expenses \$	Total expenses \$
Statutory personal emoluments	3,834,445	12,337	3,843,578	0	3,855,915
Other personal emoluments	1,463,325	27,344	1,341,426	0	1,368,770
National insurance	383,516	4,942	387,844	0	392,786
Travel	9,504	8,066	0	0	8,066
Utilities	174,800	174,989	0	(15,391)	159,598
Rental of property	30,761	23,032	0	0	23,032
Library books and publications	9,000	5,440	0	0	5,440
Supplies and materials	50,000	36,340	0	(1,348)	34,992
Maintenance of property	70,000	50,372	0	191,849	242,221
Operating expenses	75,000	62,547	25,087	22,442	110,076
Professional services	7,500	6,500	0	0	6,500
Machinery and equipment	27,134	25,924	0	14,610	40,534
Furniture and fixtures	0	0	0	14,056	14,056
Examination fees	0	0	0	26,240	26,240
Text book loan scheme	0	0	0	93,355	93,355
Exercise books	0	0	0	17,027	17,027
Reimbursable accounts	0	39,970	0	33,451	73,421
Miscellaneous	0	0	0	344,926	344,926
	<b>6,134,985</b>	<b>477,803</b>	<b>5,597,935</b>	<b>757,956</b>	<b>6,816,955</b>

**The Lodge School**  
**Notes to financial statements**  
**March 31, 2012**

---

**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**

	<b>2012</b>	<b>2011</b>
	\$	\$
B'dos National Bank- Main account	63,182	25,616
Globe Finance Inc- 5.25 % fixed deposit- Michael Kirton Memorial Fund	14,182	14,182
B'dos National Bank account-Text books & Petty fees	30,733	33,056
B'dos National Bank account- Consolidated	115,967	411,131
B'dos National Bank account- Pilgrim's Scholarship Fund	25,487	24,628
B'dos National Bank account- Agricultural Science	3,586	3,498
First Caribbean (Int'l) Bank account - Premium savings	163,118	158,272
	<b><u>416,255</u></b>	<b><u>670,383</u></b>

**3. Investments**

Investments are represented as follows:-

	<b>2012</b>	<b>2011</b>
	\$	\$
6% Government of B'dos Treasury Note -maturity date Sept 30,2016	<b><u>6,000</u></b>	<b><u>6,000</u></b>

**The Lodge School**  
**Notes to financial statements**  
**March 31, 2012**

**4. Other income**

	<b>2012</b>	<b>2011</b>
	\$	\$
Other fundraising - Modern Languages, Chess Club, Music	78,631	20,651
Fundraising activities- Sixth Form graduation and yearbooks	40,022	42,123
Lodge Salute and pageant	32,428	25,699
Penn Relay	23,615	0
Book shop income (page 11)	21,263	18,436
Tuition fees	17,950	18,110
Interest income	13,876	16,046
Miscellaneous	13,750	3,775
Sale of games uniforms	13,036	12,530
Canteen rental	10,500	10,240
Salaries and wages refunds	10,004	13,881
Sale of crests, belts and pins	4,059	5,340
Sale of texts and exercise books	3,936	4,238
Transportation	3,002	4,536
Refunds	2,798	11,282
Donations, scholarships and prizes	2,760	6,314
PE Funds	2,350	1,000
Cricket Tour	800	1,200
Hike	636	2,370
Amounts previously committed not utilized	0	9,730
265th Anniversary (Old Scholars)	0	9,368
Speech Day Transfer	0	2,851
Benevolent fund	0	998
Use of premises	0	600
	<b>295,416</b>	<b>241,318</b>

**The Lodge School**  
**Notes to financial statements**  
**March 31, 2012**

---

**5. Miscellaneous disbursements**

	<b>2012</b>	<b>2011</b>
	\$	\$
Modern Languages Expenses	98,982	0
Amounts previously committed utilized	52,480	0
Sixth Form graduation and yearbooks	46,252	33,001
Lodge Salute and pageant	26,579	21,268
Penn Relay	25,617	0
Sundries	21,543	16,394
Bookshop operations (page 11)	19,353	25,959
Coaching from Police Band	14,680	0
Student requisites	9,551	20,058
PE Funds	8,716	17,912
Speech Day	6,284	4,562
Student donations and scholarships	5,631	3,210
Crests	3,750	3,750
Outstanding vacation paid	2,066	0
Hike	1,307	0
Purchase of games uniforms	1,135	21,923
Benevolent Fund	1,000	2,485
265th Anniversary (Old Scholars)	0	8,992
Staff uniforms	0	3,189
Salary arrears	0	400
	<b>344,926</b>	<b>183,103</b>

**6. General fund**

As at March 31, 2012 the balance on the General Fund was made up as follows:-

	<b>2012</b>	<b>2011</b>
	\$	\$
General operations	353,634	609,092
Barber Fund	14,957	14,658
	<b>368,591</b>	<b>623,750</b>

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

	<b>2012</b>	<b>2011</b>
	\$	\$
<b>Fund - Balance b\f - April 1, 2010</b>	30,628	29,789
Interest received on savings account	622	600
Investment income	315	314
Bank charges	<u>(78)</u>	<u>(75)</u>
<b>Fund - Balance c\f - March 31, 2011</b>	<b><u>31,487</u></b>	<b><u>30,628</u></b>
<b>Represented by</b>		
6 % Government of Barbados Treasury Note	6,000	6,000
Cash held on Barbados National Bank account	<u>25,487</u>	<u>24,628</u>
	<b><u>31,487</u></b>	<b><u>30,628</u></b>



## The Lodge School

### Statement of movement in Michael Kirton Memorial Fund For the year ended March 31, 2012

	<b>2012</b>	<b>2011</b>
	\$	\$
Fund- Balance b\f- April 1, 2010	22,504	21,909
Interest received on savings account	183	168
Interest received on fixed deposit	674	744
Value Added Tax refund	81	52
Book prizes	<u>(765)</u>	<u>(369)</u>
Fund - Balance c\f - March 31, 2011	<u><b>22,677</b></u>	<u><b>22,504</b></u>
<b>Represented by</b>		
Cash held on Barbados National Bank account	608	603
Cash held on First Caribbean (Int'l ) Bank account	7,887	7,719
5.25% fixed deposit	<u>14,182</u>	<u>14,182</u>
	<u><b>22,677</b></u>	<u><b>22,504</b></u>

**The Lodge School**  
**Statement of text book loan scheme**  
**For the year ended March 31, 2012**

---

	<b>2012</b>	<b>2011</b>
	\$	\$
<b>Receipts</b>		
Rental fees	80,025	78,675
Damaged books	<u>11,395</u>	<u>10,924</u>
	<u>91,420</u>	<u>89,599</u>
<b>Payments</b>		
Purchase of texts	61,212	92,577
Collection and distribution expenses	27,823	25,736
Insurance for texts	0	1,350
Repairs to damaged books	<u>4,320</u>	<u>4,065</u>
	<u>93,355</u>	<u>123,728</u>
<b>Excess of (payments over receipts) receipts over payments</b>	<u><b>(1,935)</b></u>	<u><b>(34,129)</b></u>

**The Lodge School**  
**Statement of receipts and payments - Bookshop**  
**For the year ended March 31, 2012**

---

	<b>2012</b>	<b>2011</b>
	\$	\$
<b>Receipts</b>		
Sales	21,263	18,436
	<u>21,263</u>	<u>18,436</u>
<b>Payments</b>		
Operating expenses	19,353	25,959
	<u>19,353</u>	<u>25,959</u>
<b>Excess of (payments over receipts)</b>	<u><b>1,910</b></u>	<u><b>(7,523)</b></u>