



THE UNIVERSITY OF MELBOURNE ARCHIVES

NAME OF COLLECTION	Paton, [Lady] Alice [University of Melbourne Women's Committees]
ACCESSION NO	1967.0002
CATEGORY ACTIVITY	University, individuals
DATE RANGE	1936-1959
SIZE OF COLLECTION	24 cm [2 boxes]
HISTORICAL NOTE	<p>Alice Paton nee Watson, was born in 1905 and educated at Warrnambool High School and the University of Melbourne where she graduated B.Sc. In 1931 Alice Watson married George Paton who was appointed Professor of Jurisprudence at the University of Melbourne in the same year; he was Vice-Chancellor of the University from 1951 to 1968. Alice Paton was a member or office-bearer of a prolific number of womens' committees, most formed to raise money. These included the Free Kindergarten Union Executive 1933-1938 (Co-founder of the Silver Door Auxiliary 1939-1945), member of the Royal Women's Hospital Board of Management 1938-1941, President of the Victorian Women's Graduates Association 1953, Vice-President of the National Council of Women 1958-1961, Co-Founder of the Victorian (1949) and Australian (1960) Council for Children's Films and Television, President of the Women of University Fund (Save the Children Fund 1951-1968). As the wife of the Vice-Chancellor of Melbourne University, Lady Paton was also the Foundation Member of the University Nursery School and Friends of the Baillieu Library 1931-1968 and President of St Hilda's College 1959-1964.</p>
DATE OF TRANSFER	15 September 1967
ACCESS CONDITIONS	Open

DESCRIPTION	Minutes, correspondence, programmes relating to the Christmas Fete organized by the Committee of University Women with the assistance of wives of University staff and others 1936; the International House Fete 1953; receptions for the cancelled 1952 Royal Tour; the 1954 and 1955 Royal Tours; the Lady MacCallum Memorial Committee 1954; the Centenary Appeal 1955-1957; and the Building Fund 1958-1959.
NOTE ON COLLECTIONS	
NOTE ON LISTING	This list also includes items that were transferred to the University of Melbourne Archives by Lady Paton on 22 January 1968
LISTED BY	Cecily Close
DATE	15 November 1967 and 12 February 1968

RECORDS RECEIVED INTO CUSTODY

NAME: University of Melbourne Women's Committees.

DONOR: Lady Paton.

DATE OF TRANSFER: 1 September 1967.

LIST OF RECORDS

1. University Christmas Fete - University Women Students' Gala Week.
 - 1/1 Black exercise book labelled: Names and Addresses of Helpers for Christmas Fete (University Women Students' Gala Week). 1936.
 - 1/2 Announcement of Fete and list of office-bearers.
 - 1/3 Honorary Organisers' Report. Undated. 1TS.
 - 1/4 Committee (list). 1 TS.
 - 1/5 Honorary Organisers' Report. 30 July 1936. 3 TS.
 - 1/6 Honorary Organisers' Report. Meeting 23 September 1936. 1 TS.
 - 1/7 List of Stalls that have held entertainments. 1 MS.
 - 1/8 Report, October 7. 6 MS. (Firms which have made donation). 6 ND.
 - 1/9 Executive Meeting 14 October 1936. 1 sheet.
 - 1/10 Honorary Organiser's Report. 14 September 1936. 3 TS.
 - 1/11 Honorary Organiser's Report 16 November 1936. 3 MS sheets.
 - 1/12 Executive Meeting 23 November 1936. 2 MS, first very faint.
 - 1/13 Addresses of Stall-holders. 2 TS.
 - 1/14 Stalls and their convenors.
 - 1/15 Executive Meeting 25 August 1936. 1 TS.
2. International House Fete, May 1953.
 - 2/1 Advice for Stall-holders. 29 August 1952. 1 TS.
Circular from Kathleen Sloane, Honorary Organiser.
3. File re visit to Victoria of their Royal Highnesses The Princess Elizabeth, Duchess of Edinburgh and the Duke of Edinburgh. 1952 (didn't eventuate).
 - 3/1 Letter W.J. Jungwirth, State Director, to Mrs. (Lady) Paton, writing inviting her to become member of Committee to arrange reception by women's organisations.
Attached: Printed Programme issued 10 December 1951. 19pp.
Amendment, 10 December 1951. 1 TS.
 - 3/2 Agenda of 1st Meeting of the Ladies' Reception Committee.
14 November 1951.
 - 3/3 List of Ladies' Reception Committee.

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- 3/4 Minutes of meeting.
14 November 1951. 2 TS.
- 3/5 Copy of letter Mrs. Paton to Sir Bernard Heinze asking about
possibility of forming ladies' orchestra for reception.
26 November 1951. 1 MS.
- 3/6 B.J. Meredith, University to Mrs. Paton. Capacity of Wilson Hall.
28 November 1951. 1 TS.
- 3/7 Mrs. Paton to Heads of Departments. Asks for donations from female
members of staff and wives of males towards gifts of Victorian
foodstuffs for Princess.
10 December 1951. 1 TS.
- 3/8 Cutting from University Gazette inviting contributions.
3 December 1951.
- 3/9 2nd Meeting. Agends.
17 December 1951.
- 2/10 2nd Meeting. Minutes. 2 TS. and covering note from E. Longford,
Secretary, Ladies' Reception Committee.
- 3/11 Notice of Meeting.
4 February 1952.
- 3/12 3rd Meeting. Agenda.
4 February 1952.
- 3/13 3rd Meeting. Minutes. 3 TS.
- 3/14 List of Organisations affiliated with National Council of Women.
3 TS.
- 3/15 4th Meeting. Announcement of cancellation of tour following death
of King. Gift of food to be sent nevertheless.
7 March 1952. 1 TS.
- 3/16 Notice of Meeting.
20 March 1952.
- 3/17 Notice of meeting.
31 March 1952.
- 3/18 Notice of Meeting.
24 April 1952.
- 3/19 O. Hicker, Shepparton to Mrs. Paton concerning method of purchasing
food. 28 January 1952, 1 p. of memoranda.
- 3/20 Note of interview with Professor Wadham concerning food to be sent.
1 p. of memoranda.
- 3/21 Printed sheet - newsletter No. 156, 9 December 1951, from Women's
Voluntary Services - Empire and Foreign Department. Gives information
on food requiriements in Britain.
- 3/22 Statement of Food Stuffs to be purchased..." 1 TS.
- 3/23 Report of the meeting of Food Sub-Committee of Ladies' Reception,
Committee. 24 April 1952. 1 TS.
- 3/24 Notice of meeting.
1 May 1952.
- 3/25 Minutes of meeting.
1 May 1952. 2 TS.

- 3/26 Letter from Longford enclosing copy of letter from Governor giving details of Queen's acceptance of gift and method of distribution. Food to be sent as soon as it is known how to address consignment. Total amount of fund £2887.
8 August 1952. 1 TS. Enclosure attached. 1 August 1952. 1 TS.
- 3/27 Longford to Mrs. Paton. Statement of Receipts and Expenditure to be presented at final meeting.
6 October 1952. 1 TS.
- 3/28 Minutes of 6th and final meeting. 2 TS.
- 3/29 Longford to Mrs. Paton, forwarding statement.
20 October 1952. 1 TS. Statement 8 sheets.
4. File on Royal Visits - 1954.
- 4/1 W. Jungwirth, State Director to Mrs. Paton. Invitation to join Ladies' Reception Committee.
24 March 1953.
- 4/2 Acceptance. 27 March 1953. 1 TS.
- 4/3 Minutes of first meeting.
8 April 1953. 2 TS.
- 4/4 Minutes of second meeting.
23 October 1953. 2 TS.
- 4/5 Agenda for meeting.
23 November 1953.
- 4/6 Minutes of meeting.
23 November 1953. 2 TS.
- 4/7 Allocation of invitations.
4 TS.
- 4/8 Longford to Mrs. Paton, President of the Women of the University Fund, informing her that one invitation has been allotted to that organisation.
7 December 1953. 1 TS.
- 4/9 Similar letter to Mrs. Paton concerning allocation to Women of the University.
- 4/10 As above: allocation for Victorian Women Graduates Association.
- 4/11 Ethel McLennon to Mrs. Paton, thanking her for opportunity to attend reception. Note by Mrs. Paton: Associate Professor McLennon earned privilege as senior academic woman of Melbourne University at the time.
9 December 1953. 2 MS.
- 4/12 For the Consideration of the Full Committee (List of organisations).
1 TS.
- 4/13 Minutes of 5th Meeting. (Discussion of gift to be made to Queen).
10 December 1953. 2 TS.
- 4/14 Agenda for meeting.
18 January 1954.
- 4/15 Minutes for meeting.
18 January 1954. 2 TS.

- 4/16 Notes on Procedure for members of Ladies' Reception Committee and other ladies at official table at Luncheon tendered to Her Majesty etc. on 2 March 1954. 1 TS. Seating plan.
- 4/17 Positions to be taken up by members of Committee. 1 TS.
- 4/18 Car Parking Arrangements for Luncheon. 1 TS.
- 4/19 Minutes of 8th and final meeting.
29 April 1954. 2 TS.
- 4/20 Remittances Received. 5 TS.
- 4/21. Financial Statement. 2 TS.
- 5. Folder on Queen's Mother's Visit 1958:
 - 5/1 Minutes of meetings of Reception Committee and of Floral Arrangements Sub-Committee.

W. Jungwirth, State Director. Invitation to be on Committee.
22 November 1957.
 - 5/2 Minutes of 1st meeting of Ladies' Reception Committee.
28 November 1957. 4 TS.
 - 5/3 Agenda for meeting.
19 December 1957.
 - 5/4 Minutes of meeting.
19 December 1957. 3 TS.
 - 5/5 Three notices re allocation of invitations to Women of the University Group, Women of the University Fund, Victorian Council for Children's Films and Television. 9 January 1958.
 - 5/6 Report of Flowers Sub-Committee. 1 MS.
3 pp. memoranda on floral decorations, with estimate of cost.
1 p. memoranda.
 - 5/7 Newspaper cutting, Herald 17 February 1958. Lady Paton's appeal for women's organisations to supply flowers. Types of flowers required.
 - 5/8 Yellow circular from Mrs. D. Hallenstein, of University Floral Group, concerning flowers etc. required.
 - 5/9 Form to be filled by those donating flowers.
10 February 1958. 1 TS.
 - 5/10 3 ms pages of memoranda.
 - 5/11 Notice of meeting.
18 February 1958.
 - 5/12 Agenda.
 - 5/13 Minutes of 3rd and final meeting of Ladies' Reception Committee.
18 February 1958.
 - 5/14 Notes on Procedure. 1 TS.
 - 5/15 Order of Presentation. 1 TS.
 - 5/16 Plan of Positions. 1 TS.

5/17 Note on number of invitations to Luncheon.

5/18 Mrs. Louise Bakewell, Kew, to Lady Paton concerning music for party. 1 MS.

15 November 1967.

Cecily Close,
Senior Assistant Archivist.

RECORDS RECEIVED INTO CUSTODY

NAME : University of Melbourne Women's Committees.
DONOR : Lady Paton.
DATE OF TRANSFER : 22nd January, 1968.

LIST OF RECORDS

1. University Christmas Fête Souvenir Programme and Guide to "A Pageant of History and All That", 1936 printed pp.24, 2 copies. Inside one, financial statement for Fête of University Women Students' Christmas Fete, 1936. Inside the second, 2 tickets for opening ceremony and for afternoon tea, Wilson Hall, ^{with notes} ~~issued in black, and inscribed "With happy memories. Pauline Day"~~ *Both removed to 116, 119/1967 account*
2. Official Opening of The Union House by His Excellency the Lieutenant Governor (Sir Frederick Mann, K.C.M.G.). Lists of contributors by Faculties. Printed 36 pp. 6 Ap. 1938.
3. International House Market Fair, 1 - 2 May 1953. List of Executive Committee, stall holders. 1 sheet printed programme. 4 receipts for Insurance Co Ltd., to cover exhibits of the Floral Art Sub-Committee.
4. Circular from Vice Chancellor's House : has been asked by friends of the late Lady MacCallum to form a committee to establish a memorial to her. Invites contributions of not more than a guinea. 14th August 1954. List of Contributors. Invitation from Chairman of Union Board (A.G. Serle) to morning tea 7th December, 1954 for presentation to Union of Grandfather Clock given by friends of Lady MacCallum. Letter of thanks to Mrs (Lady) Paton and friends for memorial gift, from Sir Peter MacCallum. 4th December 1954.

Box 2 Folders relating to Centenary Appeal, 1955.

5. "Centenary Appeal Functions for 1955" (Women's Executive Committee) - correspondence. Programme of gown display at "Greenknowe" St. Georges Rd., Toorak, 16th September 1955.
6. "Children's Parties", 1955.
7. "General Meetings Centenary Appeal".
8. "Executive of Centenary Appeal" (Women's Committee).
9. "Houses of Architectural Interest".
10. "Ball".
11. "Book Carnival". Includes list of books to be auctioned.
12. Lists of helpers at various functions to be invited to "Thank You" party.
13. "Golf Days".
14. "Cookery Demonstration".
15. "Flowers for all Occasions". March 1956, (Exhibition in Lower Town Hall of floral managements).
16. Folder : Replies from Convenors re Helpers to be invited to final function, also : Australiana Festival programme, Wilson Hall, 1957. Lists of helpers in each section. 18th March 1957.

17. Circular, price 6d. "Wilson Hall". Gives dates of building old and new halls, respective dimensions, materials etc. Several copies, no date.
18. 7 sheets of descriptions, probably relating to illustrations, labelled Panels 1 - 18.
19. Folder: "Agenda and Minutes of U.M.B.F." (Building Fund). Executive and Office-bearers, Women's Committee. Some correspondence. 10th December 1958 - 16th September 1959.
20. Folder: "University Appeal 1959". Correspondence. (Building Fund Women's Committee). 10th December, 1958 - 16th March, 1959.
21. Folder: "Minutes of General Committee (Women's) Building Fund 1959". 12th November 1959. Contains also list of Women on General Committee.
22. Loose: University of Melbourne Building Fund, Final Meeting of Appeal Committee, 12th November 1959. File of Names and addresses of helpers. Newspaper article in Junior Age by M. Buesst on display of Embroidery in Beaurepaire Centre. August 1959. Circular concerning "Vanishing Parties". Circular "Crisis in the University of Melbourne". 2 pp. Manuscript notes attached. Minutes of the First Meeting of Women's Committee Publicity Panel, March 19th at Lady Paton's Home. (1959). Manuscript notes attached to those for shortcall for radio and T.V. Letter, Morna Sturrock, Public Relations, to Lady Paton. Mrs. Jean Gittins, secretary of Pathology Department, to be one of those to be interviewed on radio during appeal.

12th February, 1968.

Cecily Close,
Senior Assistant Archivist.