



# MINUTES

## Old Cryptians' Club

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Monday 15 January 2018

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### Present

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Jason Smith, Chair (Vice President), Adam Ashby, Richard Briggs, Nick Dyer (Headmaster), Peter Hobbs, Steve Mace, Duncan Miller, John Mitchell, Eric Stephens, Bob Timms, Helena Cornish (Secretary).

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### Apologies

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- Mike Beard, Richard Brooks, Paul James, Nino Pelopida
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### Minutes of Meeting held on 10 October 2017

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- Minutes as received were accepted
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### Matters Arising

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- none
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### President's Business – 'History of the Crypt School' publication by Charlie Hannaford

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- On behalf of Charlie Hannaford, Richard Briggs gave an update on progress
- The following were confirmed at a meeting in November with the Headmaster and Charlie Hannaford:
  - The Book to be based on the size of "The Cryptian"
  - Black and White photos with colour photos on the front and back covers
  - Total number of pages approx.165 which was based on the 2015 Edition. However, this did not include the last chapter 2007-2018
  - The Headmaster agreed to produce the last chapter and we discussed the format and probable length
  - Font size and layout agreed, and I would tackle the Index to reduce costs
  - We discussed the possibility of advertising in the Book. I indicated that I was not able to do this, and I felt that the School could not find the time which I understood
  - I felt we could save money by going for thinner paper than "The Cryptian"
  - I felt that the binding needs to be of high quality considering the size of the Book
- Following the October OCC meeting, Charlie Hannaford with the help of Richard Briggs and Peter Hobbs proof read the Book and a standardized script has emerged
- Latest Costing: £3,990 for 500 Copies at £7.98 each
- Black and white throughout with colour photos on the front and back
- Approx.175 pages on thinner paper
- Publication date – Founder's Day on 25 June

**Proposed by Bob Timms    Seconded by Richard Briggs** that the committee accepts the President's report and share costs and profits from the sale of the Book with the School.

**For – 9            Against – 0    Abstentions – 0**

**Carried**

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## Headmaster's Report

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- The government are providing new funding to boost school facilities and healthy lifestyles.
- The School has put in a bid for sports facilities including four fenced in and floodlit tennis courts and funding for the Pavilion which will be made available for outside users including primary schools. A decision is due in March 2018
- There has been much interest in the job advertisement for Head of Girls' Games
- One Year 13 student has gained an Oxbridge place reading History
- Primary School presence on site – no further updates
- A Compliance Officer + Clerk to the Governors has been appointed to the school

*Nick Dyer left the meeting.*

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## OCC Data Protection Policy

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- Adam Ashby commented on the Data Protection Policy he had prepared for the meeting
- Data which the School can retain may overlap with OCC policy
- One committee member (to be selected) will be responsible for ensuring that all committee members are familiar with the policy and adequate training is made available. The policy will be formally reviewed annually

**Action** – Peter Hobbs to send Adam Ashby and the Head a sample policy for consideration.

- Adam Ashby is happy to work with the school's Compliance Officer and continue to liaise with the School

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## Treasurer's Report

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- The Treasurer's report was reviewed. Richard Briggs's work in recovering outstanding subscriptions was acknowledged
- Overall the club's assets are up by about £2200 as of 31 December 2017 compared with the previous year

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## New Honorary Members

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- Three people have been nominated for honorary membership and will be ratified at the AGM

Dave Reeves

Gene Burgham

Richard James

**Proposed by Adam Ashby      Seconded by Peter Hobbs** that all three are accepted to go forward.

**For – 8**

**Against – 0**

**Abstentions – 0**

**Carried**

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## The Cryptian

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- Duncan Miller is awaiting the School's input; once this is received the 'Cryptian' can be published and distributed

**Action** – Jason Smith to discuss the School's input of material for the 'Cryptian' with the Head.

- Discussion took place on re-aligning publication dates aiming for publication of the next 'Cryptian' by Founders Day in June

**Proposed by Peter Hobbs** **Seconded by Duncan Miller** that the 'Cryptian' is re-badged as 2017/2018.

**For – 8**      **Against – 0**    **Abstentions – 0**

**Carried**

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## AGM and Reunion Dinner 24 March 2018

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### Dinner

- Steve Mace confirmed that the 2018 AGM and Reunion Dinner will take place at the Crypt School
- South-West Catering are to be selected to provide catering for the evening charging £22 per head for a minimum of 100 covers. Steve circulated a hot banquet menu for consideration
- The President will decide on the final menu choices
- Ticket prices were discussed. It was important (for future events) to not make the tickets for this event seem too cheap

**Proposed by Adam Ashby**      **Seconded by Peter Hobbs** that the committee accept the following ticket prices -

- Members and Ladies - £29.50
- Students - £15.00
- Non-members - £32.50

**For – 8**      **Against – 0**    **Abstentions – 0**

**Carried**

**Action** – Steve Mace to speak to the Head regarding setting up the hall and possible involvement of the PTA to manage the bar.

**Action** – Helena Cornish to send out invitations via MailChimp for those on email.

- Timings for the evening:
  - 6.15pm AGM (in the Library?)
  - Arrival 6.45 for 7.30pm for those not attending the AGM
  - 7.30pm Dinner
- Guest Speaker – Richard James, Chair of School Governors
- Ladies are to be offered a separate table
- Raffle – one person on each table to collect raffle money

### AGM Preparation

- invite new members to join the OCC committee
- nominate next Vice President at AGM
- Adam Ashby, Peter Hobbs Steve Mace, Duncan Miller and John Mitchell indicated their willingness to continue on the committee and were so endorsed. Charlie Hannaford would also continue in the role of past chair

**Action** - Jason Smith to circulate a list of potential members to the committee including Vice President for consideration. These will need to be agreed by the committee before 24 February to allow inclusion on the AGM agenda

- preparation of audit/annual accounts for approval

**Action** - Rich Brooks to prepare annual accounts for approval and new audit arrangements

- formalise agenda

**Action** – Richard Briggs to liaise with Helena Cornish to produce and distribute AGM agenda by 24 February.

**Action** – Richard Briggs to prepare a handout for the AGM listing proposed honorary members as accepted by the committee

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## Discover DeCrypt Project/School History

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- a report from Richard Browning had been circulated before the meeting but due to technical issues some members had not received their copies
- Peter Hobbs reported that a contractor had been appointed and was on site. The project team hope to host a visit by OCC members probably during the summer depending on progress
- Bookings are already being taken for when the project is finished. The church will be able to seat about 150-200 and 40-70 on each floor of the old schoolroom. Discussions would be needed on how best the OCC might be able to use the premises

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## Centennial Bursary Fund

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- Clive Thomas provided the latest draft figures for 2017:

<b>Income:</b>		<b>Payments:</b>	
Donations	3425	Bursary Awards	2000
Interest	230	Other	155
Gift Aid	2680	<b>Total</b>	<b>2155</b>
<b>Total</b>	<b>£6335</b>	<b>Surplus 2017</b>	<b>£4180</b>

- Results show an increased surplus over 2016 of approx. £1000.
- Total number of individual members contributing to the scheme is 92

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## Membership

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- A report from Richard Briggs had been circulated before the meeting. His main concern was the lack of response from an email poll sent out to U21 members
- Collection of subscriptions is encouraging; however members do need to be encouraged set up standing orders rather than one-off transfers
- it was agreed that there should be one more email batch sent out to target those who have not recognised the subscription increases before putting their details into an escrow account if allowed to under data protection

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## Website and Communications

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- Adam Ashby is taking over more of the website content

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## Future Events

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### Annual Golf Match

- No further progress. Eric Stephens and Bob Timms are keen to organise a golf event this year
- Steve Ellway, an old Cryptian is on the committee at Matson Golf Club and may be able to help

**Action** – Eric Stephens to liaise with the PTA to combine forces. Eric to contact the Head for a PTA contact.

### Founders Day

- Founders Day this year is on Monday 25 June
- Richard Briggs has booked the Parliament Rooms and caterers. He announced that he would like to make this the last year he organises the event

**Action** - Jason Smith to contact the Parliament Rooms to see if the cost of hire can be reduced.

### **Cenotaph Parade**

- it was gratefully assumed that Nino Pelopida will organise the 2018 parade in conjunction with Sue Wales

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### Any Other Business

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- none

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### Date of Next Meeting

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- **Monday 21 May 2018 at 6.00pm** at Crypt School

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### Committee Actions

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#### OCC Data Protection Policy

- **Peter Hobbs** to send Adam Ashby and the Head a sample policy for consideration

#### The 'Cryptian'

- **Jason Smith** to discuss the school's input of material for the 'Cryptian' with the Head

#### AGM and Annual Dinner

- **Steve Mace** to speak to the Head regarding setting up the hall and possible involvement of the PTA to manage the bar
- **Helena Cornish** to send out invitations via MailChimp for those on email
- **Jason Smith** to circulate a list of potential members to the committee including Vice President for consideration
- **Rich Brooks** to prepare annual accounts for approval and new audit arrangements
- **Richard Briggs** to liaise with Helena Cornish to produce and distribute AGM agenda by 24 February
- **Richard Briggs** to prepare a handout for the AGM listing proposed honorary members as accepted by the committee

#### Annual Golf Day

- **Eric Stephens** to liaise with the PTA to combine forces. Eric to contact the Head for a PTA contact

#### Founders Day

- **Jason Smith** to contact the Parliament Rooms to see if the cost of hire can be reduced

Helena Cornish OCC Secretary

17 January 2018