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Business Communication



Agenda

- ▶ Agendas are usually used within events
- ▶ They show what will happen within a day and can sometimes have a strict time scale.



King Edward VI
Academy

★★★★★
Broadening Horizons

Minuets

- Shows staff what was brought up within the last meeting
- Can also be used for students (Student Council)



School Council Minutes	
Date: Friday 9 th January 2009	
Present: Harry, Amy, Class reps for Eagle, Raven and Swoony Owls	
Start 12.35	Discussion
Houses:	We would like to form a house system, divide school into about 4 houses, mixed ages. We will ask children for ideas for the names of the houses, we want something different. Mrs Hughes to put it in next newsletter then we can get ideas from parents as well. Post any suggestions in the red post box. We can have House Captains and vice captains. We could have a board in the hall where we put the usual housepoints for the week. Ideas by 23 rd January
Ink Cartridge Recycling	It seems that companies do not want ink cartridges, some schools have been charged to take them away, if this is right we should ask the collecting them. Mr Fleeter, parish councillor is looking into this for the school.
The Parish Council	Mr Fleeter has said he would like to come to a meeting. We will invite Mr Fleeter to a meeting and we can tell him what we think of our school area. We could ask him about a cycle path to the High School. Amy will write a letter suggesting some dates.
ATIS	We haven't had any out in. We can't paint it yet anyway because of the weather so we will think about this again when the weather is better.
Paint for Bench	
Taps	Some taps are leaking in the boy's toilets. We should tell the teacher and report it to the ECO Council rep.
Meeting Closed 1.00	Next meeting Friday 23 rd January