

Knox Academy

Parent School Partnership



MINUTES

DATE: WEDNESDAY 31ST OCTOBER 2007 (6PM)

PRESENT: J Ramakers (Chair)
C Hall
T Holden
K Robertson
I Smith
M Wyllie
J Craig (Head Teacher)
K Anderson
S Ingham
L McInnes
N Davidson (Clerk)
L Ramakers

IN ATTENDANCE: Provost Richardson
V McIntyre, Principal Officer Education (Points 1 & 2)
S Grant, PT Guidance (Point 1)

APOLOGIES: F McKenzie
R Cleat
A McDougal

1. Guidance Questionnaire (Pre-meeting 5.50pm)

S Grant outlined the Guidance Questionnaire, which will be issued to Staff, focus groups of pupils and a representative sample of parents. The content of the questionnaire is to be run past Partnership members in advance of being circulated to parents.

Action: S Grant

J Ramakers welcomed everyone to the first meeting of the Knox Academy Parent School Partnership. All attendees introduced themselves.

2. Val McIntyre – Role/Remit

J Ramakers welcomed V McIntyre to the meeting. V McIntyre covered points the new Partnership must/should consider:

- ❑ Funding. The budget is held centrally and can be charged via expenses claim forms held by the Clerk; the budget covers administrative and training expenses. An additional £150 has been allocated this session to be used promoting the new Partnership.
- ❑ Insurance. ELC has paid for the Partnership to be covered by SPTC for 1 year (£95). The Partnership will be responsible for selecting, and paying for, insurance next year. General discussion re; insurance implications for KASG. V McIntyre recommended purchasing extended public liability insurance (covers DJs etc) for sum of £6/annum. Clerk payments are covered by ELC.
- ❑ Bank Accounts. If a bank account is required transactions will require 2 signatories from a possible 3. The bank account must be separate to all school accounts and must be audited annually however this does not require to be a formal audit providing the individual who carries this out has sufficient knowledge and is independent to the Partnership.
- ❑ Head Teacher. The Head Teacher attends meetings in an advisory capacity only, there should be no additional workload associated with their attendance.
- ❑ Action Plan. The Partnership requires an Action Plan outlining the main focus for the session.
- ❑ Consultation. The Partnership must consult with the entire Parent Forum (i.e. all parents/carers) and must decide how best to do this (e.g. open meeting, drop in sessions, website etc). V McIntyre congratulated the Partnership on their website. V McIntyre clarified that making the attempt to consult is sufficient.
- ❑ The Partnership meetings are not a forum for tabling personal concerns.
- ❑ Recruitment Training. In order to take part in recruitment panels (e.g. for Head Teacher posts), parent members must undertake recruitment training (even if trained by ELC previously).

General discussion re; limitations of funding provided when attempting to consult with the Parent Forum effectively. Paper to be produced regarding what level of budget is reasonably required to run an effective Parent Council.

Action: Parent Members

3. Mail Received

- ❑ Induction Course email. Circulated to all parent members – places should be booked via N Davidson.

Action: Parent Members

4. Lockers (I Smith)

Thanks to I Smith for the material circulated.

General discussion re; need for lockers and the provision available. A significant number of lockers were lost during the PPP works and Knox is now in the process of funding

replacements. Lockers are available from S2-S6 for all pupils who request one, and will be made available to S1 when sufficient space is identified to site lockers within the school and funds are available to pay for them. S1 pupils with special needs and/or medical requirements are allocated a locker on receipt of a letter from parent/carer. Guidance staff are to be asked to reinforce organization skills with pupils.

Action: J Craig

5. Chairperson's Report

Office Bearers

General discussion re; office bearers; it was agreed that the office bearers from the School Board would continue in post in the first instance.

Chair: J Ramakers
Vice-Chair: K Robertson
Treasurer: C Hall
Clerk: N Davidson

Parent Council Welcome Meeting

J Ramakers outlined the Parent Council Welcome Meeting held on 11th October. Phil Denning (HMIe) will attend the January meeting.

SPTC Conference

Conference on bullying being held on 10th November, information circulated to all Partnership members. Anyone interested in attending should contact SPTC directly, cc N Davidson & K Robertson re; expenses.

How to Run a Safe Disco

Information received and will be forwarded to KASG.

Royal Bank of Scotland Contribution

J Ramakers advised that £250 was allocated to Aileen Dickson (former School Board member) for her work in the community i.e. with the School Board.

Points System

Comments on Points System received from parent. J Craig advised that feedback from Lynn Black (PT Curriculum) would be appended to the minutes. S Hastings to be invited to join the review group which will be set up to review the Points System.

Action: N Davidson

6. Head Teacher's Report

J Craig advised she has prepared her report based on the format used with the School Board; happy to vary the format if required.

Staffing

LTA: A Woodward (Admin Team)

Maternity Leave: L Adam (RME); E Garwood (Guidance); R Smith (CDT); S Stewart (Computing)

NQTs: G Beaton (Art); B Davies-Jenkins (Art); C Dewar (CDT); F Henry (Maths)
A Lambert (PE); F Ridley (English); C Somerville (PE); K Tully (Biology)

The school is obliged to take 4 NQTs each session if they wish to advertise other posts.

Perm Appointments: C Dempster (Business Education); J Naples-Campbell (Drama); R Greenaway (PE); A Jappy (Chemistry – made today); R Couper (Sports & Physical Activity Coordinator – starts Monday 5th November)

Temp Appointments: C Griffin (Science); M Burke (Computing); K Cunningham (English/LSS); C Ross; (RME); L Gilmore

J Craig advised that Biology and Computing are areas of staffing concern at present. The school is taking action to resolve these issues as quickly as possible and has put in place arrangements to minimize the impact of staffing constraints.

Budget

J Craig advised that the budget is extremely tight this financial year. The school roll has dropped due to roll capping and there have been salary increases that are not covered by increase to the budget. The school is using the carry forward to cushion the effects but this is not sustainable and next year will be more challenging. The census related budget has not yet been confirmed, however we hope to bring a full report to the next meeting or early in the New Year.

The Educational Supplies budget has been distributed in the same way as last session; given the falling roll this is a slight increase per head of pupil. Information will be appended to the minutes.

Action: N Davidson

General discussion re; roll capping and impact on the budget and staffing. Cllr Richardson to take comments forward. Parent members to meet separately to discuss this matter further.

Annual Report

The Standards & Qualities Report has changed format and for last session the HMIe report provides details of the school. J Craig asked the Partnership to accept these reports as the annual report for Session 2006/2007.

General discussion re; possibility of tabling the annual report in June in future, alongside the Development Plan. It would be helpful if the annual report was a version of the Standards & Quality Report, however the Partnership members may wish to consider if there are any particular elements they would like included.

School Development Plan

This has been circulated to members for comments; if any member hasn't received a copy please contact N Davidson.

7. Teacher Member's Report

Knox News Deadline

Any articles for the Knox News should be submitted to S Ingham by the beginning of December.

Working with Others

Working with Others projects are ongoing in S5.

Interactive Whiteboards

Demonstration of Interactive Whiteboards in use offered.

8. Support Staff Member's Report

No Support Staff member has been identified as yet.

9. Parents' Matters

Drama

Great enthusiasm amongst the pupils re; introduction of Drama into the curriculum. J Craig advised that any costumes and/or props would be gratefully appreciated.

Curriculum for Excellence Conference

I Smith provided feedback on the conference.

Pupil Pedestrians

General discussion re; problems associated with pupils walking in the road at the end of the day. J Craig advised that pupils are encouraged to keep to the footpaths and that members of the Management Team are on duty on the walk way each evening, however the volume of pupils leaving simultaneously makes this difficult to police. Parents are asked not to drive into the school car park unless by prior arrangement with J Craig to minimize traffic flow.

10. Pupils' Matters

Chemistry

Query re; ban on Chemistry experiments. J Craig advised she was unable to discuss this matter at present.

11. Any Other Business

Drop In Clinic

N Davidson advised that Janice MacLeod (School Nurse) has requested a slot at the next meeting to discuss proposals for a Drop In Clinic.

12. Date of Next Meeting

Wednesday 28th November 2007 @ 6pm (Library)

Signed: _____ (Chairperson) Date: 28/11/2007

Signed: _____ (Clerk) Date: 28/11/2007

APPENDIX 1

Educational Supplies Budget 2007/2008

The Educational Supplies budget has been identified as £55,725 (£55,250 last session) for the Period April 2007 to March 2008. This figure may alter slightly once the roll has been confirmed by the Finance Department.

I would propose the following distribution (August 2007 to March 2008):

Office/Administration	2,000.00
Library	800.00
Learning Support	660.00
SEN	330.00
Pupil Support Base	330.00
Guidance Administration	330.00
Careers Library	132.00
Management Team	200.00
Home Economics	660.00
Sports Coordinator	577.00
Equipment Repairs	100.00
Citizenship/Outdoor Education/School Council	660.00
Per Capita	23,100.00
TOTAL	29,879.00

Per Capita to be distributed as per previous sessions, based on pupil contacts and weighting factors.

Note: due to budget constraints there will be no Curriculum Development Fund allocated until April 2007 (new financial year) at the earliest.

APPENDIX 2

Pupils Points System Comments

Comments received 26th October 2007

I'm sure that you have plenty of "hot topics" to discuss at your meetings however I have one thing that could possibly added for discussion at some stage if you felt it had merit.

Pupil Points System

I applaud the school's efforts to try to improve on dress code and attendance and think that the proposed scheme is a good idea. However, I believe that there is a group of children who try hard all year, wear school uniform and are never late but who may not be particularly high achievers or musical, sporty or one of the criteria that gains extra points. They are unlikely to gain extra points for full class compliance and again whilst I think positive referral = points is a great idea I'm not sure how consistently the system has been/ can be applied.

The points system appears to have been generated in response to concerns over uniform and attendance and yet points are not awarded for this –only taken away. It would be nice to have an expectation that all would comply. However, I wonder if those that consistently comply could get points for consistent punctuality and uniform compliance at the end of each term, which would accumulate to equal the Bronze Award at the end of the session? It would give something tangible /achievable to aim for with transparent criteria for awarding points and would reward a group who possibly hitherto may not have ever won an award in their school lives.

These are just my views on enhancing an already good idea which I know is evolving and is being monitored and reviewed. I wonder if anyone else has thoughts.

Response from Miss. L Black (PT Curriculum: Expressive Arts)

I agree with the comments the lady made in her e-mail and of course things spring to mind as we implement the system. I am about to put together a questionnaire to go out to a cross-section of classes in each year group about the points system and how we promote achievement in general in school and in class. In the past pupils have always been awarded house points for good attendance and punctuality, Angela printed these figures off and these were on display on the house boards. I would hope that we would automatically be awarding points to those pupils who are never late/no dress codes possibly on a monthly basis. These are all things that we need to consider when we review the system as the end of this term.

Also I am about to invite pupils to join the ethos group and eventually I would like to invite a number of parents to join the group.