

Knox Academy

Parent School Partnership



MINUTES

DATE: WEDNESDAY 28TH NOVEMBER 2007 (6PM)

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

IN ATTENDANCE: Cllr T Trotter
A Richardson (KASG)
V Laing (KASG)
K Bissoonauth (KASG)
J MacLeod (School Nurse) (Point 1)

APOLOGIES: S Ingham
R Cleat
A McDougal

1. Drop In Clinic Presentation

Janice MacLeod (School Nurse) gave a presentation on the proposed Health Drop In Clinic; distributed information pack and questionnaire feedback. The funding for these clinics was originally from 'Healthy Respect' however is now much wider; the clinics cover all topics not just sexual health. All other secondary schools in East Lothian have access to a clinic.

General discussion re; consultation with parents. As attendance at evening consultation/information evenings is normally very poor, a letter will be sent to all parents. Letters were sent out at North Berwick recently, no negative comments were received; since the clinic was established there have been no negative comments either.

Key points:

- Staff well trained with up to date info
- Can accommodate school referrals
- Can be based in school or in community; if in school other arrangements are put in place for holiday periods; school nurses are sessional

- ❑ Recording sheets used and pupils are notified that if they indicate they're at risk, or putting others at risk, this will be shared with the relevant agency
- ❑ Do see the most vulnerable pupils and provide a service they need

General discussion re; impact. Difficult to quantify impact as this is a long term process and the clinics haven't been in place long enough as yet, takes time to build up trust with the pupils which has an effect on impact; judge value by how many pupils are seen and why, not always the hard statistics. Any statistics produced are for East Lothian, not for Knox specifically.

The next stage of the process will be to identify a location, organize training and communicate with parents. Possibly try to book a Friday afternoon at the Bridge Centre; the location can be altered at a later stage if deemed unsuitable.

Any queries can be sent to Janice MacLeod via the school.

2. Minutes of the Last Meeting

The minutes of the last meeting were agreed to be true and accurate reflection of the meeting.

3. Matters Arising

Budget

J Craig confirmed that the per capita budget received per pupil rose from £2701 to £2768 per annum.

Chemistry

J Craig confirmed that the ban on experiments in Chemistry was lifted today; there should be no long term effects and if any remediation is required this will be put in place.

4. Mail Received

Cluster Meetings

Email from Val McIntyre received re; cluster meeting on 13/02/08; this was circulated to all members.

Action Plan

The Action Plan resulting from HMIE visit will be issued to parents with the Knox News.

5. Chairperson's Report

Tour of School

J Ramakers summarised the tour of the school the former School Board were given; suggested offering this to the Parent School Partnership. N Davidson to arrange.

Action: N Davidson

School Representatives

General discussion re; inviting school representatives to give a talk to the PSP at the start of meetings as took place in the past. Suggested areas included Faculty Heads, Post-appeal Results and Interactive Whiteboards.

Action: J Craig

Action Plan

The Parent School Partnership has to put in place an Action Plan; decided to base this on the School Plan and layout. T Holden to liaise with S Ingham in the first instance.

Action: T Holden & S Ingham

6. Head Teacher's Report

Staffing

LTA: A Woodward (Admin Team)

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

S Stewart (Computing) has resigned and will not be returning to Knox following her maternity leave as she is relocating with her family.
General discussion re; advertising for replacement; this will not take place until the 'main' teaching advert early in 2008.

Perm Appointments: Mr A Jappy (Chemistry, Biology & Science)

Temp Appointments: Dr S McKendrick (Biology) & Mrs H Archibald (Biology)

Budget

Hope to bring a full budget report early in the New Year.

Evaluation Visit 1

Quality Improvement Officers visited the school yesterday to discuss progress on the School Development Plan and the Action Plan. Copies will be distributed with the Knox News.

Events

Huge number of events taking place before the end of term; general discussion re; budget implications of these.

Website

The school website will be completely redesigned over the next couple of months; in the interim the website will be closed down and a holding page displayed. A link to the Parent Forum website will be included on the holding page.

7. Teacher Members' Report

Knox News Deadline

Any articles for the Knox News should be submitted to S Ingham by 30th November.

Events

- Higher Modern Studies conference next week

- ❑ Trip to Higher History conference will take place if a sufficient number of pupils are interested
- ❑ A team of Knox pupils will be representing East Lothian Council in the Enterprising Mathematical Challenge at Jordanhill, following success in the local heat
- ❑ Advanced Higher Mathematics camp taking place in West Lothian this weekend
- ❑ City of Edinburgh Council Advanced Higher Mathematics revision classes taking place in December; helps make links between pupils now and those they will meet later at University
- ❑ Trip to Auschwitz took place and a cross-curricular project between History, English, Drama and RME is ongoing
- ❑ S6 Play (In Holland Stands A House) and display on Holocaust being arranged

8. Support Staff Member's Report

No Support Staff member has been identified as yet.

9. Parents' Matters

Sports Events

General discussion re; attendance at sports events and the funding provided by the school for extra-curricular activities. J Craig clarified the situation and advised that no events had been cancelled due to funding, however only essential or self-funding trips are being authorized at present. J Craig stressed that the school has a significant curricular travel budget, however this has to cover the full session and therefore must be allocated sensibly and take in account all types of trips, not just sports related.

General discussion re; parent volunteers. N Davidson advised that the former Sports Coordinator made numerous requests for parent volunteers via the Knox News, attending Parents' Consultations, letters home etc, however, no notes of interest were received.

General discussion re; Disclosure Scotland requirements.

10. Pupils' Matters

No issues raised.

11. Any Other Business

Christmas Concert

All PSP members will be receiving invitations to the Christmas Concert.

Work Experience

General discussion re; work experience and the potential for parental involvement. Careers Scotland have withdrawn their support in future which has serious consequences however East Lothian Council is looking into solutions which may allow Work Experience week to continue in future years.

12. Date of Next Meeting

Wednesday 16th January 2008 @ 6pm (Library)

Signed:

(Chairperson) Date: 16/01/2008

Signed:

(Clerk) Date: 16/01/2008
