

Knox Academy

Parent School Partnership



Minutes

Date: Wednesday 3 September 2008 (6.15pm)

Present: T Holden (Chair)
A McCulloch (Clerk)
C Hall
F MacKenzie
K Robertson
I Smith
M Wyllie
K Anderson (Teacher Member)
S Ingham (Teacher Member)
L McInnes (Teacher Member)
J Craig (Head Teacher)
N Davidson (School Staff Member)

Apologies: None

1. Minutes of last meeting

The minutes of the meeting held on Wednesday 4 June 2008 were agreed to be a true and accurate reflection of the meeting.

2. Matters Arising

School Financial Information

N Davidson presented on budget calculator. Accurate budget for current financial year known by November. C Hall requested headlines to be made available throughout year. N Davidson to produce and to be included with minutes. The PSP thanked N Davidson for the information.

Food Court

J Craig reported back to the PSP on the issues raised at the last meeting. Food Court opening hours are 8am – 1.55pm. Staffed until 2.45pm daily. Sold out items – difficult to judge, Elite Catering believes there is always something on offer.

C Hall spoke on a email received from a parent raising concerns of the staffing of the food court, consistency in managing queues and issues with pupils bringing in food from

external sources. J Craig to arrange meeting with food court staff to discuss. C Hall to email parent back informing them that issue is being investigated.

3. Mail

Email on food court as discussed.

Letter on membership and insurance. ELC paid for another year of Scottish Parent Teacher Council membership, offer of liability insurance.

Education Planner

J Craig received over summer an amendment to Protection of Children Act 2003, PSP members do not need to be disclosure checked. J Craig to check if correct.

4. Action Plan

a) HAGS

F MacKenzie distributed copies of Minutes from the first meeting with East Lothian parent representatives to discuss roll capping and budget cuts detailing work done so far.

Second meeting set for 23 September.

Roll capping – three FOI requests have been lodged with the Council seeking papers on roll cap policy and replies have been received. Review of replies requested from Council and response received. Currently considering lodging appeal to the Information Commissioner. The papers received show a discrepancy between roll cap detailed in Education Committee Minutes and roll cap deployed.

b) Website

School website now up and running. Chris clarification point between parent mail and Pamela.

Parent website there and ready to move on. Tim and Chris looking to bring in curriculum information. Pamela ready to go and may need to be resurrected soon.

Kevin looking to link the information between Pamela and the site. Important to provide freedom on both parts

5. Chairperson's Report

Nothing to report

6. Head Teachers Report

Copy of Knox news

Long term absence C Harkness

Looking at the overall structure

George McFarlane – head of KACCF retired

PT Curriculum – parent reps often sit in on interview

Budget discussed

Looking at possibly increasing the use of IT and the use of the website to provide access to teaching material

Results

Available in a secure website since Monday 1st September. Detailed analysis being prepared.

Presentation to the group from Colin. To be arranged

Staff presentation

Initial analysis. Results are census figures i.e. based on pupil data at September the previous year

Result S4 down from 47 to 40, very disappointing

% original S4 gaining 5+ awards at level 5 in S4

level 3 in S4 96

level 4 82

level 4 40

How to raise attainment will be a challenge for the school

S4 getting maths 99%

S5 roll 169 level 6 a-c 49 1 x awards

3 x awards

Not bad results for Highers 7 = 5As S6

How can this be addressed. More sophisticated tracking of children. Each department is setting targets. Each department is bringing strategy of raising attainment. Happy to look to different ways e.g. single sex classes. Each individual youngster. Crucial times for taking children out of school October and Easter.

Head Boy and Head Girl – Gareth McDermott and Lee Brown elected.

Annual report – October

7. Teacher Members' Report

Nothing to report. S1 settling in well. S1 Council elections to be held 4 September.

8. Support Staff Members' Report

Office area is being reworked with furniture being moved around.

Parent Mail site in being set up. Plan to have a member of staff at each parents evening. Possibly also have a dress code stall.

Appeal process started

Website development group being set up.

9. Parents' Matters

- a) Andrew McCulloch appointed of position of Clerk
- b) AGM and Election of 7th Parent Member to be held on one evening. Chris to put proposal together

10. Any Other Business

Ethos survey feedback - Mrs Black putting it together.

Minibus – no further progress. Need budget and drivers. Could be a cost saving measure if drivers can be found.

Pupil Mentor – S6 School Council meeting week commencing 8 September.

11. Date of Next Meeting

Wednesday 8 October 2008, 6.15pm