

Knox Academy

Parent School Partnership



Minutes

Date: Wednesday 10 December 2008 (6.15pm)

Present: Tim Holden (Chair)
K Robertson (Parent Member)
C Hall (Parent Member)
K White (Parent Member)
F MacKenzie (Parent Member)
I Smith (Parent Member) – From Item 6 onwards
A Greathead (Associate Parent Member)
J Craig (Head Teacher)
K Anderson (Teacher Member)
S Ingham (Teacher Member)
L McInnes (Teacher Member)
N Davidson (School Staff Member)
L Brown (Pupil Member)
G McDermott (Pupil Member)
A McCulloch (Clerk)

Apologies: M Wyllie (Parent Member)

1. Minutes of last meeting

The minutes of the meeting held on Wednesday 5 November were agreed.

2. Matters Arising

Liability Insurance

T Holden is still looking at the matter and will provide the PSP with further information when available.

Annual Report

The PSP raised no questions regarding the Annual Report.

KASG

Staff member J Kubis joined KASG and will be attending their next meeting.

Curriculum for Excellence (CfE)

Bryan Dylan of the CfE group will attend the next PSP meeting to present and answer questions on CfE. Following a request from the PSP that the school hosts the proposed CfE roadshow for the cluster, A McCulloch reported that having contacted V McIntyre at ELC, the request has been noted though no decision on the provision of a roadshow has been confirmed at this time

Other business

J Craig responded to questions raised at the previous meeting.

A request for a response to be made to the ELC budget consultation by pupils at the school and submitted by the school was declined. However, individual pupils would be able to respond to the consultation as private citizens should they wish to.

With regard to transport costs for events, J Craig confirmed that the sports co-ordinator has organised events and these have been supported. No events have been cancelled due to transport costs and the school continues to be proactive in regard to budgeting.

3. Mail

F MacKenzie spoke on a letter from Don Ledingham thanking her for her work on FOI requests and the dialogue they have entered into. The letter goes on to say Don Ledingham has noted the concerns over the handling of FOI requests and has put practices in place to address these. The PSP welcomed the letter.

CfE Events – the information was made available to the PSP members.

SPTC Questionnaire – T Holden will respond as necessary.

ELPAC minutes – Forwarded to PSP members by A McCulloch

4. Action Plan

HAGS / ELAPC

ELAPC

Following another meeting an official response to the ELC budget consultation will be submitted on Friday 12 December. The response will include a request for a meeting with senior councillors.

The press release has gone out and was expected to be published in the East Lothian Courier on 11 December.

F MacKenzie reported the group have lodged an e-petition with the Scottish Government and this will be launched as soon as possible.

HAGS

The group met with Cllr T Trotter and Provost S Richardson. F MacKenzie will be drafting a response to the ELC budget consultation on behalf of the group.

C Hall to put caps live on the website

Communications

C Hall published a letter on the website and an update has been sent via Pamela. The budget letter went out successfully. C Hall thanked the school for their assistance with this.

5. Chairperson's Report

Nothing to report

6. Head Teachers Report

Staffing

L Jones and S Muirhead are still on maternity leave.

D Landells has been brought in as cover for the long-term absence of K Hossack.

A Chapman, Head of Biology retires at the end of term. From January to the Summer S Grant will be the acting head of biology. The acting Guidance post has been advertised to staff and should be resolved by the end of term.

Thanks to K Anderson for her hard work during the acting Principal Teacher (Curriculum) Social Subjects period.

K Robertson voiced concerns over a replacement for S Grant and asked if this would this take a teacher away from the subject. J Craig responded that this was not the case and certificate classes would not be affected, though subject development would be reduced. The guidance case load would not be affected.

Budget

N Davidson presented on the budget. She explained the budget was based on the worse-case scenario as predictions were difficult to make. There is little flexibility in the predictions. The school project a carry forward for next year.

The PSP thanked N Davidson for her presentation. N Davidson stated felt things looked positive for the end of term.

Session 2009 - 10

Planning is underway and N Davidson has carried out work on April to July 2009.

Difficulties are presented with the vagaries surrounding the East Linton catchment.

Currently, staffing and, as far as possible, pupil numbers are being analysed.

K Robertson asked if the East Linton parents evening is usual. J Craig explained that a review of the catchment area was underway and the evening was to be open to all East Linton parents. F MacKenzie opined that she was unsure if the consultation had begun

and she would endeavour to find out about a public meeting regarding the proposed changes.

Health and Safety

Dropping off and picking up pupils by car in the school campus is causing real problems. A plea for cessation of the practice has gone out in Knox News. Senior managers try to get out to buses to assist the safe transit of pupils into the school.

Adverse Weather

It is very unlikely that the school will be closed due to adverse weather. Parents and pupils are advised to listen to Radio Forth for information if the weather is very bad. Staff are informed by a ringing tree and the Chair of the PSP will be informed. If the school has to close during the school day arrangements are made to ensure all pupils get home safely or they are kept at school until they can be collected by a family member.

Events that have taken place

- S4 Prelims: 6 – 21 November
- S1 Parent's Consultation Evening: 10 November
- Remembrance Day assemblies: very successful and moving
- S4 Work Experience: 24 – 28 November: another successful week
- Junior Dance: 2 December: due to the poor weather this finished slightly early
- S5/6 Parents Consultation Evening: 9 December
- Cool Down Crew: 10 pupils spent a constructive week with the fire service; they plan to make a presentation to staff.

Forthcoming Events

- Senior Dance: 11 December
- Christmas Concert: 17 December
- Last day of term: 19 December, includes the S6 pantomime
- Spring term: 5 January 2009
- S6 Pantomime evening performance: 8 January
- Cadets Centenary Reception: 13 January (cancelled from 28 November)
- S3 Parents Consultation: 21 January
- East Linton Parents Evening: 22 January
- S5/6 Prelims: 26 January – 6 February
- New York Trip: 9 – 14 February
- February Holiday: 9 – 14 February

7. Teacher Members Report

Nothing to report. J Craig thanked the teaching staff for all their efforts this term. Particular mention was made of the good will they show in regard to extra-curricular events.

8. Support Staff Members Report

The single status appeal process is still ongoing. Dates have been changed.

ELC has agreed to pay a cost of living pay increase in January.
The school are still waiting for the windows in the reception area to be fixed.

9. Parents' Matters

I Smith has received information on Knox pupils going along the field to the Aubigny Sports Centre and reacting negatively and vocally towards cars going past. This seems to be occurring post school. J Craig agreed to put something out in the new term in response to this and the pupils will raise this at the School Council.

10. Pupils' Matters

Nothing to report. C Hall asked for some background on the School Council. The pupil members explained this was comprised of 3 members from each year and 2 House Captains from each House in the 6th year. The council is now forming subgroups to comprise of problems with pupils, public relations with pupils and the school website. A plan of action to go ahead with will be developed in the new term.

11. Any Other Business

No other business was raised.

12. Date of Next Meeting

Wednesday 4 February 2009, 6.15pm

Signed:

Chair: _____ Date: _____

Clerk: _____ Date: _____