



APPROVED MINUTES

DATE: WEDNESDAY 2 DECEMBER 2015

PRESENT:	Louise Elder	Chair	PSP member
	Kay Boylan	Parent	PSP member & *Knox Academy Support Group
	Caroline McKinnel	Vice-chair	KASG* rep
	Amanda Herriott	Parent	PSP member
	Janette Middlemass	Parent	PSP member
	Derek Simpson	Parent	PSP member
	Kim White	Parent	PSP member
	Linda Bowen	Parent	PSP member
Calum Blair	Teacher	PSP member	
IN ATTENDANCE:	Sarah Ingham	Head Teacher	
	Jon Hunton	Parent	
	Caroline Taylor	Parent	
	William Mackay	Parent	
	Pam Montgomery	Parent	
	Lisa Anning	Parent	
	Dave Neillans	Parent	
	Roisin Kelly	Depute Head Pupil	
	Tom Trotter	Local Councillor	
Liz Syme	Acting Clerk		

1. Welcome and Apologies

Louise Elder (Chair) welcomed everyone to the meeting. Apologies were received from Colin Henderson, Colin Dempster, Steve Wands, Julie-Claire Paterson, Harry Bowles, Councillor John McMillan and Provost Ludovic Broun-Lindsay.

2. Minutes of Meeting of 4 November 2015

The minutes of the last meeting were approved without change.

3. Matters Arising from the Minutes & Action Points

KASG Minutes – Ongoing.

Duke of Edinburgh Proposal – Ongoing.

Drop in Health Clinic – Mrs Ingham has contacted Janice McLeod and this is moving forward.

School Lunch Information – The lunch menu is on the school website, and information about special dietary requirements on the PSP website.

Second hand lever arch files – Actioned by Kay Boylan.

4. Chairperson's Report

Recruitment and Selection Training - Recruitment and Selection training courses are available for members who want to be involved in staff recruitment. Places can be booked through Val McIntyre, Principal Officer, at parentcouncil@eastlothain.gov.uk.

ELACPM – Colin Henderson, Chair of ELACPM, had updated Louise Elder on matters discussed at the meeting held on 26th November.

- One main issue was 'Getting it right for every child' (GIRFEC), which focuses on the wellbeing of children and young people.
- Richard Parker, Head of Education, spoke about current staffing levels within schools.
- East Lothian Council is to reinstate licensing for staff to access emails at home. This will be funded by individual schools.
- East Lothian Council has information on keeping your children safe when using the internet.

KASG - Louise attended the recent KASG meeting to discuss the idea of changing the names of both KASG and PSP, making it easier for parents/carers to understand their roles. Both groups would work jointly under the title of Knox Academy Parents, with PSP renamed Knox Parent Council, and KASG renamed Knox PTA. This will be confirmed at the next AGM.

5. Pupils' Matters – Roisin Kelly, Depute Head Pupil, gave an update on events.

Unsung Heroes Award – Don Prentice Coaches has given a discount towards travel costs.

Seating Areas – Some teachers have now opened their classrooms during lunch break for pupils to use.

LGBT – The school is now LGBT registered.

KASG Christmas Dance – The Events Committee is selling tickets for the dance.

Charities Committee – The Committee has raised £1,400 for Children In Need.

Exam Mentoring – 6th Year pupils are being asked to volunteer to mentor 4th Year pupils sitting exams next year.

Young Enterprise Teams – Two teams of Knox pupils, Tenacity and Team Fusion, attended the Young Enterprise Christmas Fair, with Team Fusion winning overall.

Focus Groups – Groups have been set up for different faculties to see how areas can be improved.

6th Year Pantomime – This will be performed on the last day of term, 18th December. There will be another performance on 6th January for parents/carers to attend. Tickets will be available.

House Games – Games are being organised for the new term, including a 'Wall of Fame'.

6. Head Teacher's Report

Staffing:

Mrs Ingham gave an update on staffing. Posts advertised are PT Literacy and PT Expressive Arts.

News/updates:

Fundraising – Fundraising is really strong this year. More than £2,000 has been raised for charities. Young Enterprise is a success.

WiFi - WiFi has been successfully launched in the school. Mrs Ingham gave a special thanks to Mr McSwan and Mr Dempster for their work on getting the dashboard (AirHead) up and running. Parents/carers are unable to access this at present.

Youth Philanthropy Final – Six groups of pupils will be presenting on behalf of local charities at the YPI final on 9th December.

October Challenge – Challenges for pupils to raise points for their Houses was postponed and will be held on 10th December.

Christmas Dance – The school dance is to be held on 10th December. The rules regarding points for attending is on the school website.

Christmas Boxes – The boxes will be judged on 15th December by Jennifer McCrae.

Teacher Forfeit Day – The Princes Trust Group are holding a fundraiser on 17th December, involving staff volunteers. Buckets will be placed in front of teachers and those with the most money (donated by pupils) in their bucket will need to do a forfeit.

Christmas Concert – The concert will be held on 16th December, 2pm and 7pm.

School Closure – The school closes for the Christmas break at 12.05pm on 18th December, and resumes on 5th January, 2016.

S4 Parents' Evening – This is to be held on 20th January.

Benchmarking Assessment – This begins on 25th January.

Course Choice Information Evening – There will be one course information evening for S3, S4 and S5 on 27th January.

Burns Supper – This will be held on 28th January at the school.

7. Curriculum

Mr Simpson reported that the Curriculum Working Group is assessing what needs to be focussed on and what is achievable.

8. KASG Report

Burns Supper- Kay Boylan said parents/carers are welcome to reserve places for the Burns Supper. To give support, Louise Elder will organise a table for the event, and will send out a reminder to members in the new year, when tickets are available.

Action LE

9. Staff Members' Report

Business Education Trip - Mr Blair reported that Mr Dempster's Business Education team building trip for S3 – S6 pupils to see the pantomime at the King's Theatre was a great success.

Faculty Observations – Mr Blair gave an update on the school's 'Sharing Classroom Experience Policy'. Three faculties went through the process, with six observations per faculty. A team of four was assigned to each group. Through the process, staff obtained a better understanding of pupils' perspectives and it was a worthwhile exercise.

10. Parents' Matters

Louise Elder thanked staff for an excellent S1 Parents' Evening. She had positive feedback from other parents.

11. Any Other Business

None.

12. Date of Next Meeting

The next meeting is on Wednesday 13th January, 2016, at 6.15pm in the School Library. All parents and carers are very welcome to attend.

Action Points	Who	When
Organise table for Burns Supper	LE	January 2016