



AGREED MINUTES

DATE: WEDNESDAY 31 MAY 2017

PRESENT:	John Wrinn	Chair	PC member
	Andy McBain	Vice-chair	PC member
	Louise Elder	Parent	PC member
	Caroline McKinnel	Parent	PC member
	Katrina Booth	Parent	PC member
	Nicola Cunningham	Parent	PC member
	Janette Fairgrieve	Parent	PC member
	Anne Hunter	Parent	PC member
	Scott Sutherland	Parent	PC member
	Caroline Taylor	Parent	PC member

IN ATTENDANCE:	Sarah Ingham	Head Teacher
	Bev Skirrow	Business Manager
	Chris Carruthers	Parent
	Fiona Dewar	Parent
	Gillian Greenshields	Parent
	Jacqui Mackinnon	Parent
	Shamin Akhtar	Local Councillor
	Brian Small	Local Councillor
	Liz Syme	Clerk

Attached documents circulated in advance of the meeting:

Chairperson's Report
Head Teacher's Report
RRL Update
PTA Report
Staff Member Report
Active Schools Update

1. Welcome and Apologies

John Wrinn (Chair) welcomed everyone to the meeting. Apologies were received from Calum Blair, Steve Wands, Kim White, and Kay Boylan.

2. Minutes of Meeting and AGM of 1 March 2017

The Minutes of the last meeting and AGM were approved without change.

3. Matters Arising from the Minutes & Action Points

Homework, tracking reports and uniform

These items are now part of the School Development Plan.

Grace's signs

Katrina Booth reported that Grace's signs are priced at £33 per sign (14 signs required for toilet facilities), and suggested approaching the PTA for funding. Louise Elder said the Parent Council has an under spent budget and this could be used to purchase the signs. All were in agreement. Bev Skirrow will action.

Action BS

Recruitment Training

Val McIntyre provided Louise Elder with a list of parents and carers who have attended recruitment training. John Wrinn and Nicola Cunningham recently attended. This brings the total number of Parent Members who are trained to sit on an interview panel to seven.

4. Chairperson's Report

John Wrinn circulated his Chairperson's Report in advance of the meeting.

School Development Plan

Mrs Ingham reported that during the recent In-service day, staff discussed the School Improvement Plan. Main issues are fairness, equalities and inclusion, and the Area Lead Inspector will be visiting the school on 8 June to see how work has progressed. Mrs Ingham will present the draft School Improvement Plan to the Parent Council as soon as it is available, which is expected to be week commencing 12 June.

Parental questionnaire

Fiona Robertson, Karen Haspolat (QIO) and a Depute Head Teacher from North Berwick will be visiting the school on 19, 20 and 22 June to see what progress has been made post-inspection. As part of the ongoing work, a letter will be sent out to parents and carers asking them to complete a questionnaire which will be posted on the school website. Texts will also be sent out to encourage a wider participation. Mrs Ingham asked members to promote this to as wide an audience as possible.

Behaviour management

Mrs Ingham said Knox Academy is to be a restorative school, with staff and pupils building on relationships. The school Management Team is in the process of being trained on Restorative Procedures. This will be rolled out to all staff, with the aim that everybody is trained by June 2018. The Restorative Management system is to commence on 16 June, with a morning assembly when pupils will be informed on what is expected of the school community regarding behaviour and what restorative approaches have been put in place across the school. Pupils who do not abide by these rules will be given restorative exercises. If these are not completed, parents will be contacted. If no parental support is given to the school, this can lead to exclusion (internal or external). East Lothian Council's policy on exclusion is in the process of being revised. The authorities can agree, if necessary, for pupils to be moved to another school (hosting) for approximately six to eight weeks. Mrs Ingham welcomed information on restorative practices used in other schools. Jacqui Mackinnon offered to liaise with Mrs Ingham.

Action SI/JM

Councillor Brian Small entered meeting.

Behaviour management will be an Ongoing agenda item and will be discussed at the next meeting.

Differentiation in classroom

John Wrinn reported that some parents have expressed a desire to see Setting introduced into classes. It was felt that the issues which have led to this call for Setting are in fact better addressed by general behaviour management issues and Getting it Right for Every Child (GIRFEC). As behaviour management initiatives are underway, this will be reviewed at future meetings.

Pupil Senior Management Team

The Parent Council does not support the current Pupil Senior Management Team system and would like to revert to Head Boy and Head Girl, whilst other options are reviewed. Mrs Ingham will seek opinions from sixth year pupils to see what structure they prefer.

Haddington & Lammermuir Area Partnership (H&LAP)

Louise Elder reported that there is £100,000 in the H&LAP Education Budget. Louise has spoken to professional fundraiser, Heather Stewart, and suggests the school applies for funding towards the purchase of more Chromebooks (PTA has funded 20 already), asking pupils to become involved and give some input explaining the advantages of using a Chromebook and how it is linked to equality and attainment. S1 and S6 pupils would be the first to benefit, with the aim that every pupil will have a laptop by 2020. This is a focus for the PTA, who has already received £1,032.02 as a nominated charity through the Co-op Local Community Fund project. Bev Skirrow pointed out that certain issues needed to be considered when purchasing Chromebooks, such as lifecycle and repairs.

Paired Reading

Mrs Ingham confirmed that PVG clearance is not required for paired readers as they are supervised by the Librarian. She will review comments passed to her from a paired reader volunteer and will discuss at the next meeting.

Action SI

SQA exams

Andy McBain commented on the disruption during one of the SQA exams from noise in a nearby area. If more invigilators are needed during exam time, anyone can be recruited by the SQA and be assigned to the school. It was noted that this was restricted to only one exam after which a more efficient regime was put in place, including staff 'policing' areas during lunchtime. Louise Elder asked if clocks could be situated in all exam rooms. It was noted that SQA take all responsibilities for provision of invigilators and ensuring that all rooms have visible clocks.

Katrina Booth offered to bring her trained PAT dog in to school to help any pupils who are anxious during exam time.

Mock exams

Mrs Ingham said good feedback had been received regarding the S3 mock Maths exam, and this will be extended to other subjects next year.

5. Head Teacher's Report

Mrs Ingham circulated her Head Teacher's Report in advance of the meeting.

Staffing

Mrs Ingham spoke about staffing. The structure of staffing can be found in the school handbook, and she will arrange for this to be added to the school website.

Action SI

News/updates:

Head Teacher's updates are posted on the school website.

KT Tunstall visit

Song-writer and musician, KT Tunstall , visited the school recently and this was a great success.

Communication strategy

One of the issues that arose from the post-inspection meeting for parents and carers, was communication. Mrs Ingham would like help developing a communication strategy, looking at areas such as complaints procedures, common themes, time frames, etc. Scott Sutherland volunteered to assist with this.

Action SS

Pupil Equity Fund

Under the Scottish Government's Pupil Equity Fund scheme, the school has been awarded £24,000 over a period of five years to help close the attainment gap. A full-time post (50% pastoral/50% administration) will be set up for one year. The position will require someone to identify pupils from S1 to S3 who need guidance and support, enabling them to get themselves back on the right track to attain and achieve. They will flag up issues, such as non-attendance and lateness, to Deputes, as well as communicating with parents and carers. The post will be evaluated after one year.

Parent Council Award

The Parent Council Award was discussed. This will be presented at the Awards' Ceremony on 28 June.

Friday Six

Mrs Ingham is continuing her Friday Six meetings and will meet with S1 pupils in June to gain feedback about the school. These meetings will be expanded next session, and interest groups will be set up.

P7 Transition day

John Wrinn will attend the P7 Parent's Consultation on 19 June to encourage parents and carers to attend meetings and sign up for school updates.

Action JW

Curriculum book

Parents and carers of S1 pupils will receive the Curriculum Book at the end of the year. Jacqui Mackinnon volunteered to help update this. Mrs Ingham will ask Mrs Falconer to email Jacqui with details.

Action SI/JM

6. PTA Report

Louise Elder circulated her PTA Report in advance of the meeting.

Duck Derby in the Fountain

The PTA held its annual Duck Derby in the fountain outside the Corn Exchange during the Farmers' Market on 27 May, and was a great success. Louise suggested using a Knox Academy banner at the event next year to advertise PTA fundraising.

7. Staff Members' Report

Calum Blair and Steve Wands circulated Staff Members' Reports in advance of the meeting.

One issue raised was girls' participation being underrepresented in all aspects of sports. Chris Carruthers said that Haddington Athletic had previously contacted the school and would be willing to help. Mrs Ingham to contact Active Schools / PE department on how to better leverage any help offered and that in future if CC to send in any correspondence to copy Mrs Ingham in.

Action CC

Netball team

Louise Elder commended Mr McDonald, NQT, for his work with the netball team. She raised concern as to how pupils will continue playing next session, as some needed to continue this sport as an activity for their Duke of Edinburgh Award.

8. Any Other Business

Reports circulated in advance of meeting

Members agreed that receiving reports prior to the meeting was helpful.

Councillor Brian Small

Councillor Brian Small introduced himself to everyone.

East Lothian Consultation Hub - draft school session dates

Councillor Shamin Akhtar said the East Lothian Consultation Hub are consulting on draft school session dates for 2018/19 from 22 May to 30 June, and encouraged parents and carers to visit the website. This can be found on <https://eastlothianconsultations.co.uk>.

9. Date of Next Meeting

The date of the next meeting is 30 August.

Future meeting dates will be confirmed at this meeting.

All meetings are held in the School Library at 6.15pm. All parents and carers are welcome to attend.

Action Points	Who	When
School Development Plan		Ongoing
Purchase of Grace's signs	BS	As soon as possible
Comments on paired reading	SI	Next meeting, 30 August
Restorative behaviour	SI/JM	Ongoing
Add structure of staffing to school website	SI	As soon as possible
Communication strategy	SS	Ongoing
Attend P7 Parents' Consultation	JW	19 June
Wider participation in sport	CC	By end of term
Update Curriculum Book	SI/JM	As soon as possible