

DRAFT MINUTES

DATE: WEDNESDAY 4 NOVEMBER 2015

PRESENT:	Louise Elder	Chair	PSP member
	Kay Boylan	Parent	PSP member & *Knox Academy KASG* rep Support Group
	Amanda Herriott	Parent	PSP member
	Janette Middlemass	Parent	PSP member
	Derek Simpson	Parent	PSP member
	Kim White	Parent	PSP member
	Mark Wyllie	Parent	PSP member
	Colin Dempster	Teacher	PSP member
IN ATTENDANCE:	Sarah Ingham	Head Teacher	
	Caroline Taylor	Parent	
	Gail Craven	Parent	
	Lisa Anning	Parent	
	Katrina Booth	Parent	
	Andy McBain	Parent	
	Lucy Wrinn	Parent	
	Dave Neillans	Parent	
	Harry Bowles	Head Pupil	
	Roisin Kelly	Depute Head Pupil	
	Liz Syme	Acting Clerk	

1. Welcome and Apologies

Louise Elder (Chair) welcomed everyone to the meeting. Apologies were received from Caroline McKinnel, Julie-Claire Paterson, Linda Bowen, Gillian Greenshields, Colin Henderson, Heather Stewart, Jon Hunton, Pam Montgomery, Calum Blair, Steve Wands, Councillor Tom Trotter, Councillor John McMillan and Provost Ludovic Broun-Lindsay.

2. Minutes of Meeting of 7 October 2015

The minutes of the last meeting were approved without change.

3. Matters Arising from the Minutes & Action Points

Knox Academy Support Group (KASG) Minutes - Louise Elder explained that KASG is a sub group of the PSP, supporting the school through fundraising. Kay Boylan, KASG representative, handed out information showing how these funds are used. To give representation, KASG will be an ongoing item on the Agenda to discuss future events and other relevant information. Kay suggested considering changing the name, as feedback from some parents/carers indicated that it does not represent the aim of the group. Louise will be attending the KASG meeting on Wednesday, 11th November, and this will be discussed. KASG Minutes will be made available on the PSP website.

Action LE/KB

School minibus - Ongoing

4. Chairperson's Report

Knox Idol - Louise Elder attended the 'Knox Idol' event, and was extremely impressed by the pupils' presentations. This event was part of the Canon UK Ltd Community Benefit Project to help youngsters in the senior school (S4-S6) build confidence and develop employability skills. Three teams of 6th year pupils demonstrated their presentation and interview skills and Stephen Bates, Managing Director of Canon UK and Ireland, and Angela Leitch, Chief Executive of East Lothian Council, had the hard task of choosing the winning team. The winners are to visit Canon UK Headquarters at Woodhatch. The relationship with Canon is to continue with the school.

Youth Development Programmes sub-committee - Louise Elder circulated an email prior to the meeting regarding Duke of Edinburgh groups. Bronze Award groups are run within the school by one member of staff on a voluntary basis, which is extremely time consuming. Mrs Ingham explained that she cannot give 'protected time' to staff as teaching classes is number one priority. In order to support DofE within the school, Louise felt that the programme needed to be shouldered across the staff base. Parents on the sub-committee are keen to be involved and, if agreed, an infrastructure could be set up offering every eligible pupil the opportunity to achieve this award. Funding and training would need to be considered. Mr Simpson agreed that DofE is an important area to be looked at and he will consider some sort of proposal for further discussion.

Action DS

Parent Council Health Check – The Scottish Parent Teacher Council has issued a Parent Council Health Check document to make sure requirements are being fulfilled. Louise Elder has checked the list and the only point for action is to obtain a financial statement from KASG. A Treasurer's Report will be presented at the AGM.

5. Pupils' Matters – Harry Bowles, Head Pupil, and Roisin Kelly, Depute Head Pupil
Harry and Roisin spoke about events.

LGBT - Ben Scott, Depute Head Pupil, has been in contact with the Lothian representative of LGBT.

Tea Dance – A team is organising a Tea Dance to be held in the Town House. They are looking at dates, and hopefully it will go ahead on 18th March, 1pm – 3pm. Approximately 60 tickets will be available.

Christmas Dance - A theme for the dance is being discussed.

Dress Down Day – Proceeds will be sent to St Columba's Hospice.

'Wear It Pink' – Pupils can wear items of pink to school for a donation to support 'Breast Cancer Awareness Day' on Friday, 6th November.

The Little Princess Trust – A bake sale is being held on Friday, 13th November, to raise money for this charity.

Christmas Jumper Day – Pupils can wear Christmas jumpers to school for a donation to support 'Children in Need' on Friday, 13th November. 6th Year pupils will be visiting classrooms and walking around Haddington to raise money for this cause.

Poppy Appeal – 6th Year pupils have been selling poppies in the school and at Tesco, Haddington, to raise money for this appeal.

Exam Mentoring – Rosie has organised mentoring for 4th Year pupils who will be sitting exams next year.

Unsung Heroes Award – Harry is organising an award for pupils whose achievements are often overlooked. He is hoping for 30 pupils who achieve this award to be rewarded with a visit to Foxlake and has been negotiating costs. The hire of a bus is also being investigated.

Seating Areas – Due to the lack of seating areas within the school, teachers have offered opening up their classrooms to pupils during the lunchtime break. Just prior to the end of lunch, 6th Year pupils will check these classrooms are free of litter and left in good order.

Book Scheme – Text books can be bought/sold through an exchange scheme set up in the school Library.

Library Website – Carla Taylor, chief Pupil Librarian, has single-handedly developed a Library website which is going live on Monday. The website will include book reviews, library catalogues and educational apps to assist with studying. Mrs Ingham praised Carla's hard work.

Pupil Council – Natalie Forrest, Depute Head Pupil, has come up with the slogan, "You Said, We Did". Pupils can report problems to the Council who will look at ways to resolve them.

Drop In Health Clinic – Mrs Ingham spoke about the Drop In Health Clinic held at the Bridge Centre, Haddington. Janice McLeod, a nurse with NHS Lothian, who runs the clinic, visited the school to talk to S3-S6 pupils. Mrs Ingham asked PSP members if they would consider a similar clinic to be run at the school to help pupils with issues such as mental health, sexual health and coping with stress. These clinics are already running successfully in other secondary schools. Members unanimously agreed that a Drop In Health Clinic should be made available to pupils. Mrs Ingham will contact Janice McLeod to take forward.

Action SI

6. Head Teacher's Report

Staffing:

Mrs Ingham gave an update on staffing. Vacancies being advertised are: PTC Communication, PT Guidance and Modern Apprentice for the Office.

News/updates:

Canon UK Ltd Event

The Canon UK Ltd event on 19th October was a great success and Mrs Ingham is extremely proud of the pupils who took part.

Prince's Trust

The groups had successful trips to Mull.

Duke of Edinburgh

A successful Expedition trip took place last week.

Exam Results

Mrs Ingham had a positive attainment meeting with the Head of Education. Results will be included in the Head Teacher's Update on the school website.

UCAS Applications

Pupils have been issued with deadlines to speed up the process.

Youth Philanthropy Initiative

The final will be held at the school on 9th December, 9am – 11am.

Strategic Items:

Attainment Data

The school has received their attainment pack. Staff will start tracking and monitoring data and start to put interventions in place for youngsters who need more support.

Working Groups

Progress reports will be given at the next meeting.

7. Curriculum

Mr Simpson reported that the Curriculum Working Group is discussing ideas.

8. KASG Report

Kay Boylan said KASG meetings are held every two or three months. She will report future events to the PSP when confirmed.

9. Staff Members' Report

Internet Safety Evening

Mr Dempster and Mr Blair accompanied some S1 pupils to an Internet Safety evening at Yester Primary School. The pupils gave a presentation on their perspective on the safe use of the Internet, which was very reassuring.

Wi-Fi Networks

East Lothian Council has installed Wi-Fi networks in schools (separate to the school network) for teaching and learning purposes, allowing easy access to valuable internet resources. At the moment, only staff have access but senior pupils will be given this soon, cascading through the school to S1.

10. Parents' Matters

Louise Elder was approached by several parents regarding the school lunch menu. In particular, parents are concerned about hot dog choices offered at break and lunch. Other parents have been concerned about the absence of labelling directing children who have gluten intolerance. Mrs Ingham explained that there are strict guidelines as to what food can be presented each week and Elite Catering are carefully regulated and inspected. Salads and oily fish are always available on the menu. Most foods do contain gluten, but Elite Catering is informed if new pupils moving to the school have special dietary requirements. Parents are advised to contact Elite Catering if they have any concerns about special requirements. Louise suggested that pupils may need to be made more aware of what is on offer and this information could be added to the School Handbook. Louise will also post this information on the PSP website.

Action SI and LE

11. Another Other Business

Kay Boylan said her workplace is getting rid of second hand lever arch files and these can be passed on to anyone who is interested. Mrs Ingham will post this information on the School Bulletin.

Action SI

12. Date of Next Meeting

The next meeting is on Wednesday 2nd December at 6.15pm in the School Library. All parents and carers are very welcome to attend.

Action Points	Who	When
Post KASG Minutes on PSP website.	LE/KB	As soon as possible
Plan Duke of Edinburgh proposal.	DS	For future meetings
Contact Janice McLeod re Drop In Health Clinic.	SI	As soon as possible
Information on school lunches added to School Handbook and added to PSP website.	SI/LE	As soon as possible
Second hand lever arch files offer to be posted on school website.	SI	As soon as possible