



APPROVED MINUTES

DATE: WEDNESDAY 2 SEPTEMBER 2015

PRESENT:	Louise Elder	Chair	PSP member	
	Linda Bowen	Parent	PSP member	
	Kay Boylan	Parent	PSP member & (KASG* rep)	* Knox Academy Support Group
	Amanda Herriott	Parent	PSP member	
	Janette Middlemass	Parent	PSP member	
	Derek Simpson	Parent	PSP member	
	Liz Syme	Parent	PSP member	
	Kim White	Parent	PSP member	
	Calum Blair	Teacher	PSP member	
	Colin Dempster	Teacher	PSP member	
	Steve Wands	Sports Co-ordinator	PSP member	
IN ATTENDANCE:	Sarah Ingham	Head Teacher		
	John Taylor	PTC Science		
	Vicky Cole	Parent		
	Janette Fairgrieve	Parent		
	Colin Henderson	Parent		
	Dana Houston	Parent		
	Alison Hunton	Parent		
	Andy McBain	Parent		
	Pamela Montgomery	Parent		
	Dave Neillans	Parent		
	Julie-Claire Paterson	Parent		
	Heather Stewart	Parent		
	Caroline Taylor	Parent		
	Elizabeth Vischer	Parent		
	Claire Young	Parent		
	Roisin Kelly	Depute Head Pupil		
	John McMillan	Local Councillor		
	Tom Trotter	Local Councillor		
	Mary Benson	Clerk		

1. Welcome and Apologies

Louise Elder (Chair) welcomed everyone to the meeting. Apologies were received from Fiona Dewar, Jon Hunton, Caroline McKinnel and Provost Broun-Lindsay.

2. John Taylor (PTC Science)

Mrs Ingham introduced Mr Taylor, Principal Teacher of Science who spoke to the PSP about Knox Academy's "Sharing Classroom Experience Policy". A copy of the policy was circulated to those at the meeting and parents were invited to send questions/concerns or comments to the school by Thursday 17 September so they can be incorporated into the final edit before the policy is officially launched on Monday 19 October 2015.

Louise Elder thanked Mr Taylor for his presentation and he left the meeting.

3. Steve Wright (Haddington Rugby Club) – Update on Scottish School of Rugby

Steve Wright spoke to the PSP about Knox Academy's new Sporting Partnership with Haddington Rugby Football Club, including the new participation agreement signed with the Scottish Rugby Union to extend the current School of Rugby provision. There was also a discussion about how to involve girls more in rugby. Dana Houston agreed to discuss this further with Roisin Kelly (who is also the Head Coach of Knox girls rugby), Mr Wands and Steve Wright.

Mrs Ingham noted how proud she was of Knox's work with Haddington RFC on the School of Rugby and how well the ethos of the game linked with Knox's Wisdom, Engagement and Respect ethos. John McMillan suggested advertising the scheme through Enjoy Leisure and it was agreed that it should also be advertised on the school/PSP website. S1 parents could also be contacted via the details given to the school at the S1 night before the holidays.

Louise thanked Steve Wright for his presentation.

4. Minutes of Meeting of 20 May 2015

The minutes of the last meeting were approved without change.

5. Matters Arising from the Minutes & Action Points

Teamer App – ongoing.

Knox Communications Provision (CP) – the opening date has been delayed slightly. The letter to CP parents will be sent out in due course once it is officially open.

East Lothian Association of Parent Council Members (ELAPCM) – the meeting dates have been advertised and do not clash with Knox PSP meetings this year. Louise will attend the first meeting (23 Sept at 7pm at the Brunton Hall) on behalf of Knox and encouraged another Knox Parent to volunteer to attend. Colin Henderson noted that he was the ELAPCM Chair and so would also be attending.

Assessments – Mrs Ingham noted that a booklet has been sent home with all S4, S5 & S6 pupils detailing the key assessment dates for courses this year. Louise thanked Mrs Ingham for this. Mr Dempster agreed to make this booklet available on the school website. **Action CD**

6. Chairperson's Report

Louise Elder spoke about her plan to set up a PSP sub-committee to look at networking and linkages between local organisations, businesses and resources to support youth development at Knox Academy. Louise noted that there was huge potential which could be harnessed for the good of Knox pupils. All agreed that this was an excellent idea. Anyone interested in becoming involved should contact Louise.

7 Pupil's Matters – Roisin Kelly, Depute Head Pupil

Roisin talked about the priorities this year for the Head Pupil and Deputes, including organising a reward day at the end of the year for Knox pupils who are “unsung heroes” involving a trip to Foxlake; looking at pupil's voice including providing a question box for pupils and encouraging reps on the Pupil Council to represent their year group to the best of their ability; working with LBGT (Lesbian Bisexual Gay Transgender) Scotland to arrange a meeting time for pupils and looking at mentoring pupils who do not enjoy their time at school through working with Scott Marnoch and Mr McGinley.

8. Head Teacher's Report

Staffing – Mrs Ingham gave an update on staffing, including details of staff retiring, new staff joining the school this session and newly qualified teaching staff. Staffing is generally very tight this year and the funds to cover classes in times of staff illness are small. Classes of younger pupils will be prioritised for cover staff, with Advanced Higher classes considered to be mature, sensible and motivated enough to study alone if required.

News/updates:

Activities week – will go ahead next year (week commencing 30 May). All trips will be kept to a maximum limit of £500. The school are planning to do something different with S1 this year, which Mrs Ingham discussed with the PSP. This will be announced to pupils next week.

Car parking – the new cross-hatching and signage are now in place and the traffic situation is being monitored.

Fast Forward Knox – the In-Service showcasing “Fast Forward Knox” has been set up with pupils.

Progress/curriculum:

Mrs Ingham gave a detailed summary of Knox's exam results this year, which she noted were very encouraging. Parents felt that the results should be celebrated through the PSP website. Councillors Trotter and McMillan noted how proud they were of East Lothian's school exam results as a whole, and particularly the performance of Knox pupils. The full results data will be available on the Parentzone website from November onwards.

Strategic Items:

Working groups this session: Literacy, Developing Scotland's Young Workforce, Self-Evaluation, Management Oversight, Discipline, Learning & Teaching, Tracking & Monitoring, Pupil Voice, Curriculum Plus and ICT “Learning Community”.

Claire Young, Tom Trotter, Vicky Cole & Elizabeth Vischer left the meeting.

9. Curriculum

Mr Simpson is leading the Curriculum working group, which will be meeting soon and will feed back to the PSP. This item will remain on the agenda for future meetings.

Julie-Claire Paterson and John McMillan left the meeting

10. Staff Member's Report

New S1 pupils - Mr Dempster had visited P7 pupils at Yester before the holidays and noted how well the new S1 pupils were all settling into life at Knox.

Learning & Teaching Policy - Last Friday the normal timetable was suspended to allow the launch of the school's new Learning & Teaching Policy to pupils.

Tracking & Monitoring Group – there was a discussion about the proposal to make changes to the way the school reports on pupil progress to parents. Reports could be increased to 5 or 6 per year, with less general information and chat, but listing 3 targets set by the pupil with staff, with data and numbers to indicated how well pupils are doing towards reaching those targets. Parents at the meeting felt this would be very helpful.

11. Parent's Matters

Head Pupil – Louise noted that she had been contacted by several parents with concerns about the removal of the Head Boy and Head Girl position, which has been replaced with a single Head Pupil, who will be assisted by three Deputy Head Pupils. A document explaining the reasons for the change had been circulated to all 12 PSP members before the meeting and the matter was discussed in full. Parents at the meeting understood the decision and it was agreed that the document would be made available to all on the school and PSP's website in due course.

Action SI/CD/LE

Mary Benson left the meeting.

12. Any Other Business

Active Schools update – Mr Wands

Mr Wands requested if parents could continue to feedback to him about the active sports coordination and the new Team Apps for Hockey, Basketball and Rugby. Mr Wands was also looking at introducing a Sports Ceremony to reward achievements and School Colours to include sports, music and drama. Parents pointed out that there were a significant number of boys wanting to play hockey at S1 level but that the S1 training appeared to be for girls. Mr Wands reassured parents that the S1 hockey was mixed training but that he would be consulting with "Haddington Hockey" next week to discuss how boy's fixtures could be achieved going forward

13. Date of Next Meeting

The next meeting is Wednesday 7 October at 6.15pm in the School Library. All parents and carers are very welcome to attend.

Action Points	Who	When
Make S4/5/6 assessments booklet available on the school website.	CD	As soon as possible
Publish Head Pupil document on the school and PSP website.	SI/CD/LE	As soon as possible