



APPROVED MINUTES

DATE: WEDNESDAY 3 SEPTEMBER 2014

PRESENT:	Louise Elder	Chair	PSP member
	Greg Cookson	Parent	PSP member
	Amanda Herriot	Parent	PSP member
	Caroline McKinnel	Parent	PSP member
	Janette Middlemass	Parent	PSP member
	Derek Simpson	Parent	PSP member
	Ian Smith	Parent	PSP member
	Kim White	Parent	PSP member
	Calum Blair	Teacher	PSP member
	Colin Dempster	Teacher	PSP member

IN ATTENDANCE:	Sarah Ingham	Head Teacher
	Caitlin Adair	Parent
	Linda Bowen	Parent
	Kay Boylan	Parent
	Fiona Dewar	Parent
	Janette Fairgrieve	Parent
	Gillian Greenshields	Parent
	Anne Hunter	Parent
	Andy McBain	Parent
	Mairi Neillans	Parent
	Donald Smith	Parent
	Liz Syme	Parent
	Caroline Taylor	Parent
	Annabel Jackson	Knox Head Girl
	Calum Paul	Knox Head Boy
	Mary Benson	Clerk

1. Welcome and Apologies

Louise Elder (Chair) welcomed everyone to the meeting. Apologies were received from Ms Brannigan, Dave Neillans, Jon Hunton, Mark Wyllie, Provost Broun-Lindsay and Councillor Trotter.

2. Minutes of Meeting of 21 May 2014

The minutes of the last meeting were approved without change.

4. Matters Arising from the Minutes & Action Points

UCAS powerpoint – Derek Simpson will send a copy of the UCAS powerpoint to the Clerk for circulation to parents. **Action DS**

Teacher Rep – Helen Brannigan has agreed to be the new teacher rep.

National Parent Forum of Scotland – Louise has put the agreed information onto the PSP (Parent School Partnership) website today.

PSP website – Kay Boylan agreed to take on the job of updating the PSP website. Louise encouraged new Knox parents to sign up for MailChimp emails (through the PSP website) to inform them when new items are added.

PSP meeting dates – The meeting dates for this year have now been agreed, booked and advertised.

5. Chairperson's Report

PSP Facebook page – Louise has set up a Facebook page for the PSP. KASG (Knox Academy Support Group) also have a Facebook page. All information published on Facebook will also be made available on the PSP website, for those who do not use Facebook.

PSP budget – The PSP budget for this year is £265.00, which is held by the school for PSP use.

6. Pupil's Matters –

Mrs Ingham introduced the new Head Boy and Head Girl, Calum Paul and Annabel Jackson. They are organising the first School Council meeting for 25 September and will keep the PSP informed as to progress with their initiatives this year. Louise welcomed them to the meeting and wished them well in their endeavours.

7. Head Teacher's Report

Staffing –

An advert is currently running for a teacher of Science and Physics and parents who are interested in taking part in the lesson observation part of the interview process should contact Mrs Ingham. The school has a number of Newly Qualified Teachers (NQTs) this session and several new staff.

Due to staffing changes in the Home Economics department, the school are having difficulty providing teachers for some home economics classes. Mrs Ingham will be writing to parents shortly to inform them of the plans meantime.

News/updates

The China Expedition this summer went very well.

This year's exam results were very pleasing. A fuller analysis of results will be given at the next meeting. **Action SI**

Activities week next summer is going ahead – all residential trips are capped at a maximum cost of £500.

The Decipher Assist Programme is starting in S2 to encourage youngsters to stop smoking.

Mrs Ingham noted how pleased she was with the pupils at the start of the new term, particularly the new S1. She thanked parents, pupils and staff for the positive start to the new school session.

8. Curriculum

The focus this year is on the new Higher courses. Mrs Ingham said she was very proud of the staff for all their hard work on this. The new Highers will be offered in all subjects except Computing, Psychology and Economics. These subjects will follow in due course.

Mrs Ingham recommended the following National Parent Forum of Scotland's documents for parents who want more information on the new exams:

- "Nationals in a Nutshell" (<http://www.npfs.org.uk/nationals-in-a-nutshell/>)
- "Highers in a Nutshell" (<http://www.npfs.org.uk/highers-in-a-nutshell/>).

9. Staff Member's Report –

Mr Blair spoke briefly about the China Expedition this summer, which he described as a phenomenal experience for all. Kim White noted huge thanks to the staff involved, particularly Mr Blair. Mr Blair agreed to show the DVD of the trip at the next PSP meeting.

Action CB

S6 pupils will shortly be visiting Dalguise for the weekend with staff for a team building weekend.

10. Parent's Matters

Duke of Edinburgh Awards – This year Bronze Level will be offered to a group of 24 or so S4 pupils. Due to available staff, numbers are limited. Interested pupils applied for the scheme last term. Parent helpers are always welcome.

Paired reading – Any parents interested in getting involved in the Paired Reading scheme for an hour a week with S1 pupils should contact Mr Simpson. (email in via the school website, putting Paired Reading in the subject heading, For the Attention Of Mr Simpson).

11. Correspondence – has been emailed to all parents.

12. Any Other Business -

ELAPCM - Ian Smith spoke about the East Lothian Association of Parent Council Members (ELAPCM) meetings. Ian represents Knox at these meetings, but two parents are able to attend per school. The first meeting of ELAPCM this session was this evening. Future meeting dates will be agreed at that meeting and circulated to all Parent Reps with the minutes.

Learning & Teaching Policy – Knox Staff have been working on the school's Learning & Teaching Policy and will attend the next meeting to discuss this with the PSP.

13. Date of Next Meeting: Wednesday 1 October 2014

Action points	Who	When
Circulate copy of UCAS Tariff Powerpoint presentation to PSP members via the Clerk	DS/MB	As soon as possible
Give an analysis of this year's exam results	SI	At the next meeting
Show the China Expedition DVD	CB	At the next meeting
Invite Knox staff to speak to the PSP about the Learning & Teaching Policy	DS	At the next meeting