



APPROVED MINUTES

DATE: WEDNESDAY 7 JANUARY 2015

PRESENT:	Louise Elder	Chair	PSP member
	Dave Neillans	Vice Chair	PSP member
	Amanda Herriott	Parent	PSP member
	Jon Hunton	Parent	PSP member
	Caroline McKinnel	Parent	PSP member
	Janette Middlemass	Parent	PSP member
	Derek Simpson	Parent	PSP member
	Kim White	Parent	PSP member
	Calum Blair	Teacher	PSP member
	Colin Dempster	Teacher	PSP member

IN ATTENDANCE:	Sarah Ingham	Head Teacher
	Linda Bowen	Parent
	Kay Boylan	Parent
	Fiona Dewar	Parent
	Anne Hunter	Parent
	Andy McBain	Parent
	Caroline Taylor	Parent
	Calum Paul	Head Boy
	Annabel Jackson	Head Girl
	John McMillan	Local Councillor
	Mary Benson	Clerk

1. Welcome and Apologies

Louise Elder (Chair) welcomed everyone to the meeting. Apologies were received from Miss Brannigan, Greg Cookson, Liz Syme and Provost Broun-Lindsay.

2. Minutes of Meeting of 3 December 2014

The minutes were approved without change.

3. Matters Arising from the Minutes & Action Points

Keeping up to date with sports fixtures – Mrs Ingham will discuss this with Mr Wands for the next meeting. **Action SI**

Parent's Evening – Knox has been offered a free trial of an online booking system for parents called “Parent’s Night”, which also works with the school’s electronic management system, SEEMis. The “Parent’s Night” system will allow parents with internet access to book/organise parent’s evening appointments online. Mrs Ingham said the school would have to look carefully at how to give those without internet access the same chance to book appointments. The system is unlikely to be up and running before the S1 parent’s night in January, but it was hoped to be available for the S3 parent’s night on 3 February. Once the free trial is over, the system will be reviewed so that a decision can be made as to whether it is worthwhile to invest in the system for future parent’s evenings.

PAT dog – Knox has been in contact with Katrina Booth about making use of the services of her PAT (Pets As Therapy) trained dog and the arrangements are being made for this. Katrina and her dog will also be providing therapy to pupils at Ross High.

School Counsellor – Knox’s school counsellor, Sheena Alan-Patterson, has said she will be able to come to the next meeting to speak about her work in the school. Angela Leitch, East Lothian Council’s Chief Executive, will also be attending. In light of this, Louise asked anyone with an item for discussion at the next meeting to forward it to her as soon as possible so it can be incorporated into the agenda.

Action All

4. Chairperson’s Report

School concert – Louise said how much she had enjoyed the school concert before Christmas. Mrs Ingham echoed her comments and said how proud she was of all of the pupils and staff who had taken part. Both Mrs Ingham and the PSP noted their thanks to all of the staff who were involved in organising the event.

John McMillan and Dave Neillans came into the meeting.

Grand piano appeal - Louise spoke about the appeal to fund a new grand piano for the school. The current piano is over 30 years old and requires replacing. A new grand piano is likely to cost around £8,000. There was a discussion about ways to help raise this money. There is currently no mailing list for former Knox pupils, but an official Facebook page for former pupils may be considered by the school. A leaflet which could be delivered door to door round Haddington by pupils was discussed, as was the possibility of an article about the piano in the East Lothian Courier. Mrs Ingham will let the PSP know if there is any way they can help.

Employability Skills – There was a discussion about how best to prepare youngsters for the interviews and tests that they have to undergo to secure places on training courses with major employers such as EDF and Royal Bank of Scotland. Andy McBain noted two websites: <https://www.careerkickstart.rbs.com/> and <http://www.careeracademies.org.uk/> which have useful information to help youngsters with this. Mrs Ingham said that the school’s Employability Skills training is open to all senior pupils that want to take part and that staff try to ensure that all pupils get the chance to take part in a mock interview with an external person and receive feedback to help them improve their interview skills. Knox recently won the Community Partner – Team Award at the recent East Lothian Council Star Awards for their Employability Skills Programme.

5. Pupil’s Matters – Annabel Jackson & Calum Paul.

S6 panto – The end of term S6 panto was been great fun to do and had been very well received.

S6 Leaver's hoodies – have arrived today and will be distributed to all in the next few days.

UCAS (Universities & Colleges Admissions Service) – Senior pupils have now submitted their UCAS applications and have been encouraged to also apply for college courses as a back-up. Mock interviews will take place shortly to give them experience of the interview process.

Burns Supper – the annual KASG (Knox Academy Support Group) Burns Supper will take place on 29 January at 7pm in the school. The Head Boy and Head Girl will be giving speeches, along with some members of staff.

Answer Box – Annabel and Calum have been working with the School Council to provide an Answer Box where pupils can post a question anonymously. The question and an answer/advice will be displayed on a noticeboard in the school for all to see. The box has been made and it is hoped to launch the system within the next few weeks.

6. Head Teacher's Report

Thank you – Mrs Ingham wished everyone a Happy New Year and thanked parents for the gift of flowers and wine at the end of term, which was much appreciated.

Staffing- Mrs Ingham updated the PSP on staffing arrangements.

News / updates –

Christmas boxes – Michael Cavanagh (Commonwealth Games Scotland) visited the school to help judge the Christmas Boxes. The entries this year were outstanding and the competition was won by 6G2. The boxes were distributed before Christmas to Haddington Day Centre and East Lothian Food Bank amongst others.

Christmas Concert – this year's Christmas Concert was amazing and had made Mrs Ingham very proud.

S6 Christmas Panto – had been a great performance and was enjoyed by all. The school will look at how this is organised next year, as it can be onerous on staff time.

S3 Profiles – S3 pupils are beginning to prepare their profiles, which should be finished before the S3 Coursing begins. The profiles are useful in helping inform pupils' choice of subjects for S4. The school are looking to do this electronically; but will no longer use the Glow platform due to past technical problems.

Youth Philanthropy Initiative – six groups of pupils each represented a charity and gave a presentation bid to win a cheque for £3000 (via the Wood Foundation) for their chosen charity. The winning group supported Beyond Boundaries East Lothian. Councillor McMillan said that it had been an honour to be a judge at the event and Mrs Ingham said she had been immensely proud of all who took part.

Diary Dates –

12 & 13 January –	Tree of Knowledge visits for S2 and S3 (looking at growth mindset & resilience).
12 January –	Tree of Knowledge Parent's Evening
22 January -	S1 Parent's Evening
26 January -	S3 Photographs
28 January -	S3 Information Evening (discussing Coursing)
29 January -	KASG Burns' Supper
3 February -	S3 Parent's Evening

7. Curriculum –

S3 Coursing will start shortly.

Knox is starting to look at how to try to integrate more of a college experience into the senior school including more vocational courses/training for senior pupils.

8. Staff Member's Report - none

9. Parent's Matters

Prelims – the dates for formal S4 prelims will be issued at the end of the week. Pupils will sit formal prelims in the hall for English and Maths. Prelims in other subjects will be timetabled individually by the relevant subject teacher.

10 . Any Other Business

AGM - It was agreed that the Annual General Meeting (AGM), (usually held immediately after the February meeting), will be postponed till the meeting on 25 March.

11. Date of Next Meeting: Wednesday 4 February 2015.

Action Points	Who	When
Discuss with Mr Wands how best to keep parents up to date with sports fixtures.	SI	For next meeting
Forward any agenda items for next meeting to Louise.	All	As soon as possible.