



APPROVED MINUTES

DATE: WEDNESDAY 9 JANUARY 2013

PRESENT:	Vicky Cole (Chair)	Parent	PSP member
	Greg Cookson (Vice Chair)	Parent	PSP member
	Sally Cunningham	Parent	PSP member
	Andrew Greathead	Parent	PSP member
	Dave Neillans	Parent	PSP member
	Derek Simpson	Parent	PSP member
	Ian Smith	Parent	PSP member
	Kim White	Parent	PSP member
	Mark Wyllie	Parent	PSP member
	Kath Anderson	Staff	PSP member
	Colin Dempster	Staff	PSP member

IN ATTENDANCE:	Sarah Ingham	Head Teacher
	Julie-Clare Paterson	Parent
	John McMillan	Local Councillor
	Tom Trotter	Local Councillor
	Mary Benson	Clerk

1. Welcome and Apologies

The Chair welcomed everyone to the meeting. Apologies were received from Donald Smith and Sally Wilson.

2. Minutes of 28 November 2012

The minutes of the last meeting were approved without change.

3. Matters arising from the minutes – see item 4

4. Chairperson's report and action points from the last meeting

Careers event – Vicky Cole has spoken to the lady who organised the careers event at North Berwick High School, who has been very helpful and has provided a lot of contacts and advice. However, she advised that the event took a lot of organising. If a similar event were to go ahead at Knox, Vicky would need a lot of help to organise it. Anyone interested in getting involved with this should contact Vicky, so that a sub-group can be formed to take this event forward. **Action All**

Charity fatigue – Mrs Ingham has emailed Mrs Bartholomew about this and is awaiting a response. She will feed back any comments once received. **Action SI**

Literacy Plus – Mrs Ingham will confirm the date for Mr Swinney to talk to the PSP, in due course. **Action SI**

Dress code picture – has been delayed slightly due to the Christmas rush, but Mr Dempster will organise this in due course. **Action CD**

Edubuzz website – Ian Smith has contacted Dave Gilmour (ELC IT dept), who has managed to get the PSP website online again. The old access passwords that the PSP have should still work.

MailChimp – Ian Smith has created a Mail Chimp account and has imported the parental email addresses that the PSP have permission to use. There is a minor problem with getting MailChimp to work with the PSP website, which Ian has contacted Dave Gilmour about, and is waiting for a response. Vicky Cole felt it would be helpful to remind parents that they can sign up for email updates when new items are posted on the website.

Letter to Don Ledingham – Vicky Cole has not yet had time to write to Mr Ledingham (ELC Executive Director of Services (People)) regarding ELC's response at a recent ELAPCM meeting to questions regarding roll capping and transparency, but she will do so shortly. Vicky can't make the next ELAPCM meeting (next Thursday, 17 January) due to other commitments, but Ian will be attending as usual. **Action VC**

Email to Carol Snow (NPFS) – Vicky has not emailed Carol Snow, but does not feel it necessary now.

Recruitment & Selection training – Dave Neilans has attended the Recruitment & Selection training course.

5. Pupil's matters – Mrs Ingham made special note of the Pupil Council's superb work on the dress code consultation, and particularly that of one pupil, Findlay Munro.

A dress-down day had been awarded last term to certain tutor groups, who had adhered to the dress code. It is hoped that peer-pressure may help other tutor groups to achieve this in future.

6. Head Teacher's report

End of term - The school had a very successful end of term with lots of events, including the Christmas Concert, the S6 panto, the School Dance and the school production of "The Nightmare Before Christmas". Forty three tutor groups put together Christmas boxes to be distributed to the elderly. Ross Prentice (Prentice Coaches) came into school to help judge the best box and was very impressed with what had been produced.

Dress code – The new school uniform dress code has been introduced from the start of this term. So far, two main issues have arisen – incorrect shoe colour (brown or white) and ties at half-mast. It is hoped that these issues will improve over time. The response has been broadly positive so far. Knox Academy black hoodie tops will be available to buy from the school shortly.

Staffing – Mrs Ingham gave an update on staffing changes.

Fund raising - The school has raised £2,400 for charities so far this session.

Lunchtime - The Senior Management Team (SMT) have been taking a lunchtime walk into town to observe pupil behaviour. They have been pleased with what they have seen, with minimal litter from pupils and generally good behaviour. Councillor Trotter noted that not all lunchtime litter is dropped by pupils, although they often get the blame for it. The SMT will continue with their "lunchtime constitutionals" and being a visible presence in the town centre at lunchtime. Parents at the meeting felt this was a good approach.

Talking to Teens – four parents attended the Talking to Teens event. The school will see if any more parents are interested and may hold another event in due course.

Forthcoming events -

KASG (Knox Academy Support Group) Burns' Supper – 24 January, 7.00 -10.00pm in the school's Food Court.

S1 Parent's Evening – 17 January.

Senior Prelims – exam leave for pupils during the week beginning 21 January.

Other items -

S3 parent information – the school is producing an information booklet for S3 parents about course choice. This will be available for the S3 Information Evening on 5 February.

Staffing – Mrs Ingham is starting to look at staffing for next session's timetable.

Website – there have been 11 new subscribers to the school website since the last week of term before Christmas. The school will look at how they can continue to increase that number.

Modern Languages Julie-Clare Patterson asked for an update on the Modern Language staffing position, further to the question raised earlier this term at the PSP. Mrs Ingham said that she felt Modern Languages were very important, both as a skill and as a qualification to get into university. Due to past school policy changes with regard to compulsory study of a modern language to the end of S4, together with the new Curriculum for Excellence, which requires a broader range of subjects in S3 than before, the languages staff are stretched at the moment. The school is looking at applying to the British Council for funding to provide a French Assistant at the school. The school is also allocated 3 newly qualified teachers (NQTs) each year and Mrs Ingham will ask for a Modern Languages NQT next session. Vicky Cole suggested asking for fluent French-speaking parents or carers who would be willing to help support the learning of French in the school. Mrs Ingham felt this would be a good idea.

7. Staff members' report – none.

8. Parent's – none.

9. Correspondence – has been emailed to all parent reps.

10. Any Other Business

AGM – The next meeting, on 6 February 2013, will be the Annual General Meeting (AGM). Any parents or staff who would like to join the PSP should make a formal application to Vicky Cole. There is one staff representative position available, and two or three parent rep positions (Vicky and Ian Smith will confirm this). Likewise, any current parent reps who would like to stand down should also let Vicky know prior to the next meeting.

Action All

Conflict of Interest

The issue of Conflicts of Interest at Parent Council meetings has recently been raised by the Education Authority. This was discussed at length by the PSP. No one at the meeting could see any current conflict of interest regarding any parent or staff reps. However, if that situation were to arise in future, it was hoped that it could be discussed and resolved openly and transparently at a Parent Council meeting. When any items are discussed which do raise a conflict of interest for anyone at the meeting, they would be asked to leave the room for the duration of that discussion.

Councillor McMillan noted that East Lothian Council agendas often have a “declaration of interest” statement at the top of them which state the following:

Members and Officers should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

The PSP will consider whether it would be appropriate for this wording (or something similar) to be placed on future agendas to allay any concerns ELC may have, and will confirm this to the Clerk as soon as possible. Vicky Cole noted that the PSP Constitution states that no ELC employees can be Office Bearers. Vicky and Ian Smith will consider whether the PSP Constitution needs to be amended to cover Conflict of Interest, prior to the AGM.

Action All, VC & IS

Burns' Supper

The KASG Burns' Supper was advertised by Sally Cunningham. Parental support is vital and the event is designed for the whole family. Tickets can be purchased through Sally, or the School Office. Donations of bottles of wine to sell at the event would be welcome. There will also be a raffle on the night.

Rotary Club Tabletop Sale

Councillor McMillan noted the Rotary Club's Table Top sale, which is to be held in the Corn Exchange on Saturday 19 January and said any Knox groups interested in fund raising would be welcome to be involved. Mrs Ingham said that the China trip group were planning to take part.

11. Date of Next Meetings:

6 February, 24 April and 22 May 2013.

Action points	Who	When
Interested parent reps to contact Vicky Cole if they wish to be involved in a Careers Event sub-group.	All	As soon as possible.
Feed back any comments from Mrs Bartholomew (Ross High) re any "charity fatigue" following their sponsored walk.	SI	As soon as possible.
Confirm a date for Mr Swinney and pupils to attend a future PSP meeting to talk about Literacy Plus.	SI	As soon as possible.
Produce a set of yes/no pictures for staff to illustrate appropriate and inappropriate dress for school.	CD	As soon as possible.
Write to Don Ledingham re ELC's response to the PSP's question at ELAPCM re roll capping and transparency	VC	As soon as possible.
Any PSP member wishing to stand down from the PSP to contact Vicky Cole to let her know.	All	Prior to AGM (6 Feb)
Consider if a "Declarations of Interest" statement should be added to the top of the PSP meeting agendas and confirm this to the Clerk.	All	As soon as possible
Look at the PSP Constitution to see if it needs amending to cover Conflict of Interest.	VC & IS	For discussion at the AGM (6 Feb)