



DRAFT MINUTES

DATE: WEDNESDAY 11 JANUARY 2012

PRESENT:	Greg Cookson (Vice chair)	Parent
	Andrew Greathead	Parent
	Derek Simpson	Parent
	Ian Smith	Parent
	Kim White	Parent
	Mark Wyllie	Parent
	Kath Anderson	Staff
	Linda McInnes	Staff
	Sarah Ingham	Staff
IN ATTENDANCE:	Janis Craig	Head Teacher
	Sheena Richardson	Local Councillor
	Mary Benson	Clerk

1. Welcome and Apologies

The Vice chair welcomed everyone to the meeting.

Apologies were received from Cllr Ludovic Broun-Lindsay, Cllr Tom Trotter, Vicky Cole (Chair) and Donald Smith.

2. Minutes of Previous Meeting:

The minutes were approved with one change. The date of the meeting should be Thursday 1 December, not Wednesday.

3. Matters arising

Duke of Edinburgh Awards - Mrs Craig is going to meet with East Lothian Council's Outdoor Education Department on Tuesday (17 January) to discuss the Duke of Edinburgh Award Scheme.

Curriculum for Excellence - Mrs Craig is working on a pamphlet for parents about the new Curriculum for Excellence. Once she has a draft, she will forward it to the parent council for comment. The completed pamphlet will be distributed to parents and put on the school website. An information evening will be held for all parents in February or March.

Clerk - Allison Cosgrove has stepped down as Clerk to the Parent School Partnership. Mary Benson is the new clerk. Thanks were expressed to Allison for her contribution to the Parent School Partnership during her time as clerk.

4. Chairperson's Report and Action Points from last meeting

Nothing to report and all action points covered.

5. Pupils' Matters

Due to the Christmas holidays, there has been no School Council meeting since the last Parent School Partnership meeting. The issue of lack of social seating areas at break times and lunch time is being looked into, with furniture prices being investigated.

6. Head Teacher's Report

Mrs Craig reported on the following matters:

Storm damage – the damaged sustained in last Tuesday's high winds was rectified on Monday. Less damage was sustained than might have been expected. Relevant safety checks have been carried out.

Staffing – A report on staffing was made to members. Long leet (list) interviews for Depute Head were held today. Short leet interviews will be held next Wednesday. Vicky Cole and Kim White will attend.

Duke of Edinburgh Award Scheme – see item 3.

Curriculum for Excellence – £10,000 has been put aside for the development of Curriculum for Excellence in the school. Faculties will submit bids for funding.

Secondary Schools Management Review – A briefing was held by East Lothian Council's Human Resources department during Monday's in-service day for staff. The concept of this East Lothian-wide review is to create a flatter, smoother management structure within secondary schools in order to meet the requirements of the Curriculum for Excellence and budgetary constraints. The new structure is to be in place for 5 June 2012. This type of management review is happening in other education authorities as well, including Edinburgh.

The new management team will consist of the Head Teacher, 3 Depute Head Teachers, a Business Manager and 6 Faculty Heads (a total of 11 staff), which is one post more than at present. However, the current management layer of Principal Teachers and Departmental Heads will disappear. Each Faculty head will manage 7 to 10 staff under the new system. At a teaching level, Mrs Craig felt that pupils will not notice a great deal of difference. However, this is understandably a very difficult and sensitive time for the school teaching staff and they have received the news very professionally.

Councillor Sheena Richardson joined the meeting.

Events – Mrs Craig gave details of the following events:

- Knox News.
- Website update.
- Eco Life Event.
- Parents Evening.
- End of term.
- S6 panto had been great.
- PE department ceilidh had received positive feedback from pupils.
- Concert.
- The disco has had to be cancelled twice; however it is rescheduled for next Tuesday.
- S3 parent's evening – will be held next Thursday
- KASG (Knox Academy Support Group) will be holding a Burns supper.
- Prelims will be held 23 January – 3 February 2012.

7. Staff Members Report

Mrs McInnes asked how long the period of membership is for staff members of the parent school partnership. Ian Smith will check the constitution for the next meeting.

8. Parents Matters

No items.

9. Correspondence

Correspondence had been distributed electronically. Greg Cookson gave a summary:

SQA update – includes useful information for parents who want to learn more about Curriculum for Excellence.

Education awards – nominations are now open and the closing date is Friday 2 March 2012.

10. AOCB

Minutes – Greg Cookson asked if draft minutes could be circulated after the meeting. It was agreed that a first draft minute will be prepared and circulated to all present, within a week of the meeting. Any amendments should be sent to the Clerk within three days. A final draft minute will then be circulated, clearly stating on each page that it is a draft. This minute may then be approved at the next meeting. As everyone will have had chance to check the minutes early on, there should be little need to amend the minute at the next meeting. Mary Benson will upload the minutes to the Parent School Partnership website; however she will need to obtain log in details and a password to do so.

Action MB

School reports – S3 school reports are being issued this week. Greg Cookson asked what parental feedback there had been to the new style of report. Mrs Craig will look into this.

Action JC

Annual General Meeting – the next meeting is the AGM on 8 February. The scheduled parent school partnership meeting will be held at the usual time, with the AGM held afterwards, attended only by parents.

Feedblitz – Ian Smith advised that Parent School Partnership funds are required to pay a subscription to Feedblitz of \$10 per month. The funds are held by the school and Mrs Craig will speak to the school's Business Manager about this and liaise with Vicky Cole for payment details. Feedblitz sends an email to all subscribed parents when a new post is put on the Parent School Partnership website, so it is a useful tool for communication with the parent forum.

Action JC

Date of Next Meetings:

8 February, 7 March, 2 May and 30 May 2012.

Action points	Who	When
Look at constitution and confirm at next meeting whether staff member's period of membership is fixed or floating.	Ian Smith	For next meeting.
Obtain log in details for Parent School Partnership website.	Mary Benson	As soon as possible.
Report on parent's feedback on new school reports.	Mrs Craig	For next meeting.
Speak to business manager re feedblitz subscription and liaise with Vicky Cole re payment using Parent Council budget.	Mrs Craig	As soon as possible.