



**APPROVED MINUTES**

DATE: WEDNESDAY 20 MAY 2015

PRESENT:	Louise Elder	Chair	PSP member
	Caroline McKinnel	Vice Chair	PSP member
	Linda Bowen	Parent	PSP member
	Amanda Herriott	Parent	PSP member
	Jon Hunton	Parent	PSP member
	Janette Middlemass	Parent	PSP member
	Derek Simpson	Parent	PSP member
	Ian Smith	Parent	PSP member
	Liz Syme	Parent	Co-opted PSP member
	Kim White	Parent	PSP member
	Steve Wands	Sports Co-ordinator	PSP member
IN ATTENDANCE:	Sarah Ingham	Head Teacher	
	Katrina Booth	Parent	
	Kay Boylan	Parent (Knox Academy Support Group rep)	
	Elaine Campbell	Parent	
	Fiona Dewar	Parent	
	Shareen Forbes	Parent	
	William Mackay	Parent	
	Dave Neillans	Parent	
	John Wrinn	Parent	
	Tom Trotter	Local Councillor	
	Mary Benson	Clerk	

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**1. Welcome and Apologies**

Louise Elder (Chair) welcomed everyone to the meeting. Apologies were received from Calum Blair, Colin Dempster, Gillian Greenshields, Andy McBain and Lucy Wrinn.

**2. Max Sykes, Canon UK**

Mrs Ingham introduced Max Sykes, Account Director Scottish Procurement at Canon UK Ltd. Canon has been involved in a Community Benefit Project with Knox Academy over the past 3 years. Canon and Knox won an East Lothian Council Star Award in the Community Partner category, with their "Employability Skills Team" (together with Knox's other partners: Prentice Coaches and East Lothian Council).

The aim of the project is to help youngsters in the senior school (S4-S6) build confidence and develop employability skills. Canon UK helps to provide mentoring skills and coaching to the youngsters. These skills (such as CV preparation, presentation skills, motivation, management, confidence and awareness) are directly transferable to the world of work and will help youngsters prepare for life after school. Another aim is to help broaden youngster's horizons to encourage them to also consider careers outwith the local area (UK/Europe and beyond).

On 19 October 2015, Knox and Canon will be running a "Fast Forward Day" in school. This is a Monday In-Service day and it is planned to open up the school for the community to come in and see what's been going on. This will involve a drop-in session with Canon's HR Manager, where youngsters can come to feed into the process by saying what support or information they need to prepare for the world of work. There will also be a 'Knox Idol' competition, for senior pupils, which will involve them each going through an interview with East Lothian Council's Chief Executive Angela Leitch and the Managing Director of Canon UK to select the most impressive senior school candidate. The winner will receive a visit to Canon UK headquarters in Woodhatch, Surrey.

Mrs Ingham noted how well Canon's values meshed with Knox Academy's core values of Wisdom, Engagement and Respect. Parents were impressed with the work undertaken to date and thanked the school and Canon UK for this. They noted that by bringing senior executives to Knox for this event, it was giving the scheme credibility with the youngsters and showing them how important employability skills are. It was also noted that careers advice is also needed before S4, in order to help youngsters make the right choices for exam subjects, particularly in terms of what various careers actually involve (e.g. what does an engineer actually do, and what qualifications do I need to become one).

Any parents with further feedback or ideas on this should contact Mrs Ingham. Louise Elder thanked Max Sykes for his presentation and for Canon's commitment to working with Knox Academy and he left the meeting.

### **3. Minutes of Meeting of 25 March 2015**

The minutes of the last meeting were approved without change.

### **4. Matters Arising from the Minutes & Action Points**

*Teamer App* – Mr Wands will action this at the start of next session.

*PSP Award nomination* – see Item 11, Any Other Business

### **5. Chairperson's Report**

*Knox Communications Provision* - Louise introduced Shareen Forbes, who is the parent of a youngster who will be joining the new Knox Communications Provision (CP), which is scheduled to open in the old Haddington Infants school building in October. Five pupils have so far been identified from across East Lothian to join Knox CP when it opens. All youngsters coming to the CP will become Knox pupils and their parents are welcomed and invited to join the PSP should they wish.

CP parents are currently looking at submitting bids for funding from Viridor and/or The National Lottery to help develop the CP playground area, including play equipment and safety surfacing to assist youngsters with disabilities. Louise said that the PSP would be happy to help with putting the funding

bid together if required. It was also noted that some funding may be available from KASG (Knox Academy Support Group). Kay Boylan explained the process for this. It was noted that welcome information would need to be sent to new CP parents about the PSP for when the facility opens in October.

**Action LE/SI**

*PAT dog* – Amanda Herriott noted the great therapy provided to pupils by Katrina Booth and her dog, Ginny, who is a trained ‘Pets As Therapy’ dog. Amanda recommended Katrina and Ginny to Shareen Forbes for the CP youngsters in particular, due to the great work they have done with children with additional support needs at Ross High.

*P7 Transition Event* – (see also Item 9, Staff Member’s Report) The P7 Maths Transition Event in March had been a great success, with P7 pupils coming home buzzing with excitement and ready for their move to Knox. Louise thanked all staff who have been involved with this and the Cluster Primary transition visits. P7 pupils are now looking forward to their two day visit to Knox in June.

*Ian Smith* – Ian Smith has been involved with the PSP since September 2007 and is standing down as a Parent Rep. Louise noted Ian’s enormous contribution to the PSP, both with his IT knowledge and his representation of Knox at East Lothian Association of Parent Council Members (ELAPCM). Ian was thanked for his input over the years and was presented with a small gift to show the PSP’s appreciation.

## **6. Pupil’s Matters – none.**

## **7. Head Teacher’s Report**

*Staffing* – Mrs Ingham gave an update on staffing. The school have been allocated all of the Newly Qualified Teachers (NQTs) that they requested, in Art, PE (Physical Education), RMPS (Religious, Moral and Philosophical Studies) and Modern Languages.

### *News / Updates:*

*Easter Revision* – the Easter Revision classes were well attended.

*Exams* – the exams seem to have gone well so far; pupils have turned up on time and have behaved extremely well.

*Social Subjects* – Social Subjects staff have been visiting classes in cluster primaries, which has been very useful and welcomed.

*Deli Café* – the Deli Café event run by Business Education with S1s was very successful. It was great to have parents coming into school to see what pupils had been doing.

*Activities Week* – next week is Activities Week for S1-S3. Parties going on residential trips abroad will be leaving at the end of this week.

*Whisky Tasting* – A whisky tasting event will be held at Knox on 5 June at 7pm to raise funds for the new grand piano.

### *Strategic items:*

*Assessment* – Assessment has been discussed as a strategic item with the school’s Management Team. Mrs Ingham said that they were aware that some things could have gone better this year for senior pupils, with (in some cases) assessments being left till very late, which added to youngster’s stress

towards the end of their courses. The Management Team are looking at this and are preparing an 'Assessment Protocol' for future years, and a copy of this will go out to all pupils and parents in due course. Prelims will henceforth be called "Key Assessments" to reflect the change in curriculum and examination style. Mrs Ingham stressed that the school were working to get this right for pupils and that any parent with specific concerns should contact their youngster's Head of House or email Mrs Ingham directly.

*George Antell Award* – Mrs Ingham has been approached by the family of the late George Antell, of Tucson, Arizona, who was a past Dux of Knox Academy. They have offered to fund an annual award for the S5/S6 pupil with the highest consistent achievement, in memory of Mr Antell. This will be launched at this year's Award Ceremony in July.

*Dates:*

Monday 25 May	–	Activities Week
Monday 1 June	–	New timetable for next session's S2, S3, S5 and S6. Next session's S4 go on work experience.
Monday 8 June	-	New timetable for S4 Tree of Knowledge Workshop for new S4 (Laugh in the Face of Exams)
Tuesday 9 June	-	S5 and S6 Tree of Knowledge Workshops (Reach for the Power & Intriguing Futures) 6.30pm – Parent Workshops from Tree of Knowledge
Thursday 11 June	-	Enterprising Maths Competition
Monday 15 June	-	P7 Information Evening (6.30pm)
Tuesday 16 June	-	P7 visit
Wednesday 17 June	-	P7 visit
Wednesday 24 June	-	Sport's Day
Thursday 2 July	-	Awards Ceremony (7pm)
Friday 3 July	-	All break for summer holidays

**8. Curriculum** – The new timetable starts on Monday 1 June 2015.

*Councillor Trotter left the meeting.*

**9. Staff Member's Report** – *written report read out by Mrs Ingham*

*Computing: Jam Packed Event- Mr Swan* – The 'Jam Packed' Computing Project will be delivering its first event in Scotland at Knox. The school will be hosting a 'Raspberry Jam' event on Friday 29 and Saturday 30 May, with three main parts:

Friday 29 May –	Morning – Primary pupils will be coming to Knox to take part in various activities. Evening – 'Friday Night Hack Jam' will be held from 6-9pm, with parents encouraged to come in with their children to take part in various workshops.
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Saturday 30 May - All day – ‘Raspberry Jam’ - a full day of workshops in school to discover more about the potential of the Raspberry Pi computer.

For more information visit the school website or see this video: <https://vimeo.com/124654088>

*Maths: P7 Transition Event* – the P7 Maths Transition Event was held on 26 March and, along with the PE Transition event the week before, gave next year’s S1 the chance to meet some staff, make some new friends and familiarise themselves with their new school building. Both events went really well.

*Maths: Higher Maths Camp* – this residential event was on the weekend of 20-22 March and involved a mixture of study and outdoor activities, including maths-based orienteering.

*Maths: Revision Hub* – the Maths department have been developing the website to help pupils regularly revise (rather than just when they need to before a test). The website will also be designed to help parents support their youngster in their revision. Although the work on the Revision Hub is not finished, the National 4 and 5 Mathematics, National 4 and 5 Lifeskills Maths, and Higher Maths pages are now complete. A booklet has also been produced to help pupils with planning their learning. Any feedback from a parent’s perspective would be really helpful and should be sent to Mr Blair via the school.

*School of Rugby* – Knox has received some funding from Scottish Rugby Union to continue work with the S1 and S2 School of Rugby and to continue with their leadership work with pupils from S1 to S6. They will also work with the cluster primary schools and will seek to promote links to the wider community through the medium of sport. Steven Wright, from Haddington Rugby Club has done a huge amount of work on this and will be giving a presentation to parents on 1 June at 6.30pm in Knox Food Court, with a view to alleviating any parental concerns. He is also happy to come to talk to the PSP, and it was suggested that he could do so at the first meeting next session, if he is available.

**10. Parent’s Matters** – none.

**11. Any Other Business**

*Raising Attainment* – Mrs Ingham is putting together the school’s Improvement Plan and would welcome any ideas or suggestions from parents about how to help raise attainment, particularly the lowest 20% of pupils, and how to close the gap between the highest and lowest achievers. A number of tweaks have been identified by the school, but there seems to be no easy fix for this issue.

**12. Date of Next Meeting:** This date is still to be finalised, but is likely to be Wednesday 2 September 2015. The following dates were agreed by the PSP for next year; however since there was an overlap with several ELAPCM meeting dates this session, Mary Benson will check the dates with Val McIntyre to try to minimise double booking next session before booking a let with FES: **Action MB**

- All Wednesdays: 2 September 2015
- 7 October 2015
- 4 November 2015
- 2 December 2015
- 13 January 2016
- 10 February 2016 (for the Annual General Meeting)
- 23 March 2016
- 18 May 2016

Action Points	Who	When
Send out information to parents about the new Teamer app	SW	August 2015 (PTO: -)
Send welcome information about the PSP to the parents of youngsters attending the new Knox Communications Provision.	LE/SI	For opening of CP in October 2015
Check ELAPCM meeting dates with Val McIntyre, then book a let with FES and advertise next session's PSP meeting dates.	MB	As soon as possible