



DRAFT MINUTES

DATE: WEDNESDAY 30 MAY 2012

PRESENT:	Vicky Cole (Chair)	Parent
	Greg Cookson (Vice chair)	Parent
	Andrew Greathead	Parent
	Dave Neillans	Parent
	Derek Simpson	Parent
	Donald Smith	Parent
	Ian Smith	Parent
	Kim White	Parent
	Mark Wyllie	Parent
	Kath Anderson	Staff
	Sarah Ingham	Staff
IN ATTENDANCE:	Janis Craig	Head Teacher
	Val McIntyre	Education Dept, East Lothian Council
	Susan Rae	P7 parent
	Tom Trotter	Local Councillor
	Mary Benson	Clerk

1. Welcome and Apologies

The Chair welcomed everyone to the meeting. Apologies were received from Sally Cunningham, Colin Dempster, Councillor Ludovic Broun-Lindsay and Councillor John McMillan.

2. Presentation by Val McIntyre

Val McIntyre (Education Department, East Lothian Council) attended the meeting and outlined the recruitment process for the appointment of a new Head Teacher, with particular emphasis on the parental involvement process.

Val McIntyre was thanked for her presentation and she left the meeting.

Mrs Craig, Mrs Ingham, Miss Anderson, Susan Rae and two other parents joined the meeting.

3. Minutes of Previous Meeting

Mrs Craig requested two changes to the minutes of the last meeting, held on Wednesday 2 May 2012.

Item 7, Page 3: *“which unfortunately ran an inaccurate article”* to be changed to *“which ran an unfortunate article”*.

Item 7, Page 4: Note that 5th June has also now been granted as a school holiday for the Queen’s Diamond Jubilee.

4. Matters arising

KWN (Kids Witness News) is a global hands-on video education program for school children, supported by Panasonic. Knox's KWN team has won the UK Grand Prix Award on 3 May in Redditch. Knox KWN has now been invited to attend the Global Awards Ceremony in London in August and will compete with schools from all over the world. Vicky Cole thanked the staff who have been involved and noted that this was a fantastic opportunity for the pupils. Knox Academy is the only school in Scotland to take part in this competition.

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

ePortfolio – Mr Greenaway will be invited to the second meeting of the PSP next term to discuss this.

Pupil Focus Groups - Vicky Cole will agree a date with Mrs Ingham to give her presentation on this to the PSP.

Distribution of Knox News – no further progress to date.

School development plan - see item 8 Staff matters.

Predictable Needs Budget – Iain Smith will raise this at ELAPCM.

Careers event – no further progress to date.

Non-catchment entry to Knox – to be discussed at the end of the meeting.

6. Pupils' Matters – None

7. Head Teacher's report

Curriculum for Excellence – The open afternoon on 22 May for S2 went very well.

Mrs Craig's presentation to the new Councillors on 24 May also went well.

S5/6 will be returning from study leave next week. On 11 June, the senior pupils (S4/5/6) will start their 2012/13 courses. S1-3 will continue with the courses they are doing at present.

P7 visits will take place on 18 June. Vicky Cole will speak to parents to introduce and explain the purpose and role of the PSP.

The new Management Structure will be in place from next Wednesday (following the Secondary Schools Management Review).

Several departments within the school have relocated within the building to enable different subjects within the same faculty to be situated together. This will help staff to work more effectively as a team.

Staffing – Mrs Craig gave an update on staffing.

Events:

Activities Week – This week is Activities Week for S1-3, which has been superb and has provided a fantastic opportunity to pupils to try something new. This type of learning is completely in line with the new Curriculum for Excellence which promotes learning through experience. However, some parents and pupils seem to interpret Activities Week as a 'non-school' week, with a comparatively high percentage of pupils staying at home rather than coming into school. Mrs Craig reported that at least 50 children (which would work out at around a third of a year group) have not attended school this week. This has created hassle for the staff, who have suffered stress and abuse from some parents on this matter. Mrs Craig introduced Activities Week during her time as Head Teacher, but feels she may have to recommend to the incoming Head Teacher to scrap it. High absence rates such as these greatly affect the school's overall attendance figures. This matter and the reasons for it were discussed in full. Vicky Cole thanked all of the staff involved on behalf of the PSP for their hard work, time and effort in organizing and running Activities Week, as the pupils involved benefit immensely from it.

It was agreed that a representative of the PSP would in future be part of the Activities Week organizing group. The PSP as a whole will also help to reinforce the message amongst parents that all children must come to school during Activities Week. Knox News will be used to sell Activities Week to parents and pupils and point out the advantages. Parents and pupils will be asked if there are any other activities they would like to see

included in a future Activities Week. It was suggested that older pupils who have already attended the Activities Week could be asked to speak to the year group below them to tell them about their experience of Activities Week and help to encourage greater attendance next time.

Events (continued) –

The Italy trip will be returning on Sunday.

The Leavers ceremony will be held on 15 June.

PSP meetings - Mrs Craig passed on a list of proposed dates for next session's PSP meetings to Vicky Cole. Vicky will discuss these dates with the other parent reps by email and confirm with Bev Skirrow, the School Business Manager.

Mrs Craig – this is Mrs Craig's last PSP meeting before she takes early retirement in August. Vicky Cole thanked Mrs Craig for being a 'tremendous Head Teacher' and noted her amazing and positive contribution to the school. The PSP made a presentation of a card and some theatre vouchers to Mrs Craig to mark her retirement. Mrs Craig expressed her thanks and asked the PSP to pass on her thanks to the parent body as a whole for being 'pretty wonderful' too.

Councillor Tom Trotter left the meeting.

8. Staff Member's Report

School development plan – further to the last meeting, Mrs Ingham and Vicky Cole have had a discussion about the school development plan and have agreed to put the following forward:

Parental involvement – parents will be asked to volunteer to come in to school and mentor and help pupils with reading. This would involve a commitment of an hour a week for ten weeks. Vicky Cole will advertise this at the P7 entrants afternoon in June to try to get some new S1 parents involved.

Focus group – as a result of discussions with the pupil focus group, the school will be encouraging a coaching approach to help improve communication between parents and their children. Mrs Ingham has arranged for Adrian Hynd to run a course entitled 'Talking to Teens' in the school during the week beginning 10 September. This will be advertised in the Knox News and will have space for 10 to 12 people to attend. It is hoped to get parents involved in the long term to take this forward and with training run future coaching events such as this.

The deadline for the next Knox News is 18 June at 4pm.

9. Parent's Matters

Tots and Teens - The PSP clerk, Mary Benson (whose daughter has attended Tots and Teens playgroup this year), thanked all of the staff and pupils involved for their input and commitment to the scheme. Mrs Ingham noted that during the week beginning 18 June, all of this year's and next year's pupils involved in Tots and Teens will be attending part of an intermediate course in childcare at Jewel and Esk Valley College. Mrs Craig noted that the school would love to extend the opening hours of Tots and Teens if the money is available to do so.

Mrs Craig, Mrs Ingham and Miss Anderson left the meeting.

School roll capping – Vicky Cole gave a summary of progress to date. She and Kim White met with Don Ledingham (Executive Director of Education and Children's Services) last week to discuss the matter.

They have asked him for the facts and figures to explain the roll cap figure of 140 pupils for this year's S1 intake and for clarification of the legal reason why all out of catchment P7s have been refused an S1 place at Knox. The matter was discussed at length by parent reps.

10. Correspondence – Due to time constraints at the meeting, correspondence was not discussed in detail; however incoming correspondence has been emailed to all.

11. Any Other Council Business – none

Date of Next Meeting:

Suggested as 5 September 2012; however, this is to be confirmed.

Action points	Who	When
Invite Mrs Ingham to talk to the PSP about the pupil focus groups.	VC/JC	At a date to be arranged
Discuss the circulation of Knox News	All	At a date to be arranged
Discuss careers event ideas to find a way forward.	All interested parent reps.	As soon as possible.

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