



## MINUTES

DATE: WEDNESDAY 5 OCTOBER 2011

PRESENT: Vicky Cole (Chair) Parent  
Ian Smith Parent  
Kim White Parent  
Derek Simpson Parent  
Greg Cookson Parent  
Kath Anderson Staff  
Linda McInnes Staff  
Sarah Ingham Staff

IN ATTENDANCE: Mrs J Craig Head Teacher  
Cllr Tom Trotter  
Donald Smith Parent  
Ms A Cosgrove Clerk

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### 1. Welcome and Apologies

The Chair welcomed everyone to the meeting.

Apologies were received from Provost Richardson, Andy Greathead and Mark Wylie.

### 2. Minutes of Meeting of 7 September:

Agreed a correct record.

### 3. Matters arising

Mrs Craig referred to the discussion on Chemistry which had taken place at the last meeting. She advised that classes had been observed and staff were reflecting on comments that had been made.

The Chair asked if the comments on clarification on matters in class had been addressed, and Mrs Craig said these were being considered and multiple observations were taking place. In response to a question on the Science Club, she said that there had been a club in the past but there had been problems with staffing this. However she was looking at it possibly re-starting, perhaps on a basis that included other sciences as well as Chemistry.

The Chair thanked Mrs Craig and the Department for the work that was being done and for being co-operative with parents' questions.

Ian Smith asked about "quality control" of lessons, and Mrs Craig replied that the Head of Department observed all classes as well as pupils' homework and performance being monitored. Linda McInnes added that most staff have electronic records of lessons.

Mrs Craig thanked the Chair for attending a recent S1 evening. The P7 evening would be held that week, and the Chair would be attending, but in a parental capacity.

Kim White asked about minutes being on the website and it was agreed that the Clerk would send these to Colin Dempster and to Ian Smith after the meeting. Donald Smith asked if minutes could be provided shortly after the meeting, and after some discussion, it was agreed that minutes would not be put on the website until approved, but any concerns of parents could be put on the blog.

#### **4. Chair's Report**

The Chair asked about the parents' visit to the school, and Mrs Craig suggested that a date in November be fixed.

#### **5. Pupils' Matters**

None.

#### **6. Head Teacher's Report**

Mrs Craig reported on the following matters:

*Annual Report* - attached as an appendix to these minutes. Mrs Craig went through the report, noting the Development Plan priorities; Curriculum for Excellence progress; exam results; advising that it was a snapshot of the year.

*Adverse Weather* – The Council's policy was out for consultation and had been discussed at a recent Head Teacher's meeting. Work was ongoing to have as much information on the website, and it was expected that senior pupils would undertake work on their own.

Kim White asked about remote access to the website for teachers if there were emergency school closures, and Mrs Craig would take this up with Mr Dempster. The Chair added that parents could be asked to updated emergency contact numbers.

Ian Smith asked if homework could be on the parent council website as well, and again this would be taken up with Mr Dempster. Linda McInnes noted that teachers would be prepared to give advice in advance of bad weather, if possible.

*Water fountains* would be installed over the October break. The pupil council would be leading assemblies after the break on their proper use. Mrs Craig thanked Knox Academy Support Group for funding the cost of a water bottle for each pupil.

*MAAP and Outdoor Education* – this was the last year of the scheme, which would finish in June 2012. 42 pupils had been involved last year in the various levels of bronze, silver and gold. It was planned to continue through other funding, and its strength had been that an outside agency was responsible for its organization.

The Chair asked if this was why the Duke of Edinburgh scheme was not now run and Mrs Craig responded that no one had come forward to ask for D of E. There was some discussion on how D of E was run in other schools. Kim White noted that MAAP was presented as more accessible but had only been able to include relatively small numbers. There were gaps in the programme and the second level of work could only be done in the October holiday week, which could exclude some pupils. She asked if there was any way to participate later than 3<sup>rd</sup> year, if pupils could not make the second level timescale, and whether the programme was accessible at another time if a pupil was not selected in 3<sup>rd</sup>

year. Mrs Craig undertook to investigate this. Ian Smith also noted that the information page on MAAP on the website needed to be updated.

*Sederunt* – Donald Smith left the meeting.

*Fundraising* – Agreed that it would be useful to meet KASG representatives, but Derek Simpson had found it hard to contact anyone in the group. Mrs Craig will talk to the staff representative on KASG and ask her to get in touch with Mr Simpson.

*Curriculum for Excellence* – Mrs Craig asked that information on this be put on the agenda for the next meeting. She would send a copy of a presentation to the Chair.

*Events* –

- The Land Yacht race had taken place
- Visitors from a Czech college had been in the School
- There had been a technical delay with the S4 progress reports, which should now be issued the following Monday
- There would be a follow up HMIE visit on Monday
- The P7 night would be on Monday
- The Faculty Challenge was underway

## **7. Staff Members Report**

An evaluation visit was taking place and Sarah Ingham had a parent volunteer for this.

Patrols had been held with the Community Police and were building a good relationship with them.

Tots and Teens was going well. A two hour session with the pupils and the Educational Psychologist had taken place, and involving Jewel & Esk College was being considered.

There was a discussion on Knox News, as it cost £1000 - £1200 per year to produce in its current format. Having it in electronic format was one option.

## **8. Parents Matters**

Discussion of the role of the Parent School Partnership was proposed. It was agreed this could be the subject of e-mail exchanges. Suggestions which involved the community more would be useful.

Noted that Edubuzz training was available on 16 November – Kim White would attend.

Ian Smith asked about the membership of the East Lothian Association of Parent Councils. He was happy to continue to represent the PSP in this forum. This was agreed.

## **9. Correspondence**

Correspondence was distributed by the Clerk.

## **10. AOCB**

*Draw* – Derek Logie had won the bottle of champagne in the draw.

Ian Smith thought there should be a better way of bringing pupils' matters to the meeting. Mrs Craig noted that she attended the Pupil Council when invited. The Chair asked if Mrs Craig would make contact with them, and she would be willing to attend one of their meetings if invited.

Greg Cookson reported that there had been some thefts from the school lately. Mrs Craig advised that there was a valuables box or bag during PE lessons but that changing rooms could not be locked. She

would make it clear that the box was available during after school activities as well. The Chair would put information on the blog and issue guidance to parents.

**Date of Next Meetings:**

Wednesday 30 November 2011; 11 January, 8 February, 7 March, 2 May and 30 May 2012.

Signed: \_\_\_\_\_ (Chairperson) Date: 30 November 2011

Signed \_\_\_\_\_ (Clerk) Date 30 November 2011

Action Points	Who	When
Investigation of future dates for MAAP programme	JC	For November meeting
Contact Staff Rep on KASG and put in touch with D Simpson	JC	For November meeting
Curriculum for Excellence on Agenda	Clerk	For November meeting
Information on preventing theft on website	Chair	As soon as possible