



MINUTES

DATE: WEDNESDAY 2 DECEMBER 2009 at 18.15 pm

PRESENT: T Holden (Chair) Parent
F Mackenzie (Vice Chair) Parent

I Smith	Parent
K White	Parent
A Greathead	Parent
M Wyllie	Parent
K Anderson	Staff
N Davidson	Staff
S Ingham	Staff

IN ATTENDANCE: Cllr T Trotter
J Craig Head Teacher
A Cosgrove Clerk

Apologies had been received from Linda McInnes, Cllr Sheena Richardson and Alistair Brown.

1. Minutes of the Last Meeting

Amendments:

Page 1 – Chair’s Report – the election of new members would take place on 20 January, with the AGM being on the 21st.

Page 1 – School Dance – the wording to be changed to read “At the time of the meeting no offers of help were forthcoming” instead of “there had not been any offers of help from parents”. It was noted that several parents had attended on the night to help out.

Page 2 – School Web group – the wording to be changed to read “Work was ongoing” instead of “this could be deleted as work was underway”.

Page 4 – Action Points – noted that the breakdown of exam results would be presented at the next meeting.

2. Matters Arising

None.

3. Action Points from last meeting

The Chair itemized the outstanding action points from the last meeting as follows:

- Publication of Agenda on public Notice Board - actioned by Clerk

- STACS presentation by Colin Sutherland – as there was no meeting in January Mrs Craig to ask Mr Sutherland if it is possible to present at the at the March meeting – Clerk to put on agenda for March.
- Vacancy/election of new parent member – actioned by Andrew Greathead
- Faculty Head Presentation – to be heard later in the meeting
- Website Development – actioned by Kim White and Ian Smith
- Issuing of Detention Information – a waiting clarification of detention arrangements
- Feedback to parents responding to the PSP on DoE – actioned by Kim White.

4. Chair's Report

The Chair reported that an Action Plan was required and he had produced one, which was circulated. This would also be placed on the website.

Website – Kim White and Ian Smith reported on their session with David Gilmour of the Council's IT Department. The new PSP website was up and running and already had 200 subscribers. A flyer had been prepared and would be issued to parents at various School evenings to encourage parents to log on. Noted that the site was moderated at the moment.

On a question as to whether curricular information would be placed on the School web site , Mrs Craig advised that some time had been made available for Colin Dempster to carry out web development. Parent members offered to help if possible. Recent research was cited as showing use of ICT improved student learning.

Mark Wyllie had attended a Curriculum for Excellence session run by David Gilmour.

Budget – Fiona Mackenzie had attended a meeting of East Lothian Association of Parent Councils meeting, as a result questions had been drafted for parents for use at the consultation evening. A response from the PSP to the budget consultation had been submitted. She explained the timescale on the budget announcement which is available on the Scottish Parliament website .

Cllr Tom Trotter said that turnout at the consultation evenings had not been great, but that schools had been well represented at the Haddington event. The issue of trust schools had been blown out of all proportion and should such an option go forward, it would be a long way ahead.

Constitution – the Chair advised that a few aspects of the constitution required tweaking but any amendments would be circulated before the AGM.

5. Head Teacher's Report

Mrs Craig reported on the vacancy caused by Nicola Davidson moving on. It was hoped to have the long leet for the post in place before Christmas. On the budget, she was awaiting more detail, but meanwhile work was being carried out on the school roll and the reduction in budgets. There was likely to be a lower roll with a comparatively small 1st year in 2010, and a likely roll figure of 800, compared with the present figure of 840. Noted that primary school rolls were dropping every year. Head Teachers would have a discussion on these matters on 17 December. She hoped to have a carry

forward figure at the end of the financial year, noting that two classrooms required IT upgrades at a cost of £10k which would fall to the School.

Various questions were asked on the Annual Report, which Mrs Craig clarified, as well as the fact that Curriculum for Excellence work was already ongoing although the programme was not due to start until August 2010. On a question about the effectiveness of the drop-in centre at the Bridge Youth Centre, it would be possible to ask Janice McLeod from the School Nursing Team, to provide an update covering effectiveness of the facility at a future meeting.

Ongoing events included:

- Prelims
- School Dance
- Visit to Samye Ling Monastery
- Expressive Arts evening
- Installation of lockers

6. Presentation by Sarah Ingham, Faculty Head

Mrs Craig first explained the Faculty structure to the PSP and the move to the Curriculum for Excellence.

Sarah Ingham gave a presentation on her post as Faculty Head of Communications, emphasising work was taking place across all areas within the Department. The Development Plan was divided up among different faculties. Fiona Mackenzie thanked Sarah for an interesting and informative presentation, noted the use of SMART targets (Specific, Measurable, Achievable, Relevant and Time related with verifiable targets and milestones where possible) and suggested setting SMART targets for the group would help deliver better outcomes. She noted the good progress by the school towards delivering the Curriculum for Excellence and suggested a short paper for publication would help highlight the work the school had already done. She would liaise with Sarah Ingham in the first instance with a view to working with Kath Anderson and possibly a S6 pupil on this.

Mrs Craig went on to inform the parent members about Friday morning sessions, where subjects are taught across a 3-hour period across different faculties. Noted that a lot of planning was in place for Curriculum for Excellence coming into effect the following August.

7. Support Staff Member's Report

Nicola Davidson advised that the Single Status outcomes had been made available last week and this had adversely affected some of the staff.

8. Parents Matters

None.

9. AOCB

A presentation was made to Nicola Davidson by the parents and she was thanked for her assistance over the years.

10. Date of Next Meeting

- AGM on 21 January 2010
- February meeting on Wednesday 3 February 2010

Signed: _____ (Chair) Date: 3 February 2010

Signed: _____ (Clerk) Date: 3 February 2010

Action Points

What	Who	When
1. STACS presentation – MRs Craig to Invite Colin Sutherland to March meeting	JC	Before Feb mtg.
2. Presentation of exam results by subject	JC	At Feb mtg.
3. Organise election of new Parent Member	AG and MW	Jan 20th
4. Production of Annual Report Chair/Clerk	TH & AC	January 13 th
5. Update on Drop in Facility – invite J McLeod suggesting for presentation in March?	TH	Before Feb mtg.
6. Update on Issuing of Detention Information	SI	At Feb mtg
7. A Faculty head to be invited to March meeting	JC	Before Feb mtg.
8. Colin Dempster to be invited to present ideas to PSP – Feb or March	JC	Before Feb mtg.
9. Response to question – can any elements of MAAP be used for pupils wishing to take DoE externally?	JC	At Feb mtg
10. Follow through suggestion to prepare paper covering delivery of Curriculum for Excellence agends	FM	Ongoing with update at Feb meeting.
11.		
12.		