



MINUTES

DATE: WEDNESDAY 4th NOVEMBER 2009 at 18.15 pm

PRESENT:	T Holden (Chair)	Parent
	I Smith	Parent
	K White	Parent
	F Mackenzie	Parent
	A Greathead	Parent
	M Wyllie	Parent
	K Anderson	Staff
	N Davidson	Staff
	S Ingham	Staff
	L McInnes	Staff

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

GUEST	Val McIntyre	Principal Officer, Teaching and Learning
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1. Guest Speaker – Val McIntyre

Val McIntyre introduced herself to the meeting, explaining that she would normally visit Parent Councils where there were new members, to explain the functions of the Parent Council. These were:

- To support the School
- To work together with the Head Teacher and the School
- To represent the views of parents

Val emphasised the necessity of involving parents and explained the position of the Head Teacher.

She also advised of the Parent Council budget of £200 pa; the importance of a website on the edubuzz site, which had had a huge takeup by parents; the necessity of compilation and distribution of an Annual Report; insurance; Cluster meetings; and the writing of Minutes to exclude personal details of staff.

In response to a query, she advised that any staffing matters could be discussed but should not be minuted in any detail other than general mention of staff appointments. Continuity of the Parent Council was important and this could be addressed in the Constitution.

The role of the strategic budget group was explained and the fact that the Council was holding workshop sessions on the budget in November. Lastly, Val gave some ideas on consulting parents via short questionnaires which could be done on an annual basis.

Val was thanked by the Chair for her visit and the useful information she had provided.

2. Minutes of the Last Meeting

These were agreed to be a true record of the meeting

3. Matters Arising

Training had taken place that day for the School Council.

Sufficient lockers for pupils had arrived and distribution throughout the School was being organized.

School Dance – there had not been any offers of help from parents.

Dates and times of meetings would be placed on the Public Notice Board outside the Corn Exchange, with an invitation for nominations to the Parent School Partnership at the appropriate time. It was not possible to have a specific Notice Board for the school.

4. Chairperson's Report

The Chair asked that an Action List be incorporated at the end of each set of Minutes.

Current matters outstanding on the Action List were as follows:

- STACS presentation by Colin Sutherland
- Breakdown of Exam Results – Mrs Craig would provide this
- Vacancy/election for new parent member – publicity was needed in December. The election would be held on 19 January with the results to be announced at the AGM on the following day.
- AGM date to be fixed and Annual Report to be produced – agreed on 20 January 2010
- Faculty Head Presentation – Sarah Ingham would do a presentation on her areas of work – Communication, Modern Languages and Latin
- School Web Group – this could be deleted as work was underway
- Cross accreditation on Duke of Edinburgh Award and school scheme – There was to be a meeting on the MAAP scheme in January and Mrs Craig would report back . K White and the Chair would feed back to parents.
- Pamela handover – was almost complete.

On communication and the website, K White and I Smith were meeting David Gilmour from the Council's IT Dept the following day.

5. Head Teacher's Report

Mrs Craig made a report on Staffing issues, noting that an appointment had been made in the English Department. Cover was in place until the new postholder took up the post.

The Principal Teacher, Expressive Arts post would be re-advertised at the end of the financial year, and a secondment was in place in the Support Base.

The budget for the year was £3,310,154, which was £381 more than the original budget. Efficiency savings of £23,923 were included in this figure. There was £140,000 of additional income, and spend would be just over £3.5m, of which staffing costs amounted to £3,172,039. There may be a very small carry forward figure this year.

The Head Teacher's Annual Report was produced. It would be circulated electronically to all.

It was a very busy term of positive actions. The Head Boy and Head Girl had recently visited Auchschwitz and this experience would be included as part of the Holocaust Memorial Day in January.

Students from S2 took part in a Yacht competition; the Debating Team had got through to the Regional Finals; there had been a Wear It Pink Day and Faculty Challenges.

Forthcoming events were:

- Senior Drama Performance
- Remembrance Day Assemblies with the Head Boy/Head Girl taking the wreath
- Prelims would begin the following week
- S4 would be doing work experience
- The Expressive Arts faculty were having an Open Evening on 26 November
- School Dance was on 1 December
- Next Knox News deadline – 4 December
- S5 and S6 Parents Evening was on 8 December, with the 1st year evening on 16 November.
- The School Play was on 9 & 10 December
- The Christmas Concert was on 16 December.

6. Teacher Members' Report

L McInnes asked that parents consider taking parts in talks to 2nd year about maths and how they relate to individual jobs. This was scheduled for the following term.

The Mathematics Maths Challenge was ongoing and would finish on Friday.

Noted that absence notes were coming in by email.

All pupils were being surveyed as part of Active Schools work.

On detention, it was proposed that latecomers would be subject to detention at break time on the day of lateness, or if this occurred after lunch, on the next day. Parent members agreed to this course of action, and would liaise with S Ingham to issue information to parents alerting them of this change.

7. Support Staff Member's Report

Nothing to report.

8. Parents' Matters

It was observed that the Library was not always available to the junior school. Mrs Craig explained that this could be a staffing issue or the room could be in use for another purpose.

9. Pupils' Matters

Alastair Brown reported that a successful School Council had been held that day. Council members were interested in a school newspaper.

10. Any Other Business

Training information was circulated.

F Mackenzie reported that work on the budget was being carried out .

I Smith advised that he was investigating the value of Advanced Highers. This issue had been raised at East Lothian Association of Parent Councils.

The issue of the School not being open at 5 pm for after school activities was raised. Mrs Craig advised this was a matter for FES.

11. Date of Next Meeting

Wednesday 2nd December 2009 at 18.15 pm.

Signed: _____ (Chair) Date: 2 December 2009

Signed: _____ (Clerk) Date: 2 December 2009

ACTION POINTS

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| 1. Publication of Agenda on Public Notice Board | Clerk | December Mtg |
| 2. STACS presentation by C Sutherland to be arranged | Mrs Craig | January |
| 3. Breakdown of Exam Results by subject | Mrs Craig | December |

4. Vacancy/Election of new Parent Member	All Parents	Dec/January
5. Production of Annual Report for AGM	Chair/Clerk	January
6. Faculty Head Presentation	S Ingham	December
7. Website Development	K White/I Smith	Ongoing
8. Issuing of Detention Information	S Ingham	Nov/Dec
9. Response to cross-accreditation from MAAP to DoE	Mrs Craig	January
10. Feedback to parents who responded to PSP re DoE	KW	Nov