

# Knox Academy

## Parent School Partnership



### MINUTES

DATE: WEDNESDAY 7<sup>TH</sup> OCTOBER 2009 (18.15hrs)

PRESENT: T Holden (Chair)  
I Smith  
K White  
J Craig (Head Teacher)  
K Anderson  
N Davidson (Minutes)  
S Ingham  
L McInnes

APOLOGIES: A Cosgrove (Clerk)  
A Greathead  
F McKenzie  
M Wyllie

IN ATTENDANCE: T Trotter

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#### 1. Minutes of the Last Meeting

Corrections:

4(E) Traffic: replace Police Man with Police Officer.

6 Maths Club – raised by teacher member, not support staff member.  
The Scholastic Bookfair Open Evening was raised by the support staff member.

#### 2. Matters Arising

##### School Council Minutes

The School Council has not met therefore there are no minutes to circulate at present. A training day is being arranged in the near future, following which meetings are approximately monthly. The Head Boy and Girl are to be invited to attend PSP meetings as and when they are available.

Action: S Ingham

##### Informal Meeting

S Ingham, F McKenzie and K White held an informal but very productive and positive meeting last week. A further meeting will be arranged to look at specific action points.

### Lockers

The order has been submitted and some space has been identified. Lockers will be issued to pupils on the waiting list as soon as is possible.

### Duke of Edinburgh Award

J Craig has discussed this with Liz Brookes (Outdoor Education). The authority is still looking at the possibility of centralizing the support for this.

## 3. Chairperson's Report

### Lost Property

J Craig summarized the school procedures with regard to lost property:

- ❑ Handed into school office
- ❑ Dated, retained for 4 weeks
- ❑ Drop in times allocated for Parents to view lost property
- ❑ Respond to phone queries and pupil queries
- ❑ Encourage all items of clothing to be 'named'

The school is not covered by insurance for lost items. The school does not assist/investigate missing phones, iPods etc – the school policy is that these items should not be in school.

### Activities Week

General discussion re; Activities Week and the process of organizing/costing a package. Possibility of a 'Parents Package' for 2010 discussed and agreed in principle.

### Admin

Arrangements for AGM required. Minutes to be updated on the relevant websites and copies to Val McIntyre. Val McIntyre to be invited to attend another meeting.

Action: T Holden

### Knox News

Parents to include a 'Did you know....' fact with their Knox News article. J Craig to include a 'Day in the life of a Head Teacher' article in a future issue.

## 4. Head Teacher's Report

### Staffing

Long-term absence: J Taylor (Physics), specialist cover is in place.

Maternity: Margaret Maxwell (English) from October break.

Appointments: English (Maternity Cover) – Zara Machen  
Support Base (Primary Post) – Samantha Smith  
Both posts are temporary.

Advertised: Principal Teacher (Curriculum): Expressive Arts. Closing Date:  
26/10/09

### Budget

Session 2009/2010 is financially tight, but the school should 'break even' or better at the end of the financial year. The roll at census was 840, and the budget will now be updated to reflect this. N Davidson will give a budget update at the November meeting.

The budget position for 2010/2011 is not yet known, however the situation will be very tight as there is no longer any spare capacity within the council to 'protect' Education.

#### Roll Projection

The Primary school roll figures indicate that the S1 roll will fall next session. This will have a significant impact on the school budget.

#### End of Term

Information has been received from the Education Department; where a term ends on a Monday-Thursday, the school will always close at 1600hrs as normal.

#### Events that have taken place

- S1 Settling in Evening
- S5/6 Study Skills Week
- Live'n Learn Seminars
- Theatre Trips
- Amnesty Assemblies
- Young Chef Competition – which Knox pupils won
- S6/Staff Weekend
- Outdoor Education events/challenges

#### Forthcoming Events:

- P7 Evening (13/10/09 @ 1800hrs)
- Faculty Interhouse Challenge (16/10/09)
- All break (16/10/09)
- Inservice Day (26/10/09)
- Pupils resume (27/10/09)
- S4 Parents' Consultation (29/10/09 1700-1900hrs)

#### 5. Teacher Members' Report

##### Minutes

Website to be updated with the minutes to date. Staff can access them in this manner.

##### School Dance

KASG are organising a whole school dance on Tuesday 1<sup>st</sup> December (7-10pm). KASG would welcome parental support at this event.

##### Community Links

The school are working on developing community links, including the Community Council, the Community Wardens and the Police. The school are also involved with the local Gardens project.

A Knox Academy Information Board is to be placed in the centre of the town.

#### 6. Support Staff Member's Report

##### Bookfair

Thanks to those parents able to attend the first bookfair open evening. A number of books were sponsored for the library, and we hope to make this open evening an annual event.

A 'wish list' will be established at Kesley's, where members of the community can purchase a book for the school library.

7. Parents' Matters

No issues raised.

8. Pupils' Matters

No issues raised.

9. Any Other Business

No issues raised.

10. Date of Next Meeting

Wednesday 4<sup>th</sup> November 2009 (18.15hrs)

11. Date of Next Meeting

Wednesday 3<sup>rd</sup> September 2008 @ 6.15pm (Library)

Signed: \_\_\_\_\_ (Chairperson) Date: 03/09/2008

Signed: \_\_\_\_\_ (Clerk) Date: 03/09/2008