



MINUTES

DATE: WEDNESDAY 2 JUNE 2010

PRESENT:

Tim Holden (Chair)	Parent
Iain Smith	Parent
Kim White	Parent
Fiona Mackenzie	Parent
Mark Wyllie	Parent
Vicky Cole	Parent
Andrew Greathead	Parent
Kath Anderson	Staff
Sarah Ingham	Staff
Linda McInnes	Staff

IN ATTENDANCE:

Mrs J Craig	Head Teacher
Ms A Cosgrove	Clerk
Ms Beverley Skirrow	Business Manager
Cllr Tom Trotter	
Provost Sheena Richardson (from Item 3)	

1. Presentation on the School Budget 2010/11

Beverley Skirrow provided information on the School budget for the following session. She explained that the core funding was for staff costs and of this only £300 had not been allocated. The carry forward figure had been just below the permitted limit. There had been a 1% budget cut across the whole school with no ad hoc allocations likely to be made during the year. Any extra funds available would require to be bid for in competition with other schools. Funding for Determined to Succeed and Curriculum for Excellence was ring fenced and no figure was available for this yet. Beverley noted a large increase in photocopier rental costs, and a strategy was in place to ensure that copying was efficient. Non-staffing costs were also discussed. Departmental block purchasing, savings in replacement staffing costs and management of staff leave were identified as areas where savings could be made. Beverley concluded by saying that the budget was still provisional and would not be confirmed until October.

Beverley was thanked for her informative presentation.

2. Minutes of Meeting of 5 May 2010

Amendments:

Page 2, Paragraph 2, end of line 2 – Delete the word “teaching” before the word “staff”.

Paragraph 4, second last sentence – Substitute “November” for “December”.

Page 3, Volcanic Ash issue – Mrs Craig clarified that the mention of the pupils was to state that they had co-operated well during this period.

3. Matters Arising

Framework Agreement – Vicky Cole had prepared an item for the website and the feedback from parents was that a parent's evening later in the school year for the S1 pupils would be preferred. Mrs Craig advised that there would be a calendar meeting on Friday so this was useful.

Leaflets for P7 evening – Ian Smith asked if the school could provide PCs with internet access that evening so that parents could leave contact details. Kath Anderson offered to be present in the Food Court area and with Tim Holden and Mark Wyllie would organise and man a table and assist parents to register with the PSP web site. Kath was thanked for this offer. Parents would also be asked to sign up to Knox News electronically.

Presentation to Staff - Fiona Mackenzie Tim Holden and Vicky Cole would run this presentation on August 17th to introduce staff to the work and aspirations of the PSP

Development Plan Review – Sarah Ingham advised that a planning day had taken place on May 18th. The Development Plan would not be drastically different, but was moving on. She had asked departments to be involved in whole school teaching and learning, and the Management Team would focus on this. Sarah advised that she would keep the PSP updated.

CCF - The Provost gave an update regarding the Combined Cadet Force, following a meeting with Fiona Mackenzie and the MoD. The message from this meeting was as follows:

“A Combined Cadet Force (CCF) Contingent is an educational partnership between a school and the Ministry of Defence. For such a partnership to function to proper effect, the senior management team of the School must be closely and enthusiastically involved in the governance of the Contingent (or indeed the governance of any partnership with another Contingent). These moral preconditions do not describe the situation with the Knox Academy CCF Contingent and therefore, the MoD must, with huge regret, endorse the Head's decision to close the CCF.

However, the offer to form a closed detachment of Army Cadet Force (ACF) remains - a detachment based upon a school and whose membership is limited to pupils at the school. This would be subject to further discussion and agreement by:

- the school (brokered by the Provost and the Parents' Group),
- the existing Contingent Commander to take on the role of ACF Detachment Commander, and others including parents joining the ACF to assist in the running of the Detachment
- The local ACF Battalion

Regrettably, a failure to deliver on any one of these agreements could mean that the only alternative is for Knox pupils to join one of the local ACF detachments, as individual

cadets. This is a relatively simple process, and a number of cadets have already transferred across as a matter of routine.

An agreement has been reached between the Provost and the MoD that the Haddington community dimension of this offer would need to be confirmed by 11 June 2010."

The Provost noted that it was Ricky Byers' view that the ethos of the Army Cadet Force was not the same as the CCF, and as there were a number of differences between the groups, he was unwilling to participate in the ACF. The MoD had made it clear that there could be no CCF within Knox without management by the School, and the link with Loretto would only work if this management existed.

There was also a financial aspect, in that the CCF cost the MoD £10k per year.

The Provost expressed regret at this outcome. She and Fiona Mackenzie were thanked for all the work they had done on this matter.

4. Chairperson's Report

Tim Holden had nothing further to report.

5. Head Teacher's Report

Staffing – A report on staffing was made to members.

Eight NQTs had been allocated in various disciplines. Mrs Craig explained the appointment and allocation of NQTs to members.

Timetable – Work was ongoing and it would be distributed to staff on Friday.

Change to Start of School Year – Mrs Craig explained what would be involved in this change. It was clarified that although activities would take place in June, curriculum work would still be ongoing. However it would be possible for some subject areas to devote more time to pieces of work, which would fulfill Curriculum for Excellence criteria.

Roll – Following placing requests, the roll for S1 was now 138, leaving only 2 places for arrivals during the year instead of 4.

Czech Visitors – A number of teachers from the Czech Republic had visited the School during the week.

Other events – Activities Week had gone very well, and there was a lot happening before the end of term. Sports Day was June 17th, weather permitting, Leavers Days were on 18th and 19th June and an Awards Evening was scheduled for 30th June. The last day of term was 1 July.

6. Teacher Member's Report

A question concerning the curriculum was raised and Mrs Craig asked that the teachers concerned contact her direct.

7. Support Staff Member's Report

Mrs Craig reported that due to the changeover from the Phoenix system to the CMIS system, there may be slower responses than usual from the office staff to queries from parents. The changeover would take a few weeks to complete. Mrs Craig was asked if an item could be put on the school website so parents would know the position.

8. Parents Matters

Fiona Mackenzie asked if the parents link on the website could be moved higher up so it was more visible. Sarah Ingham would raise this.

A question was raised about Curriculum for Excellence and the material that was available. Mrs Craig advised that information would be given out at the P7 evening and a booklet would be issued.

Kim White thanked Sarah Ingham for visiting Yester Primary to explain Curriculum for Excellence to parents. It had been a very informative session.

Mrs Craig and Sarah Ingham also explained how the 3-hour session on Friday mornings worked, bringing together subjects across areas.

9. AOCB

Ian Smith asked about the electronic notice board. The electronic boards seem unlikely to happen but some funding may be available for a more traditional style of board.

It was also requested that the minutes of the PSP meetings be issued earlier in the month than the May minutes had.

10. Correspondence

- An invitation to the East Lothian Heritage Forum
- Information on placing parental information on the Council's website
- Parental Involvement update – the Clerk would circulate this to all members.

11. Date for Meetings in 2010/11 Session

Wednesday 8 September 2010

Wednesday 6 October 2010

Wednesday 3 November 2010

Wednesday 1 December 2010

Wednesday 12 January (AGM)

Wednesday 9 February 2011

Wednesday 8 March 2011

Wednesday 6 April 2011

Wednesday 4 May 2011

Wednesday 1 June 2011

Signed:
2010 _____

(Chairperson) Date: 8 September

Signed:

(Clerk) Date: 8 September 2010

Action Points

What	Who	When
Carry out presentation to staff on the activities of the Partnership	VC	August 17
To organise and man a stand at the next P7 evening with facilities for parents to log in.	TH and MW	June 14 th
To draft comment re. CCF for the PSP web site	FM	June
Development Plan Review – comments to the meeting	SI	For Sept meeting
To looking into possibility of moving the parents link higher up the list on the school web page	SI	June