



MINUTES

DATE: WEDNESDAY 5 MAY 2010

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

IN ATTENDANCE:	Mrs J Craig	Head Teacher
	Ms A Cosgrove	Clerk

Apologies had been received from Alex Muir and Alistair Brown.

1. Minutes of Meeting of 10 March 2010

Amendments:

Item 3, Para 3, Line 2 – Add “School materials were currently being put on the website.”
Insert full stop and begin next sentence “There....”

Item 5, bullet point 2 – “scoping document” should read “scorecard”. After the words
“Fiona Mackenzie” in Line 1, add words “plus a pupil”.

Line 2, replace “documents” with “examples highlighting how a balanced scorecard for
the School could be taken forward.”

Item 7- Add “SQA details would be on the website”.
Item 8 should be under Teacher Member’s Report rather than Support Staff Member’s
Report.

2. Matters Arising

Drop-In Facility at Bridge Centre – Janice McLeod reported that there was good
attendance at the drop-in. Usage would be revisited in 6 months.

Progress on Scorecard – Fiona Mackenzie advised that regrettably she had been unable
to progress this. Her reason was that it is a substantive piece of work originally to be
undertaken by a team, Cath Anderson, a senior pupil and herself. She advised perhaps
some time in the future this could be picked up again.

Update on CCF – Fiona Mackenzie advised that she had worked hard, in her role to
represent the views of the 50 plus parents who contacted the PSP concerned at the

prospective closure of the CCF, with the Provost to ensure the concerns expressed by parents were taken forward. She advised each time an issue was resolved, another came forward and she had lost count of the number of the meetings attended. She drew members' attention to a press article in the Courier, highlighting that the Provost was willing to take on the role of Unit Colonel, a role traditionally held by the School's Head Teacher, and that it was proposed to bring the CCF under the aegis of Loretto School. This however required the agreement of the MoD. The aim was to have a Memorandum of Understanding signed by the Head Teacher, Loretto School and the MoD plus possibly others which would allow the CCF to continue. She asked, if this new proposal is accepted, whether the School would support this revised model through e.g. access to school facilities and publicising the existence of the revised CCF .

Mrs Craig replied that in common with all extra-curricular activities the CCF would have the support of the School, but she was not able to guarantee the attendance of teaching staff.

Fiona pointed out that in her view the CCF aims and objectives to encourage pupils to develop leadership, promote responsibility and self-reliance fitted in well with the School self-evaluation and development planning model. She advised while she has contributed to the discussions matters currently lie with the Provost whom she understood was currently accompanying a school trip to Italy. It may be possible, when she returned, that things would move forward.

Fiona also asked as to why there had been no consultation with the PSP before December 2009 when the school issued a letter to Cadets to inform them the Cadets was closing, despite engagement with the MoD when this issue first came to the surface in March 2009. She noted had the PSP been appraised perhaps less 'heat' would have been applied to the entire situation. Mrs Craig replied that she had responded to this letter from the MoD in June, which was the earliest she could reply. The MoD had requested a meeting in December 2009. Mrs Craig offered to provide a copy of the letter.

Fiona concluded by saying that given she has no further direct involvement she would wait and see what happened in the next 2-3 weeks. Parents' views had been taken on board and she would have no further involvement other than to continue to support the Provost.

On a question as to whether a notice would go into the weekly bulletin, Mrs Craig advised that Ricky Byers, the current 'leader' of the CCF at the moment, was able to put items in. Linda McInnes noted that in her view the same numbers as before were attending the CCF.

Duke of Edinburgh Award Scheme – it seemed clear that the MAAP programme was not the same as the DoE. However if a future member of staff was appointed with a particular interest in DoE, this would be supported.

Community Police lunchtime clinics – Sarah Ingham was unsure if this was going ahead. Information could be put on the website.

Activities week input – Mrs Craig reported on the number of activities for the coming week, and invited members to visit the School and observe. A judge was required for the Enterprise Competition, and the Chair would see if he was available.

Various trips had been organised to Italy, France, Paris, London and Shetland, and there was a programme for pupils not otherwise engaged. A lot of work had been put in by staff.

Use of Maths as an everyday skill – Linda McInnes would speak to parents at the S1 settling in evening.

3. Chairperson's Report

In response to earlier discussion, Mrs Craig advised that all teacher members were happy to stay on. It was open to the membership to amend the constitution if they wished any change. She noted that teacher representatives were appointed by a vote among themselves.

4. Head Teacher's Report

Staffing – A report on staffing was made to members.

News on NQTs would be available by mid-May and planning could then be completed. There was a moratorium on advertising permanent posts. A staffing analysis had been carried out.

Budget - The budget had been drafted but would not be confirmed until the roll numbers were known in August. A 1% cut was envisaged and a small amount of carry forward funding was permitted from the previous year. The new Business Manager, Beverley Skirrow, would be invited to the next meeting.

Mrs Craig advised that S1 was roll-capped at 140, and she explained the principles and policy of roll-capping to members.

Framework Agreement - The Framework Agreement from East Lothian Council was in place. There were some concerns about parents' evenings and there was some discussion on this. It was suggested that the S1 parents' evening could be re-instated in April-May, as well as running the settling-in evening in September. It was agreed that this could be put on the website to consult parents for their views.

S3 Exams - It was noted that parents were not aware of the dates of S3 exams, and members expressed concern about this, with teachers pointing out that pupils were given the dates and should take some responsibility for relaying these to parents. Some exams did not have a specific timetable. Linda McInnes agreed to look at putting together dates of significant assessments, with a suggestion of an assessment dates page, and Vicky Cole would prepare an item for Ian Smith to put on the website.

Range of Subjects Available – Mrs Craig noted that there was a good range of subjects available, with 15 subjects being offered at Advanced Higher. These would all run, but may not have 5 teaching periods each week. However all would have study facilities. Fiona Mackenzie asked which subjects were on offer. Mrs Craig advised that a definitive list of subjects was not yet available, but that this information would be on the website in due course.

Curriculum for Excellence – Some changes had been made to S1, and Mrs Craig suggested a presentation on this at a future meeting. A presentation would be made to P7 parents on 14 June.

Kim White asked if information about the Partnership could be made available to P7, and Mrs Craig agreed that a flyer could be inserted in Knox News and also in the pack issued to 1st years in August. Leaflets could also be given out at the P7 event on June 14th. Ian Smith would progress.

Current issues – S4 exams were under way and S5/6 on study leave. Vicky Cole reported that the concert had been excellent.

Volcanic Ash issue – 5 pupils and 12 teachers and 1 support staff member had been affected. There had been two cover staff for the first week, and Mrs Craig thanked all staff who had helped out by covering classes, as well as the pupils. Staff had doubled up taking other classes.

A question was asked about the lack of material on the website for pupils missing classes, but Mrs Craig emphasised that the priority was keeping the school going, with such a high percentage of teacher absence.

The Chair asked if an item could be placed on the website appreciating all the efforts made by pupils and staff. Ian Smith would progress.

5. Teacher Member's Report

Teachers asked for feedback on Knox News, and whether the paper copy of this was appreciated, as well as whether it was reaching parents. There was some discussion on possible changes. Fiona Mackenzie agreed to send questions for parents to Ian Smith for the website. It was also suggested that pupils be asked if they had access to the internet at home and to have some paper copies available.

6. Support Staff Member's Report

There was no report.

7. Parents Matters

Vicky Cole asked if teaching staff would appreciate a presentation on the activities of the Partnership at an in-service day. Mrs Craig gave a date of 17 August at 9 am.

On the School Development Plan review, Sarah Ingham advised that a planning day had been held on 18 May after feedback from a staff session on 23 April. It was hoped to have the audit written up and the Year 2 development plan available. This would be on the agenda for discussion in June.

Community Based Management of Schools – Ian Smith reported on the conference which he had attended on 22 April. There had been a lot of unanswered questions. A working group would be put together which would report to the Council in December. He noted that some functionality would be moved out to clusters.

8. Correspondence

- The budget underspend of £213.65 had been transferred to the School. The following year's budget was £265.
- Fundraising information was available. Mrs Craig would pass this on.
- Minutes of the Haddington Cluster meeting were available.

9. Date of Next Meeting

Wednesday 2 June 2010

Signed:

(Chairperson)

Date: 2 June 2010

Signed:

(Clerk) Date: 2 June 2010

Action Points

What	Who	When
Business Manager to be invited to next meeting	JC	For June meeting
Prepare information for website on exam dates	VC	For June meeting
Provide leaflets for P7 evening on June 14/place item on website thanking all during “volcanic ash” period	IS	For June meeting
Send questions to IS for Knox News for consultation with parents	FM	For June meeting
Carry out presentation to staff on the activities of the Partnership	VC	August 17
Development Plan Review	SI	For June meeting