



## **MINUTES**

DATE: WEDNESDAY 6 OCTOBER 2010

PRESENT:	Tim Holden (Chair)	Parent
	Iain Smith	Parent
	Kim White	Parent
	Vicky Cole	Parent
	Mark Wyllie	Parent
	Kath Anderson	Staff
	Linda McInnes	Staff
	Sarah Ingham	Staff

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

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### **1. Welcome and Apologies**

The Chair welcomed everyone to the meeting. Apologies had been received from Andy Greathead and Provost Sheena Richardson.

2. Minutes of Meeting of 8 September  
Agreed a true record of the meeting.

3. Matters arising

Eco-Committee – Vicky Cole had been in contact with Claire Slowther from the Biology Department and was working in discussion with the Pishwanton community and with a local farmer.

Eco-evening on 4 November – Mrs Craig reported that plans for the evening were going well and it was being well supported by parents and local businesses.

4. Chairperson's Report and Action Points

Message of Support to Students re Exam Results – This had been done by Mrs Craig.

Settling in Evening for S1 – Andy Greathead had gone into the School, but due to “crossed wires”, staff had not been aware that he was attending. An item would go into Knox News on the Parent Council – Vicky Cole would provide this.

Departure of Fiona Mackenzie – The Chair asked that thanks to Fiona be minuted for all the work she had done while a member of the PSP. This was warmly supported.

Nomination for Vice Chair – It was proposed and agreed that a Vice Chair be appointed. Vicky Cole was nominated by Tim Holden, seconded by Mark Wyllie. There being no other nominations, Vicky was duly elected.

## 5. Pupils' Matters

As no pupils were present, there was nothing to report.

## 6. Head Teacher's Report

Mrs Craig reported on the following matters:

Staffing – A staffing report was made to members.

Annual Report – This would be sent to the Clerk for distribution to all members. A copy was provided for the Chair. Members are invited to ask questions at the next meeting.

Home Economics – In response to earlier requests for information on the amount of cookery undertaken in Home Economics, Mrs Craig clarified that other activities were undertaken as well as cookery. In 2<sup>nd</sup> year, there were three periods of HE per week, and one hour of cookery took place every 4 weeks. She explained that there was more emphasis on the theory side of HE as part of Curriculum for Excellence, but that cookery was still taking place.

On a question as to why pupils had been told they would have to bring their own ingredients to school, Mrs Craig stated that this should not have happened. There was no less budget than any other department, but she pointed out that HE had moved from Technology to Health and Well Being, and some aspects were covered in other areas of the curriculum. She would supply information to the Chair to go on the parents' blog.

Tesco's – Mrs Craig reported on a recent incident, which had now been dealt with.

School Excursions – Mrs Craig explained that costs of excursions were kept as low as possible, with staff working to get the best deal possible in terms of booking early, accommodation and price haggling where possible. A question had been raised about visiting theme parks, and this was done at the request of pupils, for example on return journeys and was sometimes built into the package by tour operators. Again, the best price possible was always sought.

Financial assistance was available, and Mrs Craig emphasised that no child had been turned down from attending a school visit because of lack of funds.

Vicky Cole raised an issue where a letter concerning school trips had been received only a few days before agreement was required, and asked if details of school outings could be included in a letter at the beginning of the school year, making it possible for parents to plan the cost. Mrs Craig would discuss with staff.

Events – Mrs Craig advised that she could now update all curriculum areas of the website

The S6/Staff weekend had gone well

Knox students had won the East Lothian Chef of the Year

The 3<sup>rd</sup> Year had competed in a Land Yacht Competition.

The P7 evening would take place the following Tuesday. It was agreed that input from the PSP would wait until the June 2011 meeting, although Mrs Craig would advise them of the School website.

Faculty Challenge – this would be a morning whole school event.

The Chair raised the issue of feedback from the school regarding the exam statistics received by a FOI request placed by the PSP. Mrs Craig noted that she was asking for clarification from the council re. protocol before responding to this.

ICT Department – On a question from Iain Smith about possible cuts in the Department, Mrs Craig advised that there was currently a temporary member of staff in the Computing Department, but this was because she was unable to make permanent staff appointments. Computing as a subject would continue to be offered and the department would remain.

## 7. Teacher Members Report

Sarah Ingham produced copies of the School Development Plan, which was distributed to all. She explained that each Faculty would take on one priority area as before, with other Faculties contributing. Parents would be involved where possible.

Sarah Ingham raised an issue of parents e-mailing staff direct, and asked that all contact be made to the Knox e-mail address where it would be distributed to appropriate staff.

Linda McInnes advised of difficulties with the Royal Society in arranging a school visit, complicated by the need to hire bus transport.

Sederunt – Vicky Cole left the meeting.

## 8. Support Staff Members Report

Agreed that in future this item would be amalgamated with Teacher Members Report as a Staff Report.

## 9. Parents Matters

None other than those already raised.

## 10. Correspondence

- Information about a National Parents Forum Conference – also distributed by e-mail
- Change of venue for training on Grant Funding on 12 October

Other correspondence had been circulated electronically.

## 11. AOB

Christmas Closure – Mrs Craig advised that after discussion on closure times before Christmas, the Cluster had agreed that schools would close at the normal time. In the case of Knox, this would be at 4 pm.

## Date of Next Meeting

Wednesday 4 November 2010.

Signed:

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(Chairperson)

Date: 4 November 2010

Signed\_\_\_\_\_

(Clerk)

Date 4 November 2010

	Who	When
Update from Eco Committee	VC	For 4 November meeting
Provision of item for Knox News on the Parent Council	VC	Next edition of Knox News
Annual Report to be sent to Clerk for distribution	JC/Clerk	By next meeting
Parents to read annual report by next meeting	Parents	By next meeting