

## MINUTES

DATE: WEDNESDAY 1 JUNE 2011

PRESENT:	Tim Holden (Chair)	Parent
	Vicky Cole (Vice Chair)	Parent
	Kim White	Parent
	Ian Smith	Parent
	Andy Greathead	Parent
	Kath Anderson	Staff
	Linda McInnes	Staff
	Sarah Ingham	Staff

IN ATTENDANCE: Mrs J Craig Head Teacher

### 1. Welcome and Apologies

The Chair welcomed everyone to the meeting.

Apologies were received from Provost Sheena Richardson, Derek Simpson and Allison Cosgrove (Clerk).

### 2. Minutes of Meeting 4 May

Correction to item 7; Mr Greenaway to contact the Aubigny Centre direct and Kim White to respond to the parent.

With the correction the minutes were agreed.

### 3. Matters Arising/Action Points

Traffic Awareness around Campus; Sarah Ingham advised that the scheduled meeting with police was cancelled but that she will continue to liaise with the police to discuss concerns.

Parent Query re Aubigny Centre; Kim White responded to the parent. Mr Greenaway has requested the latest policy update from the Aubigny Centre. Evaluation Visit; This took place on 27 May. Thanks to Vicky Cole for attending and participating in the process.

### 4. Chairperson's Report

Noted that most of the Action Points had been completed. KASG heavily involved with the Haddington Festival at present, Derek Simpson unable to attend this evening; carried over to next meeting.

### 5. Pupils' Matters

No pupils in attendance and no issues raised.

### 6. Head Teacher's Report

Staffing; A number of interviews are taking place for a variety of temporary positions. Vicky Cole has kindly agreed to represent the Parent Body in some of these interviews.

Parents' Evening and in particular the recent S2 Evening; Mrs Craig voiced some concerns that had come from staff and parents on the night about some of the conditions of the Parents' Evening. Mrs Craig advised that suggestions

were being sought to improve the system. Mrs Craig re-iterated that if any parent requires or feel that they require additional information about their youngster they should in the first instance contact the pupil's Guidance Teacher. This can be done at any time throughout the year.

Budget; There are a number of queries pending. It was agreed that Bev Skirrow (Business Manager) should be invited to the September meeting to present up to date information on the budget at that time.

Events; Mrs Craig noted that it had been another very busy term including the SQA Exams and S2 Coursing. Forthcoming events include – the Duck Race (1/6/11), the Knox Float at the Haddington Festival (particular thanks to Mr Flood, Mr Dempster, Mrs Fergusson and Mr McFarlane for their efforts in arranging the Float, especially in the unexpected absence of the lorry), Activities Week (including several residential trips; Italy, PGL, London, Amsterdam, Northern Adventure), S1 National Sports Week including involvement from 'Show Racism the Red Card', the S1 Activities Week and the State of Emergency. There are also Drama productions on 14 and 15 June; tickets are on sale. The Leaver's Ceremony is 17 June and the Awards Ceremony is on 30 June.

There was some discussion regarding the best use of study leave time, especially for those pupils whose exam timetable finishes well before study leave finishes. Suggestions for gainful use of the time without curtailing study leave will be welcomed.

#### 7. Staff Members' Report

Thanks expressed to the PSP for getting their Knox News articles in.

S1 STEM Team has made it through to the final of the national competition. Unfortunately this is scheduled to be held on July 8<sup>th</sup> at the O2 Arena, but staff are hopeful that the team will be able to travel even though it is in the summer holidays.

The History Department along with several other East Lothian schools will be taking part in a joint project in association with the new John Grey Centre.

#### 8. Parents

Courier Article; the latest information from Don Ledingham and from Allison Cosgrove may give context to the article in the Courier regarding community involvement with and from schools. It was noted that Knox has many links with the cluster schools including International and Community links.

Timetabling; Mrs Craig assured that the 'top line' for subject choice sheets is merely a format tool; there is no priority given to 'top', '2<sup>nd</sup>' choices etc.

Sederunt; Mrs Craig left the meeting.

#### 9. Correspondence

It was noted that all correspondence had been circulated.

#### 10. A.O.B.

Presentation of candidates; it was confirmed that Knox can present pupils who have studied elsewhere and who need a centre for exams, e.g. evening class students.

Modern Languages; Clarification regarding levels in Third Year. Some subjects require a build up of skills before Credit level work is tackled, therefore Credit work would be left until S4.

S2 Reports; Clarification was given regarding the meaning of the 'working level' in the S2 report.

John Lockheart Trophy; noted that 4 of the candidates for this Award are past and present Knox Academy students.

DATE OF NEXT MEETING

Wednesday 7<sup>th</sup> September

K. Anderson

On behalf of the School Partnership

06/06/2011