



APPROVED MINUTES

DATE: WEDNESDAY 10 FEBRUARY 2016

PRESENT:	Louise Elder	Chair	PSP member
	Caroline McKinnel	Vice-chair	PSP member
	Kay Boylan	Parent	PSP member & *Knox Academy KASG* rep Support Group
	Linda Bowen	Parent	PSP member
	Amanda Herriott	Parent	PSP member
	Janette Middlemass	Parent	PSP member
	Derek Simpson	Parent	PSP member
	Kim White	Parent	PSP member
	Mark Wyllie	Parent	PSP member
	Calum Blair	Teacher	PSP member
	Colin Dempster	Teacher	PSP member

IN ATTENDANCE:	Sarah Ingham	Head Teacher
	Alex Redford	Modern Studies Teacher
	Lisa Anning	Parent
	Andy McBain	Parent
	Katrina Booth	Parent
	Janette Fairgrieve	Parent
	William Mackay	Parent
	Roz Maguire	Parent
	Caroline Taylor	Parent
	Harry Bowles	Head Pupil
	Roisin Kelly	Depute Head Pupil
	John McMillan	Local Councillor
	Tom Trotter	Local Councillor
	Liz Syme	Clerk

1. Welcome and Apologies

Louise Elder (Chair) welcomed everyone to the meeting, with a special welcome to Mr Redford. Apologies were received from Fiona Dewar, Jon Hunton, Steve Wands and Provost Ludovic Broun-Lindsay.

Louise spoke about the role of the PSP and its remit to support the school. It is representative of the Parent Forum and does not deal with individual concerns of parents and carers. These are dealt directly through the school and the first point of contact is the appropriate Head of House.

Derek Simpson entered the meeting.

2. Alex Redford (Modern Studies) – School website: how parents and carers can help their children with learning

Mr Redford gave a presentation on 'Supporting Your Learner'. He explained that a new section is to be added to the school website giving parents and carers a direct route to information on learning. It will give a broader understanding of qualifications, and links will be available for easy access to other sites, including National Parent Forum for Scotland, SQA, Education Scotland and Parentzone. Each year, each department will update information.

Linda Bowen entered the meeting.

The areas that will be covered are:

- Course Outlines
- Exam Preparation Advice
- Useful Websites
- Useful Textbooks
- Faculty Revision Timetable
- SQA Information
- Knox Academy

Mr Redford asked members to consider other information that would be beneficial to parents and carers and asked for feedback to be emailed to him via the school office. The facility is due to commence running the first week in March.

Louise Elder thanked Mr Redford.

3. Minutes of Meeting of 13 January 2016

The minutes of the last meeting were approved without change.

4. Matters Arising from the Minutes & Action Points

Benchmarking Assessment Dates

Benchmarking Assessment dates have been added to the PSP website.

School's Assessment Policy

Mr Blair said staff will be finalising the Assessment Policy during In Service day. This agenda item will be carried forward.

Action CB/LE

5. Chairperson's Report

KASG Burns Supper

Louise Elder said the Burns Supper was a very successful evening.

Haddington and Lammermuir Area Partnership

Louise Elder has attended the Haddington and Lammermuir Area Partnership meetings. The Partnership provides an invaluable service helping young people in the community and has substantial funds to invest. Knox Academy is featured in these investment plans, which includes training for pupils and providing meeting places for young people. Louise asked members if they would be available to represent the school at meetings, which are held every two months. The Partnership is also appointing a 'Champion' for Young People to represent young people within the area. Mrs Ingham and Louise have met to discuss this and are looking for ideas from members.

6. Pupils' Matters – Harry Bowles, Head Pupil and Roisin Kelly, Depute Head Pupil

Burns Supper

Harry Bowles said that pupils who had attended the Burns Supper had commented on how good it was.

Unsung Heroes Award

Harry Bowles will speak to pupils at an assembly to explain what is needed to achieve the Unsung Heroes Award. Those who are successful will be rewarded with a visit to Foxlake. Costs have been negotiated with Foxlake, and Don Prentice Coaches has given a discount towards travel. To raise further funds, Harry is running the 10K during the Haddington Festival, together with other S5 and S6 pupils who will be raising money to donate to various charities and causes.

Sports Award Night

A sports award night is being organised.

Benchmarking Assessments

The Pupil Council has received positive feedback from senior pupils regarding Benchmarking Assessments. Pupils have found them helpful. One concern was that some assessments were too close together and needed to be spaced out better. This will be looked at. Some pupils suggested assessments being nearer to the Christmas break.

Litter Group

In conjunction with the Eco Group, a sub group has been set up to help improve the problem of litter around the school.

Knox Games

Knox Games is to be held on 29th March to improve competition between Houses. Different departments will host different sporting events.

Drama Group

The drama group will be holding a survey during registration classes in the next few weeks to ask pupils about setting up their own drama production.

6th Form Last Day of Term

The school has arranged for 6th Year pupils to go paintballing on the last day of term.

7. Head Teacher's Report

Staffing

Mrs Ingham spoke about staffing.

- The post for Teacher of Food and Health is being re-advertised. In the interim staff from Edinburgh College, Queen Margaret University and the Edinburgh Cookery School will deliver classes for senior pupils taking exams.
- The Science and Biology timetable has been reorganised.
- A Modern Apprentice has joined staff in the school office.
- An Acting PTC Expressive Arts has been elected on a temporary basis.

News/updates:

Head Teacher's updates are posted on the school website.

Burns Supper

Mrs Ingham spoke about the success of the Burns Supper and thanked everyone involved.

Breakfast Club

A school breakfast club is being set up and will commence on 29th February, 8.00am until registration, running on Monday, Wednesday and Friday in the first instance, with a view to being open every day during the school week.

John McMillan and Tom Trotter entered the meeting.

'New Spirit' Concert

The 'New Spirit' Concert will be held in the school hall on 27th February at 7.30pm. It is a collaboration between the Haddington Pipe Band, the school Pipe Band, The Goat's Toes and other invited guests. Tickets are £5.00 and can be bought from Mrs Ingham.

Easter Revision Programme

The revision programme is being put together for this session. It will run from Monday 4th April to Thursday 7th April (inclusive).

February Break

The school will close on Friday, 12th February. Pupils return on 23rd February. In-Service day for staff on 22nd February.

Strategic Items:

Curriculum Planning

Mrs Ingham spoke about the Council budget that has been set for schools. Efficiency savings were not as severe as expected but is still significant. The Government's guarantee to maintain teacher numbers and the requirement to maintain, or improve, the pupil-teacher ratio means savings cannot be made in this area. Small classes cannot be sustained leading to the loss of some course choices, and a falling school roll will have a significant impact on what can be offered as a school. Louise Elder said it would be beneficial if Bev Skirrow, Knox Business Manager, could attend a meeting and explain how the school's budget is structured. Mrs Ingham will speak to Bev to arrange a date.

Action SI

8. Curriculum

Mr Simpson spoke about the Scottish school curriculum. He handed out a page from a Curriculum for Excellence publication showing an S4 "Postcode Lottery" map indicating the number of subjects studied across local authorities, ranging from five to eight. It was agreed that seven subjects was sufficient for most pupils, and that five was too few. Mr Simpson confirmed that, at present, S4 pupils at Knox Academy will be offered seven subjects.

The school is also looking at giving pupils the opportunity to study for Highers over a period of two years, rather than one, to increase the number of qualifications. Organising a timetable to accommodate pupils taking Highers over a one year period to run alongside those covering a two year period will be a difficult task and budgets will need to be considered.

Mark Wyllie entered the meeting.

Mr Simpson said that more pupils needed to be encouraged to take part in the Academies Programme that helps S5 and S6 pupils maximise their educational opportunities, allowing them to study at college and university while still at school and provide them with relevant work experience. He also spoke about the organisation 'Lead a Bright Future' that supports young people, who are possibly disaffected with school, supporting them through subject choices.

9. KASG Report (Knox Academy Support Group)

Facebook and Website

Kay Boylan said the KASG is now known as PTA, which is a more familiar name to parents and carers and represents the aim of the group. The Facebook page and website have been changed accordingly. Parents have left positive feedback on Facebook regarding the Burns Supper. This event gave a profit of £874 which will be spent on equipment for the school. Teachers are given the opportunity to hand in bids requesting funding for items that will benefit as many pupils as possible. Items already purchased include the electronic notice board in the school entrance hall, the screen projector in the main hall, donation towards the school piano and equipment for Duke of Edinburgh groups. The SPTC audit suggested that items contributed by the PTA are labelled advertising to parents and carers how proceeds are spent.

Teas in the Park

The Haddington Events Group has informed the PTA that they will not be hosting Teas in the Park this year, and instead has offered the group a Festival Cafe at the Corn Exchange on 1st June. The PTA agreed this would not be feasible to run due to exams and activities week taking place at the same time. They are hoping to go ahead with the Duck Derby. They are also looking at new fundraising ideas and any thoughts would be very welcome. Louise Elder suggested a school concert.

10. Staff Members' Report

Benchmarking Assessments

Mr Dempster said the benchmarking assessments have been positive. Everyone is using the best time available and pupils are being pushed at every level.

Museum of Flight Partnership

Knox Academy has been the only school selected to take part in a partnership with The Museum of Flight, allowing six S3 pupils the opportunity to work alongside retired engineers from the museum to rebuild a jet engine. Numbers will increase to ten in the future. The project will run every six months over a period of three years, with a great deal of money being invested. Pupils have agreed to give up their own time on a Friday to be involved. Mr Blair and Mrs Ingham recently met with the leader of the project to finalise details and work will commence in March.

11. Parents' Matters

None.

12. Any Other Business

None.

13. Date of Next Meeting

The Spring Concert is being held on 23rd March, therefore the next PSP meeting will be held on **Wednesday 16th March in the School Library**. All parents and carers are welcome to attend.

Action Points	Who	When
When finalised, Mr Blair to send school's assessment policy to Louise Elder to forward to members.	CB/LE	As soon as available
Mrs Ingham to contact Bev Skirrow to ask her if she is available to attend meeting to explain structure of school finances.	SI	As soon as possible

