



MEETING OF PARENT COUNCIL
on
Wednesday 6th December 2017
at 6.15 pm

AGENDA

Members of the Parent Council must draw any conflict of interest to the attention of the Chair when it is relevant to matters under discussion or when they are in any doubt that it might be relevant.

1. Welcome and Apologies
2. Minutes of Meeting on 9th November 2017
3. Matters Arising & Action Points from the Minutes
4. Head Teacher's Report
5. Staff Members' Report
6. Chairperson's Report
 - a. East Lothian Parental Engagement Strategy
 - b. Consultation of the Education (Scotland) Bill
 - c. ELC Budget Consultation
7. Senior Pupil Management Team report
8. Sports Department report
9. Future meetings,
17 January, 7 March, 25 April, and 30 May.
10. Any Other Business
11. Date of Next Meeting: Wednesday 17th January 2018

John Wrinn
Chair of the Parent Council
parentcouncil@knox.elcschool.org.uk
All meetings will be held in the School Library unless otherwise specified.

Head Teacher's Report

Staffing

In the last couple of weeks we have made two appointments:

- RME - full-time permanent teacher appointed; hopefully will start on 8 January.
- Biology - full-time permanent teacher appointed; start date to be arranged.

I would like to thank Scott Sutherland and Katrina Booth for their help with the interview process. I think it is a real strength of the school/parent partnership at Knox to have parents involved in this way.

4 Key Priorities

Tomorrow (Thursday 7 December), the Senior Management Team is holding a strategy afternoon to finalise details of our 4 Key Priorities Action Plan. We now have our 4 Key Priorities noticeboard in place outside reception and we aim to keep it updated with examples and evidence of how we are progressing. The Pupil Learning Team has subdivided into two groups, each looking at two of the 4 Key Priorities. The Team is giving a presentation on their work so far to the Extended Management Team at an after-school meeting.

Home Learning

As an update to our discussion on home learning at the November Parent Council meeting, we have now decided to go ahead with the purchase of the Show My Homework app. Caroline Falconer is visiting Dunbar Grammar School to learn from their experience of using the app, and staff will be trained in its use at the February inservice session. In the meantime, Principal Teachers have been discussing homework and home learning in their faculty meetings and they are providing me with an update of how they are currently taking this forward.

Targeted Interventions

Following an update of tracking spreadsheet in the Broad General Education (S1 to S3), we have carried out targeted interventions with some pupils. The tracking spreadsheet asks teachers to record each pupil's progress within a level, as follows: off-track; on-track; or excelling. Any pupil who is off-track in four or more subjects met with their guidance teacher or DHT Head of House to discuss their overall progress and to look at strategies for improvement. A note of the meeting is sent home to parents.

Benchmarking Assessments

In January, pupils in the Senior Phase will be sitting benchmark assessments in most subjects. Some of these will take place in the Assembly Hall, some in classrooms in lesson time. Pupils will be given an individualised timetable before Christmas. We hope that the experience of sitting these assessments over a set period of time will help to prepare pupils for the diet of SQA examinations in May/June.

Timing of Lunch Break

I am proposing to shorten the lunch break from January, with the school day finished slightly earlier. Currently, lunchtime is 55 minutes long and staff are aware that in the last 15 minutes or so, pupils can become restless and begin to behave inappropriately around the school corridors. This can have an impact on the period 5 lesson, when pupils may be slow to settle. I am aware that there are activities and clubs taking place at lunchtimes, but teachers feel that they can adapt these accordingly to fit a shorter timescale. Pupils who get a bus home from school would have to wait for the bus to depart but, as most of our buses are here early, pupils would be able to sit on the bus rather than waiting outside. I would welcome the views of Parent Council members on this proposal.

Curriculum Development

The Curriculum Development working group has been looking at the course choice process for years S2 to S5. The group has produced a draft programme which has gone out to staff for discussion at faculty meetings. Once it has been agreed it will be shared with parents and pupils. We intend to invite parents to attend the course choice interviews.

Restorative Practice

At Knox Academy, we are working towards becoming a restorative school. This entails taking a restorative approach to resolving conflict; it is also about our language, attitude and behaviours in the classroom – that of adults and pupils. Done well, it develops mutual respect, empathy, consideration of others, taking responsibility and intrinsic motivation. In other words, it's about strong, positive relationships. Staff have taken part in two lunchtime training sessions, delivered by Marie Prior, our Enhanced Support Officer, and we have a follow-up session at the Friday inservice session on Friday 8 December. Principal Teachers and the SMT have also received more intensive training. Once restorative practice is more embedded throughout the school, we will be holding an information and workshop session for parents.

Forthcoming Events

We are heading into the busy Christmas season in school, with a variety of events. The Christmas dance – or Snow Ball – is on Thursday 14 December, and is open to all year groups. On the afternoon of Tuesday 19 December, we hold our first concert and will be welcoming P7 pupils from our cluster schools. Our musicians then perform again at the evening concert. Our last big Christmas event is the S6 panto on Thursday 21 December, with performances in the afternoon and evening. It's a lovely time of year to be in a school!

Lauren Rodger
Head Teacher

Knox Academy
School Progress Visit , 25 and 26 October 2017
Summary of Report

Team: Lesley Brown, Quality Improvement Manager
Karen Haspolat, Quality Improvement Officer
Amanda Donoghue, PT Support for Learning, Musselburgh Grammar School

The team explored progress made in the four Areas for Improvement (AI) identified by HMI during their inspection visit in November 2016.

AI 1. *The school should involve all stakeholders in revisiting the vision and values of Knox Academy to ensure that there is a shared understanding of respect and the value of learning. This work should underpin improvements in collaborative self-evaluation and school improvement planning.*

Progress

- 4 Key Priorities give clarity and coherence, focusing on small, manageable number of actions
- Interim head teacher and senior leaders provide visible leadership and clarity of purpose
- Greater collaboration and ownership across the school
- Calm, respectful learning environment
- Staff have growing confidence re Respectful Relationships Policy; seeing more consistency
- Improved approaches to strategic planning for improvement
- Use of data, including attainment reviews, gives greater understanding of impact of learning, teaching and curriculum on pupil outcomes
- Growing confidence in staff and pupils that changes will lead to sustained improvement
- Teamwork at senior level is evident and staff are working well together
- Staff across school are developing their understanding and influence in whole school priorities, leading to stronger culture of high expectations

Areas for development

- More time required to take forward 4 Key Priorities and to embed them across the school
- Continue to develop skills, understanding and individual responsibilities regarding Respectful Relationships; needs to be applied consistently across the school
- Develop leadership at all levels; engage with staff to lead to sustainable improvement
- More joint self-evaluation with partners
- Improve Careers Standard and Work Placement Standard
- Develop class teacher understanding and ownership of data
- Ensure clear lines of responsibility and consistent expectations

AI 2. *A new re-invigorated whole school approach to equalities and inclusion is required. The school should review policies and procedures to ensure a clear focus on ensuring wellbeing entitlements and high-quality support.*

Progress

- Restructured pupil support; clarity re roles and responsibilities
- PT Support for Learning having positive impact, driving change with senior staff
- Improved support arrangements put in place
- Begun to implement Children's Planning Process
- Progress re support arrangements for pupils with additional support needs
- Professional development for support staff

- Improving how teachers and support assistants work together
- Calmer ethos and environment; fewer on-calls
- Teachers in most classes putting in place Respectful Relationships strategies
- Staff focusing on mutual respect being fostered

Areas for development

- Continue to embed new approaches re how pupil needs are being met
- Continue to work with all staff to ensure clarity re roles and responsibilities with all pupils, and specifically ASN pupils
- Ensure staff understand their role in relation to pupils' behaviour, including in corridors and with pupils they do not teach
- Go back to rationale for Respectful Relationships policy; ensure all understand this
- Application of Respectful Relationships policy not yet consistent; staff expectations must be consistently high

AI 3. *The school has consulted widely to develop a very helpful learning and teaching policy. While implementing this policy, the school should continue to focus on ensuring young people experience consistently high quality learning that meets their needs.*

Progress

- Teachers focusing on improving learning and teaching
- Learning intentions, self and peer assessment in evidence; teachers focusing on improving learning and teaching
- Knox 90 having impact
- Classes more settled
- Teachers involving pupils in leading learning, with opportunities for collaboration and providing feedback
- Quality of teaching improving in BGE classes
- Teachers beginning to focus on pace and differentiation
- Beginning to introduce new East Lothian curriculum frameworks

Areas for development

- Greater consistency within departments and across school
- Learning intentions and success criteria not always relevant in supporting learning
- Further support and focus required on pace and differentiation

AI 4. *Staff should build on the approach to discussing progress with learners in S4 to S6 to support all young people across the school to know their own strengths and next steps in learning.*

Progress

- Senior pupils in Pupil Learning Team value learning conversations and see Pupil Learning Team as a way to develop more consistent experience for all pupils
- Staff developing approaches to learning conversations and target setting to make them more meaningful for pupils

Areas for development

- Review approaches to ensure all pupils value learning conversations
- Ensure targets and next steps are sufficiently clear and individualised

Positive Destinations 2015/16

Establishment	Year	% Employed	% Further Education	% Higher Education	% Inactive Candidates	% Training	% Unemployed Not Seeking	% Unemployed Seeking	% Voluntary Work
Knox Academy	2015/16	19	16	58	2		1	3	
Virtual Comparator	2015/16	17	18	60	2	0	1	2	1
East Lothian	2015/16	22	16	56	2	0	1	2	
National	2015/16	18	17	58	2	1	1	3	1

Staff Member Parent Council Report

December 2017

ECO-COMMITTEE

The Eco-Committee collection for clothes/food/toiletries for Rock Trust was a big success. We were thrilled with the amount of donations we received and spent quite a bit of time sorting them out! We weighed the donations and it came to about 100kg. Rock Trust came to collect the donations and he was really grateful (and pleasantly surprised) for everything.

AUBIGNY TRIP

The Higher French Aubigny trip happened last week and the group are looking forward to it. Parents were kept up-to-date via the Twitter account (https://twitter.com/Knox_MFL). The itinerary included: staying with French host families, visiting the local middle school, seeing a comedy at a local theatre, exploring the Aubigny Saturday market, visiting the nearby town of Bourges, visiting the Chateau de Chambord (a French renaissance castle with unique architecture), and a day in Paris.

MEADOWPARK

For updates on life at Meadowpark look out for the weekly Newsletter.

BIKE MAINTENANCE

Phil and Scott (Pupil Support Workers) have had the Bike Maintenance boys help deliver Bikeability to St Marys P6/7 pupils. This is a 7 week programme.

BLOOMING HADDINGTON

Scott also has a group out volunteering with 'Blooming Haddington' every Thursday.

HADDINGTON 700

Next year Haddington will celebrate 700 years since the Bruce Charter. Mr Flood, Dr Lyon and Mrs Fraser will helping to coordinate how Knox Academy pupils can be involved in this Community Event throughout the year. A short life working group is going to be set up and parents members are more than welcome.

SENIOR PHASE WEB DESIGN MASTERCLASS

Knox Academy hosted a "Senior Phase Web Design Masterclass" recently with ELC and business representatives from this area supporting young people to develop the skills in this growing area of the economy.

FAMILY LEARNING

Knox Academy have just completed their first Family Learning Programme with a group of S1 parents and carers. This successful programme supported families with the expectations of modern school life. The idea behind the programme was to support raising attainment and achievement in school, by supporting the family to play an active part in the young person's learner journey. The programme explored a number of key areas over four, one hour long sessions in our school library on Thursday evenings. The sessions were built around the programme "Building Learning Powers", with a focus on four main themes which included;

- Reflectiveness and the Meaning of Education
- Resilience, Targets and Reporting
- Reciprocity and Social Learning
- Resourcefulness and Revision

Staff involved included Music, Food and Textile Technology, Guidance, Geography, Chemistry and Technology teachers. Parents/carers were offered child care facilities, with S6 pupils offering this service in the nearby pupil support base, where younger children could play games, read or play on the computer.

This programme ran alongside the "Raising Teens with Confidence" course, which our Enhanced Support Officer, Marie Prior delivered to parents of young people in all age groups in Knox Academy on Wednesday evenings from the end of October and through November.

Initial evaluations appear to be really positive and we hope to repeat the programme, with other junior year groups in early 2018, during the school day and in another venue.

Knox Academy Parent Council

Chairperson's report for meeting of 6th December 2017

The objectives of the PC are:

- **To enable parents and school staff to work together to ensure the best possible educational experience and outcome for the pupils of Knox Academy.**
- **To promote the involvement and responsibility of parents in the education of their children.**
- **To identify and represent the views of parents on all matters affecting the education and welfare of the pupils.**
- **To develop and engage in activities which promote the education and wellbeing of the pupils.**
- **To provide school staff the opportunity to consult with parents on school policies and decisions.**
- **To enable parents to participate in the appointment of school senior management.**

Current issues for the Parent Council

1. HMIE report

As previously indicated, this will be the main focus of this and future PC meetings when we will receive updates from Mrs Rodger and the School Senior Management Team.

2. Parental Engagement Strategy

As the time of writing, the summary leaflet has not yet been distributed to parents. Therefore this will be discussed in more detail at a future meeting, once the leaflet has been circulated.

3. Consultation on the Provisions of the Education(Scotland) Bill

This was noted on the School website on 28th November. The Bill will give teachers and headteachers more power over decisions about learning and teaching, freeing them to make a real difference to the lives of children and young people. The Bill's key aims are to:

- Establish a Headteachers' Charter to define their responsibilities as leaders of learning in schools and set out the support they can expect.
- Provide the legislative underpinning for the establishment of Regional Improvement Collaboratives.
- Improve parental and community engagement in school life and learning.
- Strengthen the voice of children and young people, promoting and supporting pupil participation.
- Establish an Education Workforce Council to take on the responsibilities of the General Teaching Council for Scotland and the Community Learning and Development Standards Council and to register other education professionals.

The Consultation will run from 7th November to 30th January, the full paper can be found here.
<https://consult.gov.scot/learning-directorate/education-scotland-bill/>

4. Haddington and Lammermuir Area Partnership (HAL AP)

Andy McBain has kindly stepped in to take over from Louise. Knox has secured significant financial assistance already from HALAP as have the School of Rugby, and further proposals are in the pipeline. Caroline McKinnel, who has been Louise's alternate will also step down in early 2018, and her replacement is to be confirmed very soon. Many thanks to Louise and Caroline for her commitment to this over the past few years.

5. East Lothian Association of Parent Councils (ELAPC)

Nothing to report at this stage.

6. Communications

The working group met up recently.

The agreement & actions arising from this meeting as follows:

- Broad agreement on the 5 key points of 'Need to Know' info that parents are looking for from the school (see email dated 23.11.17), in particular the School Calendar (as confirmed by the views from the pupils).
- LR / CD to allocate time/resource to implementing changes to the school website to make these headings more prominent.
- Can Higher Computing Studies pupils get involved in the ongoing management (on the build side, not content) of the website? LR/CD to explore.
- Email addresses: getting in touch with the school. 5 key contact email addresses, dependent on type of enquiry. CD to arrange as below.
 - o LR email address (self-explanatory)
 - o General purpose address, i.e. info@ (general school enquiries)
 - o Garleton@ (enquiries will be flow to Guidance Teacher, who will distribute enquiry accordingly)
 - o Lammerlaw@ (as above)
 - o Traprain@ (as above)
- Wider school comms. LR confirmed that ELC secondary schools do not have official comms policies. LR to invite Stuart Cooper (ELC) to next comms sub group meeting to discuss creation of a wider comms policy to be adopted by all ELC schools. Can/should KA PC bring this up at AELPC (PC to discuss / Colin Henderson)
- Next meeting scheduled for Monday 15th January 2018 @ 9am.

7. PTA

Please refer to the attached report from the PTA.

Next meeting of the PTA is 15th November 6.30pm, please come along and volunteer your services.
<https://www.facebook.com/knoxacademysupportgroup?fref=ts>

8. Sport

Approaches are being made to the major housebuilders who have recently commenced work at Letham Mains, regarding on going sponsorship/ local support to School sport. This development will take some 10 years to complete and will also involve the construction of a new primary school as well as making "substantial financial contributions towards secondary education in Haddington and to the Aubigny Centre" . this last pledge is part of the planning conditions and the contributions will go to ELC.

This is a great opportunity to forge a long term meaningful relationship with nationwide businesses who want to make a difference locally.

9. Other issues raised by Parent

9.1 Allocation of spaces to the Italy trip]

9.2 loss of Maths teacher to North Berwick for part of the week

John Wrinn 1st December 2017

KNOX PTA report

29/11/17

The following notes are from the recent meeting of the PTA.

- Andy McSwan, Staff member, stepped down as Chair. Looking for new one
- Christmas Dance on Thursday, 14th December, 7pm - 10pm. Tickets £5 including entry in to raffle. Theme 'Snowball' or 'Winter Wonderland'. Need volunteers to help in cloakrooms and tuck shop. There will be an assembly on behaviour. Pupils with below -15 points will not be allowed to attend.
- Burns Supper is provisionally booked for Thursday, 25th January (need to confirm catering staff are available). To help with seating plan, it would be easier to sell tickets as tables of 10 or 12.
- It was suggested that the 6th Year Leavers' dance be held each year at a set venue and around the same date. This could then be booked well in advance. If any problems with organising, is there a member of staff that pupils could liaise with for this event?
- It was agreed to go ahead with running a 100 Club. Jacqueline Bathgate and Louise Elder will set this up but we will need a person to oversee and make draws. Please get in touch if anyone is interested or has experience in running one.
- Date of next meeting: Wednesday, 10th January, to discuss Burns Supper

Leadership Team Report

S6 Committees

- **Prefecting** - Cole Dean
 - Continuing to write legacy files for next years prefect committee to make next year's change over as efficient as possible.
 - We recently reassessed the performance of prefects and decided it was time to make some changes to who still deserved to be a prefect.
 - To ensure any decision made was justified and fair we used information we have been collecting all year about prefects duty attendance, their volunteering and other ways they benefit the school were also accounted for.
 - Prefects and others are still being encouraged to help volunteer at S1/2/3/4 parents evenings.

- **Safeguarding and Buddying** - Fergus Dickson
 - The committee will be running a social dance event for S1s on Friday 8th of December. To get the year together and socialising whilst being active.
 - Also a good way to improve the cross-year relations and let buddies interact with their classes out of the traditional learning environment.

- **Charities**- Gregor Booth
 - Successfully ran a children in need event at school which involved a dress down day for S1-5 a Bake sale, pie the Head Pupils and Mr Flood as well as an opportunity for S6 to dress up in support of children in need.
 - Unfortunately the Primary school made alternative arrangements so we didn't go to the primary school this year however some pupils volunteered at the church that morning instead.
 - All round a fantastic success as we managed to raise around £900

- **Social Events** - Cara Morrison
 - The social committee booked Leavers at the Dalmahoy Hotel and Country Club after visiting.
 - Deposits (of £15 for those at school and £20 for school leavers) were collected and counted.
 - Currently choosing the food for the meal and are arranging to visit again to taste the food. Vegetarian, vegan and other dietary requirements have also been discussed.

- **Yearbook** - Kara Singh
 - Meeting with manufacturer recently
 - Design plans underway
 - Collecting of documents - baby photos, deposits, pen portraits, etc.

Pupil Council

- Plans are being made alongside Mr Redford to look into a refreshed pupil council which would improve representation across the school.
- There will be a new set of ambitious and achievable objectives for the pupil council
- Pupil council will work as a link between existing groups such as the Pupil Leadership team, Pupil Learning Team and the Sports Council to maximise communication and cooperation.
- The aim is to focus of pupil based concerns emerging from surveys of pupil opinion with an extra focus on pupil voice.
- Three house representatives from each year.
- House groups will work in small groups to achieve goals - larger meetings of everyone will occur less frequently, more of an information and feedback setting. Smaller meetings of different groups will focus on specific issues to allow work to be done in the most effective way.

Local Events

- Armistice day was a great success, many Knox pupils were volunteering serving teas and coffees after the parade. The leadership team also participated in the march itself.
- The Christmas funday was also a success as pupils volunteered to run arts and crafts stalls as well as helping through setting up barriers.

Creating House Culture and Ethos

- House culture could be a powerful tool to use to improve our whole school ethos. We want houses to mean more than your registration class and sports day.
- House culture should run through the whole year so the house system is being looked into in regards to house leadership, house points and possibly logos or crests.
- Recently I have been working alongside Andrew Mcknight, Leona Boardman and Mr Wands in order to create 2 or 3 new house events this year. Our first event is planned to be dodgeball for S1/2/3.
- So far Andrew, Leona and myself have talked to the Sports Council, PE department, Head teacher Mrs Rogers and the CSLA class.



Active Schools Update - SW - Dec 2017

- **Volunteer Recognition** – We are very proud of **S6 pupil Andrew McKnight** who won East Lothian Spotlight Volunteer award! This reflects the growing amount / quality of volunteering that is going on both inside and outside of school
- **School of Hockey** Ongoing progress in terms of fundraising and thanks to all involved – Multiple Subscriptions have now been updated approx. 60% of all players
 - This should provide us with the funds to be able to purchase new strips.
- **Get Active Day** – This was a great success again with mass participation. Pupil Leadership Teams ran the event and Iain Trotter (Professional Boxer) and Corrie Scott (Commonwealth Games Swimmer) added some WoW factor and spoke about their Journey in Sport and about the challenges they faced
- **New Club - Volleyball** started on Monday after school – Everyone Welcome
- **Netball Club** – This is taking off with 14 Senior members and about the same with the New Junior Squad. Junior Netball is another great example of Pupils Leading on Activity!
 - Special Mention to Roseisle Luxury Campervans, for agreeing to Sponsor and pay for the New senior strips!

Knox PE Update

- **Social Dance** – We are delivering Social Dance this Term – This is always a highlight to the year and participation is good as ever!
- **SKY Sports Leadership** - Last year's S3 SKY sports leaders are to be presented by Lauren Rodger, with their certificates in Assemble this Thursday. This is to recognise their contribution to help run numerous events at school last year. We wish them all the very best in their Leadership Journey going forward!
- **SKY Sports Leadership Funding:-** Sadly the funding for the S3 Sky Sports Leadership program however we are in discussions of developing a **Knox Sport Leadership Program** aimed at developing young people's leadership skills via training and helping to run events like Knox Sports Awards Night, P7 Transition Events, Knox Sport Dance Showcase. Kings Meadow Sports Day etc