



**MEETING OF PARENT COUNCIL**  
on  
**Tuesday 14<sup>th</sup> May 2019**  
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, introductions and Apologies
2. Minutes of Meeting on 19<sup>th</sup> March 2019
3. Matters Arising & Action Points from the previous meeting.
4. Head Teacher's Report
  - a. Prelim Date Consultation
  - b. Health and Well-being - brief presentation
5. Staff Member's verbal Report
  - a. The Rights Respecting Schools Award – Gold Nurture Award
6. Chairperson's Report
7. ELC Councillor update – verbal report
8. Proposed meeting dates for 2019-20 session.

3<sup>rd</sup> September, 29<sup>th</sup> October, 3<sup>rd</sup> December, 28<sup>th</sup> January 2020, 24<sup>th</sup> March, 26<sup>th</sup> May.

9. Any Other Business
  - a. Active Schools
10. Date of Next Meeting: 3<sup>rd</sup> September 2019

John Wrinn  
Chair of the Parent Council  
[parentcouncil@knox.elcschool.org.uk](mailto:parentcouncil@knox.elcschool.org.uk)

**All meetings will be held in the School Library unless otherwise specified.**

DRAFT/

**Knox Academy**

**Parent Council**

<http://knoxparents.org.uk>



MINUTES OF KNOX ACADEMY PARENT COUNCIL

DATE: 19 MARCH 2019 in the School

Present: John Wrinn, Chair  
Andy McBain, Vice Chair  
Kim White, Vice Chair  
Louise Elder, Parent PC Member  
Janette Fairgrieve, Parent PC Member  
Nicola Cunningham, Parent PC Member  
Caroline McKinnel, Parent PC Member  
Elaine Towler, Parent PC Member  
Katrina Booth, Parent PC Member  
Phillip Ross, Parent PC Member  
Caroline Taylor, Parent PC Member  
Colin Henderson, Parent PC Member  
Sam Thomson, Leadership Team  
Dylan Brotherstone

In Attendance: Sue Cook, Head Teacher  
David Russell, DHT  
Hannah McBride, Staff Member  
Calum Blair, Principal Teacher, Maths and Numeracy  
Allison Cosgrove, Clerk

Visitor: John Butcher, MFB Consultants

Parent attendees:

Lesley Prentice, Janet Imrie, Lesley Pirie, Mhari Brotherston, Gillian Greenshields, Katy Kelman, Donna Martin, Iain Galbraith, Alison Bannerman, Edward Maycock.

Attending: Cllrs Shamin Akhtar and Tom Trotter, Elected Members

**Attached documents circulated in advance of the meeting:**

- Agenda
- Minutes of Meeting of 15 January 2018

- Head Teacher's Report
- Chairperson's Report
- Staff Member Report
- Leadership Team Report
- Councillors' Report

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

John Wrinn (Chair) welcomed all to the meeting. Apologies were noted from Cllr John McMillan, Anne Hunter, Hana Elder and Kay Boylan.

### **2. Presentation from John Butcher**

The Chair introduced John Butcher, previous Director of Education and Youth Employment in North Ayrshire, now acting as Educational Consultant, on behalf of the SE Collaborative, looking at inclusion. Mr Butcher had visited Knox twice. He gave a wide ranging presentation, noting the strong role of the Head Teacher and the Leadership Team in the School, and enquiring about the position of Meadowpark; the focus of the School Improvement Plan and assessing that about 1% of the pupils were causing significant issues in the School, where work needed to be focused.

The Chair advised of the recent session on Restorative Practice in the School, making the point that young people needed to be taught how to behave and what was expected of them.

Questions were asked on pupils' behaviour in the community, the role of campus police officers, and a preventative approach in Primary Schools.

Mr Butcher closed by asking all parents present to send him their thoughts on making inclusion in the School better.

### **3. Minutes of Meeting of 15 March:**

The Minutes were proposed by Andy McBain, seconded by Kim White.

### **4. Matters arising and Action Points from the Minutes not covered in the Agenda:**

Hannah McBride advised that the discussion on Activities Week had not yet taken place, but would be held before the Easter break. Ms Cook reported that the Third Year activities were in place, and Second Year was in preparation.

Communications Sub-Group – Janette Fairgrieve noted that she was still to hear from Stephen Illingworth.

### **5. Head Teacher's Report**

Ms Cook reported on the following matters:

*School Attainment* – Following the Prelims, she was hoping to achieve at least the same results as last year, and to ensure that all pupils can do as well as possible.

*School Improvement Plan* – to be discussed at the next meeting.

*Link with Tsung Tsin Christian School, Hong Kong* – Ms Cook and two other staff members would be visiting and would consider areas of their approaches we could learn from to adapt for Knox Academy.

*School Numbers* – These would increase after 2021, and some additional extensions may be required. There were 740 pupils at the moment with capacity for 900. Cllr Akhtar noted that future numbers could be considered every year.

*Budget* – There had been no cuts to the School budget, and Ms Cook advised of two additional staff. It was agreed to ask the Business Manager to attend the next meeting to discuss the budget in more detail.

**Action - Clerk**

## 6. Staff Members' Report

A report had been circulated, providing an update on the different areas of the School. Hannah McBride drew attention to the donations system for school uniform, so that all pupils can comply with the dress code.

## 7. Chair's Report

The Chair spoke to his Report, referring to concerns about Parents Evenings which had been relayed to him.

He also drew attention to the Social Media accounts which Kay Boylan had done a lot of work on, however as Kay would be leaving the PC, seeking a parent to take this on or asking if a 5/6 year pupil could consider this as part of a DoE award. Kim White also mentioned the PC email address which is required to be managed. A parent was needed to take these on. **Action - All**

It was also suggested that a summary of main issues arising/ discussed at Parent council meetings could be posted on the PC website/ FaceBook page.

**Action Elaine Towler offered to look at this**

## 8. Senior Leadership Team Report

The Team had provided a report in advance, and Sam Thomson advised that they had been working with Stephen Illingworth to have the new committees established by the start of June.

There would be a Leavers' Assembly on 24 April .

The Team were thanked by the Chair and the Head Teacher for their hard work during the year.

## 9. Councillors' Report

CLlr Akhtar spoke to the Report, advising how impressed she had been with the work of the School and the involvement in the community. She noted that following the introduction of fee for music tuition, there only been a very slight reduction in the number of pupils taking music tuition.

## 10. Other Issues

Questions were raised about the

- Sports Awards, it was noted that many of the staff who organised this have left Knox, however pupils are working hard to try to continue to run the event
- the Achievement Tie – which is being consulted on, and
- the change of timing to the school day.

## 11. Dates for future meetings

The last meeting of the year would be on 19 May.

### Action Points for Future Meetings:

Communication Plan	SI	19 May
Improvement Plan	SC	19 May
School Budget	SC/Business Manager	19 May
School Social Media Accounts	All	19 May
Summary of PC meeting on FB	ET	19 May

## **Parent Council – Head Teacher’s Report**

**14th May 2019**

### **STAFFING**

#### **New staff (still to start/started):**

(Meadowpark staff) preferred candidate ASN Teacher Nick Swanston from Leader Valley School in Earlston, hoping to start 03.06.19.

Gavin Tainsh – PE Probationer now recruited permanently from August

Adam Miller – Modern Studies Probationer – now recruited permanently from August

Probationers applied for in Biology, Chemistry, Drama, HE, Maths, Music – should hear soon what our allocation is.

#### **Review of activities at the school during the months of March/April/May**

S2 Parents’ Evening

Spring Concert

S4/5/6 Leavers’ Day

Senior Team and Mr Flood attended the Community Council

Scottish Swimming National Age Group Championships – 4 competitors and numerous medals won by Knox Academy pupils (S2)

East Lothian Schools Musical Concert – Brunton Theatre – Knox Academy well represented at this

S2-S5 Coursing

SQA Exams

This week – Activities Week – S1-S3 (two trips away – a Paris Trip and a French Watersports Trip)

Poppy Scotland Ambassadors – Glasgow trip

S4 Pupil – Young Provost

S4 Pupil elected as MSYP for East Lothian

First BGE Ceremony to take place on 31/05/19 – Norman Drummond as guest speaker

P7 Pathfinders – enhanced transition

P7 Literacy and Numeracy transition events

SNSA Testing – English and Maths (Maths to complete post activities week)

Library Film Project – pupils producing film with one other school to show what working in ELC will look like in the future – links with QMU as our partners to do this.

MSYP – S4 Pupil now member of SYP for ELC

S2 Pupil selected for Scottish Squash Team

S4 Pupils selected and played for U16 Hockey Team in Wales

Two S3 pupils on Oxford Residential Experience in June

S2 Battle of the Bands

Drama – N4/5 and Higher – Open Dress Rehearsals for parents/carers to attend

Rugby – Knox Academy pupils representing Falcons against the Borders team

Eco-week and Eco-Green Flag awarded (now hanging in main hall)

First Minister’s Question Time – Two S4 pupils attended this

House Ties and Achievement Ties – Short life working group – now actioned for August 2019 start

S1 Pupil Scottish Duathlon Champion 12-13yrs age group and ran in ELC’s Cross Country Championships

S4 pupil’s artwork was Highly Commended in the recent RSA Schools Art Award. His study (a composition from his National 5 Folio) was exhibited in the Royal Scottish Academy Academicians' Gallery from March-April

Model United Nations Conference – Ten pupils attended this at Hutcheson’s Grammar and although they didn’t win, put in a sterling performance

Rotary Youth Leadership Award – two S5 pupils attending this week long summer residential

May – Staff and Pupils running the half marathon to raise money for ELSNPS – same charity as the YPI donated their money to as the winning group

Lego Transition Project – for P7s to support them with building confidence for and during transition – to be held at Knox Academy Library after school on Wednesdays

## **SCHOOL IMPROVEMENT PLAN**

There are Teacher Learning Communities leading on:

The Growth Mindset (trailing use of growth mindset language in classes); Cooperative Learning; Feedback; Questioning; Improving Literacy; Class Relationships and Effective Assessments

There are School Improvement Groups for:

### **Learning, Teaching and Assessment**

- Take Ten Tuesdays – have continued throughout the session focusing on aspects of learning and teaching. Recent ones have been on feedback, plenaries and questioning.
- Continuing to implement and review Show My Homework App
- Steven Illingworth is currently completing the Into Headship course. SCook doing Excellence in Headship and a few other staff applying for SCEL courses on Teacher Enquiry

- TLC have progressed well on Developing a Growth Mindset, Literacy across the Curriculum, Assessment and Questioning Techniques. Some of these will continue in to next year's School Improvement Plan.
- A number of staff have attended the Cooperative Academies – to look at active learning and teaching in the classroom and new ideas for engaging young people and more will attend this month

### **Raising Attainment and Achievement**

- BGE Reporting review (with parents/pupils/staff) and Parents' Evenings Review – A Clubb leading
- Achievement Ties (half colours and full colours)
- Diligence database – replace Merit awards – working group of pupils, staff and parents led this and assemblies to take place next week on this

### **GIRFEC**

- Attachment Ambassador training arranged (Jan 2019), and whole school attachment input from Adoption Scotland to follow (Feb 2019).
- Mental Health First Aid, staff identified for training (Feb 2019), member of staff identified to be trained as a trainer to allow for significant increase in trained staff.
- All new S6 Prefects to be trained in Mental Health First Aid.
- Seasons for Growth, staff identified for training (Feb 2019), first group running prior to Summer.
- Pupils and parents (via PSP) involved in creation of respect charter (launch Jan 2019).
- Jan – Jun monthly focus to be agreed on Friday 11 Jan at next GIRFEC group meeting. The focus of this was raising achievement, LGBT+, developing training and awareness of pupils who fit an ACE profile and how we can best support them in school environment.
- LGBTQ+ group to visit a school in Edinburgh which has the Gold award.
- GIRFEC at Registration input ongoing, and planning in place for next session.
- RRSA checklist in place for Level 1 award by end of 29/20.

### **Curriculum**

- New curriculum rationale and architecture produced
- All pupils in S2>S5 now coursed
- Wider Opportunities for Achievement for all S1/2/3 and S5/6 doing N5s.
- New course – Economics, Politics and in WOAs – Digital Skills, First Aid, .....

### **Ethos Group**

- Ethos group amalgamated with GIRFEC group from Jan 2019.

### **Work Positive**

- Staff HWB morning
- Listening Ears established
- WTA reviewed and consideration of staff views
- Staff recognition and Friday breaks
- Formal calendar of events

## **School Improvement Plan for session 2019-20**

### **Four priorities:**

- 1. Leadership of Change (QI 1.3)**
- 2. Learning, teaching, assessment and moderation (QI 2.3)**
- 3. Ensuring wellbeing, equality and inclusion (QI 3.1)**
- 4. Raising attainment and achievement (QI 3.2)**

QI 2.2 will also permeate all of these Qis.

Religious Observance – Draft Calendar shared – comments?

Parent Council Meetings – what topics would parents/carers like us to cover/speak about?

**Sue Cook**

Knox Academy

Assembly and Registration Programme

2019/2020

Wk/beg	Assembly	H/Y?	Lead	Core Value	UNCRC Focus	RO?	Registration: Discussion focus/activity
12.8.19							
19.8.19	Vision, values and results	Y	SC	Ambition			What kind of school do we want KA to be?
26.8.19							
2.9.19	Looking after our mental wellbeing	Y	SI	Community			How can I improve/protect my mental wellbeing?
9.9.19	Staying safe online	Y	SI	Respect			How can we help each other stay safe online?
16.9.19	Harvest	H	SI	Community		Y	Food bank collection
23.9.19							
30.9.19	What is it like being a young carer?	Y	SI	Community/respect			Who cares for us, who do why care for and why we do it?
7.10.19	LGBTQ+	Y	SI	Community/respect			How do we respect diversity?
14.10.19							
21.10.19							
28.10.19	Jewish culture and traditions	H	LM	Community/respect		Y	What traditions are important to me?
4.11.19							
11.11.19	Remembrance	H		Community		Y	Why remembrance is important/Poppy Scotland
18.11.19							
25.11.19							
2.12.19							
9.12.19	Christmas message	H	DR	Community/Respect		Y	Christmas boxes
16.12.19							
23.12.19							
30.12.19							
6.1.20							

Wk/beg	Assembly	H/Y?	Lead	Core Value	UNCRC Focus	RO?	Registration: Discussion focus/activity
13.1.20	Refugee awareness	H	SI	Community/respect			Life as a refugee, short films.
20.1.20							
27.1.20	What does it mean to be Scottish/Burns?	H	SI	Community/respect			Who am I? Exploring our heritage.
3.2.20							
10.2.20							
17.2.20							
24.2.20							
2.3.20							
9.3.20							
16.3.20	Autism Awareness	Y	CP	Community/respect			What is 'normal'?
23.3.20							
30.3.20	Easter	H	DR	Community		Y	?
6.4.20							
13.4.20							
20.4.20							
27.4.20	Ramadan	H	LM	Community/respect		Y	Maintaining good habits and breaking bad ones
4.5.20							
11.5.20							
18.5.20							
25.5.20							
1.6.20							
8.6.20							
15.6.20							
22.6.20							
29.6.20							

**Knox Academy Parent Council**  
**Chair's report for meeting of 14<sup>th</sup> May 2019.**

**1. HMIE report**

A further follow up visit by HMIE is scheduled for the end of 2019.

**2. Extending Parent Council support**

There are various areas where the Parent Council provide support to Knox, which I'm keen are spread around the PC members and other co-opted members, these include but are not limited to:

- a. **Staff recruitment-** for all but the most senior posts, all parents are able to take part in the interview process without training, via classroom observations. All parents taking part are given clear instructions and guidance and their feedback into the recruitment process is extremely valuable. We have a few parents who have volunteered in the past for this. Currently I'm the point of contact with the Office and then I reach out to the wider group.

**I'd like someone to take on being this initial point of contact, and as we're not always able to field a parent, we also need to reach out to other parents to increase the pool of volunteers.**

- b. **School Inclusion Fund.** This includes seeking support from the range of local businesses and tends to be done on an ad-hoc basis. However, a more targeted approach is generally more successful.

**I'd like one or two PC members to step into this role.** It will involve some planning, reaching out to your own local networks and beyond and liaison with Knox to establish clear objectives and targets.

- c. **School Careers evening** – this involves liaison with Knox, DYW and coordinating what is now a well-established group of Parent participants. We're always keen to extend the group of parent participants, which is usually best achieved with personal contact via our extended networks.

- d. **HALAP** – currently covered by Andy McBain and Phil Ross. They work closely with Knox to target projects for grant applications and try to ensure Knox achieve a good share of the available grant.

As with all PC activities, you don't need to be a full member of the PC to get involved and take responsibility. However, as a full member of the PC there is an expectation that you're on board to take on specific responsibilities. This is a great opportunity to co-opt wives, husbands and partners and bring in their skills to the benefit of Knox and the wider community.

I know that there will be other similar areas where we will be much more effective in supporting Knox if we spread the load.

### 3. Haddington and Lammermuir Area Partnership (HAL AP)

Knox have been very successful in obtaining grant funding of approx. £43,000 in the 2018/19 financial year. The education budget for 2019/20 has been retained at £100,000.

### 4. Social Media

Natasha Phoenix has kindly agreed to support the Parent Council/ PTA social media presence and activity. Natasha is very experienced at raising profiles via Social media, so this is a fantastic opportunity to increase our reach and encourage greater parental involvement.

We're in the process of creating a mini team to manage social media posting. If this is something you're interested in getting involved in please send a DM to the Facebook page

<https://www.facebook.com/knoxacademysupportgroup?fref=ts>

or email to [parentcouncil@knox.elcschool.org.uk](mailto:parentcouncil@knox.elcschool.org.uk)

### 5. PTA

The next meeting of the PTA is Wednesday 15<sup>th</sup> May at 6.30pm in the Support for learning room. The next fundraising /school support activities are the Duck Derby and the School Sports awards. All parents are welcome to attend the meeting and we need your ongoing support to help organise and attend these great events.

<https://www.facebook.com/knoxacademysupportgroup?fref=ts>

### 6. Proposed dates for meetings 2019-20 session

Sue and I have discussed possible dates for meetings in the next academic session. This is intended to provide a more even spread of meetings across the term. We've also proposed specific items for presentation/ discussion/ review for each meeting. **These are provisional, and of course we'd welcome suggestions from the parent body.** Examples we might like to consider include safer internet use or use of digital technologies.

Suggested special content -	
3 <sup>rd</sup> Sept	Languages and Literacy
29 <sup>th</sup> October	Post HMIE overview (or this may be December if they come after this) Technologies
3 <sup>rd</sup> December	Pupil Support/SfL and Science
28 <sup>th</sup> January 2020	Social Subjects and Business
24 <sup>th</sup> March	Numeracy and Computing
26 <sup>th</sup> May	Health and Wellbeing

John Wrinn 11<sup>th</sup> May 2019