



**MEETING OF PARENT COUNCIL**  
on  
**Tuesday 3<sup>rd</sup> September 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 14<sup>th</sup> May 2019
3. Matters Arising & Action Points from the previous meeting.
4. Head Teacher's Report
  - a. Overview of SQA results
  - b. School Improvement Plan - attached
  - c. HMIe continuing engagement – short update
  - d. Home School Communication Protocol- attached
  - e. Hong Kong – host family needed
5. Staff Member's Report
6. Chairperson's Report
7. Senior Leadership Team Report
8. ELC Councillor Report (verbal)
9. Active Schools
10. Any Other Business
11. Date of Next Meeting: 29<sup>th</sup> October 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.**

Future Meeting Dates: 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.

DRAFT/

## Knox Academy

### Parent Council

<http://knoxparents.org.uk>



#### MINUTES OF KNOX ACADEMY PARENT COUNCIL

DATE: 14 MAY 2019 in the School Library

Present: Andy McBain, Acting Chair  
Louise Elder, 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  
Anne Hunter, Parent PC Member  
Mhari Brotherston, Parent PC Member  
Janet Imrie, Parent PC Member

In Attendance: Sue Cook, Head Teacher  
David Russell, DHT  
Alice Clubb, Staff  
Calum Blair, Principal Teacher, Maths and Numeracy  
Jenny Leighton, Health & Well Being  
Allison Cosgrove, Clerk

Parent attendees:  
Ian Galbraith, Donna Martin.

Attending: Cllrs Shamin Akhtar (*from Item 6*) and Tom Trotter, Elected Members

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

- Agenda
- Minutes of Meeting of 19 March
- Head Teacher's Report
- Chairperson's Report

## **1. Welcome and Apologies**

Andy McBain (Acting Chair) welcomed all to the last meeting of the School year. Apologies were noted from John Wrinn, Hannah McBride and Nicola Cunningham.

## **2. Minutes of Meeting of 19 March:**

Agreed by those present.

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

Item 5 – School Improvement Plan – Andy McBain and John Wrinn would discuss with the Head Teacher and it would be an item for discussion at the 3 September meeting.

Music Tuition Fees – Katrina Booth noted that there had been a drop in numbers taking up music and it appeared to be an elitist subject. Cllr Trotter would find out if an impact assessment had been carried out. He noted it was a significant issue at some schools.

A question was asked about pupils doing Music at National 5 level having to learn two instruments. Ms Cook advised that various instruments were available for loan. Pupils were tested in 1<sup>st</sup> year to find out which instruments would suit them, although these did have to be paid for.

Parents Facebook page – Elaine Towler would provide a summary of meetings but did not yet have access. She would also take the Communications Plan forward with Steven Illingworth.

School Budget – to be discussed at the September meeting.

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

Ms Cook introduced Alice Clubb to PC members, and reported on the following matters:

*Activities Week* – This would be adapted in the future, possibly moving to another week during the year.

*Religious Observance Assemblies* – Seven of these would take place during the year, and a list had been put forward for parental approval. Outline proposals were circulated.

*Virtual Screen in Maths Classroom* – There would be a link with Edinburgh University, as well as Tsung Tsin Christian Academy in Hong Kong.

*Probationary Teachers* – These would cover Biology, Chemistry, History and Drama. Noted that there was now a full complement of Maths teachers and English teacher has been asked to work 1FTE as opposed to 0.8FTE..

*Achievement Ties* – Ms Cook explained the ethos behind awarding these ties, which would not be linked to academic achievement, rather targeted at pupils who undertook voluntary activities or showed commitment to the school or community. The cost of the ties would be covered by the school. There is also a new system which will award diligence and pupils will get a termly certificate awarded in the subjects they are working diligently in. These awards will be linked to House points.

*Number of Subjects at National 5* – There would be 7 or 8 subject choices available at this level.

## **5. Staff Members' Report**

Calum Blair reported verbally, advising that a lot of work was ongoing with exam and activities preparation. A speaker on the Rights Respecting Schools Gold Award would like to come to a future meeting.

## **6. Chair's Report**

Andy McBain drew attention to the Chair's Report. It was noted that parental support across the school in staff recruitment, the School Inclusion Fund, the School Careers evening and the Haddington Area Partnership was required. A note of the funding obtained for the School from the Area Partnership was

included, which had gone towards new banners for the Parent Council and the PTA, and leaflets for distribution. Ms Cook suggested pupils and the Young Provost be involved with this.

A question was asked about the PC Award, and Ms Cook would have this as a discussion item at the Senior Management Team.

The Report had also referred to help from Natasha Phoenix on social media; and the ongoing activities of the PTA, encouraging members to support these.

Finally the dates and suggested special content of meetings for 2019-20 were proposed.

*Sederunt* – Cllr Akhtar joined the meeting.

Caroline McKinnel offered to do recruitment and selection training and Colin Henderson would assist with the school inclusion fund, as would Andy McBain.

## **7. Councillors' Report**

Cllr Akhtar welcomed Alice Clubb to the School. She referred to the extension to the School which was scheduled for 2024, although it would be regularly reviewed. Ross High would be extended first, followed by North Berwick.

Recruitment was ongoing for a Head Teacher for Letham Mains Primary, to start after 2020.

Cllr Akhtar encouraged applications to the Haddington Area Partnership as soon as possible while funds were in place, noting that funding had been awarded for a Support from the Start worker in the cluster. Noted the Council's Climate Change Strategy, where she felt the Parent Council could have useful input into how young people could participate.

She thanked Colin Henderson who had chaired the East Lothian Association of Parent Councils for some time and would shortly stand down. The next meeting was at the end of June.

Cllr Trotter added that a lot of positive work was ongoing; he also noted that the new Head Teacher at Haddington Primary had noted the very good behaviour of pupils at the School compared with his previous school.

## **8. Health & Wellbeing Update**

An outline of work in the Department was made to parents, including details of the courses on offer.

*Sederunt* – Cllr Trotter left the meeting.

## **9. Other Issues**

Questions were asked about the timetable for Prelims, and it may be that the date will be changed to pre-Christmas, with the content amended to reflect the shorter course time. Views were being sought from other schools and parents would be consulted on the effectiveness of changes. Noted that coursework could be completed after the Christmas term, and the Pupil Leadership Team would be leading Assemblies based on study techniques.

On Active Schools, Steve Wands would return to the School in August and the funding from Sport Scotland was in place for another three years.

Katrina Booth reported that a parent group had been set up to support hockey and one parent wanted to start boys hockey.

A short task on creating a shared vision across the community then took place with parents.

**10. Dates for future meetings**

The meeting dates for the next year would be: 3 September, 29 October, 28 January 2020, 24 March and 26 May.

Andy McBain closed the meeting by thanking all parents, including those on the PTA, for their work over the year.

**Action Points for Future Meetings:**

Improvement Plan	JW/AMcB/SC	3 September
School Budget	SC/Business Manager	3 September

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*Confident  
Individuals*

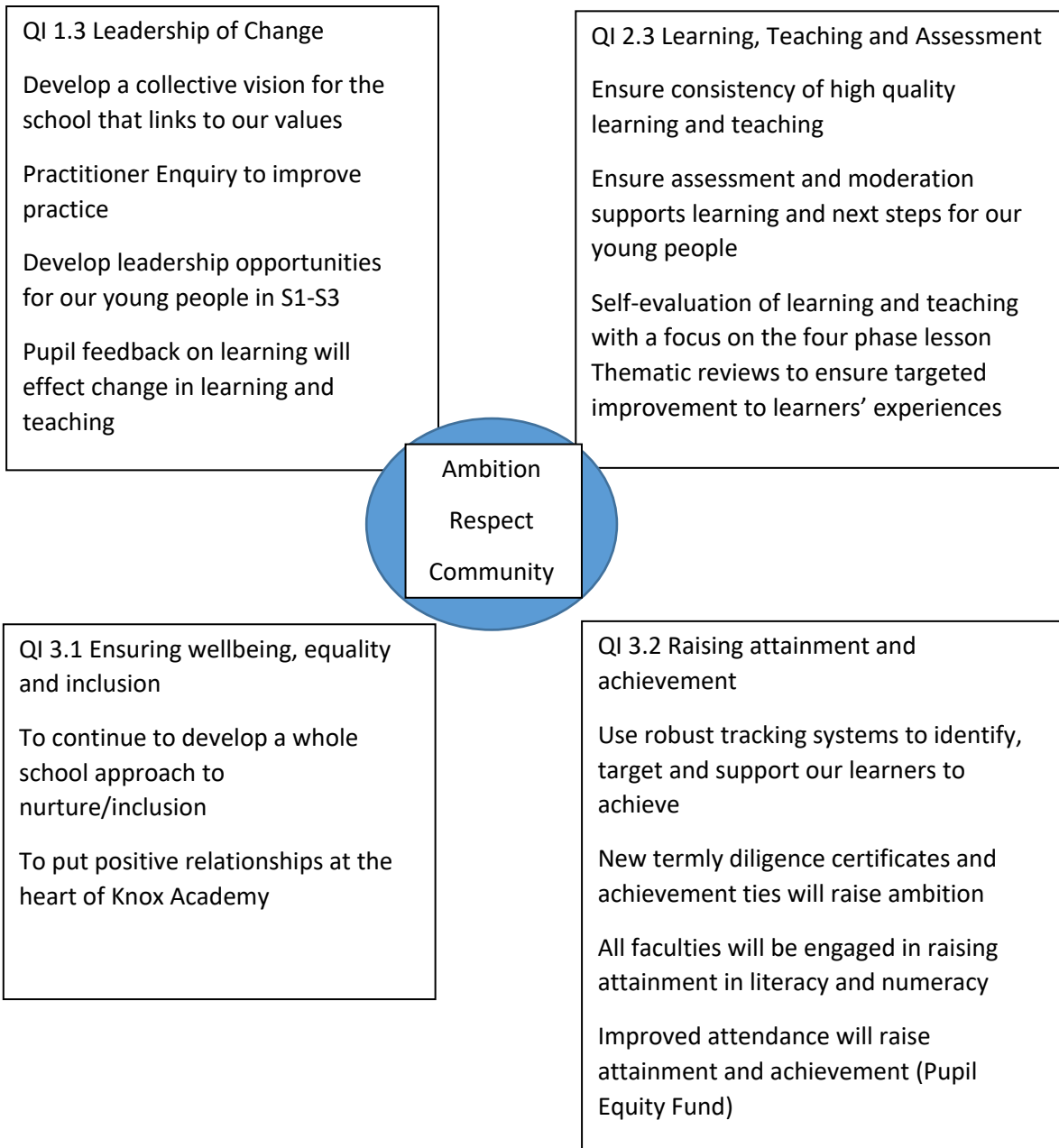


*Successful  
Learners*

Knox Academy's

School Improvement Plan

Session 2019-20



*Responsible  
Citizens*



*Effective  
Contributors*



## Standards and Quality Report

### Context of the school

Knox Academy is a comprehensive secondary school situated in the town of Haddington. It currently has 740 pupils at the school and is set to grow significantly in pupil number over the next five years to embrace those young people moving into the town. Knox Academy is the associated secondary of Haddington Primary, St Mary's RC Primary and Yester Primary School, Gifford. It also has a number of out of catchment pupils who elect to come to the school.

Knox Academy's school values are Ambition, Respect and Community and we aim to support all of our young people in developing the skills for life, learning and work through both our curricular and extra-curricular opportunities.

Knox Academy provides an enriching Broad General Education for our S1-S3 pupils, with some personalisation and choice available in S1/S2 and particularly in S3. In Senior Phase, S4-S6, we have a wide ranging curriculum to enable us to provide learner pathways that both interest and stimulate growth in all of our young people. Knox Academy has 96.3% of pupils leaving to positive destinations in employment, college and university.

### How good is our leadership and approach to improvement?

- Increasing involvement of staff leading whole school opportunities across the school
- All staff involved in TLCs or practitioner enquiry
- All staff were involved in a working group 2018-19
- Pupils leadership team and pupil learning team involved in a number of consultations along with parents/carers and staff to help lead the school forward

### **Future Developments**

- Increased involvement of stakeholders in school improvement
- S1-S3 Leadership opportunities
- CLPL for Middle Leadership

### How good is the quality of the care and provision we offer?

- We offer a wide range and intervention for young people
- SHANARRI/wellbeing concerns shared

### **Future Developments**

- Focus on restorative relationships
- Developing whole school nurture

### How good are we at ensuring the best possible outcomes for all our learners?

- Positive destinations back for last 10 years
- Broad range of curricular option. Above VC in most measures

### **Future Developments**

- Wider Opportunities for Achievement/Electives
- Use of MyWoW for Profiling



### **What is our capacity for continuous improvement?**

We are building capacity across the school for leadership and empowering staff to lead whole school initiatives and learning/teaching in the classroom. We have streamlined monitoring, tracking and reporting. We are working to build capacity for our young people to be leading improvement. We are engaging our stakeholders more in the forward direction of the school. Delivery of meaningful CLPL is also building the school's capacity for Knox Academy to implement.

#### **Level**

<b>Q.I. 1.1 Self-evaluation for self-improvement</b>	<b>Good</b>
<b>Q.I. 1.3 Leadership of change</b>	<b>Good</b>
<b>Q.I. 2.3 Learning teaching and assessment</b>	<b>Good</b>
<b>Q.I. 3.2 Raising attainment and achievement</b>	<b>Good</b>



## **Knox Academy**

### **Home/school communications**

These proposals relate to the following articles of the United Nations Convention on the Rights of the Child.

Article 3 – best interests of the child and rights of parents/carers

Article 12 – consideration of the views of the child

Article 16 – the right to privacy

Article 28 – the right to education

### **RATIONALE**

Effective home/school communication is central to a high quality education. Education is a joint enterprise, and when pupils see home and school working together this has been proven to have a significant impact on attainment, achievement and wellbeing.

The amount of information that flows in and out of a school is vast and a clear protocol, outlining appropriate means of communication and realistic expectations is crucial.

### **PROPOSALS**

#### Methods of communication

- The school website should be the hub for all school information.
- Email will be the default means of communication for generic school information, parents may opt out and request paper copies.
- Social media will be used for the dissemination of information from school, not as a two way communication.
- Email should only be used for personal information if the pupil and parent/carer understand that this is not a secure means of communication, and consent to the use of email for this purpose.
- Urgent issues should be communicated in person or by telephone.

#### Expectations

- Urgent issues communicated to the school will be acknowledged and next steps outlined within 24 hours, and ideally during the same day.
- Formal complaints will receive a reply in writing within seven days.
- Routine communications will be responded to within three working days.
- Where these expectations are not met parents/carers and/or pupils can refer the issue to the school information officer via the link on the school website.
- Pupils should be strongly discouraged from communicating with parents directly during the school day, and parents should refrain from communicating with their child during class time.
- Where urgent communication is required this will usually be with the On Call Manager.
- Absences should be communicated with the school as per the Attendance Management policy.

- Personal information about pupils will not be shared with anyone other than the parent/carer, with exceptions for emergency situations.
- Changes in home circumstances should be communicated with the school as a matter of urgency.
- Parents/carers should ensure that the school has the most up to date contact information.
- Parent/carers will be asked to indicate the nature of the issues so that communications can be prioritised and the most appropriate person informed. Please note office staff are bound by the same standards regarding confidentiality as other school staff.
- Parents/carers should be informed as to how soon they can expect a reply as per the protocol outlined above.

#### Information management and handling

- Issues of bullying, racism or complaints will be individually logged, including the eventual outcome.
- Any significant information relating to the education, wellbeing or safeguarding of a pupil will be recorded in their 'Pastoral Notes'.
- Pastoral Notes can only be accessed by those directly involved in pupil support.
- Information about a young person will only be shared when this will support staff in planning learning, teaching and assessment or ensuring the wellbeing and safeguarding of the pupil.
- Staff will be made aware that any information relating to a pupil must only be used for professional purposes.
- Pupils have the right to access any information held on them, be that physical or electronic. Pupils can request at any point to view any information held on them, this includes information from parents/carers.
- Pupils have the right to request how and with whom their personal information is shared.
- Information relating to child protection and safeguarding will be stored securely in line with legislation and guidelines and upon leaving school this information will become the responsibility of the local authority.

These proposals are guided by the following documents.

- Learning together: national action plan on parental involvement, engagement, family learning and learning at home 2018 – 2021: Scottish Government
- Getting it Right for Every Child framework.
- East Lothian Council Complaints Procedure
- East Lothian Parental Engagement Strategy 2017

# Parent Council Report

## September 2019

### Amnesty International

Re-launched and now on a Monday at lunchtime in Miss Montgomery's room. All welcome.

### Department of Trade Summer School

After winning the regional Department of Trade Summer School we were invited to attend the prize day in London along with five other schools from around the UK. The event took place in the famous Locarno rooms of the Foreign and Commonwealth Office, on 17 July. It was a busy day with lots of speakers from the world of international trade including Liam Fox, the Secretary of State for International Trade and The Mayor of The City of London. We took part two final challenges to decide the overall winner. Our first task was to design a strategy to boost the awareness of International Trade and its benefits among young people. The team presented our idea to the room and were pleased with the judges' feedback which told us they were impressed with our innovative ideas as well as the quality and confidence of our presentation. We received a commendation but were pipped at the post by another team.

After lunch, where we mingled with business leaders as well as being joined at our table by Liam Fox – who knew exactly where Haddington was as he used to be a GP in Pathhead!, we completed the final challenge which was a Treasure Hunt. As a team we solved lots of clues whilst walking around Westminster and the surrounding area and took lots of interesting photos. We were delighted to win the prize for this challenge! To top off the day we visited Downing Street and got a photo outside the famous No 10 door. We all enjoyed the experience and are keen to find out more about opportunities in the future with the DIT. The pupils that attended were Asher Borthwick, Andrew Syme, Niall Holman and Taylor Aldred, accompanied by Mrs Ferguson. (by Pupil team).

### Knox Eco Committee

Don't forget that we still have our Terra Cycle box for empty beauty products. Council recycling systems don't take these items in, so bring them to Miss Laudi's room so they can be disposed of properly.

### Sports Leadership Award

All pupils are in S6. To gain the award they must complete various 'outcome' assessments. 1 of these outcomes is to deliver a few sports sessions to young people and the other is to organise an event (the event does not necessarily have to be sport specific).

So far the class has agreed to set up sports leadership sessions with Meadowpark pupils, we have been to visit the school and its pupils and went out on their daily mile walk. They also organised and ran a tug of war and wheelbarrow events at Sports Day June 2019 (after only having been part of the course for 2 weeks!).

The next big event they are embarking on organising is a Halloween Dance. They are keen to raise money for charity through this event (either school based or external). The dance is planned for Wednesday 30th October (the group decided that 31st October most of S1 might want to go guising!).

### **Knox Academy Football Team**

Knox Academy is in the process of restarting its school football team.

All S1-S3 pupils are welcome to join, we will train one day per week and aim to play matches against other East Lothian Schools and beyond.

Adam Miller is very interested to hear from any parents regarding helping with the training/coaching, running of buses, sponsorship or providing equipment for the team in order to help it get off the ground.

### **Knox Eco-Committee**

There will a uniform donation at every parent's night, for both donations and collections.

They are currently looking for donations of hangers and portable clothes racks.

**Knox Academy Parent Council  
Chair's report for meeting of 3<sup>rd</sup> September 2019.**

**1. HMIE report**

A further follow up visit by HMIE is scheduled for December 2019.

**2. Parent Council representation at school event.**

Last session we called for volunteers from the Parent Council and PTA to attend Parents' evenings, to create opportunities for parents and carers to find out about the Parent Council and help the Parent council reach a wider group of parents and carers.

The dates for parents evening are now available. All events start at 6.30pm

<b>Date</b>	<b>Event</b>
9 <sup>th</sup> October (Wed)	P7 information evening
6 <sup>th</sup> November (Wed)	S3 Parents Evening
4 <sup>th</sup> December (Wed)	S1 Parents Evening
9 <sup>th</sup> January 2020 (Thur)	S5/6 Parents Evening
15 <sup>th</sup> January (Wed)	S4 Parents Evening
4 <sup>th</sup> February (Tues)	S1 Parents Evening

Please let me know which of these events you'd like to support. You don't have to be a full member of the Parent Council to help at these events, what is important is a desire to talk to other parents to help make the parent council representative of the wider parent body.

**3. Ongoing Parent council roles**

Thanks to those who volunteered at the last meeting for specific roles within the parent council. The table below shows who they are and identifies where input is still required.

<b>Role</b>	<b>Volunteer</b>
Staff recruitment	Caroline McKinnel
School Inclusion Fund.	Colin Henderson, Andy McBain
School Careers event	Vacancy
HALAP	Andy McBain & Phil Ross

**School Careers event** – 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.

#### 4. Points raised by parents.

Parents have contacted the PC on a few matters this month, specifically

- Achievement ties,- more information on this is on the school website at <https://www.kanet.org.uk/search/node/achievement%20ties>
- The Dux award procedure – Ms Cook will cover this in the meeting.
- Activities week – selecting preferences. This notes that whilst pupils may not be offered their first choice, the choice they are offered (2<sup>nd</sup> or 3<sup>rd</sup>) may be unaffordable. Pupils/ parents are asked to “commit to the trip” when making their selection but are concerned that they have fully committed to their 2<sup>nd</sup> or 3<sup>rd</sup> choice.

Please note that generally issues should be raised directly with school, especially if they relate directly to your child.

#### 5. PTA

The AGM of the PTA is schedule for later this month, date to be confirmed. All parents are welcome to attend and we need your ongoing support to help organise and attend these great events. If you'd like to get involved, please talk to anyone on the PTA/ Parent Council, leave a message on our Facebook page, or contact the school office.

The 100 club is a great way to raise funds and you stand a chance of winning £50 in the monthly draw (£100 in June and Sept as there is no draw in July and August). To join, email [knoxacpta@gmail.com](mailto:knoxacpta@gmail.com)

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

#### 6. Special content for meetings 2019-20 session

Ms Cook and I have proposed specific items for presentation/ discussion/ review for each meeting. This was tabled at the May meeting, however is retained here to remind parents that these meeting are to meet our needs and wishes and this slot provides an opportunity to discuss particular issues. **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 -	
29 <sup>th</sup> October	Post HMle 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 31<sup>st</sup> August 2019

## **Parent Council 03/09/19 - Senior Leadership Team Report**

As your new senior leadership team, we are going to share with you a few of the plans we have made for the first few months of the school term. We want to work closely with all pupils in the school as well as staff and involve you in the changes we are making.

One of our main aims this year is to break down the barrier between Knox Academy and Meadowpark. We want to increase awareness around our school and the community about the work that goes on at Meadowpark and increase our involvement with them. We have planned to make small changes to our school building to make it a welcoming environment for Meadow park students, such as putting up signage with basic sign language which would not only help the meadowpark pupils but would also help Knox academy pupils learn new skills and develop their communication skills with meadowpark pupils.

We also want pupils from Meadopark to become more involved in activities in our school, for example, inter-house activities and S3 electives. As a senior leadership team, we will also be working closely with Meadow Parks head pupil Rory in order to create a closer relationship between Knox and Meadow park and to make sure the meadowpark voice is heard, as this was one of the main problems we found when visiting meadowpark. There will also be opportunities shortly for pupils to volunteer at Meadow Parks which allows Knox academy pupils to learn some great skills and gain experience as well as boosting their CV.

As a team, we want to build upon our 'Inclusive, not exclusive' attitude within the school. We want to continue to raise awareness about the LGBTQ+ community and mental health around the school and community. We are going to be working closely with the LGBTQ+ committee in order to achieve our LGBTQ+ silver charter award. We are also looking to create a mental health committee as well as a teacher-pupil support scheme within the school to help increase awareness and support within our school.

As the community is one of our school values we want to continue to strengthen our links. We plan to set up a paired reading system with our local primary schools where pupils from our school go down to the primary schools and support students with their reading. Opportunities to volunteer will become available soon in the volunteering hub we are setting up in the school library. We would also be aiming to bring in the community for SQA exam preparations. This would include music performances, drama performances, hospitality cafes, etc. Not only would this help our pupils in improving their performance skills, but the community of Haddington will love to come and see the young people of their town perform. This would be massively beneficial as many pupils perform for the first time to examiners in the final exam, therefore massively help their performance, grades and nerves

Finally, we are going to set up a junior leadership team which will consist of S3 prefects. We want pupil leadership to be in place in both the junior and senior school. This leadership scheme would be aiming to increase the connection between the younger years, allowing junior pupils to have role models who are of similar age. This will ensure pupil voice is heard throughout the school but will also mean that when senior pupils go on study leave there are still prefects in the school to help out with lunchtimes etc. Lastly, it would also help enforce school values as the role will require the pupils to be respectful toward teachers, your peers, and the school environment. It would also help develop leadership qualities such as confidence, initiative, problem-solving skills, etc. which will massively help as they move up the school.

We look forward to working with you throughout the year.