

**Viewforth High School
Parent Council Meeting
8th March 2021
Minutes of Meeting**

1. **Present** - Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Gordon Mulla, David Hay, Jennifer Fenelon, Graeme McDowall, Oonagh Williamson, Diane Wright, Susan Reid.
2. **Apologies** – Charlotte Overstone, Lise Otoadese, Hilary Easson.
3. **Minutes of Previous Meeting** – accepted as accurate.

Going forward the Meeting Minutes will be approved offline by the Chair and Head Teacher to allow publication of them onto the Parent Council Web Page.

4. **Matters Arising**

Name	Action
Lisa	<ol style="list-style-type: none"> 1. Lisa to approach the Community Office to identify whether they will be able to man the cluster uniform bank. (On Hold). 2. Now that the new Parent Council webpage has been published, Lisa to highlight the Parent Council page on the newsletter. (New) 3. Lisa to do a further update on the parking situation within the Drop Off zone. (On Hold). 4. To send out a GroupCall message about mindful parking at pick up time. This will ensure the access is not blocked or made difficult for larger vehicles to enter. (On Hold). 5. To provide Lise's contact details to relevant families who may like to assist in helping to determine what information would be useful to families who are not familiar with the Scottish education system. (On Hold).
Alex	<ol style="list-style-type: none"> 1. Alex to send content to Laura for publication copying in Lisa. (Completed) 2. Alex to contact Laura to have a message put out seeking someone to fulfil the role of Treasurer from the wider Parent Forum once the webpage has been updated. (New) (To be completed a few weeks after the GroupCall directing parents to the website has been sent out).
Lise	<ol style="list-style-type: none"> 1. Identify what would be beneficial to be included in a welcome pack – especially for families who are not familiar with the Scottish Education System. Communicate these requirements with Alex and Lisa so that an appropriate pack can be created. (On Hold). 2. Lise to liaise with Alex about the possibilities of creating a Facebook parent group which can then be brought back to the Parent Council for their thoughts. (On Hold).

5. Head Teacher's update – Lisa M

Phase 2 of Return to School – Education Scotland Guidance:

- From week beginning 15th March 2021 until Easter holidays:
 - Prioritise lessons for senior pupils undertaking qualifications:
 - All senior pupils will receive a personalised timetable which will detail the times that they should be in school for face to face teaching. It will also detail which doors should be used for access and exit.
 - Class sizes are reduced to enable 2 metre social distancing.
 - All learners will receive some in-school education before the Easter break. The purpose of this will be to:
 - Help the school re-connect with learners;
 - Support health and wellbeing;
 - Support the transition back to school.
 - Provisions for vulnerable and key worker children will be maintained;
 - 2 metre physical distancing at all times;
 - Pupils are encouraged to leave the school premises immediately following their session;
 - Pupils should arrive on time for their session but not early and should enter and exit via their designated door;
 - The Senior Leadership Team will monitor the situation closely and make any amendments as necessary.

Phase 2 of Return to School – Viewforth High School Rationale:

- Build on the success of the current senior phase timetable which has been in place since 22nd February;
- Increase the number of subjects available to senior phase pupils in school;
- Maintain the current offering to vulnerable and key worker children;
- Continue with remote learning until the Easter Holidays – reduced in some practical subject areas;
- Re-introduce S1-S3 to the school building and allow them to reconnect with their peers and key staff:
 - Pupils will come into school in their year group and house for a 2 and a half hour slot. These slots will be communicated to parents prior to this starting. Each group will remain in their identified learning space to reduce movement around the school.
 - 3 different inputs will be provided:
 - Wellbeing – Principal Teacher of Guidance;
 - Literacy and Numeracy – Teacher of Support;
 - Creative – Pupil Support Officer and In-Sync Team Member.
 - The morning group will have the session 9am-11.30am and the afternoon group will have the session 12.30pm-3pm.

Phase 2 of Return to School – Health & Safety Mitigations:

- Priority is to reduce the risk of transmission and potential Covid-19 outbreak;
- 2 metre social distance in place for all;
- Face coverings to be worn at all times for all pupils and all staff unless they are exempt;
- Staggered start and finish times;
- Range of entrances and exits in use;
- Limited movement around the building;
- Lateral flow tests offered to senior pupils and staff. Additionally from Monday 12th April Lateral flow tests will be offered to all pupils – S1-S6 and all staff;
- School dining area will only be used by vulnerable and key worker children. Half days and short sessions will reduce the need for pupils to be in school over lunch.
- Limit the number of pupils and staff in the building;
- Updated risk assessment.

6. Members Questions

- For the BGE sessions, how will the number of pupils be allocated?

BGE sessions will be split by year and house group – approximately 50 children across 3 learning areas – Games Hall / Gym Hall. Tables will be 2 metres apart.

- In the Newsletter it stated that half day learning would continue until 26th June?

This is a typo. It should be March and the Newsletter will be updated accordingly.

- How will social distancing take place from 12th April as it will not be possible to keep 2 metres apart when all pupils are in school at the same time?

The Government is hoping that all pupils can return full time from 12th April, however, a full return to school can only be achieved if the 2 metre distancing is no longer a requirement. As soon as Viewforth is aware of the plans from Government, these will be communicated with parents.

- When will P7 Transition activities commence?

Transition activities are to take place in the second last week of term. However, within Fife the timetable changeover date is currently being reviewed which will impact on the availability of teaching staff who will still be teaching current courses.

Transition may take place virtually or in school on a half day basis. Fife Council are currently reviewing the situation so that a safe option is achieved. If it is not possible for pupils to attend transition days in school, staff from Viewforth will attend the primary schools to enhance the transition experience.

Virtual parental engagement sessions are beginning with the cluster primary schools. This virtual offering replaces the traditional open evening.

For placement request pupils, these engagement sessions will be re-run for the pupils who have been allocated a space. This will occur after the end of April when all parents have been notified of the outcome of their application.

- When pupils return to face to face teaching, will there be any Mental Health initiatives, e.g. 5 minutes of mindfulness / relaxation?

Wellbeing will be within all aspects of school life. There is Pupil Support, Guidance Teachers, Family Support Workers and YMCA workers. Training has been undertaken in sleep and stress management. Additionally, all staff will be looking out for any warning signs of a young person having difficulties. There will also be access to DAPL and the Guidance team can make a referral if this is required.

- Will the new academic year transition still take place in May as usual or will this year be extended given the amount of time pupils have been out of the classroom? Additionally, what plans are there to enable pupils who need to catch-up to meet their potential?

The timetable transition date is currently being reviewed. With the extension from the SQA for submitting evidence for grades, it may be that within Fife the timetable changeover date changes to August. This will allow all pupils to stay at their same level of learning until the end of the summer term which will facilitate any gaps being closed.

A virtual workshop Easter School will be offered. Additionally, some in school classes may be offered. Pupils will be asked to sign up so that the appropriate safety measures can be implemented.

7. AOCB

No points for any other business.

8. Actions Arising from the Meeting

Name	Action
Lisa	<ol style="list-style-type: none">1. Lisa to approach the Community Office to identify whether they will be able to man the cluster uniform bank. (On Hold).2. Lisa to highlight via GroupCall that the new Parent Council page is live on the website. (New)3. Lisa to a further update on the parking situation within the Drop Off zone. (On Hold).4. To send out a GroupCall message about mindful parking at pick up time. This will ensure the access is not blocked or made difficult for larger vehicles to enter. (On Hold).5. To provide Lise's contact details to relevant families who may like to assist in helping to determine what information would be useful to families who are not familiar with the Scottish education system. (On Hold).
Alex	<ol style="list-style-type: none">1. Alex to contact Laura to have a message put out seeking someone to fulfil the role of Treasurer from the wider Parent Forum – 3 weeks post Lisa's GroupCall message. (New)
Lise	<ol style="list-style-type: none">1. Identify what would be beneficial to be included in a welcome pack – especially for families who are not familiar with the Scottish Education System. Communicate these requirements with Alex and Lisa so that an appropriate pack can be created. (On Hold).2. Lise to liaise with Alex about the possibilities of creating a Facebook parent group which can then be brought back to the Parent Council for their thoughts. (On Hold).
Graeme	To provide Alex / Laura Duncan with a picture and content that will be added to the new Parent Council page on the website. (New)

9. Date & time of next meeting

The next meeting is scheduled on Zoom on Monday 26th April 2021 at 6.30pm.