

**Viewforth High School
Parent Council Meeting
25th January 2021
Minutes of Meeting**

1. **Present** - Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Hilary Easson, Oonagh Williamson, Gordon Mulla, David Hay, Jennifer Fenelon, Susan Reid, Lise Otoadese, Graeme McDowall (New Parent Council Member), Alistair Stewart (Deputy Head Teacher)
2. **Apologies** – Charlotte Overstone, Diane Wright
3. **Minutes of Previous Meeting** – revised minutes accepted as accurate
4. **Matters Arising**

Name	Action
All Members	1. Members to review newsletter content before being sent to Lisa. (COMPLETED) 2. Members to review final content for the Parent Council page before being sent off to Laura to publish on the website. (COMPLETED – Members approved the content).
Lisa	1. Lisa to approach the Community Office to identify whether they will be able to man the cluster uniform bank. (On Hold). 2. Once new content for the Parent Council webpage has been published, Lisa to highlight the Parent Council page on the newsletter. (Lisa to highlight Parent Council page once the content has been uploaded.) 3. Lisa to provide 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). 6. Ascertain why S4 Spanish and Physics were not included in the awards. (COMPLETED – Awards have been distributed).
Alex	1. Contact any members who still require to provide information for the website. (COMPLETED) 2. Write content for the Parent Council page and distribute to members for approval. (COMPLETED) 3. Once the web page content has been approved, Alex to send content to Laura for publication. (Alex to send content to Laura copying in Lisa for publication on the website – awaiting details from Graeme.) 4. Write content for the newsletter and distribute around Parent

	<p>Council for comment before sending to Lisa for inclusion. (COMPLETED)</p> <p>5. 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. (On Hold – until the webpage is updated).</p> <p>6. Alex to invite Alistair Stewart to the Parent Council meeting in March 2021. (At the request of Lisa, Alistair has been invited to this meeting)</p> <p>7. Add SQA/Estimate Grades to the next agenda for the January meeting. (COMPLETED – as below)</p>
Lise	<p>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).</p> <p>2. Lise to liaise with Alex about the possibilities of creating a parent group which can then be brought back to the Parent Council for their thoughts. (Not Discussed – Rollover to next meeting).</p> <p>3. Attend the Connect workshop to find out more information about communication and report back any relevant findings. (Lise was unable to attend - Closed).</p>

5. Remote Learning – Alistair Stewart

Microsoft Teams

- Microsoft Teams is the platform that Viewforth High School is using for online learning:
 - Rolled out across the school in October 2019;
 - Head start at first lockdown due to it already being used;
 - Staff have been given training on remote learning;
 - Since August pupils have been given lessons on how to access their classes on Microsoft Teams;
 - Revisited throughout August – December on how to use Microsoft Teams within classes;
 - Lockdown 2 – ready and prepared to use Microsoft Teams.
 - Within the first week of learning and teaching Alistair met with all PTCs and in doing so, a review was completed as to where it was felt things were;
 - Challenging questions – thinking through the learners experience;
 - Questions were asked about where each faculty was in being able to support learners throughout their remote learning journey;
 - PTCs then met with staff and continued having those challenging questions:
 - Actions to be put in place to ensure that remote learning is of a high quality.
 - Parent sessions have been run – how to use Microsoft Teams /Challenges in accessing and using Microsoft Teams. This has proved to be very successful.

- Recognition that remote learning and teaching is not comparable to in school learning and teaching. The way in which staff work, has had to change in response to this.

Viewforth Standard

1. Learning is accessible by all:
 - online and paper copies available;
 - tasks and guidance is clear;
 - students with additional support needs are supported.
2. Learning is enjoyable:
 - learning cannot happen if wellbeing is not there.
3. Feedback:
 - Feedback is very important to support learning and allow progression in learning.

Innovation

- Worked to create a standardised model within Viewforth High School and on Microsoft Teams. Wherever possible every team will have the same layout.
- Allowing space for innovation to enrich the experience.
- Barriers:
 - Staff access to quality IT equipment whilst at home.

Live Learning

- All young people will have the opportunity to join a class meet for their subject. Class meets will be a live interactive session.
 - Intention is that it will allow pupils to ask a question through the Ask the Teacher channel;
 - Allows pupils to get immediate feedback and engage with their teacher and the rest of the class;
- Developing live learning sessions – not live lessons. It needs to be equitable.
 - A lot of students still don't have access to IT;
 - Online access issues.
 - Will not be provided exclusively so those who do not have access, will not miss out. They will provide more depth and support.
 - Sessions will begin from 28th January – on a pilot scheme.

Member Questions in Response to the Presentation:

How will pupils make up this time in terms of lost learning?

Across Scotland and the UK, this is an issue. It depends where pupils are in their learning journey, however, pupils will catch up over time. The senior phase presents more issues, however, there will be a plan that will ensure that gaps are filled. This lockdown the focus will be on progression and learning, whereas the last lockdown it was about consolidation of learning – due to the timings of the lockdown. Additionally, there will be assemblies

delivered through Sway as it is important that pupils see staff within the school to alleviate stresses and feel a connection.

Is there an area of Microsoft Teams that is a parent portal?

Microsoft Teams is a pupil portal but there is a section on the school website entitled 'Online Learning' which has some guides on how to use Microsoft Teams.

What is the potential for parent / teacher evenings online?

Fife Council are trialling this with some schools, but not at Viewforth in session 2020/2021. Depending on where the pandemic is in 2021/2022, it may be that all schools will have online parent /teacher evenings however, it is hoped that these will take place in school. Viewforth High School is continuing with the reporting system – tracking reports and written reports.

Are you gathering any evidence from work that pupils are carrying out online?

Advice is that the work that is being completed could be potentially used as evidence. However, the SQA have not determined whether this work could be used as valid evidence. Head Teachers across the country are pushing the SQA to be able to use inferred evidence due to the significant amount of lost face to face teaching for many pupils – inferred evidence is looking at all work completed and the pupils progression to determine what grade the pupil should receive.

What is happening with families who do not have technology or do not know how to operate it?

The school have issued over 100 devices, however, some of these are still being shared with other family members. Fife Council have suggested that if Parent Councils wish to fundraise then that would enable the school to buy more devices. There are around 7 families where the device allocation cannot be fulfilled at present. However, there are some households who have not yet been reached so this number may increase. Alistair has sent a message to ASDA as they are offering the 4 High Schools in Kirkcaldy to bid for devices.

Businesses may be the way to go forward in having devices donated, however, Fife Council will not re-configure devices – Health and Safety issues around this.

How many families have internet access issues?

Additional data promotions were only for England as education is devolved. Scotland put money into additional devices and the provision of dongles rather than internet provisions.

Can pupils form study groups through Microsoft Teams?

The class meets will enable the young people to connect online.

Can you explain around the structure of online learning – handed out Monday and due back on the Friday? It has also been noticed that some work does not equate to the amount of time the pupil would be in the class.

It has been stressed to teachers that the amount of work set should match the amount of time the pupil would be in class. If pupils want to follow their timetable for structure then they can do this. However, for some families this will not be possible due to workspace and

technology constraints. Therefore, it is recommended that a plan which suits the specific household is adopted.

In addition, some parents have asked that work is set on a Monday but is not required to be returned until the Sunday. This creates greater flexibility especially when workspace and technology time is split between different members of the family. However, it is very important that time away from learning also takes place.

All Parent Council members are happy with the Monday – Sunday approach if this proves to be useful for families.

If work is handed in on the Sunday, time will run out for work to be marked and feedback provided before the next set of learning is going to take place. How will this work?

Pupils tend to work on work at different times and hand it in through the course of the week. Therefore, it is not anticipated that there will be a huge influx at the last minute on a Sunday.

What is the current engagement levels?

Senior Phase – Average 75%

BGE – Average 65%

As well as looking at the engagement figures, analysis is being completed on:

- Style of learning;
- Tasks that are being set;
- What are the engagement levels? What is it that is making the pupil do that particular piece of work or leaving it to the end/not handing it in?

Already, staff are changing the way in which online learning is delivered to increase engagement levels.

6 SQA – Current Situation – Exams, Estimates & Grades – Lisa M

At the time of the meeting, the SQA have still to update schools on what can be used as evidence. Every subject has a lead member of staff across Fife and the In-service day in February will be spent looking at SQA requirements / evidence / standards.

7 Head Teacher's update – Lisa M

- It is not known when pupils will return to school;
- Wellbeing – the family support worker has been incredibly busy supporting families;
- There is a small food bank in school to assist families;
- Formal Assessment Block – these have been delayed until the return to school.
- Course Choices will still take place – June Greig is taking the lead and information will be shared with parents/carers:
 - Online engagement session – S2, S3, S4 and S5 – where choices are being made.
 - Guidance teacher will be the first point of contact should these choices have to be made remotely rather than in school.
- Staffing – Claire Murray, Home Economics has joined Kirkcaldy High School;

- Helen Florence, PSA – secondment has ended.
- David Stevens joins Viewforth High School as a PSA on 1st February 2021.

8 Members Questions

- Due to time constraints members questions did not take place.

9 AOCB

- Graeme McDowall has decided to join as a member of the Parent Council.
- Due to time constraints any other business did not take place.

10 Actions Arising from the Meeting

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11 Date & time of next meeting

The next meeting is scheduled on Zoom on Monday 8th March 2021 at 6.30pm.