

**Viewforth High School  
Parent Council Meeting  
26<sup>th</sup> April 2021  
Minutes of Meeting**

1. **Present** - Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Gordon Mulla, Graeme McDowall, Oonagh Williamson, Hilary Easson.
2. **Apologies** – David Hay, Jennifer Fenelon, Charlotte Overstone, Lise Otoadese, Diane Wright, Susan Reid
3. **Minutes of Previous Meeting** – accepted as accurate offline on 22<sup>nd</sup> March 2021 and published on the website.
4. **Matters Arising**

Name	Action
Lisa	1. Lisa to approach the Community Office to identify whether they will be able to man the cluster uniform bank. <b>(On Hold until at least the middle of May – more likely to be an August – new term action).</b> 2. Now that the new Parent Council webpage has been published, Lisa to highlight the Parent Council page on the newsletter. <b>(Completed)</b> 3. Lisa to do a further update on the parking situation within the Drop Off zone. <b>(On Hold until August – new term).</b> 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. <b>(On Hold until August – new term).</b> 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. <b>(On Hold)</b>
Alex	1. Alex to send content to Laura for publication copying in Lisa. <b>(Completed)</b> 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. <b>(Completed)</b> <b>(Note: Nobody has come forward to express an interest in the role. The role will be advertised again at the start of the new school session in August to enable any new S1 parents to become involved in the Parent Council and perhaps take on the role as treasurer)</b>
Lise	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. <b>(On Hold).</b> 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. <b>(On Hold)</b> .
<b>Graeme</b>	To provide Alex / Laura Duncan with a picture and content that will be added to the new Parent Council page on the website. <b>(Completed)</b>

## 5. Head Teacher's update – Lisa M

### SQA Alternative Certification Model:

#### Key principles:

- No formal SQA exam diet;
- Grades will be based on demonstrated attainment;
- Teachers will determine results based on evidence;
- The process is different to last year, no algorithm will predict grades;
- Focus is on quality rather than quantity of evidence;
- SQA subject specific guidance & understanding standards materials;
- Assessments used will be aligned to the published requirements for each subject.

#### Awarding of provisional grades:

- Based on evidence and demonstrated attainment;
- Inferred attainment cannot be considered;
- No exceptional circumstances this year;
- Pupils and parents will be informed of the provisional grades before the end of term;
- SQA will not alter provisional grades but will check for administrative errors.

#### Practicalities:

- No assessments in the first 3 weeks after the Easter Holidays. Assessments will take place over the months of May and June;
- These will take place in class time and will be in a classroom environment but with exam style conditions. The teacher will act as the invigilator;
- Pupils will receive feedback from their teachers for next steps;
- Further opportunities for assessment will be provided if necessary if the pupil does not meet the level the teacher would expect in the first assessment;
- Tracking report will be shared with parents / carers;
- All provisional grades will be entered by 24<sup>th</sup> June 2021.

#### Quality assurance:

- In school – in-service days in May and June will be focussed on Quality Assurance;
- Authority wide – schools have been partnered to Quality Assure each others work;
- Nationally by SQA – sample a percentage of work from every school;

- Designed so that there can be absolute trust in the grades that have been awarded - fairness and credibility.
- Letter and assessment timetable will be provided to parents and pupils this week detailing information about when the assessments will take place.

### **Questions:**

**Q:** Have the SQA made it clear that no consideration will be taken into account for the huge amount of teaching that has been missed?

**A:** Yes the SQA have confirmed that this year no consideration will be given to the fact that some young people may have had extended periods of isolation as well as national lockdowns which closed schools. Viewforth will do everything they can to ensure the young person receives the grade that they deserve from the assessments taken.

**Q:** Will there be the opportunity for study leave during the second set of assessments should the young person require it?

**A:** Due to the amount of time young people have been out of school, study leave will not be authorised. Families can make the decision that the young person will not attend the day before an assessment or only come in for the actual assessment rather than attending other classes on the day.

**Q:** How confident can you be that the classroom environment will be effective rather than the assembly hall with external invigilators?

**A:** If there is any disruption, the young person will be removed. Younger pupils have also been spoken to so that they are mindful of the noise they are making between classes especially when some of the assessments will be taking place during a double period. Rooms will be allocated in the quieter areas of the school to minimise disruption.

**Q:** Why are there practicals for music this week especially when the young people have not been singing in front of the teacher for a long time?

**A:** This will not be the only opportunity. If the young person requires another assessment to ensure they are receiving the grade they are expected to receive, there will be another opportunity to sit this.

**Q:** What is the situation around appeals?

**A:** 3 options were put out in a survey by the SQA to determine what the process would be. The results of this survey have not yet been communicated. It is hoped this information will be available in the first week in May.

**Q:** Will there be instances of young people having 2 different assessments on the one day?

**A:** Wherever possible only 1 assessment will take place on one day however, in some cases it might be necessary due to individual timetables that there may be 2 assessments on the one day. Young people with additional assessment requirements will be catered for just as they would be with a formal exam diet.

**Q:** What is the source for the assessments? Are they supplied by the SQA or made up by a combination of past papers etc?

**A:** SQA have published the unused 2020 papers on the secure SQA site. Some departments may use these papers in full or in part whilst some departments have bought papers in. Questions will be representative of the course which has been delivered to the young person.

### **Single Lunch Consultation:**

#### **Current timings and proposed timings:**

- No change to the school day, start or end time.
- Current:
  - S1/S2 Lunch whilst S3-6 go to period 5 (12.10 – 12.55)
  - S3-6 Lunch whilst S1/2 go to period 5 (12.55 – 13.40)
- Proposed:
  - Lunch to be at the same time – 12.55 – 13.40 followed by periods 6 and 7.
- Lots of educational evidence that a shorter afternoon is more beneficial to young people therefore, the later lunch time would fit better with this model.

#### **Positives for moving to a single lunch:**

- More club activities, study support and homework as the rooms would not be used for class time. Additionally, teachers who would be teaching will be available to run the clubs;
- Pupil leadership opportunities – Prefects and Buddies – leadership opportunities are limited due to the S1/S2 being in class when the S6s are available and on lunch;
- Less disruption to learning as pupils will not be on lunch whilst others are in class. The open nature of the school means that noise travels;
- Rooms will be available to vulnerable / anxious pupils as they will not be being used for teaching;
- Staff supervision rotas – 2 lunch duties mean that supervising staff have 10 supervising blocks rather than 5;
- Staff professional learning and staff morale – more opportunities for staff to have time together as no teaching would be taking place during lunchtime;
- 2 areas available for lunch.

#### **Challenges and how these could be overcome:**

- Space in the street / number of tables – lots more tables can be added to the street and the assembly hall can be used as overspill;
- Getting everyone fed in 45 minutes – menu could be shared in advance with the use of 3 tills and upstairs. Lunches can be pre-ordered with a grab and go bag;
- Perceived availability of food – rota system for year groups so all year groups will have the opportunity to be first in the queue;
- Vulnerable / anxious pupils in busy areas – early lunch pass with senior pupils and safe areas;
- Pressure on shops in the area – PSO and SLT presence / litter picks / inform local shops of the change in advance so they can prepare for more young people requiring their facilities at a specific time.

#### **Practicalities:**

- Upstairs for packed lunch and pre-ordered lunch;
- One way system for queuing;
- Menu shared in advance / plasma screens;
- Weekly rota in place for year groups to ensure everyone gets the opportunity to be in the queue first.

#### **Next steps:**

- Staff sessions – questions / ideas;
- Parent Council meeting and parent forum;
- Pupil assemblies – young people to provide feedback;
- Survey via forms to enable people to vote.

**Note: Single lunch will be dependent upon the Covid situation.**

#### **Questions:**

**Q:** Will this put a burden on local cafes? Will they be consulted?

**A:** Cafes will be informed so that they can prepare. No other school in Fife operates a double lunch. There are a high number of young people that bring packed lunches which alleviates the pressure.

**Q:** Will 1<sup>st</sup> years initially have a different lunch time to enable them to settle?

**A:** Initially the new 1<sup>st</sup> years will come out for lunch a little earlier to enable them to settle in their new surroundings.

**Q:** How will it work if there are still high levels of Covid?

**A:** Because the school times are not being changed, it will be easy to revert to 2 lunches should this be required.

The new proposed single lunch was deemed favourable by the members of the Parent Council who were present in the meeting as it provides the young people with a lot of opportunities such as lunch clubs.

## **6. Members Questions**

- Will the youth club be starting back?  
The youth club will be up and running but will be moving to the YMCA building in Gallatown Park but will continue to be supported through Viewforth's Attainment Challenge funding.
- What is the uptake of the lateral flow tests?  
The uptake is currently 34% and the young people are collecting tests from the office when required.
- Will there be something organised for leavers?  
Leavers are able to organise a social event for themselves, however, not associated with the school due to Covid restrictions. In the last week of term it is hoped that a graduation ceremony can be held. At this moment it is not possible to say whether or not parents will be able to attend this. It is also hoped that a lunch / afternoon tea can be provided for the leavers. Lisa will speak to the leavers to see what they would like to be included.

## **7. AOCB**

No points for any other business.

## 8. Actions Arising from the Meeting

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Lisa	<p>1. Lisa to approach the Community Office to identify whether they will be able to man the cluster uniform bank. <b>(On Hold until August)</b>.</p> <p>3. Lisa to a further update on the parking situation within the Drop Off zone. <b>(On Hold until August)</b>.</p> <p>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. <b>(On Hold until August)</b>.</p> <p>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. <b>(On Hold)</b>.</p>
Alex	<p>Alex to advertise the role of Treasurer again at the start of the new school session in August to enable any new S1 parents to become involved in the Parent Council and perhaps take on the role as treasurer. <b>(New Action – On Hold until August)</b></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. <b>(On Hold)</b>.</p> <p>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. <b>(On Hold)</b>.</p>

## 9. Date & time of next meeting

The next meeting is scheduled on Zoom on Monday 14<sup>th</sup> June at 6.30pm.