

**Viewforth High School
Parent Council Meeting
14th June 2021
Minutes of Meeting**

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Gordon Mulla, Graeme McDowall, Oonagh Williamson, Susan Reid, Jennifer Fenelon, Hilary Easson
2. **Apologies** – David Hay, Charlotte Overstone, Lise Otoadese, Diane Wright
3. **Minutes of Previous Meeting** – accepted as accurate offline on 5th May 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. (On Hold until at least the middle of May – more likely to be an August – new term action). 2. Lisa to do a further update on the parking situation within the Drop Off zone. (On Hold until August – new term). 3. 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 until August – new term). 4. 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	1. Nobody has come forward to express an interest in the role of treasurer. 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. (On Hold until August – new term).
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. (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

Covid 19

- No positive cases in the school since the return to face to face learning after the second lockdown.
- A small number of pupils have been isolating but these are linked to community transmission.
- The school will continue to maintain the high standards of Covid 19 awareness until the end of term to reduce the chances of any pupils / staff having to isolate into the start of the summer holidays.

August Return

- Meetings have been taking place between Secondary Head Teachers and Heads of Education who are regularly in contact with Public Health to discuss the plans for the return in August. At this point it is too early to say what that will look like. It is however, expected that the return in August will follow the same health and safety mitigations that are currently in place.

End of Term

- The term finishes Thursday 24th June 2021 at 3.10pm. This will be a dress down day. There is a newly established LGBT group and they are currently researching some small LGBT charities that will benefit from the dress down donation. Pupils will be encouraged to wear rainbow or brightly coloured clothes.
- On Tuesday 22nd June 2021 from 3.30pm until 5pm there will be an S6 and staff BBQ and a staff v pupils soft ball event. This event must take place outside, therefore, the event can be moved to the Wednesday if the weather is poor. The event will have to be cancelled if the weather is poor on both days.

Academic and Special Awards

- These awards will be presented next term and based on the exam results from this session. It is too early to say whether or not parents will be able to attend the event but this will be communicated in due course.

SQA – Alternative Certification Model

- The majority of assessments are complete and evidence gathered.
- Final assessments are taking place this week for a small number of students.
- In school and authority wide moderation has taken place.
- In the final week of term pupils will receive a final report which will detail the final provisional grades that will be submitted to the SQA.
- Last week the SQA published details of their appeals process. Meetings with senior pupils have taken place to take pupils through the process.
- Encouraged pupils that once they have received their final grade that they can speak to Lisa Moore or June Greig so that they can be supported through the appeals process if this is what they wish to do.

- One day in the holidays will be offered so that pupils can come into school to discuss any anomalies on certificates / coursing / timetable. This will be communicated in due course.

Staffing

- The following teachers will be leaving at the end of term:
 - Dr McLay is leaving to take up a post as Head of School in Orkney.
 - Miss G from Modern Languages.
 - Miss McLean from English.
 - Mr Scott.
- Advertisements have been placed to cover teaching posts required.
- Fiona Davidson, Business Manager who was on a temporary post has been permanently appointed.
- Anne Barbour within Additional Support has been appointed on a permanent basis.
- An application has been made to the Local Authority for a number of probationers in the following subjects:
 - Home Economics
 - Maths
 - English
 - French
 - Chemistry
 - Biology
 - PE
 - Geography

Timetable

- The timetable has now been completed and it is hoped that these will be distributed to pupils in the final week of term. This will allow for any questions prior to the holidays and all pupils will also be issued with a timetable on their return in August.
- Deputes and Guidance staff have been working hard to finalise the course choices.

P7 → S1 Transition

- Based on Public Health advice, no physical transitions will take place in school.
- Programme of virtual transition is ongoing. There is a focus of 3 key areas:
 - All pupils will have a virtual tour of the school;
 - Introduction from key staff;
 - Opportunity to meet new classmates virtually on teams.
- Pupils who require an enhanced transition have had the opportunity to visit at the end of the school day on an individual basis.
- In August the new S1 pupils will receive a proper in school induction.

Parents Evening

- Viewforth will move to virtual parent's evenings next session and it will run from 4.30pm – 7pm. More information will be provided nearer the time.

Single Lunch

- Following consultation, a move to a single lunch has been agreed. The pupils provided great feedback via the Pupil Council.
- A number of additional tables have been purchased. Picnic benches are also being costed as pupils enjoy eating outdoors when the weather is nice. An outdoor covered area will also be re-looked at.
- It is hoped that when a new Treasurer is appointed, the Parent Council can help raise funds and apply for grants to facilitate the covered area.

IT Devices

- A further 81 devices have been provided through Scottish Government funding. These devices will be allocated early in the new term to the families that have been identified.

Members Questions:

Although I understand that the Scottish league tables do not give a full overview of a schools success rate, I would like to hear and understand why Viewforth have dropped so dramatically and what the school's plan is to address the statistics that have been documented?

Viewforth featured low on the table this year. It is hoped that this can be improved next year. As a background, the league table does not represent 5 Highers as is led to believe – it is any course that is a level 6 SCQF equivalent. This could be courses such as first aid, leadership and personal development. Viewforth have already offered first aid this year and will be offering more courses to senior phase pupils in session 2021/22 in leadership and personal development. This means that senior pupils covering these 3 courses will have 3 level 6 SCQF qualifications in addition to any Highers that they sit.

Has any feedback on the letter regarding next year's school uniform policy been received? What are the School's plans to make sure that the uniform policy is adhered to?

School uniform cannot be enforced, however, Viewforth will work with parents to encourage pupils to wear school uniform.

Some of the pupil equity fund has been used to purchase new uniform and PE kits. If any family is struggling, who are not at the level to receive a clothing grant, then this facility can be used to ensure pupils have access to new uniform. Some of the pupil equity fund has also been used to reduce the cost of senior blazers to make them more affordable.

6. Thanks to Leaving Members – Hilary Easson

Thanks to Hilary who has been a member of the Parent Council throughout both her children's time at Viewforth. She has made many valuable contributions over the years. We would like to wish Hilary and her family the very best for the future.

7. AOCB

- Update to Parent Council Web Page before next term.
 - The Parent Council Web Page will be updated over the summer holiday to reflect pupils moving on to the next year and those who are leaving this year.
- Communication of information to new S1 Parents & the Treasurer Position
 - The next communication to the Primary Schools is in the last week of term so the role of Treasurer could be advertised to the new S1 parents then.
- Proposed Initial Meeting Dates for Session 2021-2022:
 - 6th September 2021 (AGM) (2 hours)
 - 27th September 2021
 - 8th November 2021
 - 6th December 2021
 - 24th January 2022
 - 7th March 2022
 - 25th April 2022
 - 13th June 2022

8. Actions Arising from the Meeting

Name	Action
Alex	1. To provide information about the Treasurer role to Lisa so this can be included within the next communication to the new S1 parents through their primary schools. 2. To provide Laura with updated Parent Council member information and the proposed dates of meetings for 2021/22 so that the website can be updated.

9. Date & time of next meeting

The next meeting is scheduled on Zoom on Monday 6th September 2021 at 6:30pm.