

**Viewforth High School
Parent Council Meeting
6th September 2021
Minutes of AGM**

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), David Hay, Oonagh Williamson, Gordon Mulla, Ree Murray.
2. **Apologies** – Susan Reid, Diane Wright.
3. **Minutes of Previous Meeting** - accepted as accurate and approved offline on the 21st June 2021.
4. **Ongoing Actions (Matters Arising)**

| Name | Action |
|-------------|--|
| Lisa | <p>1. Lisa to approach the Community Office to identify whether they will be able to man the cluster uniform bank. (On Hold)</p> <p>Lisa has spoken to the Community Office. The Community Office are in the process of getting back up and running but not yet at full capacity. It is still limited due to Coronavirus.</p> <p>2. Lisa to do a further update on the parking situation within the Drop Off zone. (Completed)</p> <p>Lisa put information about the drop off zone in the weekly Head Teacher update. Mr Lennie is out every morning to help the cars drop off and keep moving. The situation is being continually monitored.</p> <p>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. (Completed)</p> <p>Completed as an update within the Head Teacher update.</p> |
| Alex | <p>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. (Completed)</p> <p>As no one has yet come forward another message will be provided by way of a Facebook update and inclusion in the Head Teachers update. Alex to write a paragraph and send to Laura.</p> <p>2. To provide information about the Treasurer role to Lisa so this can be included within the next communication to the new S1 parents through</p> |

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| | <p>their primary schools. (Completed on 18th June 2021)</p> <p>3. 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. (Completed on 12th August 2021)</p> |
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5. AGM Items:

- a. Review of the work of the Parent Council
 - i. A) to raise and discuss matters of mutual interest relating to the education and welfare of pupils.
 - ii. B) to promote the role of the Parent Council to the Parent Forum in order to encourage optimum parent participation.
 - iii. C) to promote close co-operation and communication between parents and teachers.
 - iv. D) to promote equality and fairness
 - v. E) to engage in activities which support and advance the education of pupils attending the school.

Agreed to keep work of the Parent Council as stated above.

- b. Approval of the previous meeting minutes
Approved offline on 21st June 2021.
- c. Review and approval of the previous year's balance sheet
Currently the Parent Council have no Finances or Treasurer.
- d. An update of Members of the Parent Council Membership.
Members confirmed in the meeting and offline as:
Alex Tomlinson, David Hay, Oonagh Williamson, Gordon Mullay, Susan Reid, Diane Wright, Charlotte Overstone, Graeme McDowall, Jennifer Fenelon.
New Member: Welcome to Ree Murray.
- e. The resignation of all Office Bearers.
Alex Tomlinson resigned as Chair.
- f. The election of all Office Bearer positions
Alex Tomlinson re-elected as chair for session 2021/2022. Proposed by Gordon Mullay, Seconded by Oonagh Williamson.
- g. A review and update of the Constitution.
Version 2.0 of the Constitution was reviewed and accepted as still accurate.
- h. Agenda items of the Parent Council
No Questions were received.
- i. Any items submitted to the Parent Council by the Parent Forum
No items of AOCB were discussed.

6. Head Teacher's report – Lisa M

Return to school:

- Really positive start to term 1. The current school roll is 721 pupils.
- S1 pupils have settled in really well.
- School uniform across the school community is of a really good standard.
- A significant amount of school uniform has been purchased and issued to families where required.
- Blazer exchange is up and running. This is where a used blazer which is still in good condition can be traded in for a new larger blazer to fit the pupil.
- Single lunch is working well. The fusion pre-order app will be up and running week commencing 13th September.
- There is a new Active Schools Co-ordinator to replace Craig – Rachel McDonald.
- A whole range of extra-curricular clubs will start week commencing 13th September – traditional sport, music, geography, chess, drama, LGBTQ+ and media.
- It is hoped that very soon study support will be up and running for senior pupils and a homework style club for BGE pupils.
- The fully elected senior pupil leadership team now consists of:
 - 2 school captains.
 - 2 house captains for each of the 3 house groups.
 - The Senior Leadership Team has met with the Senior Pupil Leadership Team to discuss roles, responsibilities and expectations.
 - Prefect training is being organised and the rota of duties will be up and running by the end of the week (10th September).

Covid 19:

- The number of cases are rising both nationally and within Fife.
- The protocols are different than prior to the holidays. What constitutes a close contact and the periods of isolation are different.
- The recent communication from Carrie Lindsay explains the new protocols very well.
- Where there is a positive case, a Warn and Inform letter is distributed to parents.

Question: Are pupils adhering to mask wearing?

Where pupils are not exempt they are all wearing masks. Where a pupil has lost or damaged their mask, a disposable one is issued.

Question: Has there been any guidance on ventilation?

The guidance has not changed. Class teachers are asked to have windows open 15 minutes before lessons and beyond the end of the school day. Carbon Dioxide (CO₂) monitors have been purchased by the Council and are coming in to schools. Viewforth is more fortunate in that the building

ventilation is controlled electronically. As we approach winter, windows will be open which means classrooms will be cooler so outdoor jackets can be worn inside.

Staffing:

New Staff:

- Louise McMorris has joined to replace Petra McLay.
- 9 Probationer teachers have joined Viewforth. Welcome to:
 - Rebecca Dillon has joined the English department.
 - Louise Harris has joined the Home Economics department.
 - Jasmine Mackillop has joined the Maths department.
 - Claire Kacar has joined the Modern Languages department.
 - Katie Macmillan has joined the PE department.
 - Jemma Veale has joined the Geography department.
 - Victoria Stewart has joined the Modern Studies department.
 - Michelle Armstrong has joined the Chemistry department.
 - Rhona Rees has joined the Biology department.
- Anita Cameron is the new Attendance Co-ordinator.

Staff Vacancies:

- PSA vacancy interviews have taken place.
- English vacancy interviews will take place at the end of the week.
- CDT vacancy has been re-advertised.

Staff who have moved on:

- David Weir, Pupil Support Assistant.
- Nadia Fleming, English department.
- Melanie Banks, CDT department.

Whilst the vacancies have to be fulfilled, certificate classes and junior classes are being rotated to ensure that they have a subject specialist for part of the week.

SQA Results:

- There was an increase in 5 of the 9 key measures which are used nationally and another 3 of the key measures within 1 percentage point of last year. This was a really positive set of results particularly given the challenges that the pandemic has presented.
- The challenge this year is in preparing young people for an exam diet. Young people in S6 have potentially never experienced exams. However, whilst it has been stated exams will go ahead, no one knows what is around the corner. Therefore, everyone needs to be thinking about assessments throughout the course of the year and the gathering of evidence.
- Prelims will take place in the first few weeks of January 2022.

Positive Relationships Policy:

- This was launched at the last in-service day and pupils received information about the revised policy at the induction on day 1. Young people are awarded for good behaviour (merits) on a period by period basis, working hard, engaging fully in the lesson or going above and beyond. Poorer choices will result in the issuing of a de-merit.

7. Members Questions (raised in the meeting)

After 2 years of assessments, will pupils be returning to exams or will there be a more hybrid model?

This is department dependent. For instance in English and Art pupils will create portfolios which will form part of their overall result. SQA will need to review the exam requirement should Covid significantly interrupt learning. In the longer term the Education Minister has committed to review the exam system – but this could take 3 years.

As the school community is growing, will there be a new part of the school built to accommodate this?

Fife Council are very aware of the pressure across 4 Kirkcaldy high schools in terms of space. All the new houses that are being built in Kingdom Park fall under the Viewforth catchment area. A meeting is planned for this term with the Estates Team to come in to look at the capacity of the building, timetabling and other factors.

How do the results from this year compare to 2 years ago?

For Nationals and Highers:

| | 2018-2019 | 2019-2020 | 2020-2021 |
|-----------------------|-----------|-----------|-----------|
| 5 subjects at level 3 | 61.3% | 63.7% | 79.1% |
| 5 subjects at level 4 | 58.1% | 62.7% | 58.1% |
| 5 subjects at level 5 | 20.4% | 31.4% | 30.2% |
| 5 subjects at higher | 6.6% | 2.2% | 5.9% |

8. AOCB

None

9. Actions Arising from the Meeting

| Name | Action |
|------|---|
| Ree | 1. To provide Alex with a picture and paragraph of information for the Parent Council Webpage. |
| Alex | 1. Alex to Invite Depute Headteacher Jack Wilson to the next meeting to present about the new Positive Relationships Policy. 2. Alex to write a paragraph to invite someone from the Parent Forum to take up the post of Treasurer. This will be advertised on Facebook and in the Head Teachers update. 3. Alex to send Ree's profile to Laura to update the Parent Council webpage. |

10. Date & time of next meeting

The next meeting is scheduled on Zoom on Monday 27th September 2021 at 6:30pm.