

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

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Gordon Mullan, Graeme McDowall, David Hay, Susan Reid, Jennifer Fenelon, Mark Reid, Rachael McDonald (Active Schools Coordinator)
2. **Apologies** –Charlotte Overstone, Oonagh Williamson, Lise Otoadese.
3. **Minutes of Previous Meeting** – Approved offline on 7th October 2021
4. **Treasurer Update** – Bank Account Setup.

The bank account has been set up with Lloyds Bank so the Parent Council is now in the position to explore grant applications.

5. **Rachael McDonald** – Active Schools Coordinator

Funding:

- Look at the Fife Council Funding Bulletin – sign up to receive information on grants available – Rachael to forward information to Alex and Mark;
- When coaches / clubs can return to school – potentially look at funding to cover this. Currently extracurricular activities are provided by staff volunteering their time.
- Rachael will look at sports strips within the PE department – this is an area which could potentially benefit from a funding application.
- Lacrosse is currently being offered within the school – this could potentially be looked at for funding equipment as currently equipment is provided by the teacher running the class. This will be monitored to see what the take up of the sport is like.
- Lisa to ask staff if there are any areas relating to extracurricular that could potentially benefit from a funding application.
- Rachael to ask the PE department if there are any specific needs at the moment that funding applications could be made for.

Active Schools Update:

- Extracurricular restarted last term and it has been a very positive return to activities.
- Numbers are growing week on week.
- A lot of pupils are visiting the PE department during breaks to see if there are any clubs / activities that they can be involved in.
- Staff and senior pupils are leading activities.
- Further activities will be added over the course of the year – especially where there are fewer offerings for particular year groups.

- School sports competitions can now go ahead. The senior boys' football team have their first fixture in a few weeks.
- It is hoped that more fixtures can be added for other sports such as netball.
- Last term football and netball inter house competitions were run. This was really well attended by S1-S3 pupils which has also resulted in a greater interest in extracurricular sports.
- Active Schools run a Young Ambassador programme for pupils in S4 to S6. The Young Ambassadors are currently looking at what extracurricular clubs they can deliver in Term 2 to add to what is currently being offered. Year groups with less options will be prioritised for this project.
- Senior pupils can now go into the cluster primary schools to deliver extracurricular activities. This is a positive move which will enhance the transition for P7s.

6. Ongoing Actions (Matters Arising)

Name	Action
Ree	1. To provide Alex with a picture and paragraph of information for the Parent Council Webpage. (Completed)
Alex	1. Alex to send Ree's profile to Laura to update the Parent Council webpage. (Completed) 2. To invite Rachel – Active Sports Co-ordinator to the next meeting on 8 th November. (Completed) 3. To invite Jackie Funnell – Fife Council to the December Parent Council meeting. (On hold) 4. Alex to send Mark's profile to Laura to update the Parent Council webpage. (Completed)
Lisa	1. To engage with the Community Police to see if something can be done about residents parking in the drop off area. (Limited due to Cop 26 – consistent reminder in weekly updates around where drop off and pickups should take place) 2. To talk to the Home Economics department to ensure pupils are cooking every week and to provide an update on this. (Completed) 3. To have a discussion with Rachel on what areas that the Parent Council should focus on in terms of obtaining funding and grants so that once the bank account has been set up its ready to be progressed. (Alex & Mark to look at potential funding opportunities and provide to Lisa to see if it fits in with what may be required within the school). 4. To look at how the projected School role will be in 2022-2023 and work with Alex to create background information for the meeting in December (Alex & Lisa to discuss in advance of December meeting).

Name	Action
Mark	1. To organise setting up a bank account in the name of the Parent Council and liaise with Alex about it. (Completed) 2. To provide Alex with a picture and paragraph of information for the Parent Council Webpage. (Completed)
All	1. To provide Alex with feedback on the Positive Relationships Policy presentation so this can be correlated and provided back to Jack. This should be completed by Monday 18 th October 2021 to allow feedback to be provided back to the School. > Consider starting at Merit score at 0 and then students build up rather than starting at a pre-agreed level (e.g. 100) – Lisa to take this back to Jack.

7. Head Teacher's update – Lisa Moore (HT)

Staffing:

- The new family support worker is now in place – Euan Connelly.
- Interviews have been completed for a Pupil Support Officer.
- On Monday 22nd November the new Pupil Engagement Officer will begin – PC Stewart Burnside. This a role in conjunction with Police Scotland. The aim is to:
 - Provide a regular drop in session to parents and pupils;
 - Provide direct support within the school and elsewhere in the community;
 - Support the school in delivering whole school programmes;
 - Support the PSE programme;
 - This role is throughout the year – so will be available during school holidays;
 - The officer will be based in school.

Prelims:

- Prelims can go ahead but with restrictions in place.
- The prelims will be soon after the Christmas holidays and are likely to run over 3 weeks.
- Limited to no more than 90 young people in the assembly hall at any given time.
- A calendar is currently being put together and this will be distributed soon.
- The calendar will limit the number of exams per day to a maximum of 2.
- The study support programme is up and running for senior pupils and this is being well attended.

Parents Evenings:

- The two senior phase parents' evenings have now taken place.
- Overall the feedback has been very positive. There were however, a few IT teething issues.
- June Greig has surveyed staff and will survey parents to obtain a more formal feedback. Any issues will be rectified for future parents' evenings.
- Where there was an issue with connectivity, staff phoned parents so they could still have a conversation.

Projected School Roll:

- Lisa and members of the SLT met with the Estates team and Sheila McLean together with an independent company called Space Strategies. Space Strategies have been tasked to look at Viewforth - capacity and configuration of the school building. This work will be ongoing until February. Thereafter, strategies and next steps will be looked at.
- Space Strategies carried out a walkthrough of the building in the October holidays to get a sense of room usage.
- School rolls are picked up from the Census data – snapshot taken from Government in September. This data can project for a number of years to see where school rolls will be at in the coming years.

8. Members Questions

- Are the lockers now accessible to pupils?
 - Lockers have been available to pupils all year. Keys were originally taken before the summer so that the lockers could be deep cleaned.
 - Lockers are provided free of charge.
 - All lockers are the same size.
 - Lisa will put an update in the newsletter to make parents aware that lockers are available should a pupil require one.
- Can an update be provided on the DofE Award in the School, especially regarding the pupils who completed it in class and have yet to finish their level?
 - Alistair Stewart is taking the lead on Duke of Edinburgh. Alistair has a meeting regarding Duke of Edinburgh as the school is aware that some young people still have an expedition outstanding.
 - Planning for the expeditions to take place between Easter and summer, however, the exam diet will be taken into consideration when planning these.
 - Lisa will check to see if pupils can also take part in Silver and Gold Awards at Viewforth.

9. AOCB

- Is it true that prefects are not allowed to wear outdoor jackets?
 - No. Pupils should be warm coming to school in their winter jackets but it is requested that once inside the school building, they remove their jackets so that their blazer can be seen.

- Would members agree to have the Constitution updated to add the role of Associate Members? An Associate Member would be parents who wouldn't attend all the meetings in a formal manner or have the ability to vote in the meetings but who would be able to assist on an ad-hoc basis – for instance for the purposes of fundraising.
 - Members agreed this would be good moving forward.
 - The meeting in December will be an EGM so that the Constitution can be updated.

- It was noted that around the school there are a number of senior pupils either smoking a cigarette or vaping.
 - The message on how pupils should conduct themselves in a respectful manner has been relayed often however; there are still a minority of pupils engaging in this behaviour.
 - Lisa will reiterate the message around conduct around the school grounds in assembly.
 - Smoking and the issues around it is discussed as part of the PSE programme.
 - Lisa will include in the newsletter the dangers of vaping.

10. Actions Arising from the Meeting

Name	Action
Alex	<ol style="list-style-type: none">1. To invite Jackie Funnel to the December meeting.2. To invite Rachael McDonald to the December meeting.3. To work with Mark in identifying possible funding opportunities.4. Draft a paragraph for the Constitution to include Associate Members.5. Schedule the December meeting as an EGM.6. To have a discussion with Lisa prior to the December meeting – roll projections / building capacity etc.
Lisa	<ol style="list-style-type: none">1. To ask staff running extracurricular activities if there are any areas that the Parent Council could apply for funding that would help.2. To send Jack the feedback from the Parent Council from the Positive Relationships Policy.3. To put an update on locker availability in the newsletter.4. To put an update about the dangers of smoking and vaping in the newsletter.5. To contact Alistair and provide feedback on whether Silver and Gold Duke of Edinburgh Awards can be completed at Viewforth.6. To have a discussion with Alex prior to the December meeting – roll projections / building capacity etc.
Rachael	<ol style="list-style-type: none">1. To provide Alex and Mark with the Fife Council Bulletin information.2. To check football kit supplies to see if this is something a funding application could be made for.3. Ask the PE department if there are any specific needs where funding applications could be targeted.
Mark	<ol style="list-style-type: none">1. To work with Alex in identifying possible funding opportunities.

11. Date & time of next meeting

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