

**Viewforth High School
Parent Council Meeting
6th December 2021
EGM**

- 1. Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Gordon Mulla, Susan Reid, Jennifer Fenelon, Mark Reid, Oonagh Williamson, Ree Murray, Rachael McDonald (Active Schools Coordinator), Jackie Funnell (Education Manager)
- 2. Apologies** –Charlotte Overstone, Lise Otoadese, Graeme McDowall, David Hay, Diane Wright
- 3. Minutes of Previous Meeting** – Approved offline on 23rd November 2021
- 4. EGM Constitution Update to add the Associate Member role:**

Below Constitution Changes – Approved by Vote - v2.2

8E) An update of Associate Members of the Parent Council.

16. All Parent Council meetings shall be open to the Parent Forum and Associate Members who may attend although they will not have voting rights.

Parent Council Associate Membership

19. An Associate Member of the Parent Council is a parent/carer of the Parent Forum who wants to be kept up to date with Parent Council Meetings, Agendas and Actions.

20. An Associate Member will receive meeting invitations, copies of both the agenda and meeting minutes. The Associate Member may attend meetings if they chose to do so.

21. An Associate Member will assist the Parent Council by completing agreed actions that have been accepted by the Parent Council. The Associate Member will act on behalf of the Parent Council for the duration of the action and will provide feedback to an Office Bearer regarding their progress. The Office Bearer will provide an update at the next Parent Council Meeting.

Previous Versions 1.0 & 2.0 – Approved by Parent Council Vote

Version 2.2 – Approved by Parent Council Vote – 6th December 2021

5. Treasurer Update

- Looked at various funding opportunities and it has become apparent that applications need to be targeted to what is required by the school;
- A wish list from the school would help to direct grant applications appropriately:
 - Lisa and Rachel have met and it has become apparent that due to limited use of resources because of Covid, a lot of the resources do not yet need to be replaced;

- See how things progress over the next 6 months with a view to submitting applications in the summer term;
- Use the next 6 months to identify where there is a gap and where funding applications would be of use, for example:
 - Trips
 - Cultural Experiences

6. Presentation by Education Manager – Jackie Funnell

- Increase in the number of S1 pupils coming into the school through both feeder primaries and placing requests;
- Senior phase pupils are being retained to further their career prospects through educational and vocational courses;
- Pressure on numbers at both ends of the school;
- Challenge as a local authority is to support the school to be able to have the accommodation to be able to support the young people within the Viewforth catchment;
- Viewforth is a new school and was built for the estimated capacity for a number of years, however, the roll has grown far quicker than was initially anticipated;
- Due to increases in S1 and senior pupils staying on, the school is currently over capacity;
- Short-term solution:
 - Lisa is working with Space Strategies to utilise different spaces within the school together with appropriate timetabling. This is to support the August 2022 S1 intake;
 - P7 to S1 enrolments is online this year and are being co-ordinated by one person;
 - Working closely with the Kingsgate developers to see how many houses are being completed versus the planning of houses. Covid has slowed the development so there will be less of an impact on the August 2022 intake;
 - It may be necessary to cap the number of S1 pupils if the other short term solutions don't work.
- Long-term solution:
 - Viewforth was built with the intention that it could be extended;
 - The school can be extended for an additional 400 places (initial 200 then a further 200);
 - Plans for the extension – 2024-2025;
 - Looking to move the build project forward;
 - Catchment review across the whole of Kirkcaldy to reshape it. This will be in consultation with all Kirkcaldy schools and parents;
 - Jackie Funnell to attend the Parent Council meeting in March and also before the summer if this will be helpful.

7. Funding Update – Rachael McDonald – Active Schools Coordinator

- After a review of kit and equipment there is no immediate need to replenish stock. This is primarily due to limited use during Covid restrictions. Therefore, it would be better to wait for the next 6 months and then target funding appropriately. However, should anything come to light in the interim, these will be flagged to the Parent Council to pursue the relevant funding application.

8. Ongoing Actions (Matters Arising)

Name	Action
Alex	<ol style="list-style-type: none">1. To invite Jackie Funnel to the December meeting. (Completed)2. To invite Rachael McDonald to the December meeting. (Completed)3. To work with Mark in identifying possible funding opportunities. (Ongoing)4. Draft a paragraph for the Constitution to include Associate Members. (Completed)5. Schedule the December meeting as an EGM. (Completed)6. To have a discussion with Lisa prior to the December meeting – roll projections / building capacity etc. (Completed 26th November)
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. (Review in 6 months)2. To send Jack the feedback from the Parent Council from the Positive Relationships Policy. (Completed)3. To put an update on locker availability in the newsletter. (Completed)4. To put an update about the dangers of smoking and vaping in the newsletter. (Completed - Referred to Pupil Engagement Officer)5. To contact Alistair and provide feedback on whether Silver and Gold Duke of Edinburgh Awards can be completed at Viewforth. (Completed – Pupils can complete both bronze and silver awards in school. Silver can be completed before completing bronze.)6. To have a discussion with Alex prior to the December meeting – roll projections / building capacity etc. (Completed 26th November)
Rachael	<ol style="list-style-type: none">1. To provide Alex and Mark with the Fife Council Bulletin information. (Completed)2. To check football kit supplies to see if this is something a funding application could be made for. (Completed – not required)3. Ask the PE department if there are any specific needs where funding applications could be targeted. (Completed – not required)
Mark	<ol style="list-style-type: none">1. To work with Alex in identifying possible funding opportunities. (Ongoing)

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

Staffing:

- A CDT teacher has been appointed and will start on 6th January 2022.

Prelims:

- The timetable has been issued to pupils.
- If any pupil has an issue with the timetable, then they should see June Greig.
- If a pupil is absent during an exam, the exam will be rescheduled for that pupil on their return.
- The majority of exams will be in the assembly hall. However, exams such as home economics and music will be within the relevant departments.
- External invigilators will be present during prelims.

School Inspections (Fife Council Local Authority Update):

- School inspections will not take place as planned nationally.
- Education Scotland have listened to the education profession in relation to the timings of these proposed inspections which were scheduled to take place during the important Covid recovery phase.
- Instead of a full inspection, recovery visits will take place after February 2022 to a selection of schools:
 - To see how schools are coping and how they are addressing the impact of Covid 19;
 - To identify what is working well;
 - To identify the challenges that schools are continuing to face.

End of Term:

- Unfortunately the Christmas Ceilidh cannot run this year.
- The small production of A Christmas Carol has also had to be cancelled as no audience would be permitted and the pupils wanted to perform in front of an audience.
- Trips still cannot go ahead.
- End of Term Activity will be collecting items for the food bank. On Friday the 17th December these will taken to the food bank so that the items can be distributed in time for Christmas. As it is Christmas time, items such as chocolate, Christmas puddings etc will also be very welcome in addition to the usual staple food bank items.
- Friday 17th December will also be the "Dress up for Christmas" day where non-uniform will be in exchange for donations to the food bank. Each donated item will count towards a house point. These will be tallied and the winning house will be announced. Macgregor house are the reigning champions of this challenge – perhaps Fidra or Craigendal could be the winners of the Christmas food bank challenge.

Questions on Head Teacher update:

- Do pupils have study leave during prelims?
 - Pupils should attend class when not in an exam to maximise the amount of face to face learning time. This is particularly important given the amount of teaching time that has already been lost.
- How is the maths department coping due to staff absence?
 - Maths is adequately staffed so this has meant that classes have been able to be re-distributed between maths teachers.
 - Main focus has been ensuring that certificate classes are covered.
 - A number of primary supply teachers have been sourced to cover the broad general education years (S1 to S3).
- Are prelim papers being bought in or are they written by the departments to only include what has been taught so far?
 - The papers will consist of a mix of specially created papers and papers written by the department.
 - The majority of papers will reflect the course content that the young person has covered.
 - Evidence is always being collected in case the exams in May cannot go ahead.

10. Members Questions

- Have senior pupils completed a first aid course?
 - Senior pupils have completed a level 6 SCQF qualification in an Emergency First Aid at Work course.
 - It was a 1 day course – looking at various aspects including:
 - CPR;
 - Minor Injuries.
 - The young people were tested on their practical abilities through the course of the day and then completed a 16 question multiple choice quiz at the end of the day.
 - If passed, they will receive their level 6 qualification which is equivalent to a Higher.
 - Pupils will receive the qualification on their SQA certificate and in June will also receive a First Aid Certificate.

11. AOCB

There was no AOCB.

12. Actions Arising from the Meeting

Name	Action
Alex	1. To invite Jackie Funnell to the 7 th March 2022 Parent Council meeting. 2. To continue to work in conjunction with Mark to see if there are any suitable funding opportunities that could be presented to the school. 3. To get the Parent Council Website updated to support the change in constitution.
Lisa	1. In August 2022, to ask staff planning to run extracurricular activities if there are any areas that the Parent Council could apply for funding that would help. (on hold)
Mark	1. To continue to work in conjunction with Alex to see if there are any suitable funding opportunities that could be presented to the school.

13. Date & time of next meeting

The next meeting is scheduled on Zoom on Monday 24th January 2022 at 6:30pm.