

**Viewforth High School  
Parent Council Meeting  
7<sup>th</sup> March 2022**

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Gordon Mullan, Jennifer Fenelon, Oonagh Williamson, Mark Reid (Treasurer), Jackie Funnell (Education Manager)
2. **Apologies** – Susan Reid, Charlotte Overstone, David Hay, Ree Murray, Graeme McDowall
3. **Minutes of previous meeting** – Approved offline on 7<sup>th</sup> February 2022.
4. **Treasurer Update**  
There may be an opportunity to submit an application for the ASDA under 18 Better Start Grant. It supports 4 key areas:
  - Supporting Essentials
  - Improving Wellbeing
  - Being Active
  - Celebrating and Bringing Children Together

Mark will circulate the Grant information around the group for ideas and feedback. The application must be submitted by 14<sup>th</sup> April with a view to the activity being in place by 5<sup>th</sup> June. The funding is for a single activity.

5. **Updated Presentation by Education Manager – Jackie Funnell**

**Current School Building**

- The Council are working with a company called Space Strategies. They are continuing to work with the school to identify any potential re-configurations within the building and different extension options. This will be implemented in a phased approach depending on the school roll and space requirements over the coming years.

**Housing Development**

- The development is currently behind schedule due to delays with Covid.
- Currently working with the Safer Routes to school team to ensure there are safe ways of passage to walk and cycle from the new development to Viewforth High School and/or Sinclairtown Primary School.
- Fife Council currently provides transport where the distance from home to the catchment school is either:
  - more than 1 mile – Primary
  - more than 2 miles – Secondary

- As the primary and secondary schools fall below this distance, it is extremely important to ensure there are safe walking and cycling routes in place.

#### **P7 → S1 Transition**

- The enrolment for 2022/23 is within a new online system.
- Currently there is a mismatch between the number of P7s across Fife who will be transitioning and the number of online enrolments.
- All primary schools are working with parents to ensure that they enrol for S1. Before, children were automatically enrolled in their catchment high school; however, the new system requires everyone to enrol for S1 even if they are going to their catchment school.
- The catchment high school is not related to the associated feeder primary school the child attends. It relates to the address of the child. Children attending a feeder primary school are not guaranteed a place in its associated high school; a placing request would need to be made.
- There are 155 catchment P7s across the 4 primary feeder schools however, it is expected that some of these will making placing requests to other high schools in the Kirkcaldy area.
- Once all the P7 children have enrolled for S1 it will then be necessary to look at all the placing requests across Fife to determine roll capacities etc.

### **6. Ongoing Actions (Matters Arising)**

<b>Name</b>	<b>Action</b>
<b>Alex</b>	1. To invite Jackie Funnell to the 7 <sup>th</sup> March 2022 Parent Council meeting. <b>(Completed)</b> 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. Update the Parent Council Membership and website to reflect the resignation of Diane Wright. <b>(Completed – 15/2/2022)</b> 4. Update the Parent Council website to reflect the change in the Constitution. <b>(Completed – 15/2/2022)</b> 5. To work with Mark in identifying funding for picnic benches once the preferred type, number and cost have been provided. <b>(on hold)</b>
<b>Lisa</b>	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. <b>(on hold)</b> 2. To provide information on what type of picnic benches are required/ cost for the required amount of picnic benches so that appropriate funding can be procured. Lisa to take this to the pupil council to see what type of benches are preferred. <b>(Completed but funding application on hold – due to Space Strategies report.)</b>  Lisa took this to the Pupil Council and it was quite a mixed response in

	<p>the type of bench that would be preferred – park / picnic bench. It is suggested therefore, that a mix of the two different types (around 12) would be the preferred option. However, Space Strategies are also currently looking at outdoor seating. Therefore, it may be prudent to wait until April when more information is known from the Space Strategies report rather than apply for funding/ install benches which then impact on the Space Strategies plans.</p> <p>However, there may be another funding opportunity. The Pupil Engagement officer has connections with the Fife Flyers and with people within the Police who play ice hockey. The Pupil Engagement Officer is keen to put an ice hockey team together and the Fife Flyers are keen to work in partnership to work with Viewforth to support these pupils. This would start in the summer holidays with stick training to prepare for going on the ice at a later date. Funding would be required for kit / equipment and would have the support from the Fife Flyers. It would be beneficial for Mark and the Pupil Engagement Officer to have a discussion in the first instance to see how this can be progressed.</p> <p>Gordon mentioned the Awards for All Government scheme and suggested that Mark may benefit from investigating what they offer. They are particularly interested in supporting SIMD1 and SIMD2 areas where funding will have a greater impact.</p>
<b>Mark</b>	<p>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.  <b>(ASDA Grant – in progress – Ice Hockey equipment / kit)</b></p> <p>2. To work with Alex in identifying funding for picnic benches once the preferred type, number and cost have been provided. <b>(on hold)</b></p>

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

### Covid:

- The guidance has changed in relation to face coverings. Face coverings are no longer mandatory within classrooms, however, they are still required when moving around. It has been surprising in the amount of pupils and staff who have continued to wear their face coverings in the classroom.
- On Monday 21<sup>st</sup> March, the next change will be implemented by the Government. Once the information has been provided by the Government, this will be communicated by the school to pupils and parents.

**(At the time of typing up the minutes, the Government have delayed the easing of mask wearing in light of rising cases of the new variant).**

- Assemblies can now be held. An S5 and S6 assembly has been run by Mrs Greig with a focus on SQA exams. An S4 assembly will follow this week. Focus is being spent on ensuring that all young people know what to expect as we approach the upcoming exams.
- House assemblies can now be held which will help to promote the house system and the sense of identity and belonging that the house system brings.
- Physical transition days for P7 to S1 are allowed to go ahead this year.

#### **Staffing:**

- 3 Principal Teachers of Guidance have been appointed to support the current Guidance system.
- Laura Duncan has secured a promotion within another Fife high school. Her post has been advertised and there have been a number of applications for the role.
- The Attendance Co-ordinator has secured a permanent position within a Nursery School. This post has been advertised and there have been a number of applications for this role.
- Pupil Support – Jennifer Ramsay is leaving. There are a number of candidates for the position.
- Interviews will take place and hopefully, replacements will be in post soon afterwards.

#### **SQA:**

- Scenario 2 will be followed. This is where the exam diet will follow as published but additional measures will be in place.
- Further details will be communicated with pupils and parents when the information is received from the SQA.
- Study leave will be available for all senior pupils sitting SQA exams. This will start on Monday 25<sup>th</sup> April 2022 and finish on Wednesday 1<sup>st</sup> June 2022.
- Pupils are welcome to come into school to study during this time. There will also be master classes available and these are currently being drawn up. The timetable will be communicated to pupils and parents.
- It is also hoped that Easter School will run this year. This is currently being set up and classes and dates will be communicated in due course.
- Where senior pupils are not taking exams, work placements are currently being explored for these pupils.

#### **School Leaver Destination Report:**

- Reports come out in February and they relate to the previous year's leavers.
- In session 2020/2021 89.2% of pupils transitioned into a positive destination. These include:
  - Further Education
  - Higher Education
  - Employment

- Training
  - Volunteering
- Session 2020/21 saw an increase by 6.21% in positive destinations from the previous year.

**Taking a Closer Look Visit:**

- On Wednesday 16<sup>th</sup> March there will be a Taking a Closer Look Visit. Zoe Thomson, Quality Improvement Officer is visiting Viewforth High School to identify good practice and looking at how the pupil equity funding is being spent.
- The visit will involve meeting the senior leadership team, small focus group of staff and pupils and partners.

**8. Members Questions**

- Are the changes that are taking place in March related to Fife Council or the Scottish Government?
  - The Scottish Government will make the changes and Fife Council will implement those changes within schools.
- The Parent Council would like to thank Laura for her support in updating the website as and when required and wish her all the best in her new role.
- After study leave will pupils be moving up a year?
  - Yes. For junior pupils S1-S3 they will change timetable at the end of May. Senior pupils returning after study leave will move on to their new timetable after 1<sup>st</sup> June.
- Have Viewforth High School appointed a new Computing teacher?
  - No. Next session, ICT will be run for S1-S3 and Computing will be delivered by Fife College within the Tuesday / Thursday afternoon college slots.
- With the 6.21% increase in positive destinations, was there a particular area where this increase was noted?
  - There was a significant increase in pupils going on to Higher Education this year.
- For the updated SQA exam content, will this also be distributed to parents?
  - Yes, this will be communicated to parents when the information has been received from the SQA. It is hoped this will be presented to parents by way of a link on the School Website.

## 9. AOCB

- There were no items of any other business

## 10. Actions Arising from the Meeting

Name	Action
Alex	1. To work with Mark in identifying funding for picnic benches once the preferred type, number and cost have been provided. <b>(On Hold)</b> 2. To assist Mark in the ASDA funding application. 3. Invite Jackie Funnell to the next two Parent Council meetings before the summer term.
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. <b>(On Hold)</b> 2. To provide the Pupil Engagement Officer with Mark's details so that a discussion can take place about the ASDA Funding Application.
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. 2. To have a meeting with the Pupil Engagement Officer with a view to putting a funding application forward for the ice hockey team through the ASDA funding application. This application could be potentially used to support the summer training program on Astroturf. 3. To distribute information about the ASDA funding application to all members. 4. Review the Awards for All Government scheme as this could be a potential fundraising avenue – this could possibly be used as the second part of the funding application for kit and equipment for the ice.

## 11. Date & time of next meeting

The next meeting is scheduled on Zoom on Monday 25<sup>th</sup> April 2022 at 6:30pm.