

**Viewforth High School
Parent Council Meeting (EGM)
13th June 2022**

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Gordon Mulla, Jennifer Fenelon, Susan Reid, Mark Reid (Treasurer), David Hay, Jackie Funnell (Education Manager)
2. **Apologies** – Oonagh Williamson, Charlotte Overstone, Ree Murray, Graeme McDowall
3. **Minutes of previous meeting** – Approved offline on 21st March 2022.
4. **Meeting of 25th April 2022** – was cancelled due to illness.
5. **EGM Constitution Update** – to change Quorum Size and Treasurer role:

Constitution Changes (see v2.3 Draft for full changes)

5. The Parent Council has 2 Office Bearers, namely the Chair and the Treasurer. In the event the Treasurer does not have children attending the school, then they can continue to complete their role, however, they will no longer have the capability to vote on Parent Council matters.

9. Meetings will be held as required with a quorum of at least 33% Members present. The quorum and meeting will only be valid if all Members have been informed of the meeting in advance.

Version 2.3 – Approved by Parent Council Vote – 13th June 2022

6. Treasurer Update

- A Grant application was submitted to ASDA for a summer programme.
- The ASDA Grant required activities to be undertaken before 5th June. Therefore, the application was not eligible for phase 1 but is being considered for phase 2. The outcome of the application should be available in a few days.
 - At the time of writing up the minutes (26th June) no decision has yet been made by the ASDA Grant team.
- It would be helpful if the school could consider what type of equipment / kits / events they would like funding to help with in the 2022/23 session. This would enable the Parent Council to seek out and apply for appropriate grants to support these requirements.

7. Updated Presentation by Education Manager – Jackie Funnell

- The new Fife wide P7 → S1 enrolment has not been as successful as anticipated;
- There have been lots of teething problems with the new system. These will be reviewed and improved for the next P7 → S1 intake;
- A number of placing requests were received for Viewforth High School. A few were accepted at the time as space within school allowed and a number of placing requests were declined. Some of these refusals placed appeals. Due to movement of places in other secondary schools in Kirkcaldy all appeals were given a place within Viewforth before the formal appeals were held and all appeals were withdrawn.
- Space Strategies have continued to work with Viewforth to optimise space. That said, whilst there is enough room, it is still extremely tight at present;
- Looking ahead to the 2023 school roll, the primary roll across Fife and that of the Viewforth cluster is dropping so the projected roll of P7s is lower for next year.
- However, this is balanced with the senior end of the school remaining in school until S6. As such a projection will be conducted on the number of pupils who will be continuing to stay on after S4. This will provide a wider picture of the projected school roll.
- The result of these projections will determine whether modular buildings will need to be installed to support capacity in the future before an extension is built.

8. Ongoing Actions (Matters Arising)

Name	Action
Alex	1. To work with Mark in identifying funding for picnic benches once the preferred type, number and cost have been provided. (On Hold – September) 2. To assist Mark in the ASDA funding application. (In Progress) 3. Invite Jackie Funnell to the next two Parent Council meetings before the summer term. (Completed)
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) 2. To provide the Pupil Engagement Officer with Mark's details so that a discussion can take place about the ASDA Funding Application. (Completed)
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. (In Progress)

	<p>3. To distribute information about the ASDA funding application to all members. (Completed)</p> <p>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. (In Progress)</p>
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9. Head Teacher's Update – Lisa Moore (HT)

Timetables and Senior Induction:

- The new timetable started on the 30th May;
- The school / college partnership courses are being finalised and places for courses are being allocated;
- Seniors were issued with their new timetable as part of the senior phase induction. This first senior phase induction took place on the 2nd June – it was organised by members of the Guidance team. All S4, S5 and S6s went through a variety of things:
 - Expectations for the senior school;
 - Opportunity to develop their teamwork and leadership skills;
 - Participated in escape room challenges;
 - This year there will be a Mentors and Violence prevention programme – senior pupils will be taking the lead on this;
 - Excellent speech from the motivational speaker – Derek Rae (Paralympian);
 - The event finished with a silent disco.

End of Term Events:

- With 3 weeks left until the end of term, the diary is busy:
 - Interviews are currently taking place for school and house captains.
 - The first sports day in 3 years is taking place on 14th June;
 - DAS showcase will take place on 15th June;
 - S6 leavers will take part in a softball match against staff and will enjoy a BBQ on 16th June;
 - S2 will be taking part in a STEM Robotics Workshop delivered by the RAF on 17th June;
 - P7 → S1 transitions will take place on 21st, 22nd and 23rd June;
 - There will be an Achievements Awards ceremony on 29th June. These will be for the following nominations:
 - Always prepared and ready to learn;
 - Endeavour, effort and engagement;
 - Creativity;
 - Leadership and responsibility;
 - Being kind, supportive and encouraging to others;
 - Excellent attendance;
 - Being well presented in school.

- There have been over 400 nominees for the above awards.
- Term ends at 3.10pm on 30th June.

SQA Exams and Results:

- The exam diet ended on the 1st June;
- These were the first set of formal exams since 2019;
- The invigilators commented on the excellent attitude of pupils taking part in exams;
- The exam breakfast put on each morning of the exams was very well received by pupils. This will be provided each year;
- Pupils will receive their results on the 9th of August and members of the Senior Leadership team and the Guidance team will be in school on 10th August between 9.30am and 12pm. This will be to discuss results and re-course if necessary. It will also be when any appeals will be looked at.
- Gemma Cargill – Careers Advisor will also be available on 10th August.
- Parents are also welcome to attend on 10th August and a letter will be distributed about this.

Prizegiving:

- On Thursday 8th September the academic prizegiving ceremony will take place. Parents and carers will be welcome to attend the ceremony.

Staffing:

At the end of this term, we will bid a very fond farewell to the following staff:

- Martin Lennie: PTC Science and Technologies. Martin has worked in Viewforth since January 1999 and is very much looking forward to his retirement.
- Andrew Dunsmore: Business Education. Andrew is moving on to Woodmill High School. He has been at Viewforth since he completed his probationary year in 2017.
- Kris Fraser: Teacher of CDT is moving on to Kirkcaldy High School.
- We have 6 of our probationer teachers moving on at the end of this year:
 - Claire Kacar – French
 - Jasmine Mackillop – Maths
 - Rhona Rees – Biology
 - Katie MacMillan – PE
 - Victoria Stewart – Modern Studies
 - Jemma Veale – Geography
- Lisa thanks these staff members for their hard work and commitment and wishes them all the very best for the next chapter.
- 3 of the probationer teachers from this year will continue with us on permanent contracts:
 - Rebecca Dillon – English
 - Louise Harris – Home Economics
 - Michelle Armstrong – Chemistry

- Annez Giove (Business Education) has returned from maternity leave and Vivienne Smith (Biology) returns from maternity leave at the beginning of the new term.
- We look forward to welcoming the following staff:
 - Brian Beaton: Promotion to Principal teacher of Art & Music (S1 – 3)
 - Scott Jamieson: Principal teacher of Science and Technologies
 - Leanne Campbell: Primary Transition Teacher
 - Probationers:
 - Kirsten Gourlay – Biology
 - Monika Korabioswka – Geography / Modern Studies
 - Rebecca Feeney – Spanish
 - Sarah Loudon – CDT
- We are now working to recruit a part time music teacher and a teacher of CDT.

10. Members Questions – no questions received

11. AOCB

- From e-mails received Monday is still the best day for meetings.
- Are we happy continuing with Zoom meetings? Yes, as it allows the flexibility to drop in and out of the meeting without having to travel to a meeting.
- Frequency of meeting. Currently two per term (one two weeks in and one two weeks before the end of term)? The current frequency of meetings which works out at just less than 1 a month shall be continued into next term.

12. Thanks to Parent Council Members moving on:

Thank you to Gordon and Oonagh for all their support over the years. The Parent Council wish them and their families all the best in the future.

Susan Reid also leaves the Parent Council at the end of this term and we would also like to thank her for all her support over the year. We wish the Reid's all the best in their move to a new area. We are however, extremely lucky to be retaining Mark Reid our treasurer for a little while longer whilst we look to recruit for his role.

Oonagh was unable to attend the meeting but wanted to say the following:

"Wishing you all and the school the very best going forward. It's been a pleasure being part of the parent council over the last 11 years with my 3 children in school. They've all benefitted from being part of the school in so many different ways. It's been lovely to see the group grow from meeting much less frequently at the old Viewforth to the much more organised meetings we have now with Alex as chair. I've no doubt the school will continue to thrive under Lisa's lead. All the very best, Oonagh."

Gordon commented in the meeting that he agreed with Oonagh's words and particularly liked the organisation and frequency of the meetings. Gordon feels that there has been such a positive change within the school when Lisa took over the role of headteacher. Lisa's can-do attitude is immensely beneficial to the whole school –

pupils and staff alike. Gordon would also like to specially mention Brian Beaton and thank him for the enormous support over the years.

13. Actions Arising from the Meeting

Name	Action
Alex	<ol style="list-style-type: none">1. To work with Mark in identifying funding for picnic benches once the preferred type, number and cost have been provided. (On Hold until September)2. To update the constitution for the website.3. To update Parent Council members for the website.4. To liaise with Lisa on the dates for meetings in session 2022/23.
Lisa	<ol style="list-style-type: none">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 until the start of the new term)2. To liaise with Alex on the dates for meetings in session 2022/23,
Mark	<ol style="list-style-type: none">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. Review the Awards for All Government scheme as this could be a potential fundraising avenue.

14. Date & time of next meeting – 5th September 2022 (AGM) at 6:30pm on Zoom.