

**Viewforth High School
Parent Council Meeting
26th September 2022**

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Jennifer Fenelon, David Hay, Charlotte Overstone, Ree Murray, Carrie Beesley & Joanne Stewart (Developing the Young Workforce)
2. **Apologies** – There were no apologies.
3. **Minutes of previous meeting** – Approved offline on 18th September 2022.
4. **Presentation on Developing the Young Workforce – Carrie Beesley & Joanne Stewart**

What is Developing the Young Workforce (DYW)?

- Each school across Scotland is funded by the Scottish Government in relation to Developing the Young Workforce.
- There are 2 co-ordinators within Viewforth High School – Carrie Beesley who is the Principal Teacher of Guidance and Joanne Stewart who is a Maths Teacher.
- Work with DYW Fife which is an employer led regional group set up to build local connections between business and education. This helps to facilitate opportunities for pupils at Viewforth into the world of work.

Roles as Co-ordinators:

- Working collaboratively with both national and local businesses across a broad range of sectors to develop and deliver mentoring, career stations, skills development, CV support, work placements, site visits and apprenticeships.
- It is part of the role to review and further develop the processes that are currently in place to support the young people to transition into a sustained positive destination.
- Joanne is looking mainly at department links:
 - Within the school there are lots of different subject departments.
 - Work with a DYW link within each of the departments to ensure that there are career focussed events which are suitable for that specific department.
 - The focus starts in 1st year all the way through to 6th year.
- Carrie is also looking at getting local businesses to offer work placements for the young people so that they can go out and benefit from rich work-based learning.
- Looking at creating a skills framework which can be embedded throughout the curriculum.

Upcoming Events:

- Working collaboratively with all the schools in Kirkcaldy to put on a careers fair.
- The event will be held at Kirkcaldy High School on the 29th November 2022 between 2pm and 6.30pm.
- Between 7th – 11th November 2022 Skills Development Scotland are launching their very first Employability Week:
 - Looking at getting every department within the school to engage with at least one business / employer to visit the school and chat / do a workshop within the classroom.
- Working with SKY who provide work experience opportunities. This will be a three-day work experience opportunity looking at interview skills, problem solving and creativity.
- SKY are currently working on delivering a workshop for S1 – S3 pupils.

Social Media Platform:

- Looking at the best ways to disseminate all the information to students – through Guidance, Teams, Facebook and Twitter.
- Looking at the best way to get the information out to the parents so that they can work collaboratively with the students so they are able to take on the different opportunities that would benefit them.
- Looking at opportunities to work with the Parent Council – partners / industries / workshop opportunities / presentation evening to parents.
- Presentation / posters / leaflets available on Parents Evenings on both the Parent Council and the DYW to raise awareness.

5. Ongoing Actions (Matters Arising)

Name	Action
Lisa	<ol style="list-style-type: none">1. To get in touch with Space Strategies to see if progressing the benches through funding is required. Ongoing Contact Deborah Davidson (Education Manager). Deborah has taken it back to Fife Council to check the status with Space Strategies.2. To email Mark with a summary of the proposed trips so that the appropriate grants can be obtained. Completed – 17/09/223. To email Alex with the email addresses of the Developing the Young Workforce Co-ordinators so that they can be invited to the next meeting. Completed – 07/09/224. To get in touch with Alistair Stewart about progressing the Duke of Edinburgh Award for pupils who have completed the sections but not yet been on an expedition and report back on the findings. Completed The intention is that all young people who have started their Duke of Edinburgh will be supported to the completion of that

	<p>level, which includes the expedition. Alistair will be working with Lieutenant Emma Adams to facilitate this.</p> <p>5. Create a more detailed SQA attainment report to be shared in the next meeting. Completed</p>
Alex	<p>1. Alex to invite Carrie Beesley and Joanne Stewart – Developing the Young Workforce Co-ordinators to the next meeting on the 26th September. Completed – 18/09/22</p> <p>2. To work with Mark in obtaining appropriate grants for the upcoming school trips. (See Any other Business)</p>
Mark	<p>1. Once information has been sent through from Lisa about the upcoming trips – work with Alex in identifying possible grants to secure funding to assist with the proposed trips. In Progress</p>

6. Head Teacher's Report – Lisa M

Attainment Report 2021 / 2022

- All schools in Fife have had an authority attainment review. All members of the Senior Leadership team met with Deborah Davidson (Education Manager) and Ryan Hepburn (Quality Improvement Officer) – presented the data which included areas of strengths, areas which required further development and future plans.
- S4 Attainment – 5 or more National 3 qualifications:
 - The trend over the past 5 years has gradually increased and in 2021/22 there was a sharp increase in this area of attainment. The attainment levels at Viewforth exceed the virtual comparator in session 2021/22. The virtual comparator covers the whole of Scotland.
- S4 Attainment – 5 or more National 4 qualifications:
 - The trend is on an upwards trajectory and the gap between Viewforth and the virtual comparator is narrowing.
- S4 Attainment – 5 or more National 5 qualifications:
 - The trend is on a downwards trajectory over the past 2 years but in 2022 the figure is still higher than in 2018 & 2019. The virtual comparator gap has slightly widened. There are a number of factors which have contributed to this:
 - High levels of anxiety;
 - Due to covid this was this first year exams have taken place for a number of years and as such this year group had not seen other years taking part in external examinations.
 - Review of curriculum required as pupils are only presented for 6 subjects at National 5 which is a disadvantage compared to schools offering 7 which provides more flexibility for gaining 5 or more National 5s.

- Almost all schools across Fife have dropped at this measure.
- S5 Attainment – 1 or more National 6 qualification:
 - There is a slight downward trend from 2020 and 2021, however, the school is doing better than the virtual comparator which saw a larger downward trend.
- S5 Attainment – 3 or more National 6 qualifications:
 - There is an upward trend from 2020 and 2021 and Viewforth has overtaken the virtual comparator which is on a downward trend.
- S5 Attainment – 5 National 6 qualifications:
 - From 2020 there has been an upward trend in pupils at Viewforth achieving 5 Highers which has now just surpassed the virtual comparator. The virtual comparator is on a downward trend.
- SQA S4 Literacy:
 - At level 3 within the last 4 years there has been a steady increase in attainment with 2022 being the highest attainment level to date and only marginally behind the virtual comparator.
 - At level 4 there was a small dip in 2021, however, attainment has increased in 2022 and only a little behind the virtual comparator.
 - At level 5 the attainment has remained constant, however, there is the concern that it is significantly lower than the virtual comparator compared to level 3 and level 4.
- SQA S4 Numeracy:
 - At level 3 within the last 4 years there has been a steady increase in attainment, dipping only slightly in 2022 however, has remained above the virtual comparator at this level.
 - At level 4 within the last 4 years there has been a steady increase, dipping only slightly in 2022. Again, the attainment levels exceed the virtual comparator quite significantly.
 - At level 5 attainment has increased from 2019. Whilst in 2019 and 2020 attainment was behind the virtual comparator, in both 2021 and 2022 attainment now exceeds the virtual comparator. However, the virtual comparator is also on an upward trend since 2021.

7. Member's Questions

- Computing National 5 and Higher Provision for Session 2023/2024. Whom can the Parent Council approach at the next level above the school to ensure this is addressed?
 - There will be a meeting on 5th October to discuss the provisions for 2023/24 school-college partnership and computing will be discussed within the meeting. Lisa will feedback the findings from the meeting at the next Parent Council meeting.

8. AOCB

- Funding Applications and Grant Monitoring.
 - Mark has identified 3 Applications for Educational Trips.
 - Resources – Who has time, Parent Forum, Volunteer.
 - Grant Page Monitoring.
 - Shared Document / communications tools.

Alex, Charlotte and Ree will complete the 3 applications. Ree and Charlotte will fill out the paperwork and send to Alex to submit. Alex will look at a document sharing repository for the purposes of the grant applications.

9. Actions Arising from the Meeting

Name	Action
All	1. Everyone to think of ways in which the Parent Council can support the work of the DYW. Does anyone have contacts within the industry they work in that could come into school and run a workshop / do a presentation? Email Alex with any relevant information so that this can be taken back to the DYW coordinators for consideration.
Alex	1. To work with Mark in identifying funding for picnic benches once the preferred type, number and cost have been provided. (On Hold until November) . 2. To distribute grant application information to Charlotte and Ree to complete. 3. To complete the 3 rd grant application. 4. Submit the 3 grant applications when completed. 5. To investigate and set up a document sharing repository for the team for the purposes of sharing documents / grant applications. 6. To create a leaflet about the Parent Council to be distributed at the upcoming Parents Evenings with the possibility of this being distributed to each parent on entering the school to raise awareness of the Parent Council.
Lisa	1. To report back the findings from the school-college meeting in relation to the provision for Computing in session 2023/24 at National 5 and Higher level. 2. Report back on the position of the benches once Deborah Davidson (Education Manager) has spoken to Space Strategies.
Charlotte	1. Complete the paperwork for 1 grant application and send through to Alex for submission.

Ree	1. Complete the paperwork for 1 grant application and send through to Alex for submission.
Mark	1. To provide information on the 3 grants and support the submission of them once complete by Charlotte, Ree and Alex.

10. Date & time of next meeting – 7th November 2022 at 6:30pm on Zoom.