

**Viewforth High School
Parent Council Meeting
7th November 2022**

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Jennifer Fenelon, David Hay, Mark Reid (Treasurer)
2. **Apologies** – Charlotte Overstone, Ree Murray
3. **Minutes of previous meeting** – Approved Offline on 3rd October 2022.
4. **Ongoing Actions (Matters Arising)**

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. (As everyone works in the Public Sector this is more difficult, however, the action will be kept live in case anyone comes up with anything).
Alex	<p>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).</p> <p>2. To distribute grant application information to Charlotte and Ree to complete. (Completed on 25th October)</p> <p>3. To complete the 3rd grant application. (Awaiting Euan Connelly)</p> <p>4. Submit the 3 grant applications when completed. (On Hold)</p> <p>5. To investigate and set up a document sharing repository for the team for the purposes of sharing documents / grant applications. (Investigated 24th October – as a small organisation we do not qualify for any discount or free usage and even charities only get the first year free – it was working out at \$4 per user per month – which gets expensive)</p> <p>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. (Complete 4th October and provided to School)</p>
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. (Lisa Moore and June Greig met with Lynn Ralph who is in charge of the school / college partnership. Higher Computing didn't run this session due to a lower-than-expected uptake for the

	<p>course. National 5 is running this session. Next session both courses will be offered).</p> <p>2. Report back on the position of the benches once Deborah Davidson (Education Manager) has spoken to Space Strategies. (There has been no feedback from Space Strategies. As a result, progression through Parent Council funding should be explored).</p>
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.

5. Head Teacher's report – Lisa M

• Staffing Update:

- Rebecca Dillon is moving to teach English in the UAE.
- Ellenor Waddel is moving to teach music at Madras College.
- Katie McMillan will be returning to Viewforth to teach PE.
- David Dow will be moving to Viewforth to teach Business.
- Angela Wilson will be taking on a permanent Pupil Support role within Viewforth.
- Kelly Wallace will become a permanent Pupil Support Assistant in Viewforth.
- A further 2 temporary Pupil Support Assistants have been appointed:
 - Georgia Riggins
 - Lisa Robertson
- Mrs Zia, Modern Languages has returned from Maternity leave.

• Parents' Evening:

- The uptake across the two senior parents' evenings was 57%.
- The uptake was higher this year than the online parents' evening last year which was just below 50%.

• DYW:

- This week is Careers week and a number of events have been highlighted in the weekly newsletter. A number of visits will be taking place, including:
 - RAF
 - SFA
 - Alex Mason - SAS Rogue Heroes
 - Leon Anderson – Artist
 - Police Scotland
 - Jack McKenzie - Composer

6. Members Questions – none received

7. AOCB

- Flyer Update – Parent Attendance at Parents Evening.

- 57% attendance at Parents Evening. It is recommended that members from the Parent Council have a table at the S1 Parents Evening to promote new members joining.
- Are teachers using Satchel One as the preferred method as some teachers still seem to be using Teams?
 - Movement is towards Satchel One. Some departments are taking longer to transfer over from Teams. Lisa will take this feedback and check to ensure all departments are moving to Satchel One for homework assignments.

8. 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. This is being kept as an ongoing action in case anyone comes up with anything helpful.
Alex	1. To work with Mark in identifying funding for picnic benches once the preferred type, number and cost have been provided. 2. To submit the 3 rd grant application once approval has come through from Euan. 3. Submit the other 2 grant applications when completed by Ree and Charlotte. 4. To email the Parent Council to see who is available on 8 th December to show a presence at the 1 st Year parents night.
Lisa	1. To email Alex with the preferred type, number and estimated cost for benches so that appropriate funding can be sourced. 2. To ensure all departments are progressing to using Satchel One for Homework assignments.
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 support the submission of the Grant Applications once completed by Charlotte, Ree and Alex.

9. Date & time of next meeting – 5th December 2022 at 6:30pm on Zoom.