

**Viewforth High School
Parent Council Meeting
13th March 2023**

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Jennifer Fenelon, Mark Reid (Treasurer)
2. **Apologies** – Charlotte Overstone, David Hay, Laura Smith
3. **Welcome** –
 - a. Note that the meeting on 23rd January 2023 was cancelled.
 - b. Note that the meeting in May has been moved to 15th May 2023.
 - c. Education Scotland published the School Inspection report on 28th February 2023.
4. **Minutes of previous meeting** – Approved Offline on 9th January 2023.
5. **Treasurer Update** –
 - A balance sheet has been created and will be emailed to Alex to circulate to the Parent Council.
 - Green Token Scheme has been successful – awaiting update from Jean – Asda Foundation.
 - Wee Grant from the Robertson Trust was unsuccessful. Awaiting update from Ree and Charlotte about their applications.
 - Hold off on the benches as these may be included within the work with Space Strategies.
 - Look at funding for trips which are linked to the Curriculum. The cost of transport is very high and would benefit from being subsidised. Look at fundraising opportunities – eg. Hamper / raffles etc.
6. **Ongoing Actions (Matters Arising)**

| Name | Action |
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| Alex | 1. To work with Mark in identifying funding for picnic benches once the preferred type, number and cost have been provided. (On Hold) 2. Submit the other 2 grant applications when completed by Ree and Charlotte. (In Progress) 3. To put a note in the diary to invite Jack Wilson to the final Parent Council meeting before the summer to update on the success of the Bullying Policy. (On Hold until 19th June Meeting) |
| Lisa | 1. To email Alex with the preferred type, number and estimated cost for benches so that appropriate funding can be sourced. (On Hold) |
| Charlotte | 1. Complete the paperwork for 1 grant application and send through to Alex for submission. (In Progress) |

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| Ree | 1. Complete the paperwork for 1 grant application and send through to Alex for submission. (In Progress) |
| Mark | 1. To support the submission of the Grant Applications once completed by Charlotte, Ree and Alex. (In Progress) |

7. Head Teacher's report – Lisa M

Staffing:

- Rebecca Buick, Biology is leaving to take up a new post at Balwearie High School.
- Fiona Donald, Drama is leaving to take up a new post at Levenmouth.
- Giles Brown, History is leaving to take up a new post at Craigroyston.
- Michelle Armstrong, Chemistry is leaving to take up a new post at Glenalmond College.
- Interviews have taken place for posts in History, Drama and Music.
 - Sophie Meek has been appointed History teacher and will start in April;
 - Carina Campbell-Welsh has been appointed Music teacher and will start in August;
 - The position of Drama teacher has not yet been filled.
 - Interviews will be taking place for a Biology Teacher.

SQA:

- The SQA diet begins next month (April).
- For pupils in S4 to S6 who are not sitting examinations, a series of engagement classes (to enhance qualifications / work experience placements) will be provided as they will not be eligible for study leave.
- The Study Leave diary will be distributed soon together with the Easter Study School Programme.

Positive Destinations:

- There has been an increase in positive destinations after school. Viewforth now has the highest percentage of positive destinations in the last 5 years up to 93.13% from 89.2%.

Education Scotland Inspection:

- The Inspection Report was published on the 28th February 2023.
- The focus of the Inspection was a short model inspection which focusses on two of the quality indicators –
 - Learning, Teaching and Assessment;
 - Raising Attainment and Achievement.
- The school was graded as Satisfactory for both of the quality indicators.
- The results will contribute to the School Improvement Plan.

8. Members Questions –

- The Parent Council has received an e-mail from John Wiltshire on the Pass level of Senior Computing Exams for session 2021/2022. Please can the Parent Council be provided with the same information but with pupil numbers rather than percentiles.
 - Numbers have been provided in an email.
 - It was agreed that the Head Teacher during future staffing updates will highlight if a teacher leaving the School is the only subject specialist.
 - Employment law states that a teacher is free to move after 4 weeks' notice.

Post Meeting Note: The figures provided by the school mirrored those provided by John Wiltshire who contacted the Parent Council.

The Parent Council notes that the School has completed all avenues available to it and that the issue raised by John regarding the Pass level of Senior Computing Exams requires to be addressed at higher levels. John is actively campaigning Fife Council, the SQA and Scottish Government MSPs and the Education Minister to seek improvements on how examination results are awarded when the only key subject specialist leaves a School at a critical point in an examination course.

The Parent Council will monitor John's progress in his goal to ensure that there is equality and fairness for Pupils when situations outside both their and the School's control occur.

9. AOCB

1. There are still inconsistencies of usage by departments in Satchel One. Can this be addressed so that parents / carers are able to support homework. It would also be of benefit if class test dates are posted together with the topic should a parent / carer wish to help with revision at home.

Lisa will get in touch with the departments to ensure consistent usage of Satchel One.

2. Whilst there is scheduling and advanced notice for prelims taking place in January, there is an increasing amount of prelims which are now taking place in March. However, as these are created at a department level, the departments are working independently and as a result a number of departments are having prelims on the same day one after the other. This will significantly impact the ability of the students to perform at their best.

Lisa - Multiple assessments in one day should not be happening. Lisa will discuss with the Principal Teachers to ensure that this is not repeated next March.

10. Actions Arising from the Meeting

| Name | Action |
|------------------|--|
| Alex | <ol style="list-style-type: none"> 1. Look at possible funding opportunities for school trips. 2. To contact Ree and Charlotte to see how they are getting on with the funding applications. 3. To put a note in the diary to invite Jack Wilson to the final Parent Council meeting before the summer to update on the success of the Bullying Policy. 4. To contact Jean about the Asda Token Scheme. 5. Circulate the balance sheet to the Parent Council. |
| Lisa | <ol style="list-style-type: none"> 1. To request all departments use Satchel One to distribute homework and provide any details of upcoming class tests. 2. To speak to June Greig about the organisation of the 2nd prelims in March to ensure that there is a more structured exam timetable for 2024. |
| Charlotte | <ol style="list-style-type: none"> 1. Complete the paperwork for 1 grant application and send through to Alex for submission. |
| Ree | <ol style="list-style-type: none"> 1. Complete the paperwork for 1 grant application and send through to Alex for submission. |
| Mark | <ol style="list-style-type: none"> 1. To support the submission of the Grant Applications once completed by Charlotte and Ree and any other applications that are presented. |

11. Date & time of next meeting – 15th May 2023 at 6:30pm on Zoom.