

**Viewforth High School
Parent Council Meeting
15th May 2023**

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Mark Reid (Treasurer), David Hay, Lara Smith
2. **Thank you & Apologies** – Thank you to both Charlotte Overstone and David Hay who will be leaving the Parent Council at the end of this term. We thank them for their contributions over the years and wish them and their families well for the future.

Apologies from - Charlotte Overstone, Jennifer Fenelon and Ree Murray

3. **Minutes of previous meeting** – The March Meeting Minutes were approved Offline on 19th April 2023.
4. **Treasurer Update**
 - Balance sheet has been circulated around the members of the Parent Council.
 - Green Token Scheme – Between the meeting on 15th May and typing up the meeting minutes, the Parent Council are pleased to announce that Viewforth High School came first in the green token scheme and will receive the funding in due course to support the Food Bank.
 - Awaiting information from Euan Connelly regarding the summer programme so that appropriate funding can be obtained.
 - Look at areas of funding for the summer programme – possibilities include – Nisa Making a Difference Locally.

5. **Ongoing Actions (Matters Arising)**

Name	Action
Alex	1. Look at possible funding opportunities for school trips. (to be discussed in Members Questions) 2. To contact Ree and Charlotte to see how they are getting on with the funding applications. (Completed – Removed actions as we need funding to be focused after failure of 2 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 Anti-Bullying Policy. (On hold - until next meeting) 4. To contact Jean about the Asda Token Scheme. (Completed – Jean has confirmed with the ASDA Foundation that the e-mail held is correct – expect update on the tokens in late May. The Parent Council would like to extend thanks to everyone who voted and put Viewforth in preliminary 1st place to receive £500.) 5. Circulate the balance sheet to the Parent Council. (Completed – Attached with this agenda)

Lisa	<p>1. To request all departments use Satchel One to distribute homework and provide any details of upcoming class tests. (Completed at the Extended Leadership Team Meeting)</p> <p>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. (If departments wish to run a second prelim in March – scheduling will be organised to ensure there are no clashes between the departments).</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 support the submission of the Grant Applications once completed by Charlotte and Ree and any other applications that are presented.

6. Head Teacher's report – Lisa M

Staffing:

- Tracy Fuller, English, has moved to St Andrews High School to take up a promotion.
- Michelle Armstrong, Chemistry, has moved to Glenalmond College.
- PC Stewart Burnside leaves to embark on a new career.
- Carly Campbell (Community Police Officer for Kirkcaldy) will begin working with Viewforth High School.
- Lieutenant Emma Adams, Army Cadet Link Detachment Officer leaves to embark on a new career. As a result, the Linked Detachment at Viewforth High School is being retired. All Cadets who do not attend a Cadet group outside of school have been provided with information on a group that they can join.
- Mark Musil joins the Biology department.
- Lisa Robertson has been appointed as a permanent Pupil Support Officer.
- Sophie Meek has joined the History department.
- Hayley Low, Maths has now been appointed as the Principal Teacher of Maths.
- Monika Korabioswka, Geography is staying after her probation.
- Sarah Loudon, Craft, Design and Technology is staying after her probation.
- For next session Probationer Teachers have been requested in:
 - English
 - Biology
 - Chemistry
 - Home Economics
 - Drama

Guidance:

- At the moment, Guidance is constructed vertically which means that a Guidance teacher looks after a young person in a house group from S1 through to S6. From August, this will be moved to a horizontal structure. The rationale for the change is that it allows for an equitable focus between the young people in the junior phase and in the senior phase. The house system will continue to run, however, it will not be linked to Guidance. There will be three teams – S1 & S2, S3 & S4 and S5 & S6. This change will be communicated to parents in the coming weeks.

SQA:

- The second half of the exam diet is now underway and attendance to date has been very good.
- Masterclass sessions are continuing to be offered.
- Exam breakfasts are also being offered.

Outgoing S6:

- The S6 Graduation ceremony took place on the 21st April. This was very successful and the plan is to replicate this each year.
- S6 pupils are now looking forward to the annual staff v S6 softball competition.
- A BBQ will be held on the 1st of June.
- The prom will take place on the 2nd June.

Summer Programme:

- It will run for 4 weeks during the summer.
- There will be 3 target groups:
 - P7 enhanced transition pupils;
 - Vulnerable pupils;
 - Pupils who may be at risk of making poor choices around the community.
- Sessions include:
 - Visiting Fordell Firs;
 - Visiting Lochore Meadows;
 - Team Challenges;
 - Outdoor cooking.

7. Members Questions

- Funding way forward:
 - There is a requirement for targeted lists of activities a term in advance so that appropriate funding can be sourced. This is due to the time it takes from applying for funding to receiving the funds if successful.

8. AOCB

- Recruiting new Parent Council Members
 - School Survey
 - Know about the Parent Council
 - How to contact the Parent Council
 - What day of the week works best
 - What type of meeting in School / Online / Both.
 - A questionnaire will be created and sent to parents via GroupCall email to gauge interest and awareness in the Parent Council.
- Transition – P7 → S1 transitions will take place over 2 days, 15th and 16th June.
- Now the pandemic is over and things are returning to normal, transition events will begin from P5. Recently a group of S2 Sports Leaders created a potted sports day for P5 pupils. It enables younger pupils to become familiar with the building and staff before they transition.
- It is hoped that the transition programme can be expanded for next session so that over the course of the year, fun based visits take place in advance of the official transition days in June.

9. Actions Arising from the Meeting

Name	Action
Alex	1. To invite Jack Wilson to the final Parent Council meeting before the summer to update on the success of the Anti-Bullying Policy. 2. To write a set of questions to be sent to parents via GroupCall email on Parent Council interest and awareness. 3. To contact Euan Connelly via email to get more information about the summer programme so that suitable funding can be sourced. 4. To write a section for the summer newsletter (Deadline 16 th June). 5. To provide an updated member list of Parent Council members to the office so that the webpage can be updated over the summer.
Lara	1. To provide Alex with a picture and information to be added to the Parent Council webpage.
Mark	1. To support the submission of any funding applications once completed for the summer programme.

10. Date & time of next meeting – 19th June 2023 at 6.30pm on Zoom.