

**Viewforth High School  
Parent Council Meeting Minutes  
19<sup>th</sup> June 2023**

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Jack Wilson (Depute Head Teacher), Jennifer Fenelon, Lara Smith, Kirsty Hannigan
2. **Apologies** – Mark Reid (Treasurer), Ree Murray
3. **Minutes of previous meeting** – The March Meeting Minutes were approved Offline on 28<sup>th</sup> May 2023.
4. **Treasurer Update**
  - Signature update and change of address form are in progress.
  - Asda Better Start Grant has been utilised for this year. Therefore, a funding application has been submitted to Fife Charities Trust to support the summer programme. Fife Charities Trust have confirmed receipt and a decision will be made in July.
5. **Anti-Bullying Policy – Progress Update – DHT Jack Wilson**

Jack attended the meeting to provide a follow up to the Anti-Bullying Policy that was presented in December 2022.

**What are we seeing?**

- Reasons for incidents:
  - Often “Not known” – therefore not around a specific motivation (e.g., sexual orientation) but instead out of general conflict.
- Nature of incidents:
  - Majority – “Name calling, teased, put down, threatened.”
- Almost all incidents within S1 and S2.
- We are seeing few repeats of pupils displaying bullying behaviour and few repeats of pupils experiencing bullying behaviour.

**Areas for Development:**

- When is it bullying / not bullying?
  - Perceptions can vary on the same incident (displaying pupil, experiencing pupil, staff, partner, parent).
  - However, this question affects recording more than it affects practice.
- Increasing recording of incidents in specific bullying module in SEEMiS.
- Ensuring follow-ups are completed in a timely fashion.

**Next Steps:**

- Engage with new Fife policy due before the holidays.
- Re-launch and reminder schedule for all staff around policy.
- Case-study review session around bullying by Guidance Staff.

- Review of Personal and Social Education (PSE) inputs on bullying and equalities.
- Raise profile of Equalities and Diversity work across the school:
  - In school improvement plan for next session.
  - Not just in PSE but across the curriculum.
- Opportunity to have community wide dialogue around this in vision and values work in Term 1.

## 6. Ongoing Actions (Matters Arising)

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. – <b>Completed – 12<sup>th</sup> June.</b> 2. To write a set of questions to be sent to parents via GroupCall email on Parent Council interest and awareness. <b>Completed – 40 responses so far – hoping for more from the Summer Newsletter.</b> <a href="https://forms.office.com/r/ECTcnug7wr">https://forms.office.com/r/ECTcnug7wr</a> 3. To contact Euan Connelly via email to get more information about the summer programme so that suitable funding can be sourced – <b>Too late for ASDA funding – Applied to Fife Charities Trust – awaiting response.</b> 4. To write a section for the summer newsletter (Deadline 16 <sup>th</sup> June) – <b>completed, including link to Survey.</b> 5. To provide an updated member list of Parent Council members to the office so that the webpage can be updated over the summer. <b>In progress - awaiting response from Lise.</b>
Lara	1. To provide Alex with a picture and information to be added to the Parent Council webpage. – <b>completed.</b>
Mark	1. To support the submission of any funding applications once completed for the summer programme. – <b>completed.</b>

## 7. Head Teacher's report – Lisa Moore

### Staffing – Leavers:

- At the end of the term June Greig (DHT) is retiring after 29 years at Viewforth.
- Alistair Stewart (DHT) is going on secondment for 23 months.
- Annez Giove (Business Education).
- Louise MacMorris (PTC of Drama, Modern Languages and English).
- Katy Devine (Home Economics) – maternity leave.
- Kirstin Gourlay (Biology probationer).
- Rebecca Feeney (Modern Languages probationer).
- Maggie Grant (temp music teacher).

**Staffing – Joiners:**

- 2 new Deputy Heads have been appointed:
  - Sarah McNamee (DHT to cover Alistair Stewart's secondment).
  - Stevie Kowbel (DHT Permanent).
- Debbie Gibson (PTC for Drama, Modern Languages and English).
- We are keeping 2 of our 4 probationers from this year on permanent contracts:
  - Monica Korabiowska – Geography.
  - Sarah Loudon – CDT and Craft & Design.
- Welcoming new probationers in:
  - Home Economics – Ceivagh Harvey.
  - Drama – Eilidh McLaughlin.
  - Chemistry – Leanne Crowe.
  - Biology – Sherilyn Taylor.
  - French / Spanish – Leila Smith.
- Also welcoming a new music teacher Carina Campell-Welsh.
- Rebecca Wright will be returning on a part time basis to the school office following maternity leave.
- Skills Development Scotland – Brian McKenna and Sally Koudie.
- The DAS department has grown and to reflect this we are in the process of appointing an additional part time teacher and 2 pupil support assistants.

**Attendance:**

- Improving pupil attendance at school is a key priority for both Viewforth and the Local Authority.
- The target from Fife Council has been set at 86.84%. Viewforth as a school is currently sitting at 85.6%. While this is not yet at the Local Authority target, it is constantly improving.

**Achievement Awards:**

- On Thursday 22<sup>nd</sup> June the Achievement Awards Ceremony will take place. Pupils were nominated by teachers under the categories of:
  - Endeavour, Effort & Engagement
  - Creativity & Innovation
  - Leadership & Responsibility

**Exam Results:**

- SQA results will be available on Tuesday 8<sup>th</sup> August.
- If any young person requires to be re-coursed or who wants to talk about their results, the school will be open on Wednesday 9<sup>th</sup> August between 9.30am and 12pm.

**8. Members Questions**

There were no members questions.

## 9. AOCB

There was no other business.

## 10. Actions Arising from the Meeting

Name	Action
Alex	<ol style="list-style-type: none"><li>1. To send updated Parent Council web page content to the office so that it can be updated over the summer.</li><li>2. Pick up the cheque from Asda, deposit it into the Parent Council bank account and then transfer the funds to the school for the Food Bank.</li><li>3. Monitor the Fife Charities Trust application for the summer programme.</li><li>4. Review survey responses to identify future meeting dates and whether they are on Zoom, in person or hybrid.</li></ol>
Lisa	<ol style="list-style-type: none"><li>1. To send Alex the provisional school calendar so that when meeting dates are identified, they do not clash.</li></ol>
Mark	<ol style="list-style-type: none"><li>1. To assist in the Asda cheque being transferred to the school bank account.</li></ol>
Kirsty	<ol style="list-style-type: none"><li>1. To send Alex information to be added to the Parent Council webpage.</li></ol>

## 11. Date & time of next meeting – To be confirmed once the survey results have been reviewed.