

**Viewforth High School
Parent Council AGM Meeting Minutes
18th September 2023**

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Jennifer Fenelon, Lara Smith, Mark Reid (Treasurer), Ree Murray
2. **Apologies** – Kirsty Hannigan
3. **Minutes of previous meeting** – The June Meeting Minutes were approved Offline on 10th September 2023.
4. **Ongoing Actions (Matters Arising)**

Name	Action
Alex	1. To send updated Parent Council web page content to the office so that it can be updated over the summer. Completed 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. Completed 3. Monitor the Fife Charities Trust application for the summer programme. Completed – Sadly not awarded and there was a miscommunication – confirmed on 13th September. 4. Review survey responses to identify future meeting dates and whether they are on Zoom, in person or hybrid. Completed – Only 40 responses were received by the end of the school session. A refreshed campaign happened in August – increasing responses to 122. See AOCB for discussion.
Lisa	1. To send Alex the provisional school calendar so that when meeting dates are identified, they do not clash. Completed – Provisional dates discussed are detailed in AOCB.
Mark	1. To assist in the Asda cheque being transferred to the school bank account. Completed – 28th June.
Kirsty	1. To send Alex information to be added to the Parent Council webpage. Completed – Information added to Parent Council web page.

5. **AGM Items**
 - a. Review of the work of the Parent Council – Approved by Members in the meeting
 - i. A) to raise and discuss matters of mutual interest relating to the education and welfare of pupils.
 - ii. B) to promote the role of the Parent Council to the Parent Forum in order to encourage optimum parent participation.
 - iii. C) to promote close co-operation and communication between parents and teachers.
 - iv. D) to promote equality and fairness
 - v. E) to engage in activities which support and advance the education of pupils attending the school.
 - b. Approval of the previous meeting minutes – Above.

- c. Review and approval of the previous year's balance sheet
 - £744 paid in from the ASDA Foundation and then the £744 was transferred out to the school to support the summer programme in 2022.
- d. An update of Members of the Parent Council Membership.
 - i. This was completed at the end of last term and confirmed as:
 - 1. Members: Alex Tomlinson, Jennifer Fenelon, Ree Murray, Kirsty Hannigan, Lara Smith.
 - 2. Associate Members: Leona Tomlinson.
 - a. Lise Otoadese has resigned as an Associate Member.
 - 3. Treasurer: Mark Reid
- e. The resignation of all Office Bearers – All Officer Bearers Resigned
- f. The election of all Office Bearer positions
 - i. Chair – Alex Tomlinson was proposed by Jennifer Fenelon and Seconded by Lara Smith.
 - ii. Treasurer – All in favour of Mark Reid returning to complete the role of Treasurer.
- Office Bearers for 2023/24:**
- Chair – Alex Tomlinson
- Treasurer – Mark Reid
- g. A review and update of the Constitution. – Version 2.3 – The Constitution was approved at the meeting.
- h. Agenda items of the Parent Council – See Members Questions below.
- i. Any items submitted to the Parent Council by the Parent Forum – See AOCB below.

6. Head Teacher's report – Lisa Moore

School Role, S1s and Uniform:

- The school role is currently 722 pupils.
- S1s have settled in very well.
- Pupils are continuing to wear school uniform and senior pupils are wearing their blazers.
- A significant amount of school uniform has been purchased which can be issued to families as and when required.

Extra-Curricular Activities:

- Extra-Curricular activities have been up and running this term.
- The uptake for activities is a little slower this year.
- It is hoped that as the weather changes, more young people will be involved in the clubs at lunchtime and after school.
- The Active Schools Co-ordinator presented at the S1 assembly. Afterwards the Basketball club had a better attendance. It is hoped more clubs will also have more pupils taking part.
- Pupils will be reminded about the clubs on offer should they wish to try some of them out.

Senior Pupil Leadership Team:

- The Senior Pupil Leadership team have been presenting at assemblies talking about Prefects and their role within the school. They all did a great job.
- Keen to get more young people presenting at assemblies.

Staffing (New):

5 Probationers have joined:

- Leanne Crowe – Chemistry
- Ceivagh Harvey – Home Economics
- Hayley McGloughlan – Drama
- Leila Smith – French and Spanish
- Sherry Taylor – Biology
- Yvonne Arnold – Enhanced Support Department
- Carina Campbell Welsh – Music
- 3 New Support Staff:
 - Rachael Barker (PSA) and Jennifer Orr (PSA Enhanced Support Department)
 - 2nd Attendance Co-ordinator – Cheryl Hamilton
- New Principal Teacher of Curriculum (Drama, English and Modern Languages) – Debbie Gibson
- 2 New Depute Head Teachers –
 - Stevie Kowbel (S1/S2, Fidra House and Learning, Teaching and Assessment)
 - Sarah McNamee (S3/4, MacGregor House and Curriculum / Raising Attainment)

Recruitment:

- There is currently a job advert for a full time French / Spanish teacher.
- There will be a job advert posted for a full time Business Education teacher.

Exam Results:

- A full analysis of results has been carried out.
 - There has been an increase in attainment in 5 of the 9 key measures this year.
 - There was a less positive result from S5 Highers this year, however, this was mirrored nationally.
 - A more detailed presentation around attainment will be provided in the next meeting.

School Trips:

- There are lots of exciting up and coming trips planned:
 - S6 – UCAS Convention at the Rothes Halls.
 - 2 trips from the Music Department going to see Wicked and Hamilton.
 - The History Department have a trip overseas to the Battlefields.
 - Nat 5 Biology have a trip to the RSPB at Loch Leven to do their field work for their assessment.

- The PE Department have a trip to the World Indoor Athletics Championships for 3rd years.

Fife Festival of Music:

- The Fife Festival of Music will be running from 29th January – 9th February 2024. Entries will be either Solo or Group.

7. Members Questions

Lara Smith – Littering

- What are the measures that are in place for litter picking especially after lunchtime? There are huge amounts of litter outside the shop, on the grass area and in the street leading from the shop back to the school.
- The school works with Safer Communities to ensure the area is not littered. The school had asked Fife Council for more bins on the way from the shop towards the school. However, it was not deemed a requirement to have an additional bin installed.
- The focus in assemblies in the past few weeks have been talking about considering people in the local community, however, litter had not been the main focus.
- In future assemblies there will be a focus on litter to remind young people of their responsibilities in ensuring their litter is disposed of appropriately.
- Lisa will approach the Duke of Edinburgh class to see if they can do litter picks periodically. Perhaps this could be extended school wide for volunteers.
- The janitor team pick litter after break and lunch but this is only within the school grounds and not within the wider community area.
- Lisa will re-approach the Council about the installation of an additional bin to preserve the community area outside the school. There is a bin at the other approach area for pupils who are coming back from Stephens but not in the opposite direction.
- Letter to be written from the Parent Council to Safer Communities on the issues surrounding litter in the area out with the school grounds to see what can be done about it.

8. AOCB

Survey Results Top Level Summary : There were 122 responses:

- 105/122 knew a Parent Council exists.
- 67/122 do not know what the Parent Council does.
- 84/122 do not know how to contact the Parent Council.
- 95/122 do not know that the Parent Council have a dedicated area on the school website.
- 87/122 see the Parent Council meeting dates on the Headteachers weekly newsletter.
- 89/122 were not aware of the recent Asda Green Token scheme vote.
- More information about the Parent Council needs to be presented within the Headteachers weekly newsletter and on the school Facebook page.
- It was determined that Monday is still the best day for meetings.
- It was also determined that a Hybrid model of in person and Zoom means that more people would be able to attend meetings.

Proposed date and time and meeting type:

- Monday 30th October – Hybrid (Zoom & in school) @ 6pm
- Monday 4th December - Hybrid @ 6pm
- Monday 15th January - Hybrid @ 6pm
- Monday 11th March - Hybrid @ 6pm
- Monday 22nd April - Hybrid @ 6pm
- Monday 10th June - Hybrid @ 6pm

These dates were accepted and will be published in due course.

9. Actions Arising from the Meeting

Name	Action
Alex	<ol style="list-style-type: none">1. Have the June minutes which have been approved uploaded on to the Parent Council webpage.2. Remove Lise Otoadese from the Parent Council as she is no longer a parent at the school.3. Send Lara Smith email addresses of contacts in Safer Communities re the litter situation for the letter from the Parent Council.4. Invite the 3 Depute Heads to the Hybrid meeting on Monday 30th October.5. Arrange to meet with IT to facilitate the Hybrid meeting that will take place on 30th October.6. Send Lisa a paragraph to be included in the Newsletter highlighting the Parent Council's new Hybrid structure of meetings.

Lisa	<ol style="list-style-type: none"> 1. To approach the Duke of Edinburgh class and/or the wider school community to take part in periodic litter picks. 2. Focus an assembly on the litter issues within the school and the surrounding area with the impact it is having on the wider community. 3. Provide Alex with the Safer Communities contact details. 4. Re-approach the Council about the addition of a bin between the school and the local shop. 5. Create a detailed presentation around attainment for the next Parent Council meeting,
Lara	<ol style="list-style-type: none"> 1. To draft a letter on behalf of the Parent Council to Safer Communities regarding the litter situation.
Leona	<ol style="list-style-type: none"> 1. Have a look at possible funding opportunities to support pupils who would like to take part in the Fife Festival of Music due to there now being an entry fee involved.

- 10. Date & time of next meeting** – Monday 30th October at 6pm. This will take place in person in the school and online on Zoom.