

**Viewforth High School  
Parent Council EGM Meeting Minutes  
30<sup>th</sup> October 2023**

- 1. Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Jack Wilson (Deputy Head Teacher) Sarah McNamee (Deputy Head Teacher), Stevie Kowbel (Deputy Head Teacher), Kirsty Hannigan, Mark Reid (Treasurer), Ree Murray
- 2. Apologies** – Jennifer Fenelon, Lara Smith (proxy votes provided)
- 3. Minutes of previous meeting** – The September Meeting Minutes were approved offline on 5<sup>th</sup> October 2023.
- 4. EGM – Proposed Constitution Change**
  - a. 5. The Parent Council has 3 Office Bearers, namely the Chair, Vice-Chair and the Treasurer.
  - b. 6. The Parent Council will consist of a minimum of 4 members, with at least 2 being Office Bearer.
  - c. F) The election of all Office Bearer positions. (Chair, Vice-Chair and Treasurer)
  - d. 13. In the event that the Chair is not available for a meeting, the Vice-Chair will temporarily assume the responsibilities of the Chair as defined in this Constitution.
  - e. Version 2.4 – For Approval by Parent Council Vote – 30th October 2023

**All above changes were approved by parent council vote.**
- 5. EGM – Election of Vice Chair Position**

Kirsty Hannigan was proposed for the role of Vice-Chair by Alex Tomlinson and seconded by Ree Murray. Kirsty Hannigan is duly appointed the Viewforth High School Parent Council Vice-Chair. This will be updated on the website in due course.
- 6. Treasurer Update**

The Parent Council are currently applying to secure funds to assist with the Fife Festival of Music. The outcome of the application should be available within the next 10 weeks.

## **7. Deputy Head Teacher Introductions**

### **Stevie Kowbel – S1/2 DHT – Improvement Priorities 2023/24**

#### **Year Head Responsibilities S1 & S2:**

- Building relationships pupils & parent/carers
- Settling S1 pupils
- Preparing S2 pupils for subject choices in S3
- Creative approach to the support and engagement of hardest to reach.

#### **P7 Transition:**

- Enhance the transition programme
- Further develop curricular links – progression not coverage thus providing less gaps and reducing the repetition of work
- Ethos – ‘One School’ – From P1 links are forged between primary and high school.

#### **Learning, Teaching & Assessment:**

- Embed the VHS Learning Standard
- Pupil Voice – learning experience
- Identify areas for further development – link to staff CLPL
- OSIRIS – Teacher Intervention and Leadership of Learning Programmes

#### **VHS – Skills Framework:**

- Finalise framework
- Define the skills
- Embed the curriculum

### **Sarah McNamee – S3/4 DHT – Improvement Priorities 2023/24**

- Senior Phase Curriculum planning
- Improvement in young people achieving at least 5 at Nat 3
- Increased opportunities in Wider Achievement
- More work experience opportunities
- Recognising achievement whole school

## **Jack Wilson – S5/6 DHT – Improvement Priorities 2023/24**

### **Attendance:**

- Working to improve attendance across the school and reduce the number of young people with less than 90% attendance

### **Positive Ethos Across the School:**

- Continue to build on the revised positive relationships policy
- Work towards the achievement of the Rights Respecting School Award
- Continue to embed the Anti-Bullying Policy

### **Positive Destinations:**

- Ensuring a minimum of 95% young people transition into a positive destination
- Continuing to develop the processes and supports in place alongside partners
- Working with planning and coursing

## **8. Head Teacher's report – Lisa Moore**

### **Drop Off Area:**

There have been continued issues with residents parking cars in the drop off area. This issue is exacerbated where cars are parking on the corner thus creating access issues especially for larger vehicles. Double yellow lines have now been approved for the area turning into the drop off area and the exit area. No date has yet been set but will be communicated to parents/carers when known.

### **Appeals:**

SQA non-priority appeals will be communicated to the school on Tuesday 31<sup>st</sup> October. All PTCs will update pupils on whether their appeal has been successful.

### **Staffing:**

- Lesley Ann Harrower joins as a French/Spanish teacher.

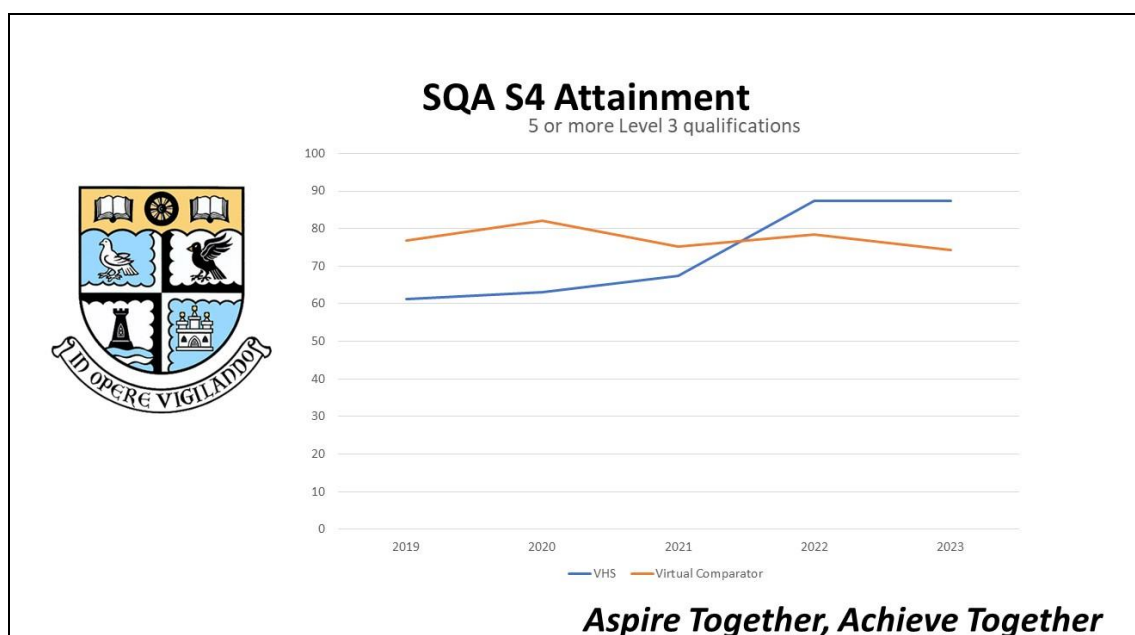
### **Drugs:**

- A letter was shared to parents from NHS Fife in relation to talking to young people about drug use especially with the recent issues highlighted in the media.
- Police Scotland Guidance will be used within Guidance/PSE specifically within S4 and S6 to reiterate the issues around taking drugs

## Attainment 2022/23:

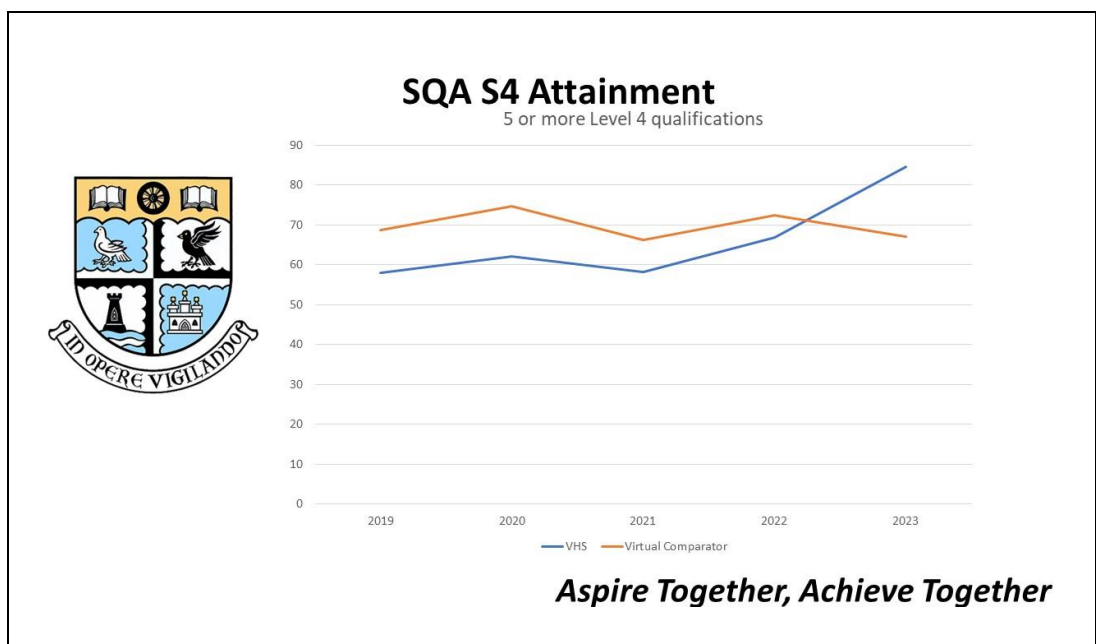
Following on from the SQA Examinations and courses throughout the academic session 2022/23, the following attainment statistics have been determined. The blue line within the graph is Viewforth High School statistics whilst the orange line is the Virtual Comparator statistics. The Virtual Comparator is data accumulated from several schools with similar demographics to that of Viewforth thus enabling to identify whether Viewforth is exceeding, the same or below that of similar schools.

### S4 Attainment at Level 3:



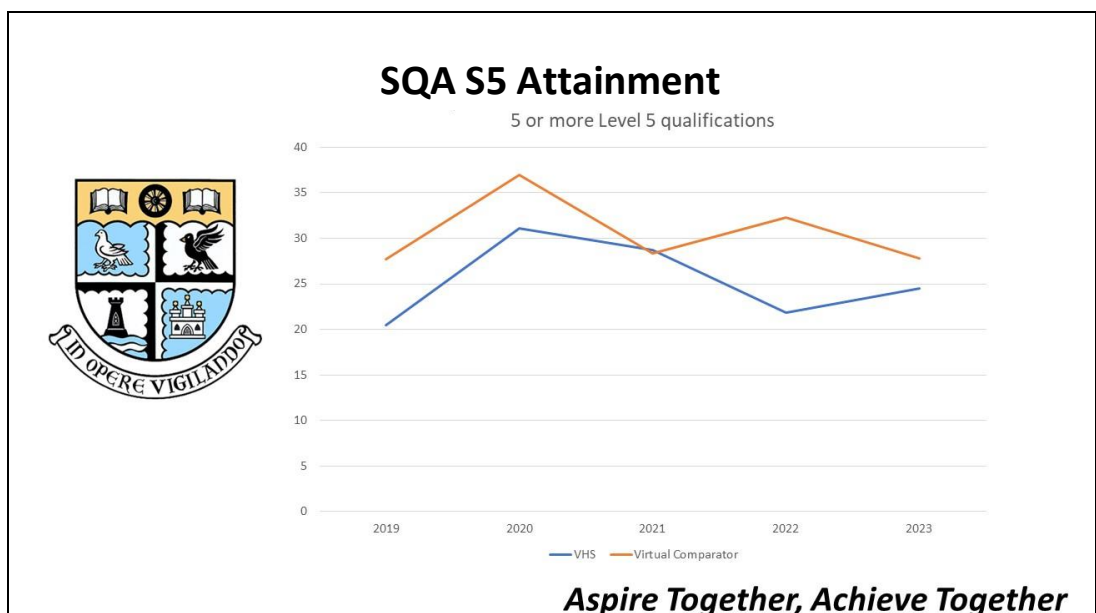
- Between 2022 and 2023 the attainment of 5 or more Level 3 qualifications in Viewforth has stayed the same whilst the Virtual Comparator has dropped slightly.
- Viewforth is ahead of the Virtual Comparator in this measure.

#### S4 Attainment at Level 4:



- Between 2022 and 2023 the attainment of 5 or more Level 4 qualifications has increased whilst the virtual comparator has dropped.
- Viewforth is ahead of the Virtual Comparator in this measure.

#### S4 Attainment at Level 5: (Nat 5)

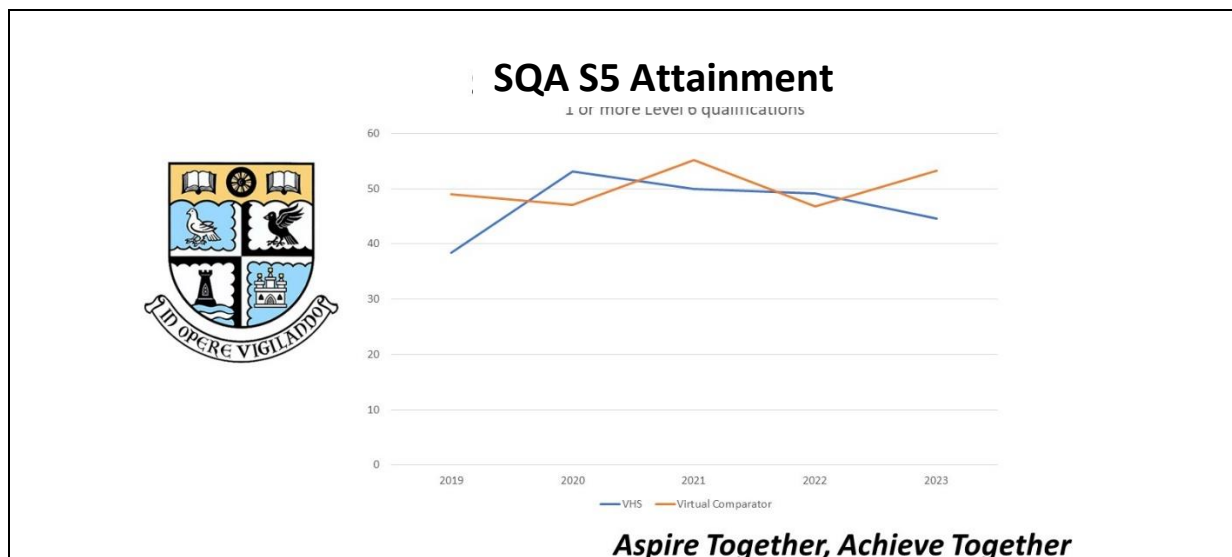


- Between 2022 and 2023 the attainment of 5 or more Level 5 qualifications has increased whilst the virtual comparator has decreased.
- Whilst the attainment is lower than 2020 and 2021, there were no external exams in these years. Therefore, looking at the data pre Covid in 2019,

Viewforth are on an upward curve of attainment. Additionally, there have been an increase in band A awards from 2022.

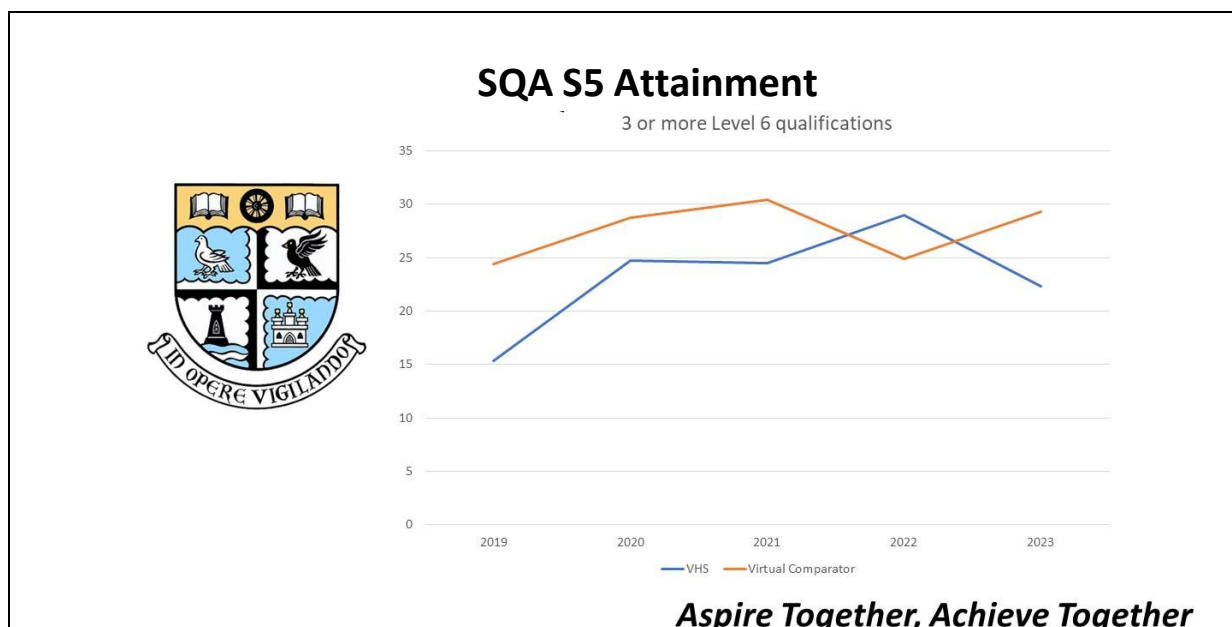
- Viewforth is below the Virtual Comparator in this measure.

### S5 Attainment at Level 6 – 1 or more at Level 6: (Higher)



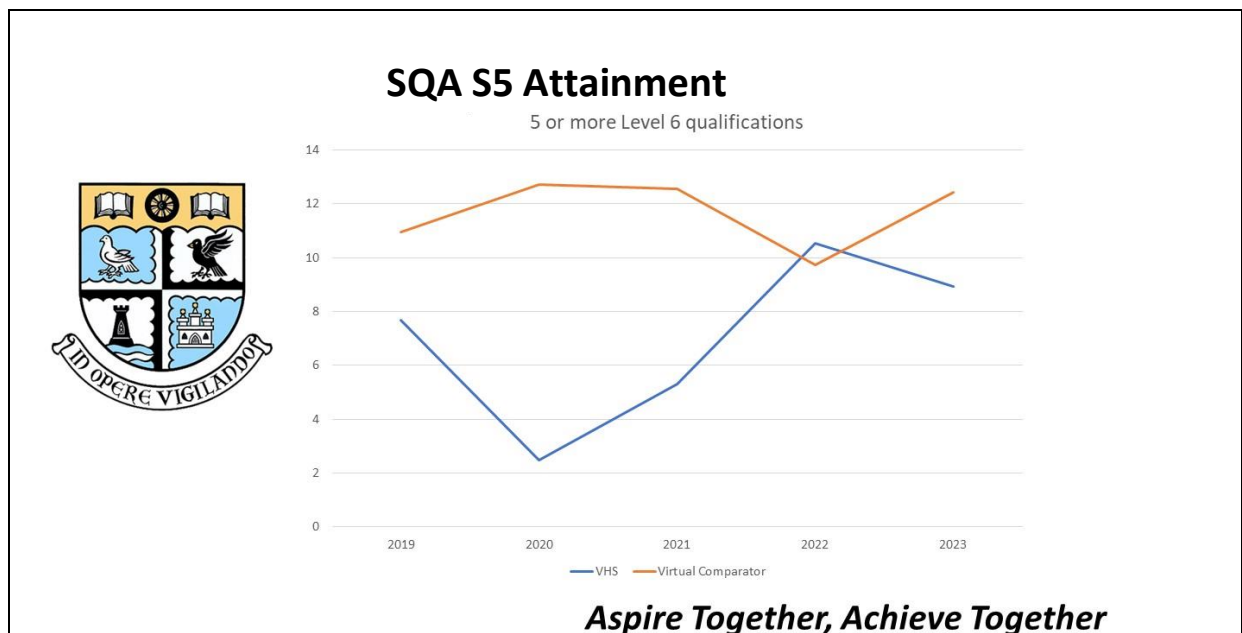
- Between 2022 and 2023 the attainment of 1 or more Level 6 qualifications has decreased whilst the Virtual Comparator has increased.
- Viewforth is below the Virtual Comparator in this measure.

### S5 Attainment at Level 6 – 3 or more at Level 6: (Higher)



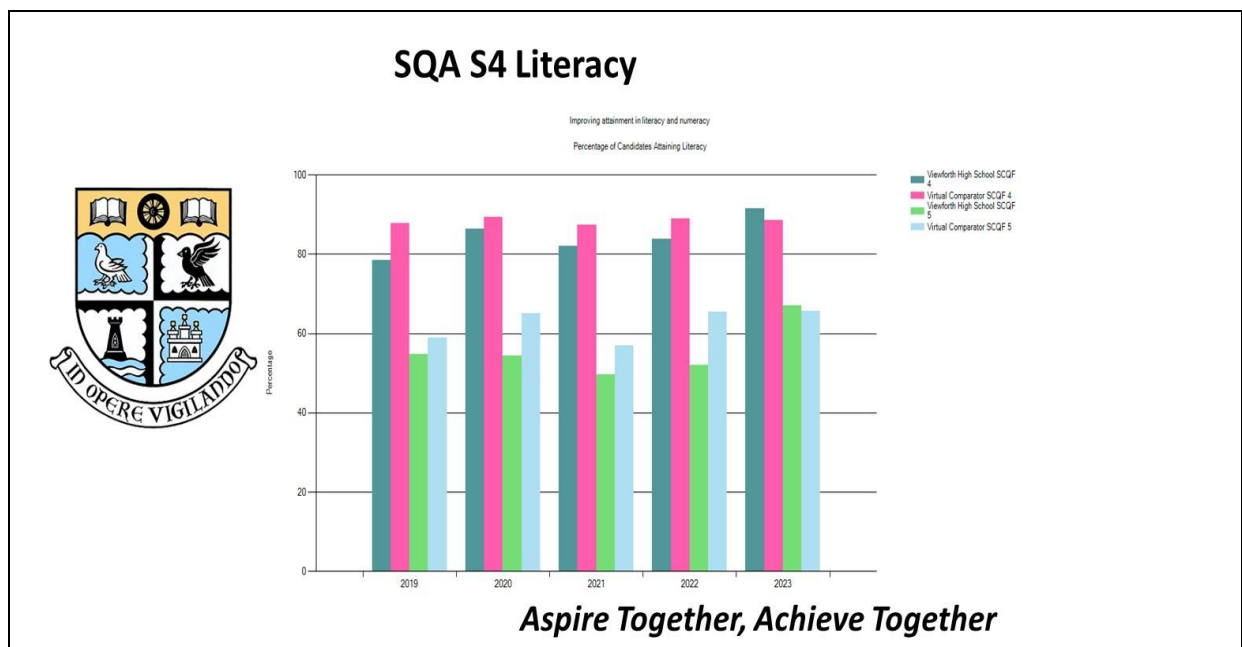
- Between 2022 and 2023 the attainment of 3 or more Level 6 qualifications has decreased whilst the Virtual Comparator has increased.
- Viewforth is below the Virtual Comparator in this measure.

## S5 Attainment at Level 6 – 5 or more at Level 6: (Higher)



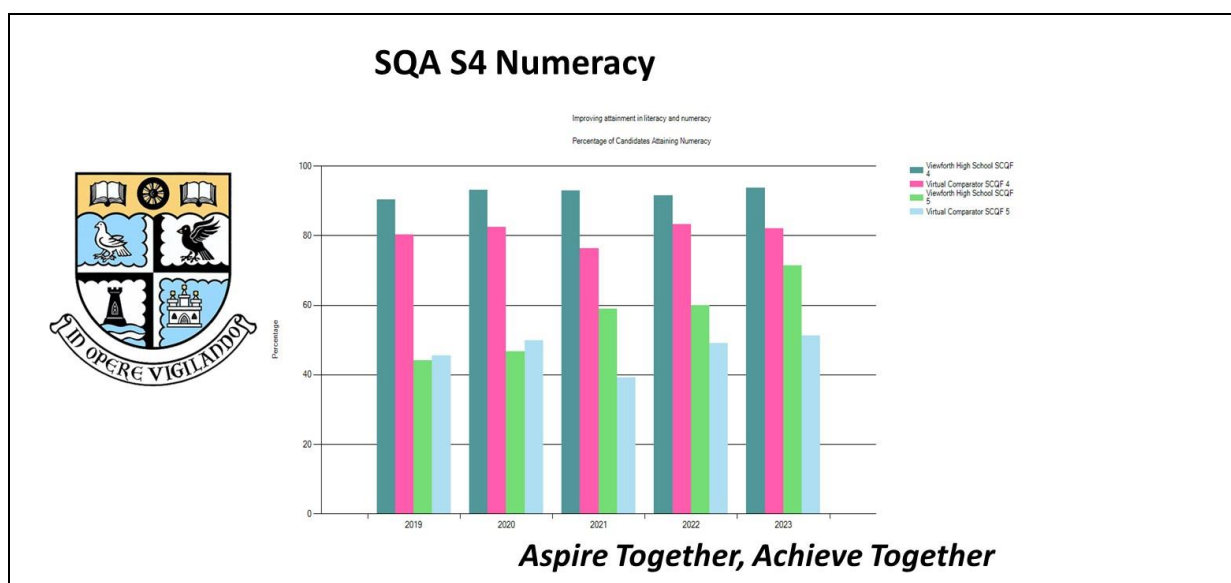
- Between 2022 and 2023 the attainment of 5 or more Level 6 qualifications has decreased whilst the virtual comparator has increased. However, attainment is higher than pre pandemic.
- Viewforth is below the Virtual Comparator in this measure.

## Attainment of S4 Literacy:



- In 2023 Viewforth outperformed the Virtual Comparator in Literacy at both Level 4 (dark green) and Level 5 (light green)

## Attainment of S4 Numeracy:



- In 2023 Viewforth outperformed the Virtual Comparator in Numeracy at both Level 4 (dark green) and Level 5 (light green)

## 9. Ongoing Actions (Matters Arising)

| Name | Action  |
|------|---|
| Alex | <ol style="list-style-type: none"> <li>1. Have the June minutes which have been approved uploaded on to the Parent Council webpage. <b>Completed</b></li> <li>2. Remove Lise Otoadese from the Parent Council as she is no longer a parent at the school. <b>Completed</b></li> <li>3. Send Lara Smith email addresses of contacts in Safer Communities re the litter situation for the letter from the Parent Council. <b>Completed – Email sent to Lara – Agreed to send on Parent Council Letterhead from the Parent Council e-mail address, however, due to the improvement in the litter situation, this action is now on hold.</b></li> <li>4. Invite the 3 Deputy Heads to the Hybrid meeting on Monday 30<sup>th</sup> October. <b>Discussed with Lisa Moore who will pass on the meeting details.</b></li> <li>5. Arrange to meet with IT to facilitate the Hybrid meeting that will take place on 30<sup>th</sup> October. <b>Postponed due to issues with Cars and Storm Babet. Planned to be completed before 4<sup>th</sup> December for the initial Hybrid meeting.</b></li> <li>6. Send Lisa a paragraph to be included in the Newsletter highlighting the Parent Council's new Hybrid structure of meetings. <b>Completed – Sent out as a Group Call E-mail.</b></li> </ol> |
| Lisa | <ol style="list-style-type: none"> <li>1. To approach the Duke of Edinburgh class and/or the wider school community to take part in periodic litter picks. <b>Duke of Edinburgh class are happy to take this on.</b></li> </ol>   |



|              |   |
|--------------|---|
|              | <ol style="list-style-type: none"> <li>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. <b>This has been completed and as such the area is less littered.</b></li> <li>3. Provide Alex with the Safer Communities contact details. <b>Received by Alex.</b></li> <li>4. Re-approach the Council about the addition of a bin between the school and the local shop. <b>Completed – awaiting a response.</b></li> <li>5. Create a detailed presentation around attainment for the next Parent Council meeting, <b>Completed</b></li> </ol>       |
| <b>Lara</b>  | <ol style="list-style-type: none"> <li>1. To draft a letter on behalf of the Parent Council to Safer Communities regarding the litter situation. <b>Moving to on-hold – there has been significant improvement in the local area.</b></li> </ol>  |
| <b>Leona</b> | <ol style="list-style-type: none"> <li>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. <b>Investigated 7 grants which closely matched our requirements for 21 pupils to perform at a total cost of £315 pounds. On successful appointment of a Vice-Chair at the EGM, the application to the Mary Janet King Fund can then be submitted. The Mary Janet King Fund supports young people involved in arts and music. The initial conversation has already been positive with the Fund Advisor.</b></li> </ol> |

## 10. Members Questions

### Senior Year's Parents Evening 1:

There was an issue with being able to see the S5 & S6 Guidance Teacher during the Parent's Evening that took place on 25<sup>th</sup> October. There was a long wait due to meetings with parents and carers taking longer than the allotted time. Some parents and carers had to wait as long as 30 minutes to have their meeting.

The demand for the S5 & S6 Guidance Teacher is less than younger years. As a result, S5 & S6 only have 1 Guidance Teacher. If parents have been unable to have a conversation with the Guidance Teacher at the Parents Evening, then they can contact the school and an alternative arrangement will take place.

## 11. AOCB

There was no AOCB.

## 12. Actions Arising from the Meeting

| Name   | Action  |
|--------|---|
| Alex   | <ol style="list-style-type: none"><li>1. Arrange to meet with IT to facilitate the Hybrid meeting that will take place on 4<sup>th</sup> December.</li><li>2. Update the latest version of the Constitution – 2.4 reflecting the appointment of the Vice-Chair and publish on the website.</li><li>3. Publish the meeting minutes of 30<sup>th</sup> October on the website.</li><li>4. Update the website to reflect the appointment of the Vice-Chair.</li><li>5. Review the completed funding application before submission.</li></ol> |
| Lisa   | <ol style="list-style-type: none"><li>1. Put out an update to acknowledge the issues around seeing the Guidance Teacher on the first Parents Evening and to let parents know that should they wish to have a conversation that they were not able to do, to contact the school and this can be organised.</li></ol>   |
| Leona  | <ol style="list-style-type: none"><li>1. Draft the funding application for the Fife Festival of Music and pass it to Alex, Mark and Kirsty for review.</li><li>2. Once reviewed, submit the funding application.</li></ol>  |
| Mark   | <ol style="list-style-type: none"><li>1. Review the completed funding application before submission.</li></ol>  |
| Kirsty | <ol style="list-style-type: none"><li>1. Review the completed funding application before submission.</li></ol>  |

## 13. Date and time of next meeting – 4<sup>th</sup> December 2023 at 6pm hybrid (Zoom and in person at the School)