

**Viewforth High School**  
**Parent Council Meeting Minutes**  
**4<sup>th</sup> December 2023**

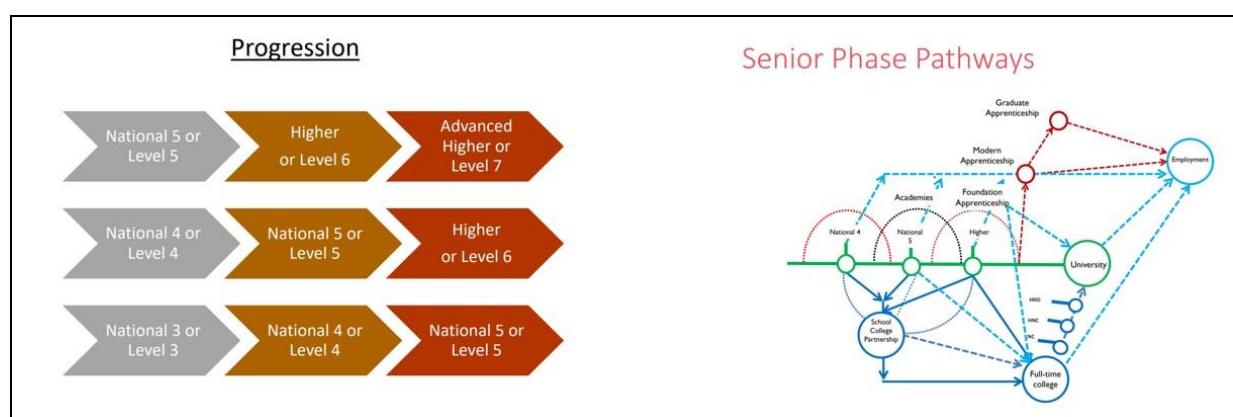
1. **Present –**      **In person** – Alex Tomlinson (Chair), Kirsty Hannigan (Vice Chair)  
Lisa Moore (Head Teacher), Sarah McNamee (Deputy Head Teacher),  
Olympia Sikorski  
    **Online** – Mark Reid (Treasurer), Ree Murray, Jennifer Fenelon, Tatiana  
Chebotar
2. **Apologies** – Lara Smith
3. **Minutes of previous meeting** – The October Meeting Minutes were approved offline  
on 9<sup>th</sup> November 2023.
4. **Treasurer Update**  
The £2,000 from the Mary Janet King Fund should be in the Parent Council bank  
account this week. Once it is in the account, Mark and Alex will approve the  
transaction of £315 to pay for the entry fees for the Fife Festival of Music.

Mark will set up a tracker for the funding amount so that it is only spent on musical  
activities which have been approved by the Parent Council and meet the  
requirements of the fund.

Mark will complete the year end accounts and send to Alex for approval.

5. **Curriculum Pathways Presentation (Lisa M and Sarah McN)**

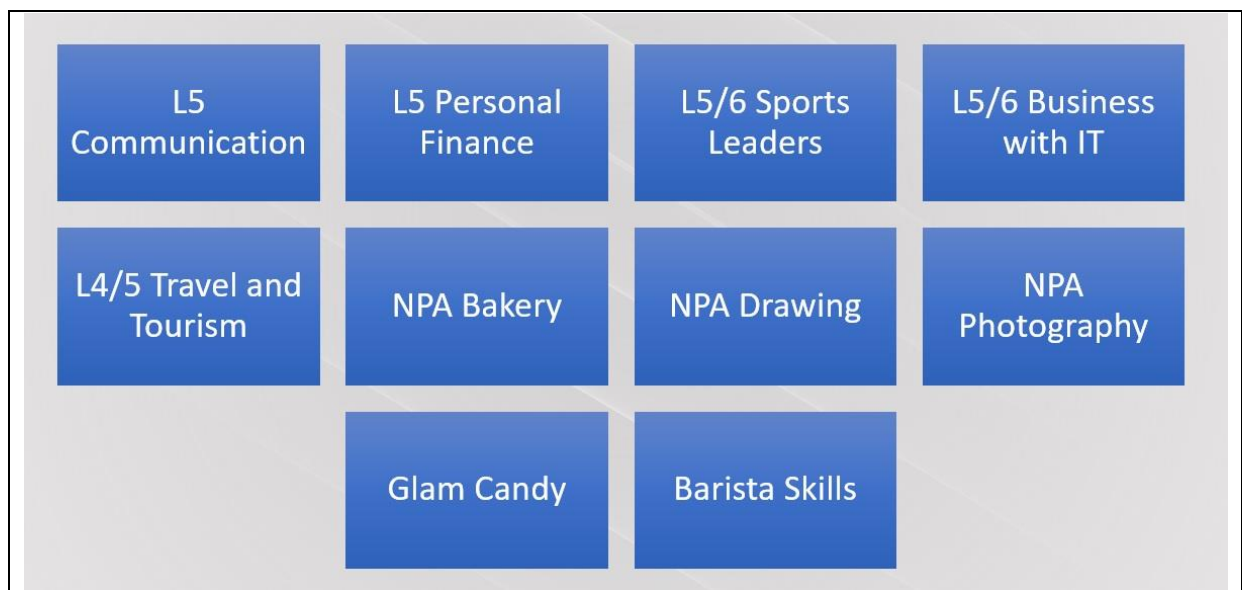
**Current Progression Pathway:**



**Current Offering:**

|                             |                                   |   |                                 |
|-----------------------------|-----------------------------------|---|---------------------------------|
| National- AH Art and Design | National- Higher Admin            | National- AH Biology                    | National- Higher Business       |
| National- AH Chemistry      | National Drama                    | National- AH English                    | National French                 |
| National- Higher Geography  | National- Higher Graphics         | National- AH Health and Food Technology | National Hospitality            |
| National- Higher History    | National – Higher Maths           | National 5 Maths (Apps)                 | National- Higher Modern Studies |
| National- AH Music          | National- Higher Music Technology | National- AH Physics                    | Higher Photography              |
|                             |                                   |   |                                 |
| National- Higher PE         |                                   | Higher Politics                         | National PWW                    |

## NPA / Level 4-6:



## SCQF:

**THE SCOTTISH CREDIT AND QUALIFICATIONS FRAMEWORK**

The Framework diagram has been produced to show the mainstream Scottish qualifications already credit rated by SQA and HEIs. However, there are a diverse number of learning programmes on the Framework, which, due to the limitations of this format, cannot be represented here. For more information, please visit the SCQF website at [www.scqf.org.uk](http://www.scqf.org.uk) to view the interactive version of the Framework or search the Database.

| SCQF Levels | SQA Qualifications                              |                                | Qualifications of Higher Education Institutions   | Apprenticeships & SVQs  |
|-------------|---|--------------------------------|---|---|
| 12          |   |                                | Doctoral Degree   | Professional Apprenticeship                                   |
| 11          |   |                                | Masters Degree, Integrated Masters Degree, Post Graduate Diploma, Post Graduate Certificate | Graduate Apprenticeship<br>Professional Apprenticeship<br>SVQ |
| 10          |   |                                | Honours Degree, Graduate Diploma, Graduate Certificate                                      | Graduate Apprenticeship<br>Professional Apprenticeship        |
| 9           |   | Professional Development Award | Bachelors / Ordinary Degree, Graduate Diploma, Graduate Certificate                         | Graduate Apprenticeship<br>Technical Apprenticeship<br>SVQ    |
| 8           |   | Higher National Diploma        | Diploma Of Higher Education   | Higher Apprenticeship<br>Technical Apprenticeship<br>SVQ      |
| 7           | Advanced Higher, Awards, Scottish Baccalaureate | Higher National Certificate    | Certificate Of Higher Education   | Modern Apprenticeship<br>SVQ                                  |
| 6           | Higher, Awards, Skills for Work Higher          |                                |   | Modern Apprenticeship<br>Foundation Apprenticeship<br>SVQ     |
| 5           | National 5, Awards, Skills for Work National 5  |                                |   | Modern Apprenticeship<br>SVQ                                  |
| 4           | National 4, Awards, Skills for Work National 4  | National Certificate           | National Progression Award  | SVQ   |
| 3           | National 3, Awards, Skills for Work National 3  |                                |   |   |
| 2           | National 2, Awards                              |                                |   |   |
| 1           | National 1, Awards                              |                                |   |   |

## East Cluster Offer – College Offering:

|   |                       |               |                           |   |                                    |
|---|-----------------------|---------------|---------------------------|---|------------------------------------|
| HNC Business<br>(two year)              | HNC<br>Accounting     | FA Accounting | FA Engineering            | FA Civil<br>Engineering                       | FA Digital<br>Media                |
| FA Scientific<br>Technologies           | FA Business<br>Skills | NPA Events    | NPA Travel and<br>Tourism | Higher<br>Psychology                          | N5/ Higher<br>Computing<br>Science |
| Shell Girls into<br>Renewable<br>Energy | NPA Jewellery         | NPA Business  | FA L4<br>Automotive       | NPA Furniture<br>and Interior<br>Design Craft |                                    |

### SCQF – Lasswade High School

The link below provides a useful 5 minute video from Lasswade High School on the SCQF and the opportunities available:

<https://scqf.org.uk/case-studies/school-ambassador-videos-and-case-studies/lasswade-high-school/>

### Inspection Report – February 2023

- Almost all schools across Scotland offer 7 subjects in 4<sup>th</sup> year whilst some offer 8 subjects. Currently Viewforth offer 6 subjects which is putting Viewforth pupils at a disadvantage to their peers. This was highlighted in the recent school inspection:

“At S4, the school has improved its performance for young people attaining two or more to seven or more courses at SCQF level 3 or better and SCQF level 4 or better over the five-year period. However, the school’s performance at six or more to seven or more courses in SCQF level 4 or better has been significantly lower than the VC in four of the last five years. A majority of young people achieve one or more awards at SCQF level 5C or better. This is in line with the VC, apart from 2019 and 2022, when it was significantly lower. A minority of young people achieve three or more to five or more awards at SCQF level 5C or better. Staff should continue to support young people to attain more high-quality passes at SCQF level 5.” **VHS Inspection Report Feb 2023**

### S4 Curriculum – Move from 6 to 7 Subjects:

**Why?** ❶ Equity of opportunity ❷ Pathways into the Senior Phase ❸ Increased opportunities for attainment and achievement.

### S3-S4 Current Curriculum Pathway:

|        |           |           |           |           |           |           |           |                   |     |     |    |
|--------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------------|-----|-----|----|
| S3     | English   | Maths     | Subject 3 | Subject 4 | Subject 5 | Subject 6 | Subject 7 | Wider Achievement | RME | PSE | PE |
| S4     | English   | Maths     | Subject 3 | Subject 4 | Subject 5 | Subject 6 |           | Retail            | RME | PSE | PE |
| S5/ S6 | Subject 1 | Subject 2 | Subject 3 | Subject 4 | Subject 5 |           |           | Leadership        | RME | PSE | PE |

### S3-S4 Proposed Curriculum Pathway:

|                   |  |  |  |  |  |  |  |    |      |     |     |
|-------------------|--|--|--|--|--|--|--|----|------|-----|-----|
| S3                | Maths (x4)                             | English (x4)                           | Choice 1 (x4)                          | Choice 2 (x4)                          | Choice 3 (x4)                          | Choice 4 (x4)                          | Choice 5 (x4)                          | PE | RMPS | PSE | WAO |
| S4                | Maths (x4)                             | English (x4)                           | Choice 1 (x4)                          | Choice 2 (x4)                          | Choice 3 (x4)                          | Choice 4 (x4)                          | Choice 5 (x4)                          | PE | RMPS | PSE | WAO |
| S5/6<br>Pathway 1 | Choice 1<br>(L1-L5/ National 1-5/ NPA) | Choice 2<br>(L1-L5/ National 1-5/ NPA) | Choice 3<br>(L1-L5/ National 1-5/ NPA) | Choice 4<br>(L1-L5/ National 1-5/ NPA) | Choice 5<br>(L1-L5/ National 1-5/ NPA) | Choice 6<br>(L1-L5/ National 1-5/ NPA) | Choice 7<br>(L1-L5/ National 1-5/ NPA) | ?  | RMPS | PSE | WAO |
| S5/6<br>Pathway 2 | Choice 1 (L6/ L7/ Higher/ AH)          | Choice 2<br>(L1-L5/ National 1-5/ NPA) | Choice 3<br>(L1-L5/ National 1-5/ NPA) | Choice 4<br>(L1-L5/ National 1-5/ NPA) | Choice 5<br>(L1-L5/ National 1-5/ NPA) | Choice 6<br>(L1-L5/ National 1-5/ NPA) | Choice 7<br>(L1-L5/ National 1-5/ NPA) |    | RMPS | PSE | WAO |
| S5/6<br>Pathway 3 | Choice 1 (L6/ L7/ Higher/ AH)          | Choice 2 (L6/ L7/ Higher/ AH)          | Choice 3<br>(L1-L5/ National 1-5/ NPA) | Choice 4<br>(L1-L5/ National 1-5/ NPA) | Choice 5<br>(L1-L5/ National 1-5/ NPA) | Choice 6<br>(L1-L5/ National 1-5/ NPA) | ?                                      |    | RMPS | PSE | WAO |
| S5/6<br>Pathway 4 | Choice 1 (L6/ L7/ Higher/ AH)          | Choice 2 (L6/ L7/ Higher/ AH)          | Choice 3 (L6/ L7/ Higher/ AH)          | Choice 4<br>(L1-L5/ National 1-5/ NPA) | Choice 5<br>(L1-L5/ National 1-5/ NPA) | Choice 6<br>(L1-L5/ National 1-5/ NPA) |  |    | RMPS | PSE | WAO |
| S5/6<br>Pathway 5 | Choice 1 (L6/ L7/ Higher/ AH)          | Choice 2 (L6/ L7/ Higher/ AH)          | Choice 3 (L6/ L7/ Higher/ AH)          | Choice 4 (L6/ L7/ Higher/ AH)          | Choice 5<br>(L1-L5/ National 1-5/ NPA) | ?                                      |  |    | RMPS | PSE | WAO |
| S5/6<br>Pathway 6 | Choice 1 (L6/ L7/ Higher/ AH)          | Choice 2 (L6/ L7/ Higher/ AH)          | Choice 3 (L6/ L7/ Higher/ AH)          | Choice 4 (L6/ L7/ Higher/ AH)          | Choice 5 (L6/ L7/ Higher/ AH)          |  |  |    | RMPS | PSE | WAO |



## Periods Allocated:

- L1-L5 / National 1-5 / NPA: Four periods (Pupils can study these levels from S4-S6)
- L6-L7 / Higher / Advanced Higher: Six periods (S5/S6 only)

## Points to Note:

- Pupils are being given the opportunity to gain more qualifications than previously in S5/6.
- Broader Curriculum offering to allow young people more opportunity to develop skills for work/life skills.

| Viewforth High School Curriculum Map 2023 - 2024 |         |   |   |   |          |       |   |   |           |          |           |         |           |    |    |                 |           |    |    |     |               |    |    |    |           |       |       |                |                   |     |     |     |    |    |    |  |
|--|---------|---|---|---|----------|-------|---|---|-----------|----------|-----------|---------|-----------|----|----|-----------------|-----------|----|----|-----|---------------|----|----|----|-----------|-------|-------|----------------|-------------------|-----|-----|-----|----|----|----|--|
|  | 1       | 2 | 3 | 4 | 5        | 6     | 7 | 8 | 9         | 10       | 11        | 12      | 13        | 14 | 15 | 16              | 17        | 18 | 19 | 20  | 21            | 22 | 23 | 24 | 25        | 26    | 27    | 28             | 29                | 30  | 31  | 32  | 33 | 34 | 35 |  |
| S1   | English |   |   |   | Literacy | Maths |   |   |           | Numeracy | Mod Lang. | Science |           |    |    | Social Subjects |           |    |    | CDT | IT / Business |    | HE |    | Art       | Music | Drama | RME            | PSE               | PE  |     |     |    |    |    |  |
| S2   | English |   |   |   | Literacy | Maths |   |   |           | Numeracy | Mod Lang. | Science |           |    |    | Social Subjects |           |    |    | CDT | IT / Business |    | HE |    | Art       | Music | Drama | Sports Leaders | RME               | PSE | PE  |     |    |    |    |  |
| S3   | English |   |   |   | Maths    |       |   |   | Subject 3 |          |           |         | Subject 4 |    |    |                 | Subject 5 |    |    |     | Subject 6     |    |    |    | Subject 7 |       |       |                | Wider Achievement |     | RME | PSE | PE |    |    |  |

| Viewforth High School Curriculum Map 2024 - 2025 |         |   |   |   |          |       |   |   |           |          |           |         |           |    |    |                 |           |    |    |     |               |    |    |    |           |       |       |     |          |     |    |    |    |    |     |    |
|--|---------|---|---|---|----------|-------|---|---|-----------|----------|-----------|---------|-----------|----|----|-----------------|-----------|----|----|-----|---------------|----|----|----|-----------|-------|-------|-----|----------|-----|----|----|----|----|-----|----|
|  | 1       | 2 | 3 | 4 | 5        | 6     | 7 | 8 | 9         | 10       | 11        | 12      | 13        | 14 | 15 | 16              | 17        | 18 | 19 | 20  | 21            | 22 | 23 | 24 | 25        | 26    | 27    | 28  | 29       | 30  | 31 | 32 | 33 | 34 | 35  |    |
| S1   | English |   |   |   | Literacy | Maths |   |   |           | Numeracy | Mod Lang. | Science |           |    |    | Social Subjects |           |    |    | CDT | IT / Business |    | HE |    | Art       | Music | Drama | RME | PSE      | PE  |    |    |    |    |     |    |
| S2   | English |   |   |   | Literacy | Maths |   |   |           | Numeracy | Mod Lang. | Science |           |    |    | Social Subjects |           |    |    | CDT | IT / Business |    | HE |    | Art       | Music | Drama | RME | PSE      | PE  |    |    |    |    |     |    |
| S3   | English |   |   |   | Maths    |       |   |   | Subject 3 |          |           |         | Subject 4 |    |    |                 | Subject 5 |    |    |     | Subject 6     |    |    |    | Subject 7 |       |       |     | WA / NPA | RME |    |    |    |    | PSE | PE |

**Points to Note:**

- Looking to increase the periods to 50 minutes.
- Registration would be removed, and the day would start with period 1. Currently less than 50% of pupils attend registration. Instead, pupils are generally coming in for the start of period 1.
- It has not yet been determined when the new school day will begin.

**Next Steps in Curriculum Pathway:**

Purpose: To create an overview of what the young people would like to choose. The data will be used to see what courses are being considered.

- Mock Curriculum Pathway for S2-S5 will roll out – these will not be the final choices.
- Guidance from Support staff will work with young people to discuss what they are thinking of choosing.
- Conversations with young people and families – an appointment slot will be given to discuss the curriculum pathway with the Guidance teacher.

**6. Head Teacher's Report – Lisa M****Events:**

- Wednesday 6<sup>th</sup> December – Christmas Concert and Art Exhibition.
- Tuesday 12<sup>th</sup> December – P7 Transition Programme - P7s will be coming in for a Ceilidh and Christmas party.
- Monday 18<sup>th</sup> December – Celebrating Success Assemblies.
- Tuesday 19<sup>th</sup> December – 1<sup>st</sup> and 2<sup>nd</sup> year party in the afternoon – linked to merits.
- Tuesday 19<sup>th</sup> December – 5<sup>th</sup> and 6<sup>th</sup> year Ceilidh from 6pm.
- Wednesday 20<sup>th</sup> December – 3<sup>rd</sup> and 4<sup>th</sup> years will have a movie – linked to merits.

The last day of term (Wednesday 20<sup>th</sup> December) will be a dress down day where young people can bring an item for the Kirkcaldy Food Bank. Every item brought in will gain 1 point for their house.

**Christmas Card:**

The art department have been working with 1<sup>st</sup> to 6<sup>th</sup> years to design a Christmas card with the theme of Robins. The winner has been selected and the cards are available for purchase.

**2024 Calendar:**

A 2024 calendar designed by pupils is also available for sale.

### Weather:

The adverse weather protocol has been shared with staff and will be updated on the website.

### Prelim:

Exams begin on Friday 5<sup>th</sup> January 2024 and will be issued to pupils, parents and carers week beginning 10<sup>th</sup> December.

### Staffing:

- Kirsty Trotter and Laura Francis are leaving their posts within the School Office.
- Laura Francis's position has been filled and it is hoped that after the Christmas break the appointee will take up their new position.
- An advert will be placed in January looking for a full-time permanent business teacher.

## 7. Ongoing Actions (Matters Arising)

| 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 4th December. <b>Completed 23/11/2023</b></li><li>2. Update the latest version of the Constitution – 2.4 reflecting the appointment of the Vice-Chair and publish on the website. <b>Completed 10/11/2023</b></li><li>3. Publish the meeting minutes of 30th October on the website. <b>Completed 10/11/2023</b></li><li>4. Update the website to reflect the appointment of the Vice-Chair. <b>Completed 10/11/2023</b></li><li>5. Review the completed funding application before submission. <b>Completed 18/11/2023</b></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. <b>Still to be completed.</b></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. <b>Completed 15/11/2023</b></li><li>2. Once reviewed, submit the funding application. <b>Completed 19/11/2023</b></li></ol> <p>Update from Leona on 02/12/2023: Leona completed the application for the Mary Janet King fund which is managed by Foundation Scotland and Mark, Kirsty and Alex reviewed it before it was submitted. On Tuesday last week Leona had a phone call from Annabel at Foundation Scotland to say the donor was so moved by the application they wanted to increase the donation to £2,000 to support</p> |



|               |  |
|---------------|--|
|               | 2024 and beyond plus additional extracurricular music activities. Annabel mentioned this is not something that happens very often and was very special. The terms and conditions of the fund have been reviewed and formally accepted. This was completed on Friday 1 st December once Leona, Mark, Kirsty and Alex had reviewed them. The funds should be in the Parent Council bank account this week. The £315 will then be transferred for the 2024 entry to the school. Mark will ring fence the remaining amount for musical activities which meet the requirement of the fund which include future Fife Festival of Music entry fees and extracurricular music activities. These requests can be made by the school for the Parent Council to discuss and release the funds. There will be some reporting to complete to keep the donor updated on where the money has been spent. Leona is happy to keep in touch with Annabel at Foundation Scotland and complete the necessary reports and will obtain what information they would like so that the reports meet their requirements. |
| <b>Mark</b>   | 1. Review the completed funding application before submission.<br><b>Completed 17/11/2023.</b>   |
| <b>Kirsty</b> | 1. Review the completed funding application before submission.<br><b>Completed 17/11/2023.</b>   |

## 8. Members Questions

No members questions were submitted.

## 9. AOCB

### 2024 Funding to match School Events.

**Olympia:** What events are coming up that the school need support with?

- Perhaps in the Award Ceremonies some Prizes could be sponsored by local companies and displayed in the Awards Booklet. This could be explored in the new term.
- The First trip abroad will be taking place in 2024 – some pupils may benefit from financial support towards the cost of the trip. – Lisa will have a meeting and come back in the January meeting with further information.

### Black Ice within the School Grounds and Gritting of the Car park Exit due to the incline.

**Ree:** It was noted that on Monday 4<sup>th</sup> December the car park and playground were extremely icy causing pupils and staff to slip.

The Janitor contacted Fife Council as the Janitor can only grit one path for the staff and one for the pupils. A call was raised at 7am however, it was not until after 9am that Fife Council came out and gritted the area.

Perhaps the Community Team can grit the evening before if there is going to be icy weather in the morning.

**Alex:** There are a number of occasions where the exit from the school is icy. As this is on incline there are a number of times where cars are losing traction. This creates a possible danger to pupils who are crossing the road into the school.

Pupils will be reminded to not cross between cars especially in the icy weather.

### **Health and Wellbeing Event - Fife Council – Further Information and Feedback.**

**Alex:** Alex was invited to a Health and Wellbeing event however, this was during working hours and because of the late notice it was not possible to get time off or arrange for another member to attend. They have however, sent through a document. Would the members of the Parent Council be interested in reading the document?

Members of the Parent Council like to read the documents, so Alex will email them.

## **10. Actions Arising from the Meeting**

| <b>Name</b>  | <b>Action</b>  |
|--------------|--|
| <b>Alex</b>  | <ol style="list-style-type: none"><li>1. To provide a Newsletter insert for the Winter Newsletter.</li><li>2. To send out the Health and Wellbeing information.</li><li>3. To update the website to reflect the recent Funding Award.</li><li>4. To initiate the payment of £315 to the school for the entry fees for the Fife Festival of Music.</li><li>5. To approve the year end accounts from Mark.</li></ol>   |
| <b>Leona</b> | <ol style="list-style-type: none"><li>1. To find out what details need to be included in the funding report.</li></ol>   |
| <b>Lisa</b>  | <ol style="list-style-type: none"><li>2. To have the follow up text sent out regarding the senior parents evening – how parents/carers can contact Guidance if they were not able to meet at the Parent's Evening.</li><li>3. To discuss the upcoming overseas trip to see if the Parent Council are required to assist with funding.</li><li>4. To discuss the dangers of crossing between cars, especially in wintry weather / monitor the ice situation within the school grounds to ensure that there is not a repeat of the morning of 4<sup>th</sup> December.</li></ol> |
| <b>Mark</b>  | <ol style="list-style-type: none"><li>1. To authorise the payment of £315 to the school.</li><li>2. To complete the year end accounts and send to Alex for approval.</li></ol>   |

## **11. Date and time of next meeting – 15<sup>th</sup> January at 6pm hybrid (Zoom and in person at the School)**