

**Viewforth High School
Parent Council Meeting Minutes
11th March 2024 (Online)**

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Jack Wilson (Deputy Head Teacher), Jennifer Fenelon, Erika Cragg
2. **Apologies** – Kirsty Hannigan (Vice-Chair), Lara Smith, Lisa Brown, Mark Reid, Ree Murray, Tatiana Chebotar
3. **Minutes of previous meeting** – The January Meeting Minutes were approved offline 30th January 2024.
4. **Treasurer Update**
There is no change on the financial position.
5. **Positive Relationships and Digital Device Presentation by Jack Wilson**

Positive Relationships Policy Review:

- Ongoing work to ensure the policy is functioning as intended.
- Staff feedback has highlighted a need for additional process to reduce disruption from mobile phones in classes.
- Gathering feedback from young people during 2 weeks in March.

What are the objectives of the policy?

- Allow our focus to remain on learning;
- Develop our ability to use technology respectfully;
- Learn boundaries expected in life and work;
- Ensure digital devices support us rather than hold us back;
- Promote healthy digital wellbeing habits.

What are we expecting of everyone in the policy?

1. Digital devices include mobile phones, tablets, headphones, earphones, smartwatches etc.
2. Digital devices should be switched off and out of sight during lesson times, unless for a learning purpose as instructed by the class teacher.
3. Camera and filming functions should only be used to take a picture of a piece of work or to capture other learning instructions such as for homework, and only after permission has been given by the class teacher.
4. Pupils may use their digital devices during break and lunchtimes in social areas as part of their social time, however they must not take photos or videos of staff or pupils.

5. If you have a digital device while in school, you are bound by this policy. If you do not agree, you should not bring a digital device into school at all.

What happens if I use my digital device without permission?

Teachers will follow this process if you use your digital device without permission. If you refuse or continue to use your device, the teachers will take each step-in turn. At any point, if you follow instructions, the process stops:

Step 1:

- The teacher will remind the pupil specifically **once** to put their phone away and keep it out of sight.
- They will be given a short amount of take-up time.

Step 2:

If the device remains visible:

- The teacher will ask the pupil to put it in the secure box until **the end of the lesson**.
- Mobile phone demerit issued.

Step 3:

If the pupil refuses:

- Duty manager will be called. Pupil will be escorted to office to put in office secure box until **the end of the day**.
- A Group Call will be sent home.

Step 4:

If the pupil refuses:

- Duty staff will make **immediate contact home**.

Step 5:

- Teacher follows up.
- If pupil reaches step 2 three times, a referral generated to PTC for support.

Questions arising from the Digital Device Presentation:

- 1. Regarding the out of sight wording. Out of sight to a pupil may be different to what is being expected. Many pupils will not have pockets or bags so this may mean for instance, sitting on the phone.**

It is recommended that if the pupil has nowhere safe to store the phone out of sight, then it should be placed in the secure box in the classroom for the duration of the lesson.

- 2. Would it be a specific message that was sent home via Group Call?**

Yes, it would be a specific message detailing the issue and reminding the pupil what is expected with regards to mobile phones in classrooms.

- 3. Step 3 states that the phone would be removed until the end of the day. It is not appropriate for a pupil to leave school at break or lunchtime without having the security of their phone. How can this be resolved?**

If a phone has been removed until the end of the day, it will be returned during break and lunchtime but will require to be in the office at all other times.

- 4. A lot of the time it is apparent that parents are contacting pupils during school time. Would it be worthwhile putting the school day in the newsletter so that parents know what time they can message a pupil so that they are not in class?**

This will be added to the newsletter alongside the reminder about not contacting pupils during class time. If there is an emergency, then parents should ring the school to get in touch with the pupil.

- 5. It has been observed that there are inconsistencies around the management of phones, with some teachers being stricter than others.**

Consistency is key and this policy will ensure that all pupils and staff know what will be expected around the use of phones.

How do we propose to work with parents, young people and staff?

	Pupils	Parents
Phase A	<ul style="list-style-type: none"> • Presentations/Assemblies • Registration Presentations • Opportunity to raise questions 	<ul style="list-style-type: none"> • Letters and Leaflet • Newsletters
Phase B	<ul style="list-style-type: none"> • Specific pupil groups engagement • Focus groups – pupil representatives 	<ul style="list-style-type: none"> • Primary School End of Day events • Secondary School Late event • Digital Feedback opportunity • Individual engagement
Phase C	<ul style="list-style-type: none"> • Feedback on engagement process and final policy shared 	<ul style="list-style-type: none"> • Feedback on engagement process and final policy shared

6. Head Teacher’s Report – Lisa M

Staffing

Physics – Rory Learmonth accepted a post at Woodmill High School. The post for a Physics teacher is being advertised for a replacement.

Guidance – Lynn Hughes is currently absent. Irene Barr from Art and Design is the current Acting Principal Teacher of Guidance for Lynn Hughes’s classes.

Guidance – Brian Bowman is covering Christine Edward’s case load whilst she is on maternity leave.

Guidance – Louise Harris from Home Economics is also supporting the Guidance team.

Guidance – Lara Roberston will be absent for a couple of weeks but will return to her post.

Pupil Support – Robbie Laird has been appointed to a Pupil Support post.

The School Week:

Parents received a letter from the Head of Service on Friday to state that the 4 Kirkcaldy High Schools have taken on board all the feedback from parents / carers / staff / pupils and as such will be progressing with the 27.5 hour week from August. It is likely that a programme of events will take place on the 4 Friday afternoons prior to the holidays. This is due to the timetable changing early June. There will be no requirement to stay for the events as the school week will have already been completed. This is purely to assist in the transitional period.

7. Ongoing Actions (Matters Arising)

Name	Action
Alex	1.To update the website to reflect the latest funding award. Completed 30/01/24 2.To create a post to be distributed to the Parent Forum so that the role of Treasurer can be filled. In Progress – Email to Parent Council Members 04/02/24
Leona	1.To create forms for the Fife Festival of Music to be passed to Brian Beaton. Comments from these will form the basis of the report, which is a requirement of the funding. Completed 04/02/24 – Forms returned 22/02/24. Can any pictures in SWAY Head Teacher Newsletter be used in the update to Foundation Scotland? 2.Look at the possibility of funding opportunities for the Battlefields trip. Completed – Sadly no funding grants were available at the time.
Lisa	1.To check with the Business Manager that the Fife Festival of Music funding is in the bank account and let Alex know. Completed 16/01/24.

8. Members Questions

No members questions were submitted.

9. AOCB

- **Recruitment of a new Treasurer**
Mark would like to leave the post of Treasurer. To provide a smooth transition the post will be advertised. Mark has created a task list and is happy to help work alongside the new Treasurer to make sure that they are confident in the new post. As no one from the Parent Council wishes to take on the post, it will be advertised to the wider Parent Forum.
- **Group Call Emails**
A parent has been in touch with the Parent Council to state that it is difficult to determine whether emails from the school are in fact from the school – i.e. the Newsletter email just states to follow a sway link.

Going forward the email will be updated so that it is clear that it is from Viewforth High School.

10. Actions Arising from the Meeting

Name	Action
Alex	<ol style="list-style-type: none">1. To send Lisa the last couple of Headteacher update Group Call emails so that future emails can be updated so that it is clear the content is from the school.2. To create a Treasurer post to be distributed via Group Call email.
Leona	<ol style="list-style-type: none">1. To fill in and submit the report for the Fife Festival of Music.2. To update the donor separately on the success of the Fife Festival of music.
Lisa	<ol style="list-style-type: none">1. To pass on thanks to Brian Beaton for the quality of the responses from the Fife Festival of Music which will greatly assist in filling out the report.2. Send Alex the photos from the Fife Festival of Music to be distributed to the donor.3. To update the way the weekly newsletter email is displayed so that it is clear that the content is coming from the school.

11. Date and time of next meeting – 22nd April 2024 at 6pm hybrid (Zoom and in person at the School).