

**Viewforth High School
Parent Council Meeting Minutes
13th May 2024 (Online)**

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Jennifer Fenelon, Mark Reid (Treasurer)
2. **Apologies** – Kirsty Hannigan (Vice-Chair), Lara Smith, Lisa Brown, Tatiana Chebotar, Erika Cragg
3. **Minutes of previous meeting** – The March Meeting Minutes were approved offline a little later due to technical issues. This was completed on Thursday 9th May 2024.
4. **Treasurer Update**
There is no change on the financial position. Mark will be stepping down as Treasurer so an advert will be placed among the wider parent forum to see if anyone is interested in taking up the role. Mark will support the new Treasurer as they settle into the position.
5. **Head Teacher's Report – Lisa M**

Staffing

- Lynne Hughes (Principal Teacher of Guidance) and Aileen Sorbie (Business) will be retiring at the end of this term.
- Carrie Beasley has been promoted to the position of Principal Teacher of Guidance. Interviews will be taking place to fill Carrie's current Guidance post.
- Joanne Stewart (Maths and Acting Principal Teacher of Guidance) is resigning to take up charity work in Vietnam.
- Euan Connelly (Family Support Worker) is leaving to become a Principal Family Support worker at Fife Council. Interviews will be taking place to replace Euan.

Mobile Phone Policy

- All pupils in first to third year have been made aware of the new policy. The reaction to the policy was positive. Deputes will visit registration classes again to follow up to ensure any questions about the policy are answered. Signs and posters have been ordered, so these will be put up within the classrooms well in advance of the policy start date.
- Senior phase induction will take place on 31st of May and the seniors will be made aware of the mobile phone policy at this time.
- Parents were made aware of the mobile phone policy in the recent Head Teacher update. The policy will also be detailed in the next update. The first parent drop-in session will take place on Wednesday 15th to discuss the policy.
- If the mobile phone has been confiscated for the day, the office will operate a sign out sign in policy so that the young person can have their device for lunchtime.

Friday afternoons in June – new timetable

- The timetable changes over on 4th June. A letter has been sent to parents to ask if their young person has permission to leave on the Friday afternoon. For young people that do not have permission, activities will be provided for the Fridays that take place before the summer holidays.

Questions arising from Head Teachers update

- For S2s moving into S3, when are they advised of their course choices?

The young people will receive their timetables the week before of the timetable change. If their choices did not align, then they will have been spoken to already by Sarah McNamee. The vast majority received their first choices. Seniors will receive their new timetables at the Senior Phase Induction on 31st May so that they are ready to start the new timetable the following week.

6. Ongoing Actions (Matters Arising)

Name	Action
Alex	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. Completed 11/03/2024. 2. To create a Treasurer post to be distributed via Group Call email. Not Started – Mark has stated he will stand down in October 2024.
Leona	1. To fill in and submit the report for the Fife Festival of Music. In Progress – extension to 28/06/2024. 2. To update the donor separately on the success of the Fife Festival of music. Completed 26/04/2024.
Lisa	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. Completed 2. Send Alex the photos from the Fife Festival of Music to be distributed to the donor. Not required. 3. To update the way the weekly newsletter email is displayed so that it is clear that the content is coming from the school. Completed – the newsletter emails are clearer now.

7. Members Questions

No members questions were submitted.

8. 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 via a GroupCall email.

- **Date change for next meeting**

Would it be possible to change the next meeting date from 10th June to 17th June as Lara has a scheduled work meeting which clashes with the current date of the 10th?

No problem to change the meeting date. This will be updated on all the relevant media.

9. Actions Arising from the Meeting

Name	Action
Alex	<ol style="list-style-type: none">1. To send Lisa a message for a GroupCall email to advertise the Treasurer position.2. To update the next meeting date as the 17th June on all relevant media.3. Email members to see if anyone is free on Wednesday 12th June 5pm-6.30pm to attend the P7 transition where parents will be attending. The parent council will have a table and can talk to parents during the event in order to hopefully attract more members.4. Lara has been in touch about funding from Nisa. Alex to contact Nisa to follow this up.
Leona	<ol style="list-style-type: none">1. To fill in and submit the report for the Fife Festival of Music by 28th June.

10. Date and time of next meeting – 17th June 2024 at 6pm hybrid (Zoom and in person at the School).