

**Viewforth High School
Parent Council Meeting Minutes
17th June 2024 (Online and In Person)**

1. Present

In Person: Alex Tomlinson (Chair), Lisa Moore (Head Teacher)

Online: Jennifer Fenelon, Lara Smith, Kirsty Hannigan (Vice Chair) and Erika Cragg

2. Welcome & thanks to Ree Murray

Ree leaves the Parent Council at the end of this term as her son has now left the school. Thank you to Ree for her involvement in the Parent Council over the years.

3. Minutes of previous meeting – were approved offline on Monday 20th May.

4. Treasurer Update

No one has registered an interest in becoming the Treasurer. A GroupCall email will be sent to see if anyone can join the Parent Council to take over the Treasurer role.

The Parent Council attended the P7 event on Wednesday 12th June. Leaflets were handed out to make parents/carers aware of the Parent Council in the hope that some may join when their child moves to S1 in August.

At the event, the Parent Council ran a bonus ball in the hope to provide 2 prizes and raise funds for the school. However, the footfall at the event was lower than expected and this coupled with cash only meant that only 17 bonus ball spaces were taken. As a result, the Parent Council did not make any money and have put the full takings into a smaller prize fund for the participants. 2 numbers were randomly selected from a pot at the meeting and the winners of the bonus ball are as follows:

Winner £25 – Number 4

Runner Up – £10 – Number 77

5. Head Teacher's report – Lisa M

6th Year Prom

The 6th year prom took place at the end of May. The prom went very well with everyone having a fantastic time. Fife Council took the decision for all proms within Fife to have no access to alcohol and this was a success and will be repeated for future proms.

Battlefields Trip

The first foreign trip since Covid has taken place to the battlefields in France and Belgium. The trip was a huge success.

Sports Day and Achievement Awards

Sports Day will take place on Wednesday 19th June in the afternoon and the Achievement Awards will take place on Thursday 20th June in the afternoon and on Friday 21st June in the morning. Lunches on Wednesday and Thursday will change time to facilitate a longer afternoon period so that the events can take place. This will be communicated to parents/carers.

Senior Pupil Leadership Team

Interviews are currently taking place to fill the roles within the senior pupil leadership team.

As there have been a large amount of high calibre applicants this year, the decision has been taken to have 2 school captains and 2 vice school captains and then 2 house captains across the 3 houses. This means that this year, 2 extra roles have been created.

The first role of the 2 new school captains will be to present at the award ceremonies with the house captains being responsible for the end of term foodbank collection and dress down day.

Staff Joining:

- Rachel Duncan – Art / General Supply
- Katy Devine – Home Economics
- Oyibo Uyota – Maths
- Emily Lloyd – Transition / Support
- Darren Thomson – History
- Chris Wilson from PE – Additional Guidance Role
- Holly Scanlan – English (Probationer)
- Kyle Morrice – Physics (Probationer)
- Jennifer Stocks – Maths / Physics (Probationer)
- Javier Vivo – Spanish
- Jodie Brown – PSA
- Val Brand – PSA
- Ian Morris – PSA
- Principal Teacher of Maths interviews will take place

Viewforth is one of five schools across Fife where pilot funding has been put in place for a Senior Social Work Practitioner to support the school with early intervention. It is currently a 12 month contract, but it is hoped this can be something that will be put in place permanently as the impact from the first 3 weeks of the pilot are monumental already.

Staff Leaving:

- Aileen Sorbie – Business Education
- Ceivagh Harvey – Home Economics
- Hayley Low – Maths
- Jo Stewart – Maths / Guidance
- Sophie Meek – History
- Lynne Hughes – Guidance
- Sarah McAlister – English
- Leila Smith – Modern Languages
- Sarah Louden – Technical (Maternity Leave)

6. Ongoing Actions (Matters Arising)

Name	Action
Alex	<ol style="list-style-type: none">1. To send Lisa a message for a GroupCall email to advertise the Treasurer position. Completed 20/05/24.2. To update the next meeting date as the 17th June on all relevant media. Completed 21/05/243. 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. Completed 20/05/24 and 10/06/24.4. Lara has been in touch about funding from Nisa. Alex to contact Nisa to follow this up. In Progress, Leona contacted Nisa on 13/06/24 via phone and followed up with e-mail. Awaiting response.
Leona	<ol style="list-style-type: none">1. To fill in and submit the report for the Fife Festival of Music by 28th June. Completed 13/06/24. Leona submitted report. Note, additional reports will be required when any of the ringfenced funds are spent.

7. Members Questions

What options are in place for a Friday afternoon if pupils want to stay in school?

There is no Friday afternoon offering in June as the feedback from parents/carers was that their child should return home for the afternoon.

After the summer break, there is currently no offering however, Active Schools have still to come back to state what could be put in place. However, the library is a public library with PC's and a quiet corner so pupils are welcome to stay in the library for the afternoon should they wish to stay in the building on a Friday afternoon.

8. AOCB

- **Recruitment of a new Treasurer – Re-advertise & Offline Voting**
 - This will be readvertised and hopefully a new Treasurer can be appointed in the summer break before the start of the new term.
- **Number of Meetings per term for Session 2024-2025**
 - Meetings will take place online only unless in advance of the meeting, people have stated that they will attend in person. Currently, everyone is attending online so it makes sense to continue online until an in person meeting is required.
 - Term 1 next session is only short so there will be one meeting in the middle of term 1 and then 2 meetings for each of the remaining terms.
- **Dates of next meetings**
 - Is Monday still the best day?
 - Going forward Monday is still most suitable.
 - Alex and Lisa to work out suitable dates and then distribute within the team to ensure there are no clashes before being published to the wider parent forum.
- **Creation of Whatsapp group**
 - It was agreed that a group Whatsapp will be set up to allow the team to have a platform for discussions / reminders of meetings.

9. Actions Arising from the Meeting

Lisa	<ol style="list-style-type: none"> 1. To email Alex with the proposed spending within the Music Department so that it can be checked against the terms of the Grant and then actioned. 2. Organise with Alex meeting dates for the new session. 3. To go back to Active Schools to see what offerings will be available after the summer break for the Friday afternoons.
Alex	<ol style="list-style-type: none"> 1. To get in touch with the winner and runner up from the bonus ball to organise giving over the prizes. 2. Re advertise the Treasurer role. 3. Update the Parent Council website once it has been clarified who will be members in 2024/25 and that the information for each member is correct with regards to pupils at the school. 4. Create a WhatsApp Group. 5. Organise with Lisa meeting dates for the new session.
Leona	<ol style="list-style-type: none"> 1. Keep in contact with Nisa for the Community Grant progress. 2. Review the proposal from the music department against the terms of the Grant. If in doubt, contact Annabel to ensure it's an appropriate use of the Grant.

- 10. Date and time of next meeting – Propose Monday 9th September 2024 at 6pm – Online only**