

**Viewforth High School
Parent Council Meeting Minutes
12th May 2025 (Online)**

1. **Present –** Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Jennifer Fenelon, Erika Cragg
2. **Apologies –** Fiona Davidson (Treasurer), Kirsty Hannigan (Vice-Chair), Lara Smith
3. **Minutes of previous meeting –** were approved offline on 7th May 2025.
4. **Asda Foundation Grant Update – Alex T**
 - The Parent Council have been generously awarded £801 from the Young Future's Fund, Asda Foundation.
 - This money is to support the purchasing of equipment for the Duke of Edinburgh Award to assist current and future participants.
 - A cheque will be delivered to the school in the next couple of weeks.
 - The Parent Council is happy to purchase the items and deliver them to the school if an itemised list is provided – if this achieves items at a more cost-effective price ensuring the maximum benefit from the Award is achieved.
 - When the equipment has been purchased, a report requires to be created detailing the benefit the award has made. This should be enhanced with a few photos – maximum 3.
5. **S4 School Uniform – Lisa M**
 - The cost of the school blazer has gone up significantly. Currently each blazer is supplemented by £10, and the school is not in the position to supplement this further.
 - Currently S4 tend not to wear a blazer, and the wearing of blazers usually picks up in S5 and S6.
 - A survey was completed with the current S3 where they were asked if they would like to wear a blazer in S4. 51% voted yes whilst 49% voted no. However, it was noted that some of the votes in favour came from pupils who currently do not wear any uniform.
 - Therefore, S4s will be given a senior tie with the blazer being introduced in S5 and S6. At the level of S5 and S6 pupils have chosen to remain at school. This also means it is more cost effective for families as they may need to just purchase one to last both years.
 - S6 pupils are being encouraged to donate their blazer once they have finished their exams so that a small bank of blazers can start to be collected.

6. School Photographer Update – Lisa M

- Lisa had a meeting with the photographer who is involved in taking school photos within some of the primary schools in Fife.
- The positives compared with Tempest are:
 - Cost – a digital copy of the photograph would be provided for £6
- The negatives compared with Tempest are:
 - Time – it takes a few weeks from the photograph being taken for the digital copy to be available.
 - Confidentiality – once in receipt of the code the parent/carer would be able to see all the year group photos and not just that of their own child.
 - Ordering – all ordering requires to go through the school office and cannot be done through the photographer's website which takes time away from office staff.
- The photographer took away some points from the meeting around the usability of his service being more attractive if:
 - Direct ordering was available rather than going through the office.
 - Unique access codes enabling a parent / carer to view only their own individual photograph rather than being able to see an entire year groups individual photographs.
 - The timing would work if photos were taken before the October break thus enabling ordering to commence shortly afterwards which would enable parents / carers to order various personalised items as Christmas presents.
 - As Viewforth is the second smallest high school in Fife, they would be a good test for bigger schools as currently, the primaries are on a much smaller scale.
- Therefore, for this year it will be necessary to use Tempest, however, if the photographer makes some changes to his delivery model, then a change can be explored for September 2026.

7. Head Teacher's Report – Lisa M

iPads

- iPads for staff are being deployed on Tuesday 13th May.
- There will be some time for professional learning for the staff around the basics of the iPad.
- On 29th May training will take place for staff.
- On Thursday 15th May and at the end of the month, Lisa Moore, Stevie Kowbel and two members of staff are going on two good practice visits to bring back lessons learned from other Councils which can be adopted at Viewforth.
- Communication with parents will start in the coming weeks over the delivery of the iPads in August.

Staffing

- A probationer in Business has been requested – still awaiting confirmation on the allocation of probationers in Fife.
- An advert is currently out to recruit an English teacher. The English teacher probationer is leaving to move closer to home.
- Brian Beaton is going off on paternity leave for an extended period and will return in February 2026. He will be leaving in June. Currently recruiting for a temporary post whilst Brian Beaton is on leave.
- The permanent Depute Head post has been advertised and has closed. Interviews will be taking place on Wednesday this week and Tuesday the following week. This is to replace the post of Alastair Stewart.

Last day of term

- The last day of term before the summer break will be an activities day consisting of trips and activities. Young people will be given a choice in the activity that they choose. Ideas for trips and activities are currently in the exploration stage.

8. Ongoing Actions (Matters Arising)

Lisa	1. To update the findings from the independent photographer and to make a cost comparison with Tempest. (Completed) 2. Provide an update on Workit once the new timetables are in place – so staffing commitments are more visible. (Ongoing) 3. To inform staff of the positive impact the afterschool study support and Friday afternoon pizza study sessions are. (Completed – staff grateful for the feedback and this feedback was also used in the funding report) 4. Feedback that visibility of tests in BGE are positive and a consistent approach would be beneficial, especially in 3rd year where this may impact what classes the young person are allocated in 4th year. (2 seminars are taking place in the last week in May (SLT) where this will be raised) 5. To request that the newsletter is sent out to all contacts rather than just being the primary contact. (Completed) 6. Ensure that staff on duty at break and lunchtime are monitoring the toilets to ensure pupils who need to go can and that there are not groups of pupils locking themselves inside. (Completed – member of staff stationed outside the toilet at break and lunch)
Daryl	1. Provide a priority list with associated estimated costs for Duke of Edinburgh so that appropriate funding can be targeted in order. (Completed)
Leona	1. Explore funding opportunities for Duke of Edinburgh equipment and D1 license to facilitate staff driving pupils to expeditions. When in receipt of the priority list, this can be more targeted. (Ongoing – identified the Robertson Trust – Wee Grant) This takes 10-12 weeks for a decision a funding application will be submitted by the end of

	May to ensure that if awarded, the funding would be available around the start of the new term in August.
Lara	1. Contact Nisa to see if there is any possibility of funding – in general and for Duke of Edinburgh. (Ongoing)

9. Members' Questions

No members questions received.

10. AOCB

No other business received.

11. Actions Arising from the Meeting

Name	Action
Lisa	1. Provide an update on Workit once the new timetables are in place – so staffing commitments are more visible. 2. Feedback that visibility of tests in BGE are positive and a consistent approach would be beneficial, especially in 3rd year where this may impact what classes the young person are allocated in 4th year to be discussed in the seminars taking place at the end of May.
Alex	1. Work with Daryl around what equipment the Asda Foundation money should be spent on and assist with the purchasing to ensure the best value for money.
Leona	1. Submit funding application to the Robertson Trust. 2. Write a report with the addition of some photos for the Asda Foundation on how their grant has benefited the pupils once the equipment has been purchased.
Lara	1. Contact Nisa to see if there is any possibility of funding – in general and for Duke of Edinburgh.

12. Date and time of next meeting – Monday 16th June 2025 at 6pm online.