

**Viewforth High School
Parent Council Meeting Minutes
27th January 2025 (Online)**

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Jennifer Fenelon, Kirsty Hannigan (Vice-Chair)
2. **Apologies** – Fiona Davidson (Treasurer), Lara Smith, Erika Cragg
3. **Minutes of previous meeting** were approved offline on 7th January 2025.
4. **Head Teacher's report – Lisa M**

Staffing:

- Sooz Gordon – Art and Design is leaving to take up a post at Carnoustie High School on the 24th February. This post has been advertised.
- Within the Enhanced Support, Jess will be going on maternity leave. This post has been advertised.
- Currently still advertising for the Maths post.
- Sarah McNamee's temporary position has come to an end. As a result, she will return to Levenmouth Academy. Alistair Stewart will return to Viewforth on 10th March 2025 in his post of Deputy Head.

Funding:

- There are a couple of items that are required for the Duke of Edinburgh such as tents, gas burners, first aid kits, rucksacks, torches etc.
- Mini-Bus licence – Duke of Edinburgh staff cannot drive the minibus as they do not have D1 on their licence. It will cost around £1,000 per person to become licenced. With the licence this will enable pupils to go on Duke of Edinburgh trips.
- Exploration of possible funding opportunities for the above.

New School Week Review:

- Representatives across the 4 schools have met and discussed the changes that have been made. There were many positives, but some issues have also been highlighted.
- As other schools are going to be making the change – it would be useful if members of the Parent Council could think about the impact of what the change has made from their own personal experience. Are there any benefits / disadvantages.

5. Ongoing Actions (Matters Arising)

Name	Action
Kalia	1. Think about how the Parent Council can help – is there anything specific Active Schools require to run clubs that the Parent Council could apply for a grant to assist. At this present time there are no clubs that require funding. Kalia will check with PE and get in touch if there is a need.
All	1. Does anyone have a high-profile contact that could assist with the Mental Health talks in 2025 – following on from Kevin Dabrowski from Raith Rovers attending. If anyone does, email Alex with the details. No one has any high-profile contacts that would be of use.
Lisa	1. To enquire with Fife College about the possibility of a year 2 photography student/students taking the beginning of year school photographs. Ongoing 2. Confirm Kalia has been in contact with the Big Hoose project to see about donations of kit to support Active Schools if this is deemed to be the way forward for extra kit supplies. Not required as there is spare kit. This will be advertised so pupils know it is available.

6. Members Questions

- Is there any scope to move Nat 5 prelims before Christmas with Highers after Christmas?
 - This is currently being discussed with potential options such as Nat 5 before Christmas and Highers after Christmas rather than it being year group based. Year group based would mean that there would be instances of 4th year Nat 5 before Christmas but 5/6th year Nat 5 after Christmas which would create logistical issues.
 - Invigilators are currently bought in for prelims to give the full exam experience. This would need to be explored if there were to be two exam diets – pre and post-Christmas.
 - There is the possibility that the larger exams could take place in the hall whereas other exams could take place in classrooms in a hybrid model going forward. As long as pupils have some experience of sitting an exam in the hall and all the associated requirements such as finding their seat thus preparing them for the final exam then splitting exams up over the hall and classrooms could be a way forward.
- Additionally, can the Maths and English prelims be on different weeks?
 - Because these are the biggest cohort of exam participants, having them both early on in the timetable means that there is the maximum amount of time available for marking. The issue with staffing in Maths was also a factor in this years timetabling.

- What is the position on Work Placements for Senior Pupils?
 - Fife Council has moved to a new system called Workit. If a pupil is interested in a particular career, then this can be checked against Workit to see if there are any suitable placements available. All placements listed on Workit have already been risk assessed which cuts out the long process of having to get this done before a pupil can attend.
 - Lisa is currently identifying which staff member will be responsible for co-ordinating Workit.
 - In addition to Workit there is work in progress to build up a database through the DYW of additional work placement opportunities. More information will be provided on this in future newsletters.

7. AOCB

- No AOCB received

8. Actions Arising from the Meeting

Name	Action
Alex	1. Invite Daryl Scott from Duke of Edinburgh to the next meeting. 2. Update Lisa with the thoughts from the group on the new school week.
Leona	1. Explore funding opportunities for Duke of Edinburgh equipment and D1 license to facilitate staff driving pupils to expeditions.
Lisa	1. Email Alex with the equipment required and associated costs for funding. 2. To enquire with Fife College about the possibility of a year 2 photography student/students taking the beginning of year school photographs. 3. Provide an update from the meeting where the Prelim exam diet was discussed in reference to exams before and after Christmas. 4. Provide an update on Workit.
All	1. To think about the new school week and WhatsApp Alex with comments on advantages / disadvantages so these can be collated and provided to Lisa.

9. Date and time of next meeting – Monday 24th March 2025 at 6pm online.