

**Viewforth High School
Parent Council Meeting Minutes
16th June 2025 (Online)**

1. **Present –** Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Jennifer Fenelon, Lara Smith
2. **Apologies –** Fiona Davidson (Treasurer), Kirsty Hannigan (Vice-Chair), Erika Cragg
3. **Minutes of previous meeting –** were approved offline on 16th May 2025.

4. **Treasurer Update**

Fiona has compiled the accounts to the year-end (March 31st). Alex will check and sign them, and they will be reviewed at the first meeting in the new term which is the AGM which will take place on Monday 8th September 2025.

It was noted that Lloyds have started charging a service charge per month. Fiona will investigate to see if this can be removed as it will eat into much needed funds.

5. **Head Teacher's Report – Lisa M**

Staffing

- Brian Beaton, Principal Teacher for Creative, Arts and Technical is going on Paternity leave until February 2026. Claire Christie will be acting PTC for this role.
- An advertisement has been placed for a temporary music teacher during this period.
- Sarah Loudon has returned from maternity leave to the Technical department.
- Business Education – Emma Hand (Probationer) has been appointed and will start in August.
- Ajay Bakshi will remain on a supply contract across Viewforth High School.
- Spanish – Javier Vivo is leaving to take up a post at Balwearie High School.
- English – Holly Scanlan has left to take up a post closer to home. Aine Bidgood will take up this post in August.
- Maths – Mike Shipley is emigrating to New Zealand. Jennifer Stocks (Probationer Maths/Physics) has secured employment out with Fife Council.
- Kyle Morrice (Physics) will become dual registered in Maths and Physics.
- Alan McGimpsey (Physics) has been appointed.
- Attendance Coordinator – Wendy Wallace will remain in post; however, Cheryl Hamilton will be re-deployed as Pupil Support Assistant in a Fife Primary school.
- Martin Darling from Beath High School has been appointed as Deputy Head to replace Alastair Stewart.

Senior Pupil Leadership Team

- The Senior Pupil Leadership Team was announced on Monday 16th June to the pupils and will be announced officially in this week's newsletter.

Kirkcaldy Time Capsule

- It is the 100-year Anniversary of the Kirkcaldy War Memorial. Local schools and colleges were asked if they wanted to provide anything to be added to the time capsule which will go inside a Cairn.
- Viewforth have provided a metal pin badge, fabric badge from school blazer, school tie and a memory stick with the history of Viewforth High School.
- On Tuesday 1st July, Lisa, some staff, and some young people will attend the ceremony which will be attended by Val McDermid, Gordon Brown and another special VIP guest.
- In the new term all pupils within the school will learn about the cairn and the time capsule via assemblies.

End of Term

- On Tuesday 24th June Sports Day will take place.
- On Thursday 26th June the Achievement Award Ceremonies will take place.
- On the last day of term an activities day has been organised and the activities allocated will be provided to pupils this week.

6. Ongoing Actions (Matters Arising)

Lisa	1. Provide an update on Workit once the new timetables are in place – so staffing commitments are more visible. (Ongoing) – Lara Roberston will take on targeted work placements and in the new term a member of staff will take on the role to manage the work placement database and ensure opportunities are available to the wider school. 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 is allocated in 4th year to be discussed in the seminars taking place at the end of May. (Completed) – ELT seminars took place and feedback was provided, however, there was concern over parents being inundated with information. Looking to do an assignment calendar for BGE and how this would work.
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. (Ongoing) – The cheque was received and scanned on 13th June. Awaiting list from Daryl.

Leona	1. Submit funding application to the Robertson Trust. (Ongoing) 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. (Ongoing)
Lara	1. Contact Nisa to see if there is any possibility of funding – in general and for Duke of Edinburgh. (Ongoing) – there is not currently any funding available, but this should change in August. Lara will go back to Nisa in August.

7. Members' Questions

Will Viewforth be following the lines of Portobello and Queensferry High School with banning mobile phones?

There is no intention to change anything at the moment. The current mobile phone policy is working.

8. AOCB

Has there been a resolution with S3 Maths classes relating to pupils being moved from main Maths to Application of Maths?

There are 2 National 5 courses for Maths which now have the same SQA tariff. They cover different topics with pure Maths having algebra (a requirement for some further education courses), however, both Maths courses would contribute to further education courses where a specialism in algebra is not required. Both courses have been discussed with relevant pupils and their parent/carer. Viewforth also run Higher Application of Maths now too.

9. Actions Arising from the Meeting

Name	Action
Lisa	1. Continue to provide updates on Workit. 2. Contact Daryl so that equipment from the Asda funding can be purchased.
Fiona	1. Get in touch with Lloyds to see what the service charge is for and if this can be removed. If not, then an alternative bank account will need to be explored (where there are no charges).

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. 2. Over the summer, contact the team to see who would like to remain a member and update the webpage content. 3. Contact Jean to organise a photo with the cheque and Duke of Edinburgh equipment (once the equipment has been purchased). 4. Check and sign accounts ready for the AGM in September.
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 in August to see if there is any possibility of funding – in general and for Duke of Edinburgh.

- 10. Date and time of next meeting** – Monday 8th September 2025 at 6pm online. This will be the AGM.