

**Viewforth High School  
Parent Council AGM Meeting Minutes  
8<sup>th</sup> September 2025 (Online)**

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Fiona Davison (Treasurer) Jennifer Fenelon, Lara Smith, Kirsty Hannigan (Vice-Chair), Shona Rose, Erikka Cragg
2. **Apologies** – No apologies
3. **Minutes of previous meeting** – were approved offline on 22<sup>nd</sup> June 2025
4. **Ongoing Actions (Matters Arising)**

Lisa	<ol style="list-style-type: none"> <li>1. Continue to provide updates on Workit. <b>See Headteachers Update - Completed</b></li> <li>2. Contact Daryl so that equipment from the Asda funding can be purchased. – <b>Completed</b></li> </ol>
Fiona	<ol style="list-style-type: none"> <li>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). <b>Bank of Scotland and Lloyds are now charging £4.25 per month for Community Accounts. Fiona will explore different accounts where there is no service charge – Co-op Bank / Metro Bank / NatWest / Royal Bank of Scotland and email Alex so that the bank account can be changed.</b></li> </ol>
Alex	<ol style="list-style-type: none"> <li>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. - <b>Completed</b></li> <li>2. Over the summer, contact the team to see who would like to remain a member and update the webpage content. - <b>Completed</b></li> <li>3. Contact Jean to organise a photo with the cheque and Duke of Edinburgh equipment (once the equipment has been purchased). <b>Ongoing</b></li> <li>4. Check and sign accounts ready for the AGM in September. – <b>Completed</b></li> </ol>
Leona	<ol style="list-style-type: none"> <li>1. Submit funding application to the Robertson Trust. <b>Ongoing</b></li> <li>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. – <b>Extension granted until December 2025.</b></li> </ol>
Lara	<ol style="list-style-type: none"> <li>1. Contact Nisa in August to see if there is any possibility of funding – in general and for Duke of Edinburgh. <b>Ongoing</b></li> </ol>

## **5. AGM Items**

- a. Review of the work of the Parent Council
  - i. A) to raise and discuss matters of mutual interest relating to the education and welfare of pupils.
  - ii. B) to promote the role of the Parent Council to the Parent Forum in order to encourage optimum parent participation.
  - iii. C) to promote close co-operation and communication between parents and teachers.
  - iv. D) to promote equality and fairness
  - v. E) to engage in activities which support and advance the education of pupils attending the school.
- b. Approval of the previous meeting minutes – Above.
- c. Review and approval of the previous year's balance sheet – provided and approved.
- d. An update of Members of the Parent Council Membership.
  - i. This is to be completed
    - 1. Last Years Members: Alex Tomlinson, Jennifer Fenelon, Kirsty Hannigan, Lara Smith, Erika Cragg
    - 2. Associate Members: Leona Tomlinson.
    - 3. Treasurer: Fiona Davison
- e. The resignation of all Office Bearers.
- f. The election of all Office Bearer positions
  - i. Chair – Alex Tomlinson proposed by Jennifer Fenelon and seconded by Lara Smith
  - ii. Vice-Chair – Kirsty Hannigan proposed by Alex Tomlinson and seconded by Jennifer Fenelon
  - iii. Treasurer – Fiona Davison proposed by Kirsty Hannigan and seconded by Lara Smith.
  - iv. Alex Tomlinson, Kirsty Hannigan and Fiona Davison were duly appointed as Office Bearers.
  - v. Members: Alex Tomlinson, Jennifer Fenelon, Kirsty Hannigan, Lara Smith, Erika Cragg, Shona Rose. Associate Members: Leona Tomlinson.
- g. A review and update of the Constitution. – Version 2.4 – no changes requested. Version 2.4 is accepted as the current version.
- h. Agenda items of the Parent Council – See Members Questions below
- i. Any items submitted to the Parent Council by the Parent Forum – See AOCB below

## **6. Head Teacher's Report – Lisa M**

### **School Roll**

- The school roll has fallen slightly with 669 young people currently attending Viewforth. This is a direct result from the feeder primary school rolls reducing which has the knock-on effect of the number of young people entering S1. This reduction in school roll is replicated throughout the whole of Fife Council.

## **S1**

- The S1 pupils have settled in very well. It has been noted that they are very polite, thanking teachers at the end of lessons.

## **P7 Transition**

- Mr Kowbel and Mrs Moore are meeting with the feeder primary school head teachers to review the transition programme and to confirm plans for the next set of transitioning events.
- The first transition event takes place on Wednesday 17<sup>th</sup> September where P7 pupils and parents will attend an information evening at Viewforth.

## **School Uniform**

- At present there is a high standard of school uniform. It is encouraged that this is continued as we move through the term.
- New uniform stocks are available for any families who are struggling to purchase uniform.

## **Staffing**

- 2 permanent posts are currently vacant in English and Maths – adverts are out.
- There is a temporary post in music vacant – advert is out.
- In Home Economics Louise Gallagher has taken up a Principal Teachers post at another school. A replacement has been appointed and will start on 29th September.

## **Exam Results**

- A full analysis has been carried out. Meetings will be taking place with each department to review their departmental performance. Later in September a meeting will take place with the Education Manager to review the overall Authority led attainment.
- There were positive outcomes from the exams with an increase in the number of young people attaining 5 or more Level 4 qualifications and attaining at least 1 Level 5 qualification. In 5th year there has been an increase in the number of young people attaining at least 1 Level 6 qualification.
- At the next Parent Council meeting Depute Head Martin Darling will attend to provide an overall picture of attainment.

## **Awards Ceremony**

- The annual Awards Ceremony takes place on Thursday 11th September.

## **Transforming Learning**

- All young people and staff within the school have been issued with their iPads.
- Staff have received lots of training including the use of Accessibility tools to support young people with additional support needs.
- Young people are finding the addition of the iPad a positive change, and most are remembering to bring them in each morning charged.

- There are issues with the charging plugs. As a result, the plugs are being recalled. Stickers were put on the young people's plugs before distribution. This means that they can be dropped in the large boxes provided. New plugs will be issued when they are available.

### **Workit**

- Workit is the work placement programme used by Fife Council.
- A universal and targeted approach will be taken. A targeted approach would be for example where young people who have moved into S5 / S6 and are at risk of leaving school without a positive destination. Where a young person is interested in a particular career path – e.g. Construction – a construction work placement would be sourced. The target approach of Workit is managed by Lara Robertson. The universal approach would be for example where a young person would like to go on to study medicine at university. Where the UCAS application would benefit from work experience such as the shadowing of a doctor, an appropriate placement will be found. Gail Foy is the co-ordinator for such placements. Gail Foy is going to speak to all 4th years via assemblies and PSE about the role of Workit and how it can be of benefit.

### **Question:**

Will the work placements be for specific or a set number of pupils and will pupils with additional needs also have work placements made available?

Pupils with additional needs will be included in the work placement programme. This is year one of the programme so it will continue to evolve. There will be a combination of placements from the employers on the database and self-found placements. DYW co-ordinators are working hard to increase the offerings. In the past there would be a targeted week with a limited number of placements, and it was often the case that young people would be pigeonholed into a job area that they were not interested in, due to the availability of placements. With Workit, the offerings will be broadened and strengthened so that the work placements match closely to what the young person is interested in. If a young person is interested in something which is not currently on the database and they don't have the connections to go on a self-found place, the DYW co-ordinators within the school will work to get the appropriate work placement employer added to the database so that an appropriate work experience placement is available.

## **7. Members' Questions**

No members questions submitted.

## **8. AOCB**

Dates for the school session 2025/26 meetings have been discussed with the school. All available dates will be distributed via the WhatsApp group so that a finalised set of dates can be ascertained.

## 9. Actions Arising from the Meeting

Name	Action
Lisa	<ol style="list-style-type: none"> <li>In conjunction with Martin Darling, provide an update on attainment from this year's exam results at the next Parent Council meeting.</li> </ol>
Fiona	<ol style="list-style-type: none"> <li>To explore alternative bank accounts which has no service charge and share the information with Alex so that a new bank account can be set up.</li> <li>Make payment to Alex for the Duke of Edinburgh purchases.</li> </ol>
Alex	<ol style="list-style-type: none"> <li>Contact Daryl to spend additional money on Duke of Edinburgh kit.</li> <li>Invite Martin Darling to the next Parent Council Meeting on 3<sup>rd</sup> November.</li> <li>Contact Jean to have a picture for the Asda Foundation Grant with the newly purchased Duke of Edinburgh kit.</li> <li>Distribute potential meeting dates to the WhatsApp group so that they are finalised and then provide the dates to Lisa so that they can be published on the webpage and within the weekly newsletter.</li> <li>Attend the P7 transition event on 17<sup>th</sup> September to make new parents/carers aware of the Parent Council at Viewforth.</li> <li>Update the Parent Council website to include Shona as a member.</li> <li>Provide invoices for Duke of Edinburgh kit to Fiona to allow reimbursement.</li> </ol>
Leona	<ol style="list-style-type: none"> <li>Submit funding application to the Robertson Trust once the Asda Foundation photo has been completed.</li> <li>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 (before December).</li> </ol>
Lara	<ol style="list-style-type: none"> <li>Contact Nisa to see if there is any possibility of funding.</li> </ol>
Shona	<ol style="list-style-type: none"> <li>Provide a photo and information to be included on the website.</li> </ol>
All	<ol style="list-style-type: none"> <li>To vote on the potential dates for the Parent Council meetings.</li> </ol>

## 10. Date and time of next meeting – Monday 3rd November at 6pm online.