

**Viewforth High School
Parent Council Meeting Minutes
8th December 2025 (Online)**

- 1. Present –** Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Jennifer Fenelon, Kirsty Hannigan (Vice-Chair), Claire Dingwall, Shona Rose
- 2. Apologies –** Fiona Davison (Treasurer), Lara Smith, Erika Cragg
- 3. Minutes of previous meeting –** were approved offline on 1st December 2025.
- 4. Head Teacher's Report – Lisa M**

4th Year Prelims

- 4th year prelims have just concluded.
- First time completing the 4th year prelims before Christmas.
- Overall, this has worked very well. Reports are currently being written and will be distributed the second week in January.
- If results have not been as hoped, there is now plenty time to encourage revision for the final exam.

5th & 6th Year Prelims

- 5th and 6th year prelims will begin after the Christmas holidays.
- They will start on Wednesday 7th January 2026.
- An assembly has taken place where the prelim timetables have been distributed.
- If a young person has not yet received their timetable, they can be collected from the school office.

Supported Study

- Supported study sessions have been up and running for a couple of weeks.
- Currently there is a low uptake.
- Young people who attend supported study perform better in exams.
- It is hoped there will be a larger uptake in the new term.

Course Choices

- On Wednesday 10th December 2nd, 4th and 5th years will take part in the first part of course choices.
- This is a free choice process which will determine what courses are being selected, staffing and timetabling elements which are required because of the choices.
- S2s will pick 7 subjects. English and Maths are compulsory so a further 5 subjects will be selected.
- S4s and S5s will pick 5 subjects. However, if an S5 is selecting an Advanced Higher they will not be required to pick 5 subjects.
- Course selections will be made using the iPads.

- It is important to pick own subjects rather than because friends or a particular teacher is teaching the course.

Staffing

- The Maths vacancy will go live on 5th January 2026.
- Brian Bowman starts the PT Outreach post this week. This post is to support young people who are anxious coming to school as well as those through whatever reason are not attending school.

December Events

- Tuesday 9th December – Christmas Concert
- Wednesday (morning) 10th December – P7 Cluster Ceilidh
- Wednesday (evening) 10th December – 3rd Year Parents Night
- Thursday (afternoon) 11th December – Enhanced Support Christmas Event
- Interhouse Competitions – Taking place w/b 15th December
- Tuesday 16th December - Field Trips to Christmas Market and Scottish Parliament
- Tuesday (evening) 16th December – Senior Formal
- Thursday 18th December – REACH Assemblies
- Thursday 18th December and Friday 19th December – Collections for the Kirkcaldy Food Bank
- Friday 19th December – Dress Down Day

Attendance in Lead up to Christmas

- Looking for incentives to keep young people at school in the run up to the Christmas holidays.
- At a different school there is an ‘in it to win it’ competition where young people if they attend throughout the month of December are put into a prize draw to win prizes. Example prizes are AirPods, Amazon Vouchers and Cinema tickets.
- Looking to the Parent Council to seek funding to support this incentive for summer and Christmas. Parent Council will investigate this.

5. Ongoing Actions (Matters Arising)

Name	Action
Lisa	1. Lisa to organise iPad and Showbee Parent Session in the new term (after Christmas). In Progress. Session will take place after Christmas.
Depute Heads	1. Stevie K and Jack to investigate the possibility of how the iPads can be used to provide access to learners should they not be able to attend the school lesson. In Progress.
Alex	1. Add discussion regarding the bank service charge to the next parent council meeting (and Mark’s access). Discussed in AOCB. 2. Contact Daryl to spend additional money on Duke of Edinburgh kit. In Progress. 3. Contact Jean to have a picture for the Asda Foundation Grant with the newly purchased Duke of Edinburgh kit. In Progress.

Leona	<ol style="list-style-type: none"> 1. Submit funding application to the Robertson Trust once the Asda Foundation photo has been completed. Pending Asda Foundation Report 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 (before December). In Progress
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6. Members' Questions

No members questions received.

7. AOCB

- Information forwarded to Lisa M regarding some pupil issues with access to school laptops.
- Alex asked the Parent Council members to see if their mortgage or bank provider offered a free community banking account without services charges with the aim of becoming the Treasurer with an account that does not have any charges.

8. Actions Arising from the Meeting

Name	Action
Lisa	<ol style="list-style-type: none"> 1. In the new term, ask the Pupil Council on desired gifts for 'in it to win it'. 2. To ensure Daryl sends back the relevant information so that the Asda Foundation report can be created and submitted
Alex	<ol style="list-style-type: none"> 1. Contact Daryl to spend additional money on Duke of Edinburgh kit. 2. Contact Jean to have a picture for the Asda Foundation Grant with the newly purchased Duke of Edinburgh kit.
Leona	<ol style="list-style-type: none"> 1. Complete and submit the Asda Foundation Report. 2. Submit funding application to the Robertson Trust. 3. Investigate companies who would like to fund the 'in it to win it' with the benefit of company advertising.
ALL	<ol style="list-style-type: none"> 1. Look at your own banking / mortgage and investigate whether a free community bank account can be set up. Thereafter, take on the role of Treasurer to support funding applications. This role does not require a lot of commitment but the impact of having a Treasurer within the Parent Council, and an associated free bank account is massive.

9. Date and time of next meeting – Monday 12th January 2026 at 6pm online.