

**Viewforth High School
Parent Council Meeting Minutes
26th January 2026**

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Jennifer Fenelon, Kirsty Hannigan (Vice-Chair), Claire Dingwall, Shona Rose, Erika Cragg
2. **Apologies** – Fiona Davison (Treasurer), Lara Smith
3. **Minutes of previous meeting** – were approved offline on 10th December 2025.
4. **Head Teacher's Report** – Lisa M

Staffing:

- Maths – Currently unable to appoint a maths specialist. As a result of this, an advert has been placed for a primary specialist. The primary specialist will focus on BGE to enable the specialist maths teachers to teach the senior phase.

Course Choice:

- S2, S4 and S5 pupils will be choosing their subjects for the next academic year. Martin Darling is taking the lead on course choices. Prior to Christmas, all young people in S2, S4 and S5 completed a mock course choice. This has provided an indication of uptake in potential subjects. The focus is on assertive coursing – this looks at what subjects the young person is good at and where they will be most successful.
- Information for parents on course choices are available on the school website. There will be a voiced PowerPoint so that all parents can understand the process and video information on the subjects that are available - <https://viewforthhighschool.co.uk/wp-content/uploads/2026/01/Viewforth-High-School-Course-Choice-Video-Sheet-2026-27-3.pdf>
- This year young people will be recommended subjects to study. These recommendations will be based on the young person's potential, pre-Christmas choices, potential career path after school and where the young person excels.

Parents Evening:

- S2 parents evening will take place on Wednesday 28th January. S2 parents are invited earlier to enable Martin Darling to talk about course choices. This will also give parents the opportunity to ask any questions.

Fife Council Surveys:

- There are 3 surveys which will be live until the end of February:
 - Parentwise
 - Staffwise
 - Pupilwise

IPads:

- A hardware check was completed in the first week of term. There was evidence of some damage to iPads – mainly the screen protection being cracked. These iPads were taken back from the young people to prevent any further damage, and communication was sent home to parents – to request payment for the replacement screen protectors.
- In the merit / demerit system, there is now a failure to bring the iPad button. It is important to bring a fully charged iPad every day.

5. Ongoing Actions (Matters Arising)

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' – scheduled for between now and the summer.2. To ensure Daryl sends back the relevant information so that the Asda Foundation report can be created and submitted - completed
Alex	<ol style="list-style-type: none">1. Contact Daryl to spend additional money on Duke of Edinburgh kit. Daryl has sent the list. Alex to order.2. 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. Complete and submit the Asda Foundation Report - completed2. Submit funding application to the Robertson Trust – in progress3. Investigate companies who would like to fund the 'in it to win it' with the benefit of company advertising – in progress
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 – still to be completed

6. Members' Questions

1. Can we have an update on the girls football on a Tuesday night?

Lisa will investigate and come back with an update.

2. How can we ensure there is a good uptake at the iPad evening, completion of the ParentWise survey and reading the weekly newsletter?

Suggestions from Parent Council:

iPad Evening:

- Free tea / coffee
- Cakes from creative baking course
- Involving pupils in the iPad evening to come along with parents / carers

Newsletter:

- Pupil newsletter with key events included – if pupils are more involved then they may ask their parent/carer to read it
- Key top headings in email so that parents/carers want to view more information
- Trial different release days to see if that increases the readership
- Investigate paper copies of the newsletter

ParentWise

- QR code in school with senior pupil letting parents know about it – used during parent nights

3. When is study leave beginning?

At the time of writing the minutes it has been confirmed that the last day of school is Thursday 2nd April 2026 for seniors with study leave taking effect from then. Seniors who are returning to school will do so after the exams in June.

The S6 graduation ceremony will take place on Thursday 2nd April. Information will come out in due course.

Masterclass timetables for after the Easter break are currently being scheduled and information will be provided in the coming weeks.

7. AOCB

There is no other business to be discussed.

8. Actions Arising from the Meeting

Name	Action
Lisa	<ol style="list-style-type: none">1. Investigate Tuesday night girls football and provide an update.2. Trial different newsletter suggestions and see if there is an uptake in readership.
Alex	<ol style="list-style-type: none">1. Order Duke of Edinburgh kit and deliver to the school.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. Look at funding application to the Robertson Trust.2. 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 23rd March 2026 at 6pm online.