

Viewforth High School
Parent Council Meeting Minutes
15th June 2026

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Jennifer Fenelon, Claire Dingwall, Erika Cragg

2. **Apologies** – Fiona Davison (Treasurer)

3. **Minutes of previous meeting** – were approved offline on 8th June 2026

4. **School Building Extension – Lisa M**

- Discussed the planned extension to Viewforth which will commence in October 2026, subject to planning.
- This will increase the official school capacity to 750 pupils.
- Once the planning is approved, in the new school session (after August) an afternoon and early evening event will be held at the school to present the plans to the School Community.
- The school will also run events with the pupils to ensure they are informed of the proposed building work.

5. **Head Teacher's Report – Lisa M**

Staffing:

Currently fully staffed for the next school session. All pupils will be taught by a subject specialist.

Maths – is now fully staffed.

Robert Handy – New English Probationer.

Stuart Forsyth – New Modern Studies Teacher.

Chris Wilson – has been appointed Principal Guidance Teacher.

Shona McLennan – New member of the Business Education Department.

Emma Hand – our probationer is leaving Viewforth for another Fife school.

Emma Corfield – New member of Office Staff to support the Guidance team.

Viv Smith – is back in the Biology Department.

6. Ongoing Actions (Matters Arising)

Name	Action
Lisa	<ol style="list-style-type: none"> 1. Work with Alex about advertising the Parent Council to facilitate more members. P7 transition event is on Wednesday 17th June. Jennifer will assist. In-Progress
Alex	<ol style="list-style-type: none"> 1. Investigate how to set up Easy Fundraising. To be started. 2. Remove Lara from the WhatsApp group and Parent Council webpage. Completed 3. Work with Lisa about advertising the Parent Council to facilitate more members. P7 transition event is on Wednesday 17th June. Jennifer will assist. In-Progress
Jennifer Leona	<ol style="list-style-type: none"> 1. Attend P7 transition event on Wednesday 17th June. In-Progress 1. Look at funding application to the Robertson Trust. To be started. 2. Investigate companies who would like to fund the 'in it to win it' with the benefit of company advertising. To be started.
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. Agree to look for a new School Treasurer from the Parent Forum, to allow a new bank account to be setup where no banking charges are incurred.

7. Members' Questions

- No members questions.

8. AOCB

- Jennifer gave thanks to the Parent Council for its support over the past 8 years, as her youngest child has now left S6.
- Lisa and Alex gave thanks to Jennifer for her contributions and support to the Parent Council over the past 8 years.

9. Actions Arising from the Meeting

Name	Action
Lisa	<ol style="list-style-type: none"> 1. Work with Alex about advertising the Parent Council to facilitate more members. P7 transition event is on Wednesday 17th June. Jennifer will assist.
Alex	<ol style="list-style-type: none"> 1. Investigate how to set up Easy Fundraising. 2. Work with Lisa about advertising the Parent Council to facilitate more members. P7 transition event is on Wednesday 17th June. Jennifer will assist. 3. Prepare a short talk for the Assembly at the P7 transition event. 4. Write an article for the Summer Newsletter by Monday 22nd June.
Jennifer	<ol style="list-style-type: none"> 1. Attend P7 transition event on Wednesday 17th June.
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.

10. Date & time of next meeting – As agreed the next meetings of the Parent Council for School Session 2026/2027 will be discussed with Lisa M and then voted on by the Parent Council Members over the summer break.