

Viewforth High School
Parent Council Meeting Minutes
23rd March 2026

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Jennifer Fenelon, Kirsty Hannigan (Vice-Chair), Claire Dingwall
2. **Apologies** – Fiona Davison (Treasurer), Lara Smith, Erika Cragg, Shona Rose
3. **Minutes of previous meeting** – were approved offline on 23rd February 2026
4. **Head Teacher's Report – Lisa M**

6th Year Graduation:

6th year graduation takes place on Thursday 2nd April which is the last day of term. Invitations have been sent to parents/carers and tickets can be collected from the school office. This is limited to 2 per young person, however, there may be the possibility that additional tickets will be available.

Last Day of Term:

The last day of term – Thursday 2nd April will also be food bank collection day where everyone can dress down and bring an item in for the foodbank. However, S6 pupils should attend in full school uniform as graduation is also taking place. Junior pupils will lead the foodbank collection. All items collected will be tallied for the relevant house with each item brought will earn a house point.

Pupil Leadership:

The application for the role of prefect has closed and 15 applicants put themselves forward. This is a disappointing amount. The names of the 15 applicants have been shared with staff for them to provide feedback on the suitability of those young people for the role of prefect. Considering the low number of applications there is consideration that the opportunity will be opened to the current 3rd years who will be in 4th year for the session 2026/27.

Staffing:

Morgan Stokes – Office – has successfully secured another post within Fife Council. Interviews have taken place and the post has now been filled.

Pupil Support Assistance vacancy has now been filled. Derry Jean Halstead has been appointed.

Maths – In light of the current shortage, 2 BGE specialists have been appointment to teach maths within the junior school allowing maths teachers to focus on senior pupils.

Positive Destination:

Each year in February, the percentage of young people that left each school nationally, is published. This year 97.97% of Viewforth pupils are now in a positive destination – employment / further education / training. This is the highest percentage in the past 5 years and is above the virtual comparator.

5. Ongoing Actions (Matters Arising)

Name	Action
Lisa	<ol style="list-style-type: none">1. Investigate Tuesday night girls football and provide an update – completed.2. Trial different newsletter suggestions and see if there is an uptake in readership – no visible increase in readership. Current average 250-300 hits per week.
Alex	<ol style="list-style-type: none">1. Order Duke of Edinburgh kit and deliver to the school - completed.2. Contact Jean to have a picture for the Asda Foundation Grant with the newly purchased Duke of Edinburgh kit – ongoing.
Leona	<ol style="list-style-type: none">1. Look at funding application to the Robertson Trust - ongoing2. Investigate companies who would like to fund the ‘in it to win it’ with the benefit of company advertising - ongoing
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. To be discussed at June meeting.

6. Members’ Questions

- ALL - Shall we register VHS PC on Easy Fundraising? – Agreed it’s a good idea. Alex to investigate how to get set up.
- Are there still afternoon activities on a Friday? – Other than study support there is not. Active schools run Monday -Thursday.
- Is there still funding for Lunch on the Friday? – The canteen is still open on a Friday lunchtime. The hot lunch Friday is no longer taking place.

7. AOCB

- No official communication from the school has been provided regarding National 5 Maths also sitting Application of Maths exam.

Lisa has spoken to Scott Jamieson. A letter will be sent out to parents to ensure that they are aware that this is happening and if they have any concerns.

- Lara Smith has resigned from the Parent Council. Thank you to Lara for input received during your time with the Parent Council.

8. Actions Arising from the Meeting

Name	Action
Lisa	1. Work with Alex about advertising the Parent Council to facilitate more members. P7 transition event is on Wednesday 17 th June. Jennifer will assist.
Alex	1. Investigate how to set up Easy Fundraising. 2. Remove Lara from the WhatsApp group and Parent Council webpage. 3. Work with Lisa about advertising the Parent Council to facilitate more members. P7 transition event is on Wednesday 17 th June. Jennifer will assist.
Jennifer	1. Attend P7 transition event on Wednesday 17 th June.
Leona	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	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 & time of next meeting – Monday 15th June 2026 @ 6pm on Zoom.