

**Viewforth High School
Parent Council Meeting
5th September 2022
Minutes of AGM**

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), David Hay, Jennifer Fenelon, Mark Reid (Treasurer), Charlotte Overstone
2. **Apologies** – Ree Murray
3. **Minutes of Previous Meeting** - accepted as accurate and approved offline on the 27th June 2022.

4. **Ongoing Actions (Matters Arising)**

Name	Action
Alex	1. To work with Mark in identifying funding for picnic benches once the preferred type, number and cost have been provided. (On Hold – Lisa to get in touch with Space Strategies) 2. To update the constitution for the website. – Completed 27/06/2022 3. To update Parent Council members for the website. – Completed 18/08/2022 4. To liaise with Lisa on the dates for meetings in session 2022/23. – Completed – 27/06/2022
Lisa	1. In August 2022, to ask staff planning to run extracurricular activities if there are any areas that the Parent Council could apply for funding that would help. (See Head Teacher’s update for information – School Trips) 2. To liaise with Alex on the dates for meetings in session 2022/23 – Completed 27/06/2022
Mark	1. To continue to work in conjunction with Alex to see if there are any suitable funding opportunities that could be presented to the school. – Completed - ASDA Fund Grant for £744 obtained – August 2022 2. Review the Awards for All Government scheme as this could be a potential fundraising avenue.

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.

Agreed to keep work of the Parent Council as stated above.

- b. Approval of the previous meeting minutes
Approved offline on 27th June 2022.
- c. Review and approval of the previous year's balance sheet
The balance sheet is £0.
- d. An update of Members of the Parent Council Membership.
 - i. Initially Reviewed over the summer break.
 - ii. Members: Charlotte Overstone, Alex Tomlinson, David Hay, Jennifer Fenelon, Ree Murray.
 - iii. Associate Members: Lise Otoadese.
- e. The resignation of all Office Bearers.
Alex Tomlinson resigned as Chair and Mark Reid resigned as Treasurer.
- f. The election of all Office Bearer positions
Alex Tomlinson re-elected as chair for session 2022/2023. Proposed by Charlotte Overstone, Seconded by David Hay.

Mark Reid re-elected as Treasurer for session 2022/2023. Proposed by Alex Tomlinson, Seconded by Jennifer Fenelon.
- g. A review and update of the Constitution.
Version 2.3 of the Constitution was reviewed and accepted as still accurate.
- h. Agenda items of the Parent Council
No Questions were received.
- i. Any items submitted to the Parent Council by the Parent Forum
No items of AOCB were discussed.

6. Head Teacher's report – Lisa M

Return to school:

- Really positive start to term 1. The current school roll is 709 pupils.
- S1 pupils have settled in really well.
- School uniform across the school community is of a really good standard.
- A significant amount of school uniform has been purchased and issued to families where required.
- A whole range of extra-curricular clubs have started – sport, music, drama, film, sewing & textiles and an eco-club.
- The fully elected senior pupil leadership team is now in place.

Staffing:

New Staff:

- Scott Jamieson – Principal Teacher of Science and Technology.

- Leanne Campbell – Transition Teacher to support transition from P7 to S1 and to support learners in S1 – S3 who need additional help with literacy and numeracy.
- Claire Christie – Music Teacher
- 4 Probationer Teachers:
 - Rebecca Feeney – Spanish
 - Kirstin Gourlay – Biology
 - Monika Korabioswka – Geography and Modern Studies
 - Sarah Loudon – Craft, Design and Technology

SQA Results:

- There has been an increase in attainment following this year's SQA exams in the 9 key measures which are used nationally.
- A more detailed attainment report will be provided at the next Parent Council Meeting.

School Trips:

- School trips can now resume.
- There are a few being planned and more in the pipeline:
 - **Drama**
3rd year trip to the Sky Academy in Livingston.
Nat 5 and Higher pupils have 2 theatre trips planned that will support their coursework.
 - **English**
There is a large Advanced Higher English class this year. Their trip will be to the Bronte Parsonage Museum in Haworth.
 - **Geography**
Nat 5 and Higher pupils will have a field trip to Dynamic Earth in Edinburgh.
- A possible area to focus for funding would be to support school trips to ensure that there is no financial barrier to any young person going on a trip. Lisa to send Mark brief details of the currently planned trips so that he can identify possible funding matches.

Developing the Young Workforce

- There are 2 Developing the Young Workforce co-ordinators – Carrie Beesley and Joanne Stewart.
- Lisa would like to invite Carrie and Joanne along to the next Parent Council meeting on the 26th September so that they can present what they are involved in and discuss ways in which the Parent Council can support them.

7. Members Questions (raised in the meeting)

What is the situation on Computing Science within the curriculum? When will this be offered as part of the curriculum at Viewforth High School?

A decision has been taken to remove Computing Science from the curriculum as we have been unable to recruit a computing teacher. Unfortunately, the recruitment of

Computing teachers is challenging nationally as this is a shortage subject. Fife College are supporting Fife schools with the delivery of National 5 Computing Science. We had hoped that they would also be in a position to offer Higher Computing, however due to limitations of staffing, this has not been possible. This situation will be reviewed again for next session.

8. AOCB

Duke of Edinburgh – For pupils who have completed the 3 sections but not the expedition due to the covid restrictions over the past couple of years – what is the way forward?

Alistair Stewart is progressing this. Lisa will contact Alistair to get an update for pupils who have gone through the course previously but because of restrictions have not yet been able to complete their Bronze or Silver Award by taking part in the expedition.

9. Actions Arising from the Meeting

Name	Action
Lisa	<ol style="list-style-type: none"> 1. To get in touch with Space Strategies to see if progressing the benches through funding is required. 2. To email Mark with a summary of the proposed trips so that the appropriate grants can be obtained. 3. To email Alex with the email addresses of the Developing the Young Workforce Co-ordinators so that they can be invited to the next meeting. 4. To get in touch with Alistair Stewart about progressing the Duke of Edinburgh Award for pupils who have completed the sections but not yet been on an expedition and report back on the findings. 5. Create a more detailed SQA attainment report to be shared in the next meeting.
Alex	<ol style="list-style-type: none"> 1. Alex to invite Carrie Beesley and Joanne Stewart – Developing the Young Workforce Co-ordinators to the next meeting on the 26th September. 2. To work with Mark in obtaining appropriate grants for the upcoming school trips.
Mark	<ol style="list-style-type: none"> 1. Once information has been sent through from Lisa about the upcoming trips – work with Alex in identifying possible grants to secure funding to assist with the proposed trips.

10. Date & time of next meeting

The next meeting is scheduled on Zoom on Monday 26th September 2022 at 6:30pm.

**Viewforth High School
Parent Council Meeting
26th September 2022**

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Jennifer Fenelon, David Hay, Charlotte Overstone, Ree Murray, Carrie Beesley & Joanne Stewart (Developing the Young Workforce)
2. **Apologies** – There were no apologies.
3. **Minutes of previous meeting** – Approved offline on 18th September 2022.
4. **Presentation on Developing the Young Workforce – Carrie Beesley & Joanne Stewart**

What is Developing the Young Workforce (DYW)?

- Each school across Scotland is funded by the Scottish Government in relation to Developing the Young Workforce.
- There are 2 co-ordinators within Viewforth High School – Carrie Beesley who is the Principal Teacher of Guidance and Joanne Stewart who is a Maths Teacher.
- Work with DYW Fife which is an employer led regional group set up to build local connections between business and education. This helps to facilitate opportunities for pupils at Viewforth into the world of work.

Roles as Co-ordinators:

- Working collaboratively with both national and local businesses across a broad range of sectors to develop and deliver mentoring, career stations, skills development, CV support, work placements, site visits and apprenticeships.
- It is part of the role to review and further develop the processes that are currently in place to support the young people to transition into a sustained positive destination.
- Joanne is looking mainly at department links:
 - Within the school there are lots of different subject departments.
 - Work with a DYW link within each of the departments to ensure that there are career focussed events which are suitable for that specific department.
 - The focus starts in 1st year all the way through to 6th year.
- Carrie is also looking at getting local businesses to offer work placements for the young people so that they can go out and benefit from rich work-based learning.
- Looking at creating a skills framework which can be embedded throughout the curriculum.

Upcoming Events:

- Working collaboratively with all the schools in Kirkcaldy to put on a careers fair.
- The event will be held at Kirkcaldy High School on the 29th November 2022 between 2pm and 6.30pm.
- Between 7th – 11th November 2022 Skills Development Scotland are launching their very first Employability Week:
 - Looking at getting every department within the school to engage with at least one business / employer to visit the school and chat / do a workshop within the classroom.
- Working with SKY who provide work experience opportunities. This will be a three-day work experience opportunity looking at interview skills, problem solving and creativity.
- SKY are currently working on delivering a workshop for S1 – S3 pupils.

Social Media Platform:

- Looking at the best ways to disseminate all the information to students – through Guidance, Teams, Facebook and Twitter.
- Looking at the best way to get the information out to the parents so that they can work collaboratively with the students so they are able to take on the different opportunities that would benefit them.
- Looking at opportunities to work with the Parent Council – partners / industries / workshop opportunities / presentation evening to parents.
- Presentation / posters / leaflets available on Parents Evenings on both the Parent Council and the DYW to raise awareness.

5. Ongoing Actions (Matters Arising)

Name	Action
Lisa	<p>6. To get in touch with Space Strategies to see if progressing the benches through funding is required. Ongoing Contact Deborah Davidson (Education Manager). Deborah has taken it back to Fife Council to check the status with Space Strategies.</p> <p>7. To email Mark with a summary of the proposed trips so that the appropriate grants can be obtained. Completed – 17/09/22</p> <p>8. To email Alex with the email addresses of the Developing the Young Workforce Co-ordinators so that they can be invited to the next meeting. Completed – 07/09/22</p> <p>9. To get in touch with Alistair Stewart about progressing the Duke of Edinburgh Award for pupils who have completed the sections but not yet been on an expedition and report back on the findings. Completed The intention is that all young people who have started their Duke of Edinburgh will be supported to the completion of that</p>

	level, which includes the expedition. Alistair will be working with Lieutenant Emma Adams to facilitate this. 10. Create a more detailed SQA attainment report to be shared in the next meeting. Completed
Alex	3. Alex to invite Carrie Beesley and Joanne Stewart – Developing the Young Workforce Co-ordinators to the next meeting on the 26 th September. Completed – 18/09/22 4. To work with Mark in obtaining appropriate grants for the upcoming school trips. (See Any other Business)
Mark	2. Once information has been sent through from Lisa about the upcoming trips – work with Alex in identifying possible grants to secure funding to assist with the proposed trips. In Progress

6. Head Teacher's Report – Lisa M

Attainment Report 2021 / 2022

- All schools in Fife have had an authority attainment review. All members of the Senior Leadership team met with Deborah Davidson (Education Manager) and Ryan Hepburn (Quality Improvement Officer) – presented the data which included areas of strengths, areas which required further development and future plans.
- S4 Attainment – 5 or more National 3 qualifications:
 - The trend over the past 5 years has gradually increased and in 2021/22 there was a sharp increase in this area of attainment. The attainment levels at Viewforth exceed the virtual comparator in session 2021/22. The virtual comparator covers the whole of Scotland.
- S4 Attainment – 5 or more National 4 qualifications:
 - The trend is on an upwards trajectory and the gap between Viewforth and the virtual comparator is narrowing.
- S4 Attainment – 5 or more National 5 qualifications:
 - The trend is on a downwards trajectory over the past 2 years but in 2022 the figure is still higher than in 2018 & 2019. The virtual comparator gap has slightly widened. There are a number of factors which have contributed to this:
 - High levels of anxiety;
 - Due to covid this was this first year exams have taken place for a number of years and as such this year group had not seen other years taking part in external examinations.
 - Review of curriculum required as pupils are only presented for 6 subjects at National 5 which is a disadvantage compared to schools offering 7 which provides more flexibility for gaining 5 or more National 5s.

- Almost all schools across Fife have dropped at this measure.
- S5 Attainment – 1 or more National 6 qualification:
 - There is a slight downward trend from 2020 and 2021, however, the school is doing better than the virtual comparator which saw a larger downward trend.
- S5 Attainment – 3 or more National 6 qualifications:
 - There is an upward trend from 2020 and 2021 and Viewforth has overtaken the virtual comparator which is on a downward trend.
- S5 Attainment – 5 National 6 qualifications:
 - From 2020 there has been an upward trend in pupils at Viewforth achieving 5 Highers which has now just surpassed the virtual comparator. The virtual comparator is on a downward trend.
- SQA S4 Literacy:
 - At level 3 within the last 4 years there has been a steady increase in attainment with 2022 being the highest attainment level to date and only marginally behind the virtual comparator.
 - At level 4 there was a small dip in 2021, however, attainment has increased in 2022 and only a little behind the virtual comparator.
 - At level 5 the attainment has remained constant, however, there is the concern that it is significantly lower than the virtual comparator compared to level 3 and level 4.
- SQA S4 Numeracy:
 - At level 3 within the last 4 years there has been a steady increase in attainment, dipping only slightly in 2022 however, has remained above the virtual comparator at this level.
 - At level 4 within the last 4 years there has been a steady increase, dipping only slightly in 2022. Again, the attainment levels exceed the virtual comparator quite significantly.
 - At level 5 attainment has increased from 2019. Whilst in 2019 and 2020 attainment was behind the virtual comparator, in both 2021 and 2022 attainment now exceeds the virtual comparator. However, the virtual comparator is also on an upward trend since 2021.

7. Member's Questions

- Computing National 5 and Higher Provision for Session 2023/2024. Whom can the Parent Council approach at the next level above the school to ensure this is addressed?
 - There will be a meeting on 5th October to discuss the provisions for 2023/24 school-college partnership and computing will be discussed within the meeting. Lisa will feedback the findings from the meeting at the next Parent Council meeting.

8. AOCB

- Funding Applications and Grant Monitoring.
 - Mark has identified 3 Applications for Educational Trips.
 - Resources – Who has time, Parent Forum, Volunteer.
 - Grant Page Monitoring.
 - Shared Document / communications tools.

Alex, Charlotte and Ree will complete the 3 applications. Ree and Charlotte will fill out the paperwork and send to Alex to submit. Alex will look at a document sharing repository for the purposes of the grant applications.

9. Actions Arising from the Meeting

Name	Action
All	1. Everyone to think of ways in which the Parent Council can support the work of the DYW. Does anyone have contacts within the industry they work in that could come into school and run a workshop / do a presentation? Email Alex with any relevant information so that this can be taken back to the DYW coordinators for consideration.
Alex	1. To work with Mark in identifying funding for picnic benches once the preferred type, number and cost have been provided. (On Hold until November) . 2. To distribute grant application information to Charlotte and Ree to complete. 3. To complete the 3 rd grant application. 4. Submit the 3 grant applications when completed. 5. To investigate and set up a document sharing repository for the team for the purposes of sharing documents / grant applications. 6. To create a leaflet about the Parent Council to be distributed at the upcoming Parents Evenings with the possibility of this being distributed to each parent on entering the school to raise awareness of the Parent Council.
Lisa	1. To report back the findings from the school-college meeting in relation to the provision for Computing in session 2023/24 at National 5 and Higher level. 2. Report back on the position of the benches once Deborah Davidson (Education Manager) has spoken to Space Strategies.
Charlotte	1. Complete the paperwork for 1 grant application and send through to Alex for submission.

Ree	1. Complete the paperwork for 1 grant application and send through to Alex for submission.
Mark	1. To provide information on the 3 grants and support the submission of them once complete by Charlotte, Ree and Alex.

10. Date & time of next meeting – 7th November 2022 at 6:30pm on Zoom.

**Viewforth High School
Parent Council Meeting
7th November 2022**

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Jennifer Fenelon, David Hay, Mark Reid (Treasurer)
2. **Apologies** – Charlotte Overstone, Ree Murray
3. **Minutes of previous meeting** – Approved Offline on 3rd October 2022.
4. **Ongoing Actions (Matters Arising)**

Name	Action
All	1. Everyone to think of ways in which the Parent Council can support the work of the DYW. Does anyone have contacts within the industry they work in that could come into school and run a workshop / do a presentation? Email Alex with any relevant information so that this can be taken back to the DYW coordinators for consideration. (As everyone works in the Public Sector this is more difficult, however, the action will be kept live in case anyone comes up with anything).
Alex	1. To work with Mark in identifying funding for picnic benches once the preferred type, number and cost have been provided. (On Hold until November). 2. To distribute grant application information to Charlotte and Ree to complete. (Completed on 25th October) 3. To complete the 3 rd grant application. (Awaiting Euan Connelly) 4. Submit the 3 grant applications when completed. (On Hold) 5. To investigate and set up a document sharing repository for the team for the purposes of sharing documents / grant applications. (Investigated 24th October – as a small organisation we do not qualify for any discount or free usage and even charities only get the first year free – it was working out at \$4 per user per month – which gets expensive) 6. To create a leaflet about the Parent Council to be distributed at the upcoming Parents Evenings with the possibility of this being distributed to each parent on entering the school to raise awareness of the Parent Council. (Complete 4th October and provided to School)
Lisa	1. To report back the findings from the school-college meeting in relation to the provision for Computing in session 2023/24 at National 5 and Higher level. (Lisa Moore and June Greig met with Lynn Ralph who is in charge of the school / college partnership. Higher Computing didn't run this session due to a lower-than-expected uptake for the

	<p>course. National 5 is running this session. Next session both courses will be offered).</p> <p>2. Report back on the position of the benches once Deborah Davidson (Education Manager) has spoken to Space Strategies. (There has been no feedback from Space Strategies. As a result, progression through Parent Council funding should be explored).</p>
Charlotte	1. Complete the paperwork for 1 grant application and send through to Alex for submission.
Ree	1. Complete the paperwork for 1 grant application and send through to Alex for submission.
Mark	1. To provide information on the 3 grants and support the submission of them once complete by Charlotte, Ree and Alex.

5. Head Teacher's report – Lisa M

• Staffing Update:

- Rebecca Dillon is moving to teach English in the UAE.
- Ellenor Waddel is moving to teach music at Madras College.
- Katie McMillan will be returning to Viewforth to teach PE.
- David Dow will be moving to Viewforth to teach Business.
- Angela Wilson will be taking on a permanent Pupil Support role within Viewforth.
- Kelly Wallace will become a permanent Pupil Support Assistant in Viewforth.
- A further 2 temporary Pupil Support Assistants have been appointed:
 - Georgia Riggins
 - Lisa Robertson
- Mrs Zia, Modern Languages has returned from Maternity leave.

• Parents' Evening:

- The uptake across the two senior parents' evenings was 57%.
- The uptake was higher this year than the online parents' evening last year which was just below 50%.

• DYW:

- This week is Careers week and a number of events have been highlighted in the weekly newsletter. A number of visits will be taking place, including:
 - RAF
 - SFA
 - Alex Mason - SAS Rogue Heroes
 - Leon Anderson – Artist
 - Police Scotland
 - Jack McKenzie - Composer

6. Members Questions – none received

7. AOCB

- Flyer Update – Parent Attendance at Parents Evening.

- 57% attendance at Parents Evening. It is recommended that members from the Parent Council have a table at the S1 Parents Evening to promote new members joining.
- Are teachers using Satchel One as the preferred method as some teachers still seem to be using Teams?
 - Movement is towards Satchel One. Some departments are taking longer to transfer over from Teams. Lisa will take this feedback and check to ensure all departments are moving to Satchel One for homework assignments.

8. Actions Arising from the Meeting

Name	Action
All	1. Everyone to think of ways in which the Parent Council can support the work of the DYW. Does anyone have contacts within the industry they work in that could come into school and run a workshop / do a presentation? Email Alex with any relevant information so that this can be taken back to the DYW coordinators for consideration. This is being kept as an ongoing action in case anyone comes up with anything helpful.
Alex	1. To work with Mark in identifying funding for picnic benches once the preferred type, number and cost have been provided. 2. To submit the 3 rd grant application once approval has come through from Euan. 3. Submit the other 2 grant applications when completed by Ree and Charlotte. 4. To email the Parent Council to see who is available on 8 th December to show a presence at the 1 st Year parents night.
Lisa	1. To email Alex with the preferred type, number and estimated cost for benches so that appropriate funding can be sourced. 2. To ensure all departments are progressing to using Satchel One for Homework assignments.
Charlotte	1. Complete the paperwork for 1 grant application and send through to Alex for submission.
Ree	1. Complete the paperwork for 1 grant application and send through to Alex for submission.
Mark	1. To support the submission of the Grant Applications once completed by Charlotte, Ree and Alex.

9. Date & time of next meeting – 5th December 2022 at 6:30pm on Zoom.

**Viewforth High School
Parent Council Meeting
5th December 2022**

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Jack Wilson (DHT)
Jennifer Fenelon, David Hay
2. **Apologies** – Charlotte Overstone, Ree Murray, Mark Reid (Treasurer)
3. **Minutes of previous meeting** – Approved Offline on 20th November 2022.
4. **Treasurer Update** – Nothing to report.
5. **Anti-Bullying Policy Presentation by Jack Wilson (DHT)**

What is Bullying?

- For the purposes of this policy we define bullying as behaviour, which may or may not be deliberate, by one person or a group, which upsets, hurts, harms or injures another, impacting directly on their quality of life.
- Bullying may take many forms, including verbal, physical and social behaviour, and increasingly it may involve the use of technology, such as mobile phones or computers.
- It is likely to be associated with a power difference between those who bully and those who are bullied, to lead to hurt, fear and anxiety, and is often the result of a difference, perceived or real. **(Anti-Bullying Policy 2018, Fife Council)**
- This behaviour can include:
 - Being called names, teased, put down or threatened (face to face and/or online)
 - Being hit, tripped, pushed or kicked
 - Having belongings taken or damaged
 - Being ignored, left out or having rumours spread about you (face to face and/or online)
 - Sending abusive messages, pictures or images on social media, online gaming platforms or phone
 - Behaviour which makes people feel like they are not in control of themselves or their lives (face to face and/or online)
 - Being targeted because of who you are or who you are perceived to be (face to face and/or online)

When is it not Bullying?

- It is important for children and young people to discuss how they feel and help them develop resilience to manage their relationships. We know that children and young people will fall out and disagree with each other as they form and build relationships.

- This is a normal part of growing up and most children and young people have the ability to bounce back from this type of behaviour.
(Respect for All 2017, Scottish Government)

Preventative Steps:

Education

- Our Personal and Social Education curriculum addresses bullying directly, however, we also cover a range of linked issues including relationships, safe internet use and keeping yourself safe.
- Our positive relationships policy is based around building respect and supporting young people to recognise the consequences of their actions.
- Our Religious and Moral Education curriculum covers diversity in a wide range of areas including gender, sexuality, culture and religion.
- Our social subjects curriculum covers History, Current Affairs and World Issues from different race groups, cultures and socio-economic statuses.

Mentors through Violence Prevention

- This is a scheme in school led by senior pupils delivering lessons to educate young people about the impact they can have on preventing violence, abuse and mistreatment of others.

Strategy

- We will analyse the bullying incidents reported to us and identify next steps to improve prevention work.

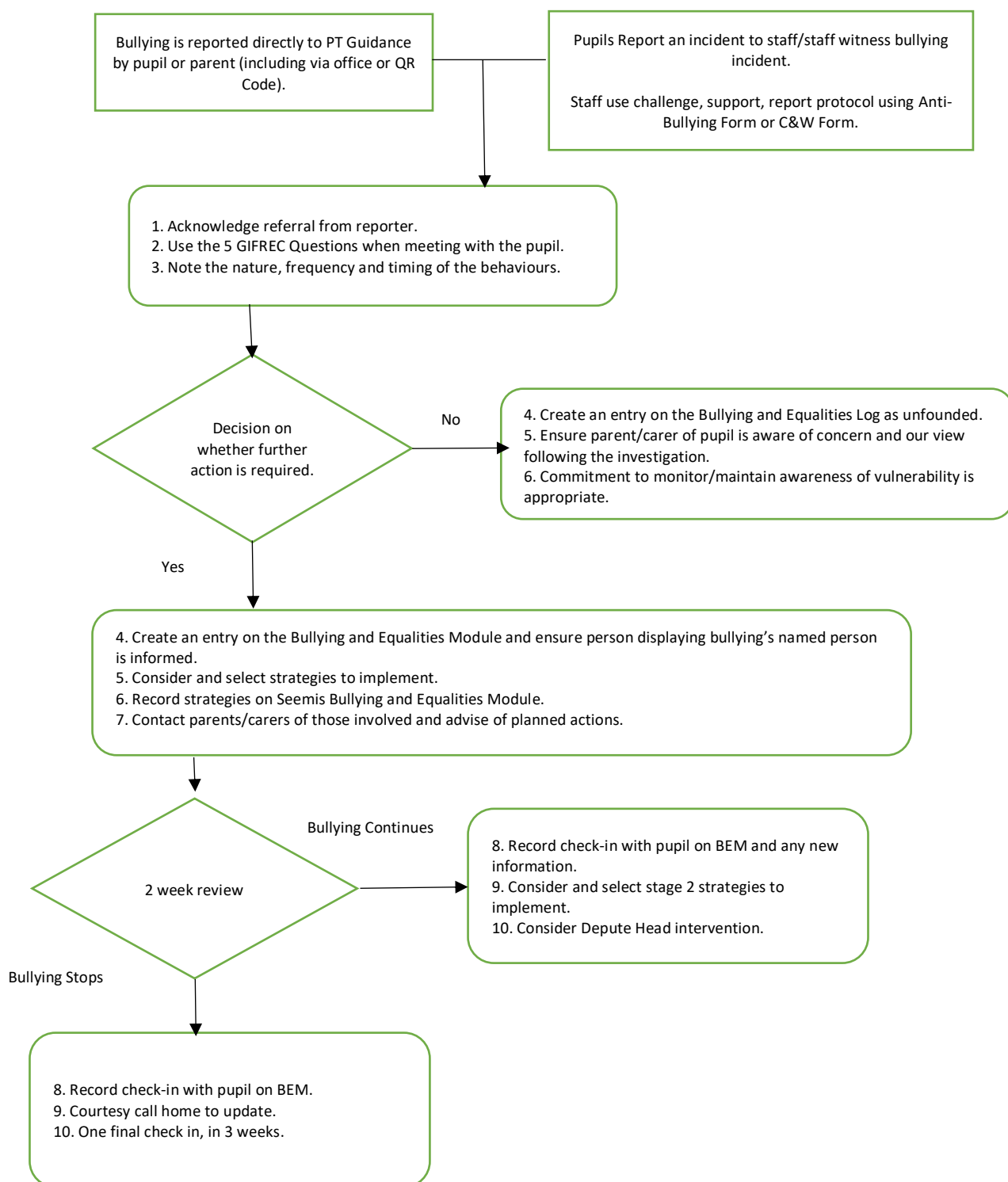
Safe Spaces

- Young people have the opportunities to do things with their friends and build relationships in a safe way – extra curricular activities.

Responsive Steps

- We will build relationships across the school so that they have an adult in the school they feel they can **trust**.
- We will **listen** to the person experiencing the bullying.
- We will remind them that bullying is never acceptable, and we will not tolerate it at Viewforth High School.
- We will ask them how they feel. Impact on individuals varies.
- We will identify the support **they** need.
- Keep them **involved** and up to date.
- **Report** all bullying in our Central System.
- **Follow-up** with both parties including parents/carers.

What process do our staff follow when dealing with bullying?



6. Ongoing Actions (Matters Arising)

Name	Action
All	1. Everyone to think of ways in which the Parent Council can support the work of the DYW. Does anyone have contacts within the industry they work in that could come into school and run a workshop / do a presentation? Email Alex with any relevant information so that this can be taken back to the DYW coordinators for consideration. This is being kept as an ongoing action in case anyone comes up with anything helpful. (Completed)
Alex	1. To work with Mark in identifying funding for picnic benches once the preferred type, number and cost have been provided. (Lisa to provide information in January). 2. To submit the 3 rd grant application once approval has come through from Euan. (Grant has been submitted and awaiting decision). 3. Submit the other 2 grant applications when completed by Ree and Charlotte. (Ongoing) 4. To email the Parent Council to see who is available on 8 th December to show a presence at the 1 st Year parents night. (Parents evening has been changed to the 7th – as no one is available a flyer has been created and will be distributed).
Lisa	1. To email Alex with the preferred type, number and estimated cost for benches so that appropriate funding can be sourced. (On hold until January). 2. To ensure all departments are progressing to using Satchel One for Homework assignments. (Completed – a Satchel One stall will be set up at the S1 Parents night and the Principal Teachers of Curriculum have been reminded that Satchel One should be used).
Charlotte	1. Complete the paperwork for 1 grant application and send through to Alex for submission. (Ongoing)
Ree	1. Complete the paperwork for 1 grant application and send through to Alex for submission. (Ongoing)
Mark	1. To support the submission of the Grant Applications once completed by Charlotte, Ree and Alex. (Ongoing)

7. Head Teacher's report – Lisa M

Inspection:

- Inspection Questionnaires closed on Friday – at time of counting there were 88 returns.
- A number of parents ticked the box to meet with the Inspectors.
- Young people have been completing questionnaires in classes.
- The Inspection Team of 8 will arrive Monday lunchtime and leave Thursday lunchtime.
- There will be a range of activities:
 - Lesson visits;
 - Pupil focus groups;

- Partner focus groups;
- Parent focus groups;
- Staff focus groups;
- The focus is on learning, teaching and assessment and raising attainment and achievement.
- At the end of the inspection week there will be high level messages shared with the Head Teacher and the Senior Leadership Team.
- The report will be published in the New Year. The letter and gradings will be shared with parents and carers.

Prelims:

- June Greig has had a meeting with senior pupils about the upcoming Prelims.
- The Prelim Timetable has now been finalised and will be distributed.

Study Support:

- Study support is up and running, however, the attendance is low.
- The Prelim results last year were very important (SQA Appeals) and at this point it is unknown if 2023 Prelims will be used as evidence for appeals or not. Therefore, the Prelims are very important.

8. Members Questions – none received

9. AOCB

- Bus Route to Glenrothes Fife College Campus Update.
 - June Greig walked the route that would be required.
 - June Greig also looked into taxis.
 - There is no change – the young people will have to walk to the new bus stop. As this is a Stagecoach issue, the school have no authority to make changes.
- Parent Evening Flyer.
 - The flyer has been updated for the S1 parents evening. This includes 2 QR codes that will take parents directly to the email and web address of the Parent Council.

10. Actions Arising from the Meeting

Name	Action
Alex	1. To work with Mark in identifying funding for picnic benches once the preferred type, number and cost have been provided. 2. Submit the other 2 grant applications when completed by Ree and Charlotte. 3. To put a note in the diary to invite Jack Wilson to the final Parent Council meeting before the summer to update on the success of the Bullying Policy.

Lisa	1. To email Alex with the preferred type, number and estimated cost for benches so that appropriate funding can be sourced.
Charlotte	1. Complete the paperwork for 1 grant application and send through to Alex for submission.
Ree	1. Complete the paperwork for 1 grant application and send through to Alex for submission.
Mark	1. To support the submission of the Grant Applications once completed by Charlotte, Ree and Alex.

11. Date & time of next meeting – 23rd January 2023 at 6:30pm on Zoom.

**Viewforth High School
Parent Council Meeting
13th March 2023**

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Jennifer Fenelon, Mark Reid (Treasurer)
2. **Apologies** – Charlotte Overstone, David Hay, Laura Smith
3. **Welcome** –
 - a. Note that the meeting on 23rd January 2023 was cancelled.
 - b. Note that the meeting in May has been moved to 15th May 2023.
 - c. Education Scotland published the School Inspection report on 28th February 2023.
4. **Minutes of previous meeting** – Approved Offline on 9th January 2023.
5. **Treasurer Update** –
 - A balance sheet has been created and will be emailed to Alex to circulate to the Parent Council.
 - Green Token Scheme has been successful – awaiting update from Jean – Asda Foundation.
 - Wee Grant from the Robertson Trust was unsuccessful. Awaiting update from Ree and Charlotte about their applications.
 - Hold off on the benches as these may be included within the work with Space Strategies.
 - Look at funding for trips which are linked to the Curriculum. The cost of transport is very high and would benefit from being subsidised. Look at fundraising opportunities – eg. Hamper / raffles etc.
6. **Ongoing Actions (Matters Arising)**

Name	Action
Alex	1. To work with Mark in identifying funding for picnic benches once the preferred type, number and cost have been provided. (On Hold) 2. Submit the other 2 grant applications when completed by Ree and Charlotte. (In Progress) 3. To put a note in the diary to invite Jack Wilson to the final Parent Council meeting before the summer to update on the success of the Bullying Policy. (On Hold until 19th June Meeting)
Lisa	1. To email Alex with the preferred type, number and estimated cost for benches so that appropriate funding can be sourced. (On Hold)
Charlotte	1. Complete the paperwork for 1 grant application and send through to Alex for submission. (In Progress)

Ree	1. Complete the paperwork for 1 grant application and send through to Alex for submission. (In Progress)
Mark	1. To support the submission of the Grant Applications once completed by Charlotte, Ree and Alex. (In Progress)

7. Head Teacher's report – Lisa M

Staffing:

- Rebecca Buick, Biology is leaving to take up a new post at Balwearie High School.
- Fiona Donald, Drama is leaving to take up a new post at Levenmouth.
- Giles Brown, History is leaving to take up a new post at Craigroyston.
- Michelle Armstrong, Chemistry is leaving to take up a new post at Glenalmond College.
- Interviews have taken place for posts in History, Drama and Music.
 - Sophie Meek has been appointed History teacher and will start in April;
 - Carina Campbell-Welsh has been appointed Music teacher and will start in August;
 - The position of Drama teacher has not yet been filled.
 - Interviews will be taking place for a Biology Teacher.

SQA:

- The SQA diet begins next month (April).
- For pupils in S4 to S6 who are not sitting examinations, a series of engagement classes (to enhance qualifications / work experience placements) will be provided as they will not be eligible for study leave.
- The Study Leave diary will be distributed soon together with the Easter Study School Programme.

Positive Destinations:

- There has been an increase in positive destinations after school. Viewforth now has the highest percentage of positive destinations in the last 5 years up to 93.13% from 89.2%.

Education Scotland Inspection:

- The Inspection Report was published on the 28th February 2023.
- The focus of the Inspection was a short model inspection which focusses on two of the quality indicators –
 - Learning, Teaching and Assessment;
 - Raising Attainment and Achievement.
- The school was graded as Satisfactory for both of the quality indicators.
- The results will contribute to the School Improvement Plan.

8. Members Questions –

- The Parent Council has received an e-mail from John Wiltshire on the Pass level of Senior Computing Exams for session 2021/2022. Please can the Parent Council be provided with the same information but with pupil numbers rather than percentiles.
 - Numbers have been provided in an email.
 - It was agreed that the Head Teacher during future staffing updates will highlight if a teacher leaving the School is the only subject specialist.
 - Employment law states that a teacher is free to move after 4 weeks' notice.

Post Meeting Note: The figures provided by the school mirrored those provided by John Wiltshire who contacted the Parent Council.

The Parent Council notes that the School has completed all avenues available to it and that the issue raised by John regarding the Pass level of Senior Computing Exams requires to be addressed at higher levels. John is actively campaigning Fife Council, the SQA and Scottish Government MSPs and the Education Minister to seek improvements on how examination results are awarded when the only key subject specialist leaves a School at a critical point in an examination course.

The Parent Council will monitor John's progress in his goal to ensure that there is equality and fairness for Pupils when situations outside both their and the School's control occur.

9. AOCB

1. There are still inconsistencies of usage by departments in Satchel One. Can this be addressed so that parents / carers are able to support homework. It would also be of benefit if class test dates are posted together with the topic should a parent / carer wish to help with revision at home.

Lisa will get in touch with the departments to ensure consistent usage of Satchel One.

2. Whilst there is scheduling and advanced notice for prelims taking place in January, there is an increasing amount of prelims which are now taking place in March. However, as these are created at a department level, the departments are working independently and as a result a number of departments are having prelims on the same day one after the other. This will significantly impact the ability of the students to perform at their best.

Lisa - Multiple assessments in one day should not be happening. Lisa will discuss with the Principal Teachers to ensure that this is not repeated next March.

10. Actions Arising from the Meeting

Name	Action
Alex	<ol style="list-style-type: none"> 1. Look at possible funding opportunities for school trips. 2. To contact Ree and Charlotte to see how they are getting on with the funding applications. 3. To put a note in the diary to invite Jack Wilson to the final Parent Council meeting before the summer to update on the success of the Bullying Policy. 4. To contact Jean about the Asda Token Scheme. 5. Circulate the balance sheet to the Parent Council.
Lisa	<ol style="list-style-type: none"> 1. To request all departments use Satchel One to distribute homework and provide any details of upcoming class tests. 2. To speak to June Greig about the organisation of the 2nd prelims in March to ensure that there is a more structured exam timetable for 2024.
Charlotte	<ol style="list-style-type: none"> 1. Complete the paperwork for 1 grant application and send through to Alex for submission.
Ree	<ol style="list-style-type: none"> 1. Complete the paperwork for 1 grant application and send through to Alex for submission.
Mark	<ol style="list-style-type: none"> 1. To support the submission of the Grant Applications once completed by Charlotte and Ree and any other applications that are presented.

11. Date & time of next meeting – 15th May 2023 at 6:30pm on Zoom.

**Viewforth High School
Parent Council Meeting
15th May 2023**

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Mark Reid (Treasurer), David Hay, Lara Smith
2. **Thank you & Apologies** – Thank you to both Charlotte Overstone and David Hay who will be leaving the Parent Council at the end of this term. We thank them for their contributions over the years and wish them and their families well for the future.

Apologies from - Charlotte Overstone, Jennifer Fenelon and Ree Murray

3. **Minutes of previous meeting** – The March Meeting Minutes were approved Offline on 19th April 2023.
4. **Treasurer Update**
 - Balance sheet has been circulated around the members of the Parent Council.
 - Green Token Scheme – Between the meeting on 15th May and typing up the meeting minutes, the Parent Council are pleased to announce that Viewforth High School came first in the green token scheme and will receive the funding in due course to support the Food Bank.
 - Awaiting information from Euan Connelly regarding the summer programme so that appropriate funding can be obtained.
 - Look at areas of funding for the summer programme – possibilities include – Nisa Making a Difference Locally.

5. **Ongoing Actions (Matters Arising)**

Name	Action
Alex	1. Look at possible funding opportunities for school trips. (to be discussed in Members Questions) 2. To contact Ree and Charlotte to see how they are getting on with the funding applications. (Completed – Removed actions as we need funding to be focused after failure of 2 applications) 3. To put a note in the diary to invite Jack Wilson to the final Parent Council meeting before the summer to update on the success of the Anti-Bullying Policy. (On hold - until next meeting) 4. To contact Jean about the Asda Token Scheme. (Completed – Jean has confirmed with the ASDA Foundation that the e-mail held is correct – expect update on the tokens in late May. The Parent Council would like to extend thanks to everyone who voted and put Viewforth in preliminary 1st place to receive £500.) 5. Circulate the balance sheet to the Parent Council. (Completed – Attached with this agenda)

Lisa	1. To request all departments use Satchel One to distribute homework and provide any details of upcoming class tests. (Completed at the Extended Leadership Team Meeting) 2. To speak to June Greig about the organisation of the 2 nd prelims in March to ensure that there is a more structured exam timetable for 2024. (If departments wish to run a second prelim in March – scheduling will be organised to ensure there are no clashes between the departments).
Charlotte	1. Complete the paperwork for 1 grant application and send through to Alex for submission.
Ree	1. Complete the paperwork for 1 grant application and send through to Alex for submission.
Mark	1. To support the submission of the Grant Applications once completed by Charlotte and Ree and any other applications that are presented.

6. Head Teacher's report – Lisa M

Staffing:

- Tracy Fuller, English, has moved to St Andrews High School to take up a promotion.
- Michelle Armstrong, Chemistry, has moved to Glenalmond College.
- PC Stewart Burnside leaves to embark on a new career.
- Carly Campbell (Community Police Officer for Kirkcaldy) will begin working with Viewforth High School.
- Lieutenant Emma Adams, Army Cadet Link Detachment Officer leaves to embark on a new career. As a result, the Linked Detachment at Viewforth High School is being retired. All Cadets who do not attend a Cadet group outside of school have been provided with information on a group that they can join.
- Mark Musil joins the Biology department.
- Lisa Robertson has been appointed as a permanent Pupil Support Officer.
- Sophie Meek has joined the History department.
- Hayley Low, Maths has now been appointed as the Principal Teacher of Maths.
- Monika Korabioswka, Geography is staying after her probation.
- Sarah Loudon, Craft, Design and Technology is staying after her probation.
- For next session Probationer Teachers have been requested in:
 - English
 - Biology
 - Chemistry
 - Home Economics
 - Drama

Guidance:

- At the moment, Guidance is constructed vertically which means that a Guidance teacher looks after a young person in a house group from S1 through to S6. From August, this will be moved to a horizontal structure. The rationale for the change is that it allows for an equitable focus between the young people in the junior phase and in the senior phase. The house system will continue to run, however, it will not be linked to Guidance. There will be three teams – S1 & S2, S3 & S4 and S5 & S6. This change will be communicated to parents in the coming weeks.

SQA:

- The second half of the exam diet is now underway and attendance to date has been very good.
- Masterclass sessions are continuing to be offered.
- Exam breakfasts are also being offered.

Outgoing S6:

- The S6 Graduation ceremony took place on the 21st April. This was very successful and the plan is to replicate this each year.
- S6 pupils are now looking forward to the annual staff v S6 softball competition.
- A BBQ will be held on the 1st of June.
- The prom will take place on the 2nd June.

Summer Programme:

- It will run for 4 weeks during the summer.
- There will be 3 target groups:
 - P7 enhanced transition pupils;
 - Vulnerable pupils;
 - Pupils who may be at risk of making poor choices around the community.
- Sessions include:
 - Visiting Fordell Firs;
 - Visiting Lochore Meadows;
 - Team Challenges;
 - Outdoor cooking.

7. Members Questions

- Funding way forward:
 - There is a requirement for targeted lists of activities a term in advance so that appropriate funding can be sourced. This is due to the time it takes from applying for funding to receiving the funds if successful.

8. AOCB

- Recruiting new Parent Council Members
 - School Survey
 - Know about the Parent Council
 - How to contact the Parent Council
 - What day of the week works best
 - What type of meeting in School / Online / Both.
 - A questionnaire will be created and sent to parents via GroupCall email to gauge interest and awareness in the Parent Council.
- Transition – P7 → S1 transitions will take place over 2 days, 15th and 16th June.
- Now the pandemic is over and things are returning to normal, transition events will begin from P5. Recently a group of S2 Sports Leaders created a potted sports day for P5 pupils. It enables younger pupils to become familiar with the building and staff before they transition.
- It is hoped that the transition programme can be expanded for next session so that over the course of the year, fun based visits take place in advance of the official transition days in June.

9. Actions Arising from the Meeting

Name	Action
Alex	<ol style="list-style-type: none">1. To invite Jack Wilson to the final Parent Council meeting before the summer to update on the success of the Anti-Bullying Policy.2. To write a set of questions to be sent to parents via GroupCall email on Parent Council interest and awareness.3. To contact Euan Connolly via email to get more information about the summer programme so that suitable funding can be sourced.4. To write a section for the summer newsletter (Deadline 16th June).5. To provide an updated member list of Parent Council members to the office so that the webpage can be updated over the summer.
Lara	<ol style="list-style-type: none">1. To provide Alex with a picture and information to be added to the Parent Council webpage.
Mark	<ol style="list-style-type: none">1. To support the submission of any funding applications once completed for the summer programme.

10. Date & time of next meeting – 19th June 2023 at 6.30pm on Zoom.

**Viewforth High School
Parent Council Meeting Minutes
19th June 2023**

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Jack Wilson (Depute Head Teacher), Jennifer Fenelon, Lara Smith, Kirsty Hannigan
2. **Apologies** – Mark Reid (Treasurer), Ree Murray
3. **Minutes of previous meeting** – The March Meeting Minutes were approved Offline on 28th May 2023.
4. **Treasurer Update**
 - Signature update and change of address form are in progress.
 - Asda Better Start Grant has been utilised for this year. Therefore, a funding application has been submitted to Fife Charities Trust to support the summer programme. Fife Charities Trust have confirmed receipt and a decision will be made in July.
5. **Anti-Bullying Policy – Progress Update – DHT Jack Wilson**

Jack attended the meeting to provide a follow up to the Anti-Bullying Policy that was presented in December 2022.

What are we seeing?

- Reasons for incidents:
 - Often “Not known” – therefore not around a specific motivation (e.g., sexual orientation) but instead out of general conflict.
- Nature of incidents:
 - Majority – “Name calling, teased, put down, threatened.”
- Almost all incidents within S1 and S2.
- We are seeing few repeats of pupils displaying bullying behaviour and few repeats of pupils experiencing bullying behaviour.

Areas for Development:

- When is it bullying / not bullying?
 - Perceptions can vary on the same incident (displaying pupil, experiencing pupil, staff, partner, parent).
 - However, this question affects recording more than it affects practice.
- Increasing recording of incidents in specific bullying module in SEEMiS.
- Ensuring follow-ups are completed in a timely fashion.

Next Steps:

- Engage with new Fife policy due before the holidays.
- Re-launch and reminder schedule for all staff around policy.
- Case-study review session around bullying by Guidance Staff.

- Review of Personal and Social Education (PSE) inputs on bullying and equalities.
- Raise profile of Equalities and Diversity work across the school:
 - In school improvement plan for next session.
 - Not just in PSE but across the curriculum.
- Opportunity to have community wide dialogue around this in vision and values work in Term 1.

6. Ongoing Actions (Matters Arising)

Name	Action
Alex	1. To invite Jack Wilson to the final Parent Council meeting before the summer to update on the success of the Anti-Bullying Policy. – Completed – 12th June. 2. To write a set of questions to be sent to parents via GroupCall email on Parent Council interest and awareness. Completed – 40 responses so far – hoping for more from the Summer Newsletter. https://forms.office.com/r/ECTcnuq7wr 3. To contact Euan Connelly via email to get more information about the summer programme so that suitable funding can be sourced – Too late for ASDA funding – Applied to Fife Charities Trust – awaiting response. 4. To write a section for the summer newsletter (Deadline 16 th June) – completed, including link to Survey. 5. To provide an updated member list of Parent Council members to the office so that the webpage can be updated over the summer. In progress - awaiting response from Lise.
Lara	1. To provide Alex with a picture and information to be added to the Parent Council webpage. – completed.
Mark	1. To support the submission of any funding applications once completed for the summer programme. – completed.

7. Head Teacher's report – Lisa Moore

Staffing – Leavers:

- At the end of the term June Greig (DHT) is retiring after 29 years at Viewforth.
- Alistair Stewart (DHT) is going on secondment for 23 months.
- Annez Giove (Business Education).
- Louise MacMorris (PTC of Drama, Modern Languages and English).
- Katy Devine (Home Economics) – maternity leave.
- Kirstin Gourlay (Biology probationer).
- Rebecca Feeney (Modern Languages probationer).
- Maggie Grant (temp music teacher).

Staffing – Joiners:

- 2 new Deputy Heads have been appointed:
 - Sarah McNamee (DHT to cover Alistair Stewart's secondment).
 - Stevie Kowbel (DHT Permanent).
- Debbie Gibson (PTC for Drama, Modern Languages and English).
- We are keeping 2 of our 4 probationers from this year on permanent contracts:
 - Monica Korabiowska – Geography.
 - Sarah Loudon – CDT and Craft & Design.
- Welcoming new probationers in:
 - Home Economics – Ceivagh Harvey.
 - Drama – Eilidh McLaughlin.
 - Chemistry – Leanne Crowe.
 - Biology – Sherilyn Taylor.
 - French / Spanish – Leila Smith.
- Also welcoming a new music teacher Carina Campell-Welsh.
- Rebecca Wright will be returning on a part time basis to the school office following maternity leave.
- Skills Development Scotland – Brian McKenna and Sally Koudie.
- The DAS department has grown and to reflect this we are in the process of appointing an additional part time teacher and 2 pupil support assistants.

Attendance:

- Improving pupil attendance at school is a key priority for both Viewforth and the Local Authority.
- The target from Fife Council has been set at 86.84%. Viewforth as a school is currently sitting at 85.6%. While this is not yet at the Local Authority target, it is constantly improving.

Achievement Awards:

- On Thursday 22nd June the Achievement Awards Ceremony will take place. Pupils were nominated by teachers under the categories of:
 - Endeavour, Effort & Engagement
 - Creativity & Innovation
 - Leadership & Responsibility

Exam Results:

- SQA results will be available on Tuesday 8th August.
- If any young person requires to be re-coursed or who wants to talk about their results, the school will be open on Wednesday 9th August between 9.30am and 12pm.

8. Members Questions

There were no members questions.

9. AOCB

There was no other business.

10. Actions Arising from the Meeting

Name	Action
Alex	<ol style="list-style-type: none">1. To send updated Parent Council web page content to the office so that it can be updated over the summer.2. Pick up the cheque from Asda, deposit it into the Parent Council bank account and then transfer the funds to the school for the Food Bank.3. Monitor the Fife Charities Trust application for the summer programme.4. Review survey responses to identify future meeting dates and whether they are on Zoom, in person or hybrid.
Lisa	<ol style="list-style-type: none">1. To send Alex the provisional school calendar so that when meeting dates are identified, they do not clash.
Mark	<ol style="list-style-type: none">1. To assist in the Asda cheque being transferred to the school bank account.
Kirsty	<ol style="list-style-type: none">1. To send Alex information to be added to the Parent Council webpage.

11. Date & time of next meeting – To be confirmed once the survey results have been reviewed.