Viewforth High School
Parent Council AGM Meeting Minutes
18th September 2023

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Jennifer Fenelon, Lara Smith, Mark Reid (Treasurer), Ree Murray

2. **Apologies** – Kirsty Hannigan

3. **Minutes of previous meeting** – The June Meeting Minutes were approved Offline on 10th September 2023.

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

Name	Action
Alex	1. To send updated Parent Council web page content to the office so that it can be updated over the summer. **Completed** 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. **Completed** 3. Monitor the Fife Charities Trust application for the summer programme. **Completed – Sadly not awarded and there was a miscommunication – confirmed on 13th September.** 4. Review survey responses to identify future meeting dates and whether they are on Zoom, in person or hybrid. **Completed – Only 40 responses were received by the end of the school session. A refreshed campaign happened in August – increasing responses to 122. See AOCB for discussion.**
Lisa	1. To send Alex the provisional school calendar so that when meeting dates are identified, they do not clash. **Completed – Provisional dates discussed are detailed in AOCB.**
Mark	1. To assist in the Asda cheque being transferred to the school bank account. **Completed – 28th June.**
Kirsty	1. To send Alex information to be added to the Parent Council webpage. **Completed – Information added to Parent Council web page.**

5. **AGM Items**
   a. Review of the work of the Parent Council – Approved by Members in the meeting
      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.
   b. Approval of the previous meeting minutes – Above.

c. Review and approval of the previous year's balance sheet

- £744 paid in from the ASDA Foundation and then the £744 was transferred out to the school to support the summer programme in 2022.

d. An update of Members of the Parent Council Membership.

i. This was completed at the end of last term and confirmed as:

1. Members: Alex Tomlinson, Jennifer Fenelon, Ree Murray, Kirsty Hannigan, Lara Smith.
2. Associate Members: Leona Tomlinson.
    a. Lise Otoadese has resigned as an Associate Member.
3. Treasurer: Mark Reid

e. The resignation of all Office Bearers – All Officer Bearers Resigned

f. The election of all Office Bearer positions

i. Chair – Alex Tomlinson was proposed by Jennifer Fenelon and Seconded by Lara Smith.

ii. Treasurer – All in favour of Mark Reid returning to complete the role of Treasurer.

Office Bearers for 2023/24:

Chair – Alex Tomlinson

Treasurer – Mark Reid

g. A review and update of the Constitution. – Version 2.3 – The Constitution was approved at the meeting.

h. Agenda items of the Parent Council – See Members Questions below.

i. Any items submitted to the Parent Council by the Parent Forum – See AOCB below.

6. Head Teacher's report – Lisa Moore

School Role, S1s and Uniform:

- The school role is currently 722 pupils.
- S1s have settled in very well.
- Pupils are continuing to wear school uniform and senior pupils are wearing their blazers.
- A significant amount of school uniform has been purchased which can be issued to families as and when required.

Extra-Curricular Activities:

- Extra-Curricular activities have been up and running this term.
- The uptake for activities is a little slower this year.
- It is hoped that as the weather changes, more young people will be involved in the clubs at lunchtime and after school.
- The Active Schools Co-ordinator presented at the S1 assembly. Afterwards the Basketball club had a better attendance. It is hoped more clubs will also have more pupils taking part.
- Pupils will be reminded about the clubs on offer should they wish to try some of them out.

Senior Pupil Leadership Team:

- The Senior Pupil Leadership team have been presenting at assemblies talking about Prefects and their role within the school. They all did a great job.
- Keen to get more young people presenting at assemblies.

Staffing (New):

5 Probationers have joined:

- Leanne Crowe – Chemistry
- Ceivagh Harvey – Home Economics
- Hayley McGloughlan – Drama
- Leila Smith – French and Spanish
- Sherry Taylor – Biology

- Yvonne Arnold – Enhanced Support Department
- Carina Campbell Welsh – Music
- 3 New Support Staff:
  - Rachael Barker (PSA) and Jennifer Orr (PSA Enhanced Support Department)
  - 2nd Attendance Co-ordinator – Cheryl Hamilton
- New Principal Teacher of Curriculum (Drama, English and Modern Languages) – Debbie Gibson
- 2 New Depute Head Teachers –
  - Stevie Kowbel (S1/S2, Fidra House and Learning, Teaching and Assessment)
  - Sarah McNamee (S3/4, MacGregor House and Curriculum / Raising Attainment)

Recruitment:

- There is currently a job advert for a full time French / Spanish teacher.
- There will be a job advert posted for a full time Business Education teacher.

Exam Results:

- A full analysis of results has been carried out.
  - There has been an increase in attainment in 5 of the 9 key measures this year.
  - There was a less positive result from S5 Highers this year, however, this was mirrored nationally.
  - A more detailed presentation around attainment will be provided in the next meeting.

School Trips:

- There are lots of exciting up and coming trips planned:
  - S6 – UCAS Convention at the Rothes Halls.
  - 2 trips from the Music Department going to see Wicked and Hamilton.
  - The History Department have a trip overseas to the Battlefields.

- Nat 5 Biology have a trip to the RSPB at Loch Leven to do their field work for their assessment.
- The PE Department have a trip to the World Indoor Athletics Championships for 3rd years.

Fife Festival of Music:

- The Fife Festival of Music will be running from 29th January – 9th February 2024. Entries will be either Solo or Group.

7. Members Questions

Lara Smith – Littering

- What are the measures that are in place for litter picking especially after lunchtime? There are huge amounts of litter outside the shop, on the grass area and in the street leading from the shop back to the school.

- The school works with Safer Communities to ensure the area is not littered. The school had asked Fife Council for more bins on the way from the shop towards the school. However, it was not deemed a requirement to have an additional bin installed.

- The focus in assemblies in the past few weeks have been talking about considering people in the local community, however, litter had not been the main focus.

- In future assemblies there will be a focus on litter to remind young people of their responsibilities in ensuring their litter is disposed of appropriately.

- Lisa will approach the Duke of Edinburgh class to see if they can do litter picks periodically. Perhaps this could be extended school wide for volunteers.

- The janitor team pick litter after break and lunch but this is only within the school grounds and not within the wider community area.

- Lisa will re-approach the Council about the installation of an additional bin to preserve the community area outside the school. There is a bin at the other approach area for pupils who are coming back from Stephens but not in the opposite direction.

- Letter to be written from the Parent Council to Safer Communities on the issues surrounding litter in the area out with the school grounds to see what can be done about it.

8. AOCB

Survey Results Top Level Summary : There were 122 responses:

- 105/122 knew a Parent Council exists.
- 67/122 do not know what the Parent Council does.
- 84/122 do not know how to contact the Parent Council.
- 95/122 do not know that the Parent Council have a dedicated area on the school website.
- 87/122 see the Parent Council meeting dates on the Headteachers weekly newsletter.
- 89/122 were not aware of the recent Asda Green Token scheme vote.
- More information about the Parent Council needs to be presented within the Headteachers weekly newsletter and on the school Facebook page.
- It was determined that Monday is still the best day for meetings.
- It was also determined that a Hybrid model of in person and Zoom means that more people would be able to attend meetings.

Proposed date and time and meeting type:

- Monday 30th October – Hybrid (Zoom & in school) @ 6pm
- Monday 4th December - Hybrid @ 6pm
- Monday 15th January - Hybrid @ 6pm
- Monday 11th March - Hybrid @ 6pm
- Monday 22nd April - Hybrid @ 6pm
- Monday 10th June - Hybrid @ 6pm

These dates were accepted and will be published in due course.

9. Actions Arising from the Meeting

Name	Action
Alex	1. Have the June minutes which have been approved uploaded on to the Parent Council webpage. 2. Remove Lise Otoadese from the Parent Council as she is no longer a parent at the school. 3. Send Lara Smith email addresses of contacts in Safer Communities re the litter situation for the letter from the Parent Council. 4. Invite the 3 Depute Heads to the Hybrid meeting on Monday 30th October. 5. Arrange to meet with IT to facilitate the Hybrid meeting that will take place on 30th October.

	6. Send Lisa a paragraph to be included in the Newsletter highlighting the Parent Council's new Hybrid structure of meetings.
Lisa	1. To approach the Duke of Edinburgh class and/or the wider school community to take part in periodic litter picks. 2. Focus an assembly on the litter issues within the school and the surrounding area with the impact it is having on the wider community. 3. Provide Alex with the Safer Communities contact details. 4. Re-approach the Council about the addition of a bin between the school and the local shop. 5. Create a detailed presentation around attainment for the next Parent Council meeting,
Lara	1. To draft a letter on behalf of the Parent Council to Safer Communities regarding the litter situation.
Leona	1. Have a look at possible funding opportunities to support pupils who would like to take part in the Fife Festival of Music due to there now being an entry fee involved.

10. Date & time of next meeting – Monday 30th October at 6pm. This will take place in person in the school and online on Zoom.

Viewforth High School
Parent Council EGM Meeting Minutes
30th October 2023

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Jack Wilson (Deputy Head Teacher) Sarah McNamee (Deputy Head Teacher), Stevie Kowbel (Deputy Head Teacher), Kirsty Hannigan, Mark Reid (Treasurer), Ree Murray

2. **Apologies** – Jennifer Fenelon, Lara Smith (proxy votes provided)

3. **Minutes of previous meeting** – The September Meeting Minutes were approved offline on 5th October 2023.

4. **EGM – Proposed Constitution Change**

   a. 5. The Parent Council has 3 Office Bearers, namely the Chair, Vice-Chair and the Treasurer.

   b. 6. The Parent Council will consist of a minimum of 4 members, with at least 2 being Office Bearer.

   c. F) The election of all Office Bearer positions. (Chair, Vice-Chair and Treasurer)

   d. 13. In the event that the Chair is not available for a meeting, the Vice-Chair will temporarily assume the responsibilities of the Chair as defined in this Constitution.

   e. Version 2.4 – For Approval by Parent Council Vote – 30th October 2023

   All above changes were approved by parent council vote.

5. **EGM – Election of Vice Chair Position**

   Kirsty Hannigan was proposed for the role of Vice-Chair by Alex Tomlinson and seconded by Ree Murray. Kirsty Hannigan is duly appointed the Viewforth High School Parent Council Vice-Chair. This will be updated on the website in due course.

6. **Treasurer Update**

   The Parent Council are currently applying to secure funds to assist with the Fife Festival of Music. The outcome of the application should be available within the next 10 weeks.

7. Deputy Head Teacher Introductions

Stevie Kowbel – S1/2 DHT – Improvement Priorities 2023/24

Year Head Responsibilities S1 & S2:

- Building relationships pupils & parent/carers
- Settling S1 pupils
- Preparing S2 pupils for subject choices in S3
- Creative approach to the support and engagement of hardest to reach.

P7 Transition:

- Enhance the transition programme
- Further develop curricular links – progression not coverage thus providing less gaps and reducing the repetition of work
- Ethos – 'One School' – From P1 links are forged between primary and high school.

Learning, Teaching & Assessment:

- Embed the VHS Learning Standard
- Pupil Voice – learning experience
- Identify areas for further development – link to staff CLPL
- OSIRIS – Teacher Intervention and Leadership of Learning Programmes

VHS – Skills Framework:

- Finalise framework
- Define the skills
- Embed the curriculum

Sarah McNamee – S3/4 DHT – Improvement Priorities 2023/24

- Senior Phase Curriculum planning
- Improvement in young people achieving at least 5 at Nat 3
- Increased opportunities in Wider Achievement
- More work experience opportunities
- Recognising achievement whole school

Jack Wilson – S5/6 DHT – Improvement Priorities 2023/24

Attendance:

- Working to improve attendance across the school and reduce the number of young people with less than 90% attendance

Positive Ethos Across the School:

- Continue to build on the revised positive relationships policy
- Work towards the achievement of the Rights Respecting School Award
- Continue to embed the Anti-Bullying Policy

Positive Destinations:

- Ensuring a minimum of 95% young people transition into a positive destination
- Continuing to develop the processes and supports in place alongside partners
- Working with planning and coursing

8. Head Teacher's report – Lisa Moore

Drop Off Area:

There have been continued issues with residents parking cars in the drop off area. This issue is exacerbated where cars are parking on the corner thus creating access issues especially for larger vehicles. Double yellow lines have now been approved for the area turning into the drop off area and the exit area. No date has yet been set but will be communicated to parents/carers when known.

Appeals:

SQA non-priority appeals will be communicated to the school on Tuesday 31st October. All PTCs will update pupils on whether their appeal has been successful.

Staffing:

- Lesley Ann Harrower joins as a French/Spanish teacher.

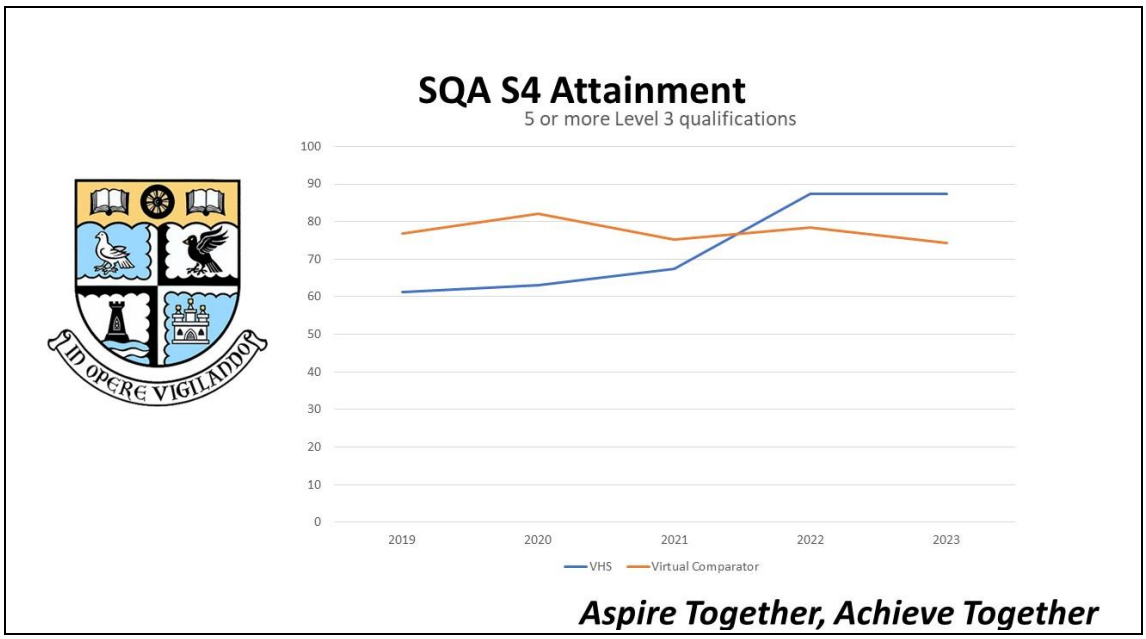
Drugs:

- A letter was shared to parents from NHS Fife in relation to talking to young people about drug use especially with the recent issues highlighted in the media.
- Police Scotland Guidance will be used within Guidance/PSE specifically within S4 and S6 to reiterate the issues around taking drugs

Attainment 2022/23:

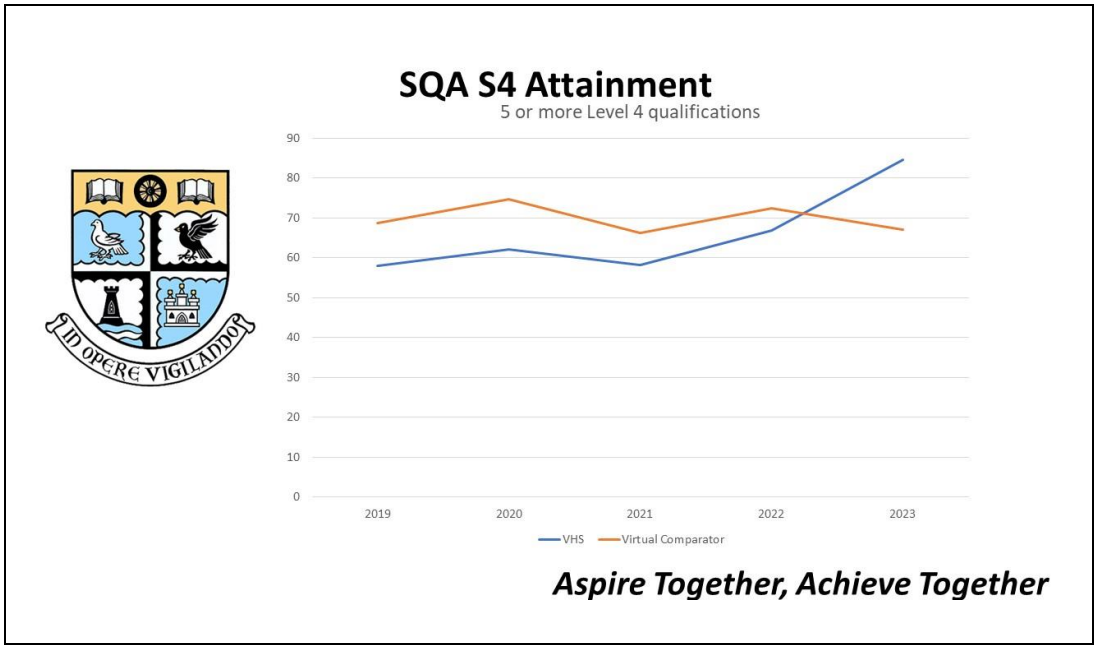
Following on from the SQA Examinations and courses throughout the academic session 2022/23, the following attainment statistics have been determined. The blue line within the graph is Viewforth High School statistics whilst the orange line is the Virtual Comparator statistics. The Virtual Comparator is data accumulated from several schools with similar demographics to that of Viewforth thus enabling to identify whether Viewforth is exceeding, the same or below that of similar schools.

S4 Attainment at Level 3:



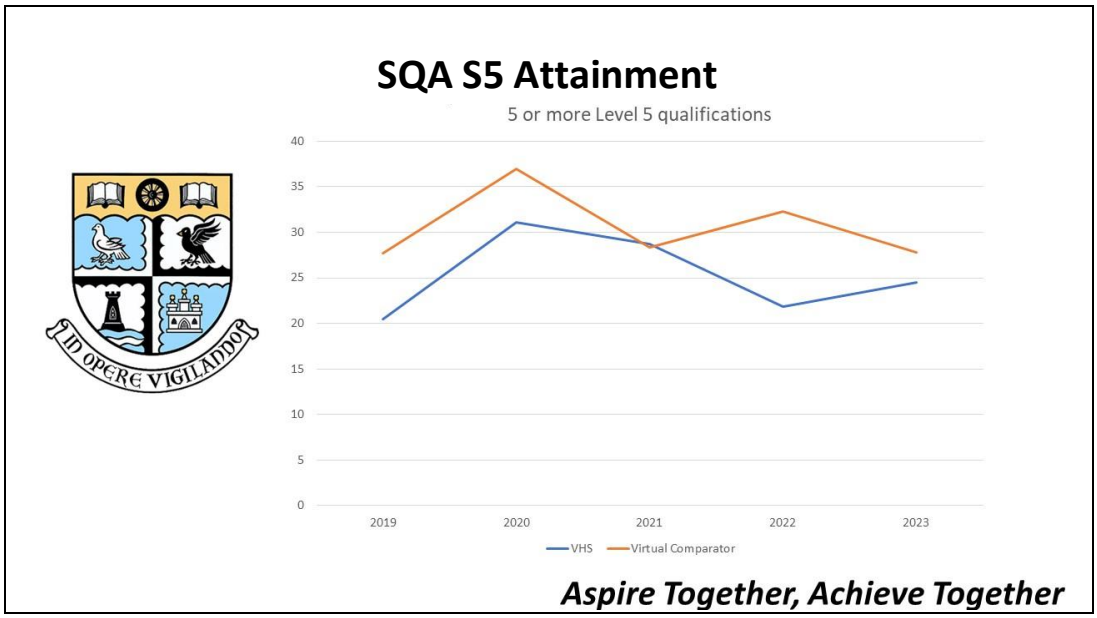
- Between 2022 and 2023 the attainment of 5 or more Level 3 qualifications in Viewforth has stayed the same whilst the Virtual Comparator has dropped slightly.
- Viewforth is ahead of the Virtual Comparator in this measure.

S4 Attainment at Level 4:



- Between 2022 and 2023 the attainment of 5 or more Level 4 qualifications has increased whilst the virtual comparator has dropped.
- Viewforth is ahead of the Virtual Comparator in this measure.

S4 Attainment at Level 5: (Nat 5)

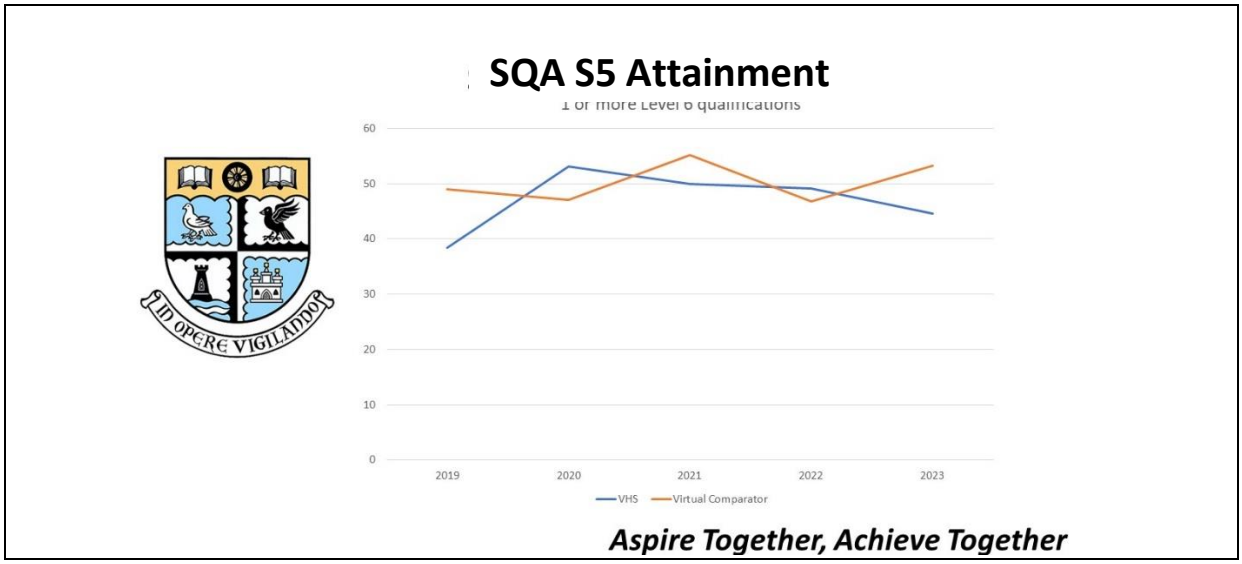


- Between 2022 and 2023 the attainment of 5 or more Level 5 qualifications has increased whilst the virtual comparator has decreased.
- Whilst the attainment is lower than 2020 and 2021, there were no external exams in these years. Therefore, looking at the data pre Covid in 2019,

Viewforth are on an upward curve of attainment. Additionally, there have been an increase in band A awards from 2022.

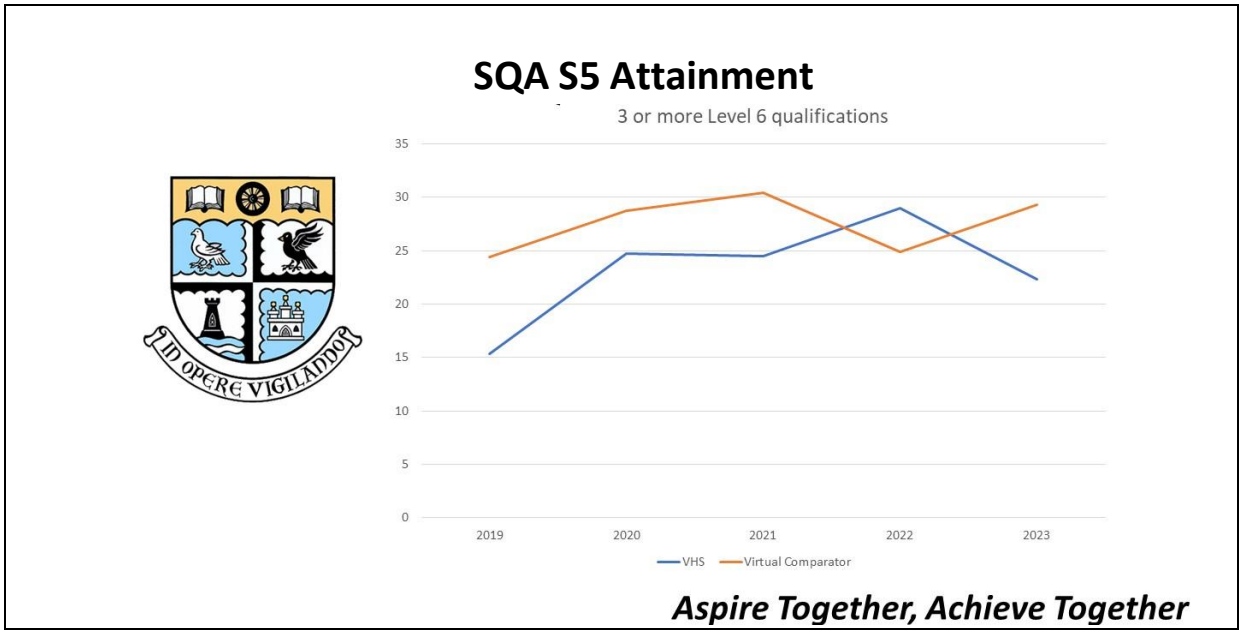
- Viewforth is below the Virtual Comparator in this measure.

S5 Attainment at Level 6 – 1 or more at Level 6: (Higher)



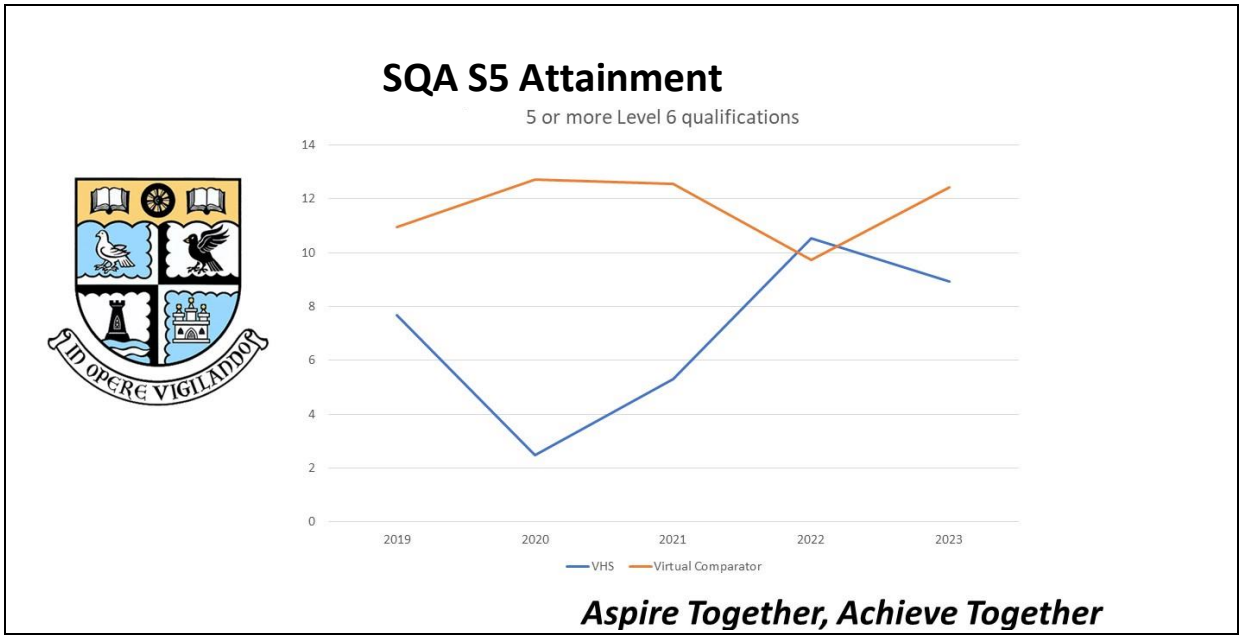
- Between 2022 and 2023 the attainment of 1 or more Level 6 qualifications has decreased whilst the Virtual Comparator has increased.
- Viewforth is below the Virtual Comparator in this measure.

S5 Attainment at Level 6 – 3 or more at Level 6: (Higher)



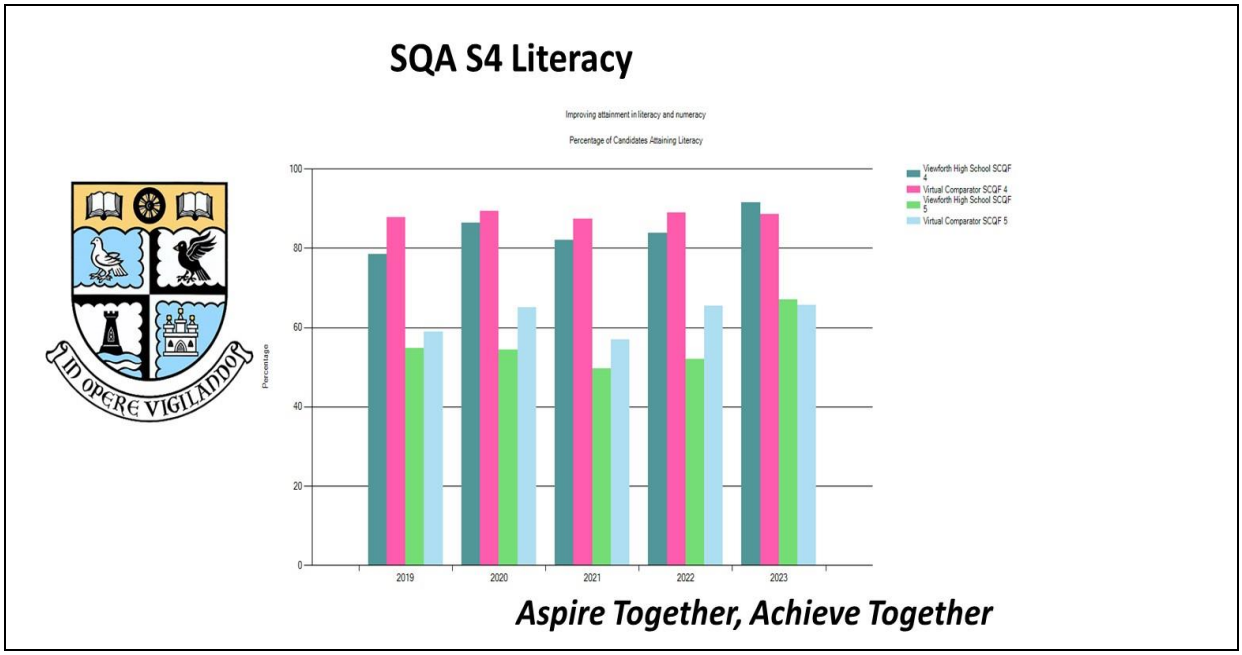
- Between 2022 and 2023 the attainment of 3 or more Level 6 qualifications has decreased whilst the Virtual Comparator has increased.
- Viewforth is below the Virtual Comparator in this measure.

S5 Attainment at Level 6 – 5 or more at Level 6: (Higher)



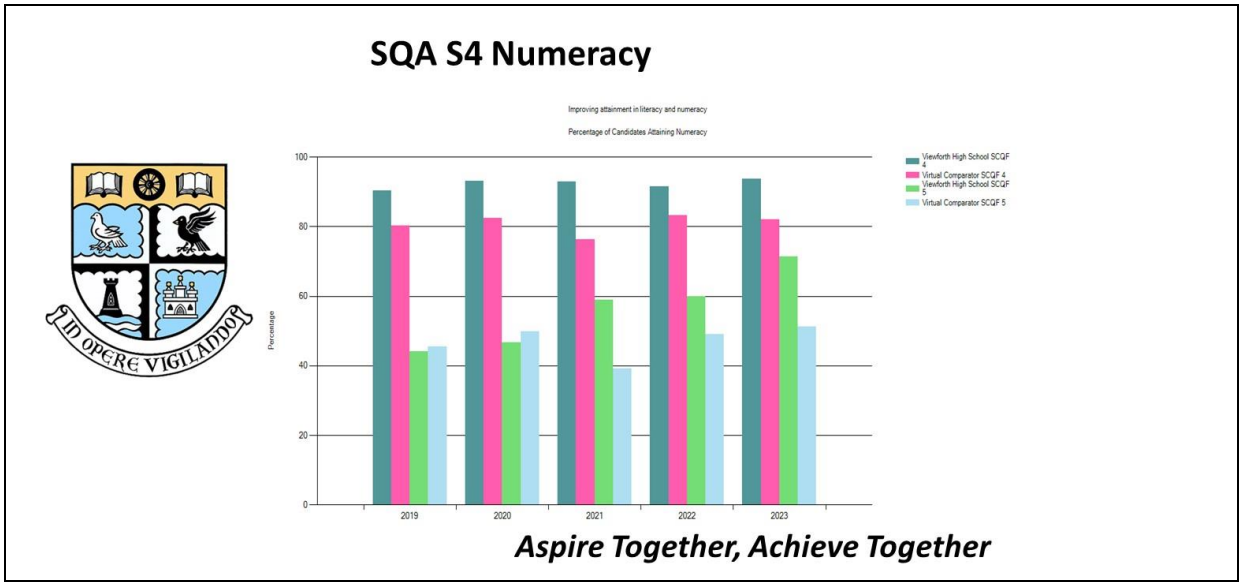
- Between 2022 and 2023 the attainment of 5 or more Level 6 qualifications has decreased whilst the virtual comparator has increased. However, attainment is higher than pre pandemic.
- Viewforth is below the Virtual Comparator in this measure.

Attainment of S4 Literacy:



- In 2023 Viewforth outperformed the Virtual Comparator in Literacy at both Level 4 (dark green) and Level 5 (light green)

Attainment of S4 Numeracy:



- In 2023 Viewforth outperformed the Virtual Comparator in Numeracy at both Level 4 (dark green) and Level 5 (light green)

9. Ongoing Actions (Matters Arising)

Name	Action
Alex	1. Have the June minutes which have been approved uploaded on to the Parent Council webpage. **Completed** 2. Remove Lise Otoadese from the Parent Council as she is no longer a parent at the school.**Completed** 3. Send Lara Smith email addresses of contacts in Safer Communities re the litter situation for the letter from the Parent Council. **Completed – Email sent to Lara – Agreed to send on Parent Council Letterhead from the Parent Council e-mail address, however, due to the improvement in the litter situation, this action is now on hold.** 4. Invite the 3 Deputy Heads to the Hybrid meeting on Monday 30th October. **Discussed with Lisa Moore who will pass on the meeting details.** 5. Arrange to meet with IT to facilitate the Hybrid meeting that will take place on 30th October.**Postponed due to issues with Cars and Storm Babet. Planned to be completed before 4th December for the initial Hybrid meeting.** 6. Send Lisa a paragraph to be included in the Newsletter highlighting the Parent Council's new Hybrid structure of meetings. **Completed – Sent out as a Group Call E-mail.**
Lisa	1. To approach the Duke of Edinburgh class and/or the wider school community to take part in periodic litter picks. **Duke of Edinburgh class are happy to take this on.**

	2. Focus an assembly on the litter issues within the school and the surrounding area with the impact it is having on the wider community. **This has been completed and as such the area is less littered.** 3. Provide Alex with the Safer Communities contact details. **Received by Alex.** 4. Re-approach the Council about the addition of a bin between the school and the local shop. **Completed – awaiting a response.** 5. Create a detailed presentation around attainment for the next Parent Council meeting, **Completed**
Lara	1. To draft a letter on behalf of the Parent Council to Safer Communities regarding the litter situation. **Moving to on-hold – there has been significant improvement in the local area.**
Leona	1. Have a look at possible funding opportunities to support pupils who would like to take part in the Fife Festival of Music due to there now being an entry fee involved. **Investigated 7 grants which closely matched our requirements for 21 pupils to perform at a total cost of £315 pounds. On successful appointment of a Vice-Chair at the EGM, the application to the Mary Janet King Fund can then be submitted. The Mary Janet King Fund supports young people involved in arts and music. The initial conversation has already been positive with the Fund Advisor.**

10. Members Questions

Senior Year's Parents Evening 1:
There was an issue with being able to see the S5 & S6 Guidance Teacher during the Parent's Evening that took place on 25th October. There was a long wait due to meetings with parents and carers taking longer than the allotted time. Some parents and carers had to wait as long as 30 minutes to have their meeting.

The demand for the S5 & S6 Guidance Teacher is less than younger years. As a result, S5 & S6 only have 1 Guidance Teacher. If parents have been unable to have a conversation with the Guidance Teacher at the Parents Evening, then they can contact the school and an alternative arrangement will take place.

11. AOCB

There was no AOCB.

12. Actions Arising from the Meeting

Name	Action
Alex	1. Arrange to meet with IT to facilitate the Hybrid meeting that will take place on 4th December. 2. Update the latest version of the Constitution – 2.4 reflecting the appointment of the Vice-Chair and publish on the website. 3. Publish the meeting minutes of 30th October on the website. 4. Update the website to reflect the appointment of the Vice-Chair. 5. Review the completed funding application before submission.
Lisa	1. Put out an update to acknowledge the issues around seeing the Guidance Teacher on the first Parents Evening and to let parents know that should they wish to have a conversation that they were not able to do, to contact the school and this can be organised.
Leona	1. Draft the funding application for the Fife Festival of Music and pass it to Alex, Mark and Kirsty for review. 2. Once reviewed, submit the funding application.
Mark	1. Review the completed funding application before submission.
Kirsty	1. Review the completed funding application before submission.

13. Date and time of next meeting – 4th December 2023 at 6pm hybrid (Zoom and in person at the School)

Viewforth High School
Parent Council Meeting Minutes
4th December 2023

1. **Present** – **In person** – Alex Tomlinson (Chair), Kirsty Hannigan (Vice Chair) Lisa Moore (Head Teacher), Sarah McNamee (Deputy Head Teacher), Olympia Sikorski
Online – Mark Reid (Treasurer), Ree Murray, Jennifer Fenelon, Tatiana Chebotar

2. **Apologies** – Lara Smith

3. **Minutes of previous meeting** – The October Meeting Minutes were approved offline on 9th November 2023.

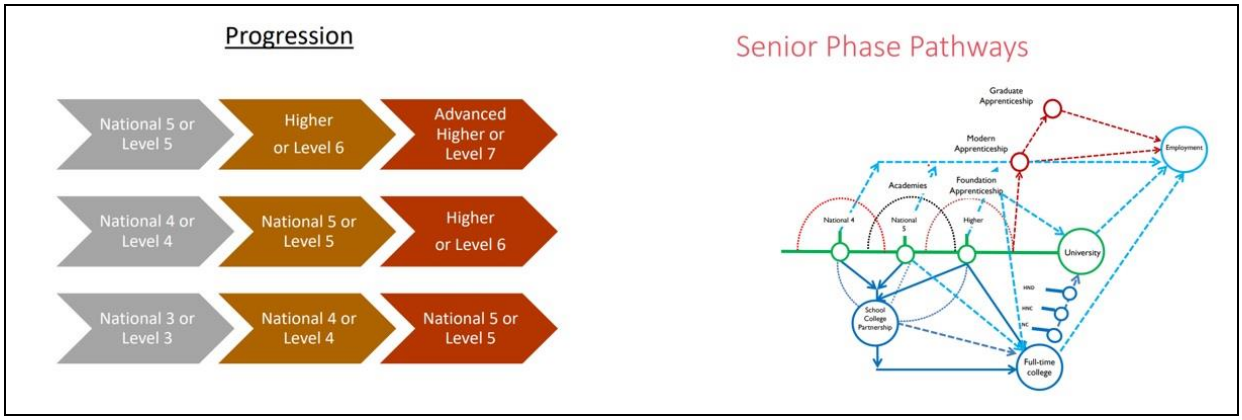
4. **Treasurer Update**
The £2,000 from the Mary Janet King Fund should be in the Parent Council bank account this week. Once it is in the account, Mark and Alex will approve the transaction of £315 to pay for the entry fees for the Fife Festival of Music.

Mark will set up a tracker for the funding amount so that it is only spent on musical activities which have been approved by the Parent Council and meet the requirements of the fund.

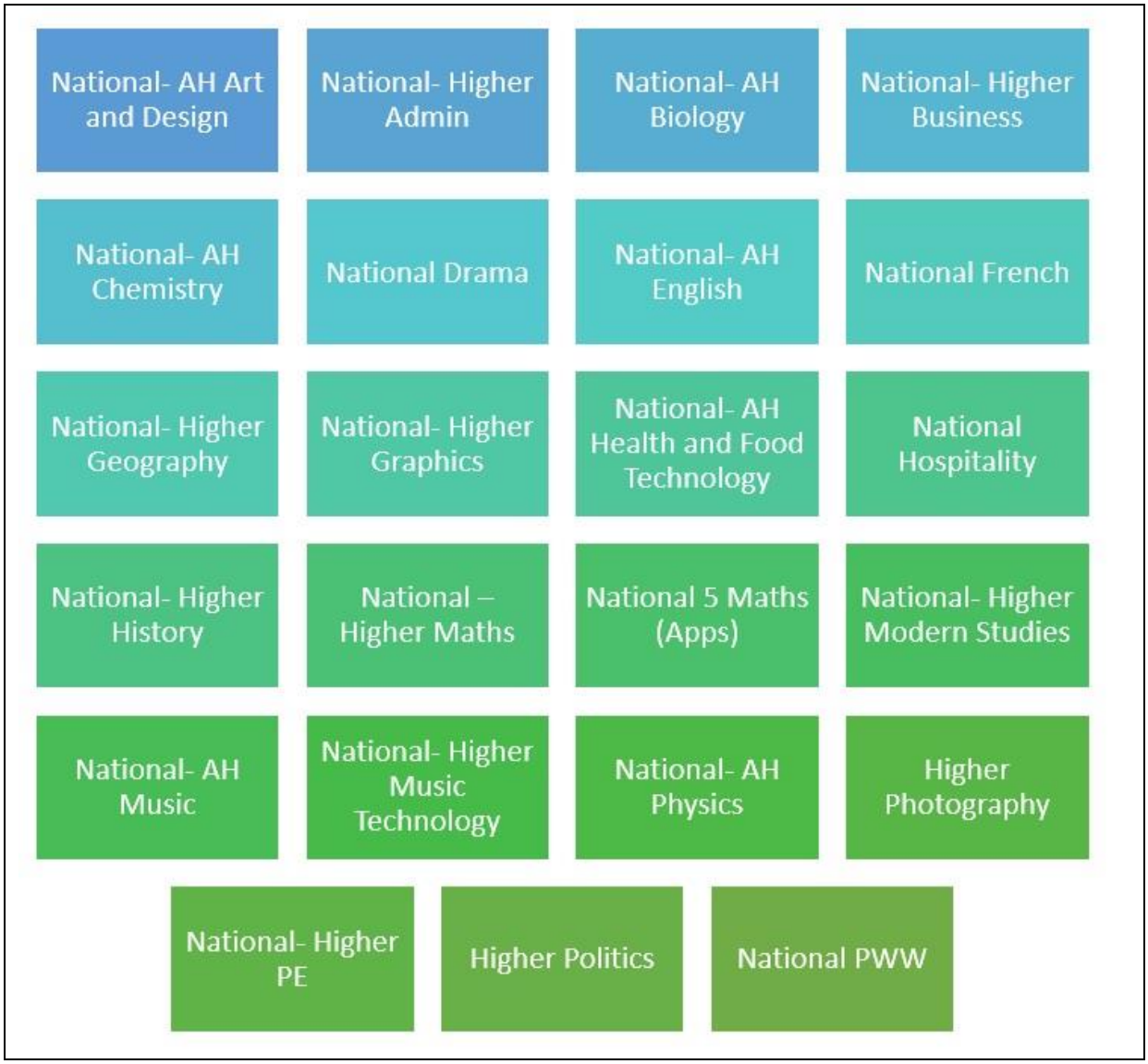
Mark will complete the year end accounts and send to Alex for approval.

5. **Curriculum Pathways Presentation (Lisa M and Sarah McN)**

Current Progression Pathway:

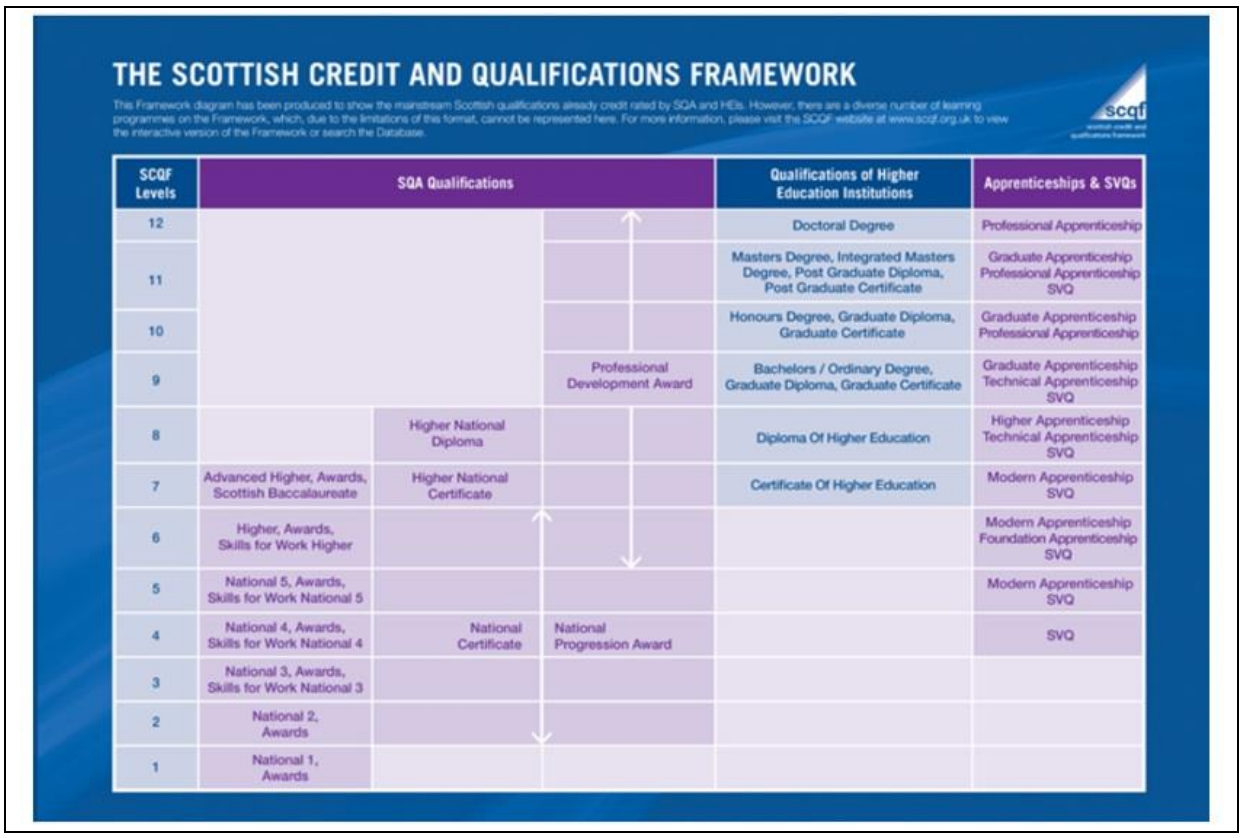


Current Offering:



NPA / Level 4-6:

SCQF:

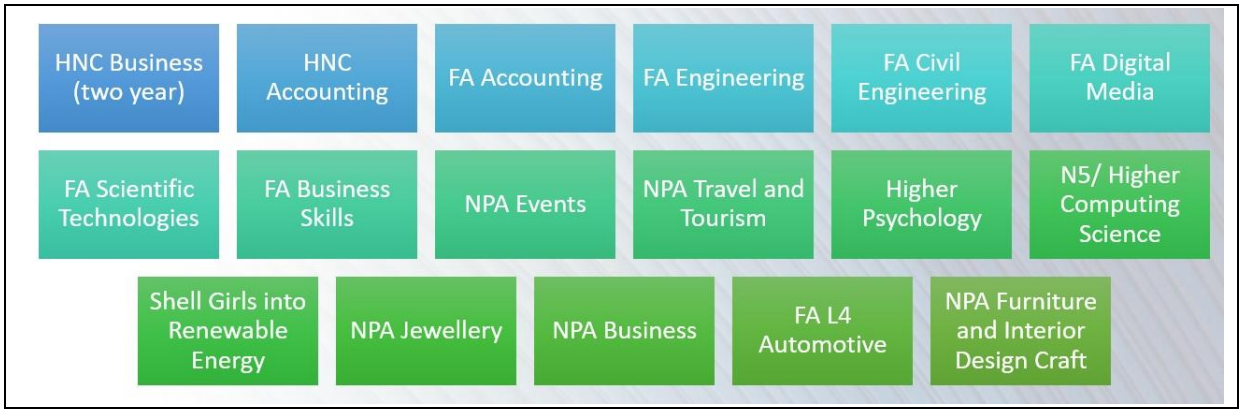


THE SCOTTISH CREDIT AND QUALIFICATIONS FRAMEWORK

This Framework diagram has been produced to show the mainstream Scottish qualifications already credit rated by SQA and HEIs. However, there are a diverse number of learning programmes on the Framework, which, due to the limitations of this format, cannot be represented here. For more information, please visit the SCQF website at www.scqf.org.uk to view the interactive version of the Framework or search the Database.

SCQF Levels	SQA Qualifications			Qualifications of Higher Education Institutions	Apprenticeships & SVQs
12				Doctoral Degree	Professional Apprenticeship
11				Masters Degree, Integrated Masters Degree, Post Graduate Diploma, Post Graduate Certificate	Graduate Apprenticeship Professional Apprenticeship SVQ
10				Honours Degree, Graduate Diploma, Graduate Certificate	Graduate Apprenticeship Professional Apprenticeship
9			Professional Development Award	Bachelors / Ordinary Degree, Graduate Diploma, Graduate Certificate	Graduate Apprenticeship Technical Apprenticeship SVQ
8		Higher National Diploma		Diploma Of Higher Education	Higher Apprenticeship Technical Apprenticeship SVQ
7	Advanced Higher, Awards, Scottish Baccalaureate	Higher National Certificate		Certificate Of Higher Education	Modern Apprenticeship SVQ
6	Higher, Awards, Skills for Work Higher				Modern Apprenticeship Foundation Apprenticeship SVQ
5	National 5, Awards, Skills for Work National 5				Modern Apprenticeship SVQ
4	National 4, Awards, Skills for Work National 4	National Certificate	National Progression Award		SVQ
3	National 3, Awards, Skills for Work National 3				
2	National 2, Awards				
1	National 1, Awards				

East Cluster Offer – College Offering:



SCQF – Lasswade High School

The link below provides a useful 5 minute video from Lasswade High School on the SCQF and the opportunities available:

https://scqf.org.uk/case-studies/school-ambassador-videos-and-case-studies/lasswade-high-school/

Inspection Report – February 2023

- Almost all schools across Scotland offer 7 subjects in 4th year whilst some offer 8 subjects. Currently Viewforth offer 6 subjects which is putting Viewforth pupils at a disadvantgage to their peers. This was highlighted in the recent school inspection:

"At S4, the school has improved its performance for young people attaining two or more to seven or more courses at SCQF level 3 or better and SCQF level 4 or better over the five-year period. However, the school's performance at six or more to seven or more courses in SCQF level 4 or better has been significantly lower than the VC in four of the last five years. A majority of young people achieve one or more awards at SCQF level 5C or better. This is in line with the VC, apart from 2019 and 2022, when it was significantly lower. A minority of young people achieve three or more to five or more awards at SCQF level 5C or better. Staff should continue to support young people to attain more high-quality passes at SCQF level 5." ***VHS Inspection Report Feb 2023***

S4 Curriculum – Move from 6 to 7 Subjects:

Why? ❶ Equity of opportunity ❷ Pathways into the Senior Phase ❸ Increased opportunities for attainment and achievement.

S3-S4 Current Curriculum Pathway:

S3	English	Maths	Subject 3	Subject 4	Subject 5	Subject 6	Subject 7	Wider Achievement	RME	PSE	PE
S4	English	Maths	Subject 3	Subject 4	Subject 5	Subject 6	Retail		RME	PSE	PE
S5/ S6	Subject 1	Subject 2	Subject 3	Subject 4	Subject 5	Leadership			RME	PSE	PE

S3-S4 Proposed Curriculum Pathway:

S3	Maths (x4)	English (x4)	Choice 1 (x4)	Choice 2 (x4)	Choice 3 (x4)	Choice 4 (x4)	Choice 5 (x4)	PE	RMPS	PSE	WAO
S4	Maths (x4)	English (x4)	Choice 1 (x4)	Choice 2 (x4)	Choice 3 (x4)	Choice 4 (x4)	Choice 5 (x4)	PE	RMPS	PSE	WAO
S5/6 Pathway 1	Choice 1 (L1-L5/ National 1-5/ NPA)	Choice 2 (L1-L5/ National 1-5/ NPA)	Choice 3 (L1-L5/ National 1-5/ NPA)	Choice 4 (L1-L5/ National 1-5/ NPA)	Choice 5 (L1-L5/ National 1-5/ NPA)	Choice 6 (L1-L5/ National 1-5/ NPA)	Choice 7 (L1-L5/ National 1-5/ NPA)	?	RMPS	PSE	WAO
S5/6 Pathway 2	Choice 1 (L6/ L7/ Higher/ AH)	Choice 2 (L1-L5/ National 1-5/ NPA)	Choice 3 (L1-L5/ National 1-5/ NPA)	Choice 4 (L1-L5/ National 1-5/ NPA)	Choice 5 (L1-L5/ National 1-5/ NPA)	Choice 6 (L1-L5/ National 1-5/ NPA)	Choice 7 (L1-L5/ National 1-5/ NPA)		RMPS	PSE	WAO
S5/6 Pathway 3	Choice 1 (L6/ L7/ Higher/ AH)	Choice 2 (L6/ L7/ Higher/ AH)	Choice 3 (L1-L5/ National 1-5/ NPA)	Choice 4 (L1-L5/ National 1-5/ NPA)	Choice 5 (L1-L5/ National 1-5/ NPA)	Choice 6 (L1-L5/ National 1-5/ NPA)	?		RMPS	PSE	WAO
S5/6 Pathway 4	Choice 1 (L6/ L7/ Higher/ AH)	Choice 2 (L6/ L7/ Higher/ AH)	Choice 3 (L6/ L7/ Higher/ AH)	Choice 4 (L1-L5/ National 1-5/ NPA)	Choice 5 (L1-L5/ National 1-5/ NPA)	Choice 6 (L1-L5/ National 1-5/ NPA)			RMPS	PSE	WAO
S5/6 Pathway 5	Choice 1 (L6/ L7/ Higher/ AH)	Choice 2 (L6/ L7/ Higher/ AH)	Choice 3 (L6/ L7/ Higher/ AH)	Choice 4 (L6/ L7/ Higher/ AH)	Choice 5 (L1-L5/ National 1-5/ NPA)	?			RMPS	PSE	WAO
S5/6 Pathway 6	Choice 1 (L6/ L7/ Higher/ AH)	Choice 2 (L6/ L7/ Higher/ AH)	Choice 3 (L6/ L7/ Higher/ AH)	Choice 4 (L6/ L7/ Higher/ AH)	Choice 5 (L6/ L7/ Higher/ AH)				RMPS	PSE	WAO

Periods Allocated:

- L1-L5 / National 1-5 / NPA: Four periods (Pupils can study these levels from S4-S6)
- L6-L7 / Higher / Advanced Higher: Six periods (S5/S6 only)

Points to Note:

- Pupils are being given the opportunity to gain more qualifications than previously in S5/6.
- Broader Curriculum offering to allow young people more opportunity to develop skills for work/life skills.

Viewforth High School Curriculum Map 2023 - 2024

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
S1	English				Literacy	Maths				Numeracy	Mod Lang.		Science				Social Subjects			CDT	IT / Business		HE		Art		Music		Drama		RME	PSE	PE		
S2	English				Literacy	Maths				Numeracy	Mod Lang.		Science			Social Subjects			CDT	IT / Business		HE		Art		Music		Drama	Sports Leaders	RME	PSE	PE		
S3	English				Maths				Subject 3				Subject 4				Subject 5				Subject 6				Subject 7				Wider Achievement			RME	PSE	PE	

Viewforth High School Curriculum Map 2024 - 2025

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
S1	English				Literacy	Maths				Numeracy	Mod Lang.		Science				Social Subjects			CDT	IT / Business			HE		Art		Music		Drama		RME	PSE	PE		
S2	English				Literacy	Maths				Numeracy	Mod Lang.		Science				Social Subjects			CDT	IT / Business			HE		Art		Music		Drama		RME	PSE	PE		
S3	English				Maths				Subject 3				Subject 4				Subject 5				Subject 6				Subject 7				WA /NPA		RME	PSE	PE		

Points to Note:

- Looking to increase the periods to 50 minutes.
- Registration would be removed, and the day would start with period 1. Currently less than 50% of pupils attend registration. Instead, pupils are generally coming in for the start of period 1.
- It has not yet been determined when the new school day will begin.

Next Steps in Curriculum Pathway:

Purpose: To create an overview of what the young people would like to choose. The data will be used to see what courses are being considered.

- Mock Curriculum Pathway for S2-S5 will roll out – these will not be the final choices.
- Guidance from Support staff will work with young people to discuss what they are thinking of choosing.
- Conversations with young people and families – an appointment slot will be given to discuss the curriculum pathway with the Guidance teacher.

6. Head Teacher's Report – Lisa M

Events:

- Wednesday 6th December – Christmas Concert and Art Exhibition.
- Tuesday 12th December – P7 Transition Programme - P7s will be coming in for a Ceilidh and Christmas party.
- Monday 18th December – Celebrating Success Assemblies.
- Tuesday 19th December – 1st and 2nd year party in the afternoon – linked to merits.
- Tuesday 19th December – 5th and 6th year Ceilidh from 6pm.
- Wednesday 20th December – 3rd and 4th years will have a movie – linked to merits.

The last day of term (Wednesday 20th December) will be a dress down day where young people can bring an item for the Kirkcaldy Food Bank. Every item brought in will gain 1 point for their house.

Christmas Card:

The art department have been working with 1st to 6th years to design a Christmas card with the theme of Robins. The winner has been selected and the cards are available for purchase.

2024 Calendar:

A 2024 calendar designed by pupils is also available for sale.

Weather:

The adverse weather protocol has been shared with staff and will be updated on the website.

Prelim:

Exams begin on Friday 5th January 2024 and will be issued to pupils, parents and carers week beginning 10th December.

Staffing:

- Kirsty Trotter and Laura Francis are leaving their posts within the School Office.
- Laura Francis's position has been filled and it is hoped that after the Christmas break the appointee will take up their new position.
- An advert will be placed in January looking for a full-time permanent business teacher.

7. Ongoing Actions (Matters Arising)

Name	Action
Alex	1. Arrange to meet with IT to facilitate the Hybrid meeting that will take place on 4th December. **Completed 23/11/2023** 2. Update the latest version of the Constitution – 2.4 reflecting the appointment of the Vice-Chair and publish on the website. **Completed 10/11/2023** 3. Publish the meeting minutes of 30th October on the website. **Completed 10/11/2023** 4. Update the website to reflect the appointment of the Vice-Chair. **Completed 10/11/2023** 5. Review the completed funding application before submission. **Completed 18/11/2023**
Lisa	1.Put out an update to acknowledge the issues around seeing the Guidance Teacher on the first Parents Evening and to let parents know that should they wish to have a conversation that they were not able to do, to contact the school and this can be organised. **Still to be completed.**
Leona	1. Draft the funding application for the Fife Festival of Music and pass it to Alex, Mark and Kirsty for review. **Completed 15/11/2023** 2. Once reviewed, submit the funding application. **Completed 19/11/2023** Update from Leona on 02/12/2023: Leona completed the application for the Mary Janet King fund which is managed by Foundation Scotland and Mark, Kirsty and Alex reviewed it before it was submitted. On Tuesday last week Leona had a phone call from Annabel at Foundation Scotland to say the donor was so moved by the application they wanted to increase the donation to £2,000 to support

	2024 and beyond plus additional extracurricular music activities. Annabel mentioned this is not something that happens very often and was very special. The terms and conditions of the fund have been reviewed and formally accepted. This was completed on Friday 1 st December once Leona, Mark, Kirsty and Alex had reviewed them. The funds should be in the Parent Council bank account this week. The £315 will then be transferred for the 2024 entry to the school. Mark will ring fence the remaining amount for musical activities which meet the requirement of the fund which include future Fife Festival of Music entry fees and extracurricular music activities. These requests can be made by the school for the Parent Council to discuss and release the funds. There will be some reporting to complete to keep the donor updated on where the money has been spent. Leona is happy to keep in touch with Annabel at Foundation Scotland and complete the necessary reports and will obtain what information they would like so that the reports meet their requirements.
Mark	1. Review the completed funding application before submission. **Completed 17/11/2023.**
Kirsty	1. Review the completed funding application before submission. **Completed 17/11/2023.**

8. Members Questions

No members questions were submitted.

9. AOCB

2024 Funding to match School Events.

Olympia: What events are coming up that the school need support with?

- Perhaps in the Award Ceremonies some Prizes could be sponsored by local companies and displayed in the Awards Booklet. This could be explored in the new term.
- The First trip abroad will be taking place in 2024 – some pupils may benefit from financial support towards the cost of the trip. – Lisa will have a meeting and come back in the January meeting with further information.

Black Ice within the School Grounds and Gritting of the Car park Exit due to the incline.

Ree: It was noted that on Monday 4th December the car park and playground were extremely icy causing pupils and staff to slip.

The Janitor contacted Fife Council as the Janitor can only grit one path for the staff and one for the pupils. A call was raised at 7am however, it was not until after 9am that Fife Council came out and gritted the area.

Perhaps the Community Team can grit the evening before if there is going to be icy weather in the morning.

Alex: There are a number of occasions where the exit from the school is icy. As this is on incline there are a number of times where cars are losing traction. This creates a possible danger to pupils who are crossing the road into the school.

Pupils will be reminded to not cross between cars especially in the icy weather.

Health and Wellbeing Event - Fife Council – Further Information and Feedback.

Alex: Alex was invited to a Health and Wellbeing event however, this was during working hours and because of the late notice it was not possible to get time off or arrange for another member to attend. They have however, sent through a document. Would the members of the Parent Council be interested in reading the document?

Members of the Parent Council like to read the documents, so Alex will email them.

10. Actions Arising from the Meeting

Name	Action
Alex	1. To provide a Newsletter insert for the Winter Newsletter. 2. To send out the Health and Wellbeing information. 3. To update the website to reflect the recent Funding Award. 4. To initiate the payment of £315 to the school for the entry fees for the Fife Festival of Music. 5. To approve the year end accounts from Mark.
Leona	1. To find out what details need to be included in the funding report.
Lisa	2. To have the follow up text sent out regarding the senior parents evening – how parents/carers can contact Guidance if they were not able to meet at the Parent's Evening. 3. To discuss the upcoming overseas trip to see if the Parent Council are required to assist with funding. 4. To discuss the dangers of crossing between cars, especially in wintry weather / monitor the ice situation within the school grounds to ensure that there is not a repeat of the morning of 4th December.
Mark	1. To authorise the payment of £315 to the school. 2. To complete the year end accounts and send to Alex for approval.

11. Date and time of next meeting – 15th January at 6pm hybrid (Zoom and in person at the School)

Viewforth High School
Parent Council Meeting Minutes
15th January 2024

1. **Present** – **In person** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Sarah McNamee (Deputy Head Teacher),
Online –Jennifer Fenelon, Lara Smith, Lisa Brown, Erika Cragg

2. **Apologies** – Mark Reid, Ree Murray, Tatiana Chebotar

3. **Minutes of previous meeting** – The December Meeting Minutes were approved offline on Thursday 4th January 2024.

4. **Treasurer Update**
Mark has completed the finances for year end 2023. These have been signed. There are 2 files – one for funding and one for the ring-fenced money awarded by the Mary Janet King Trust for the Fife Festival of Music entries and extracurricular music activities.

5. **Curriculum Pathways Update (Lisa M and Sarah McN)**

- The proposed change will take place from August 2024.
- The reasons for the proposed change:
    - **To get Viewforth High School to an equitable number of learning hours which pupils are experiencing within other schools in Fife and across Scotland:**
        - In March 2023 the Scottish Government published a consultation paper prescribing the minimum annual learning hours which equates to 27.5 learning hours per week.
        - The majority of schools across Scotland are already delivering 27.5 learning hours per week for Secondary schools.
        - At the moment Viewforth is 30 minutes short against the Government figure. When totalled up over the course of the school year this amounts to 19 hours less teaching at Viewforth High School.
        - Secondary Head teachers in Fife have been working to increase to be in line with the recommended learning hours. This will take place over a phased period of 3 years.
        - The reason a phased approach is necessary is down to bus contracts which have already been agreed. Whilst Viewforth does not have a bus contract, all other Secondary schools within Fife do.
        - The 4 Kirkcaldy based High Schools – Viewforth High School, Balwearie High School, St Andrews High School, and Kirkcaldy High School are forming a collaboration and will implement the change in August 2024 as the bus contracts for the other 3

High Schools are currently up for renewal. This means that there is the opportunity now for negotiation on bus times to support the change in proposed start and finish times of the school day.

- **To allow the improvement of the curriculum offer within Viewforth High School:**
- Viewforth High School currently offers 6 subjects in S4, however, almost all schools in Scotland offer 7 subjects.
    - Viewforth are looking to move to 7 subjects for S4.
    - It is proposed that Registration is removed as a block of time at the beginning of each day. Less than 50% of pupils attend registration and it is not valued by both pupils and staff. This would be more appropriately spent as part of learning time.
    - By introducing a 33-period week this will facilitate better progression for pupils.
    - There will be more opportunities to study a subject in a neighbouring school if it is not currently being offered – this is particularly helpful when it comes to the offering of Advanced Highers.
    - Working closely with Fife College to continue to improve the offer to pupils.
    - By increasing the period lengths from 45 to 50 minutes – learners needs will be met more efficiently. This is especially important in practical subjects.

- In order to deliver on the equitable learning and improving the curriculum objectives, there needs to be a change to the school week.
    - The 4 Kirkcaldy based High Schools are proposing to move to an A-Symmetric week from August 2024 and a week may look something like this (8.40am-3.25pm Monday-Thursday and 8.40am-1.05pm on a Friday);
    - By aligning the week across the 4 Kirkcaldy based High Schools this will allow better opportunities to work together to provide a wider curriculum to all pupils.
    - Fife Council are working closely with Active Schools to plan activities for Friday afternoons for pupils who wish to participate.
    - Friday afternoons could be used for Developing the Young Workforce opportunities.
    - 36% of Viewforth High School pupils are eligible for free school meals. At interval on a Friday there will be hot food, or a cold grab bag can be taken before leaving on the Friday.
    - Friday afternoons will also allow professionals within schools to work together.

Questions arising from the Update:

1. **Where a visiting specialist attends on a Friday afternoon – e.g. music lesson. What will happen?**
   Viewforth High School have spoken to the visiting specialists who usually attend on a Friday afternoon. If the proposed change is made to the timetable, the visiting specialists will attend at an alternative time during the school week.

2. **What happens if the other 3 Kirkcaldy based high schools cannot negotiate the change in time for the bus contracts?**
   The bus contracts went out to tender before the Christmas holidays so it is hopeful that this will be known very soon. Once this has come back timings will be looked at and it is hopeful there will be some flexibility in start and end times. Viewforth will sit alongside the other 3 high schools so that a common alignment takes place.

3. **Will the school remain open on a Friday afternoon for extra-curricular activities?**
   If staff wish to run extra-curricular activities on a Friday afternoon, then these can be run at the discretion of the staff – as is currently in place for lunchtime and after school activities, these are run on a purely voluntary basis.

4. **How would the new timetable affect pupils with additional support?**
   All young people at Viewforth High School will benefit from the additional 30 minutes learning time. Active Schools are looking at the possibility of running clubs on a Friday afternoon which will be open to all pupils. There are no separate arrangements for pupils with additional support – they will continue to receive the additional support during the normal school day. With the proposed change to the timetable, this would be Monday-Thursday 8.40am-3.25pm and on a Friday 8.40am-1.05pm.

5. **Would it be the same teaching staff for S3 and S4?**
   For continuity, wherever possible it will be the same subject teacher for S3 and S4.

6. **For S3 pupils do they need to drop a subject? And does making choices so early on (end of 2nd year for 3rd and 4th year subjects) restrict pupils as they may decide later through their schooling that a different pathway would have been more appropriate?**
   S3 pupils currently sit eight subjects and will need to choose one to drop at the end of 3rd year. This will enable 7 subjects to be taken forward to 4th year. The Wider Achievement options will enable pupils to experience different subject options across the curriculum throughout their senior years – e.g. hospitality / Duke of Edinburgh / Sciences.

6. Head Teacher's Report – Lisa M

Staffing

Home Economics - Heather Aird has accepted a Support for Learning post in another school and Viewforth are interviewing candidates for this post.

Business Education – Currently recruiting and interviews will be taking place.

Principal Teacher of Guidance - Callum Simpson has accepted a promoted post at another Fife school - interviews are taking place for a replacement for this post.

Christine Edwards is due to start her maternity leave in February. A temporary Principal Teacher of Guidance post has been advertised to cover her maternity leave. Interviews will be taking place for this post.

Beverley Park has resigned her post as Support for Learning teacher and her post has been advertised.

7. Ongoing Actions (Matters Arising)

Name	Action
Alex	1. To provide a Newsletter insert for the Winter Newsletter. **Completed – 12/12/23** 2. To send out the Health and Wellbeing information. **Completed – 13/01/24** 3. To update the website to reflect the recent Funding Award. **Not Started – Due to the Christmas holiday and change in School Staff, will be completed soon.** 4. To initiate the payment of £315 to the school for the entry fees for the Fife Festival of Music. **Completed – 08/12/23** 5. To approve the year end accounts from Mark. **Completed – 13/01/24**
Lisa	1. To have the follow up text sent out regarding the senior parents evening – how parents/carers can contact Guidance if they were not able to meet at the Parent's Evening. **Completed** 2. To discuss the upcoming overseas trip to see if the Parent Council are required to assist with funding. **The Battlefields trip is taking place in June at a cost of £550pp. Parent Council to investigate possible funding.** 3. To discuss the dangers of crossing between cars, especially in wintry weather / monitor the ice situation within the school grounds to ensure that there is not a repeat of the morning of 4th December. **Prior to Christmas pupils were advised to be mindful within the car park especially during the winter weather. The school have been in touch with Fife Council. Fife Council have come out and agreed that a number of paths within the school will now be gritted.**

Leona	1. To find out what details need to be included in the funding report. **In Progress - Leona has accessed the Portal and identified the information that will be required in order that the report can be written and submitted as per the terms of the Grant Award.** **Leona will create 2 forms (Pupil & Parent/Carer) and (Teachers involved in supporting the pupils at the Festival). Questions will be created on both forms so that the relevant information is obtained for the creation of the final report.**
Mark	1. To authorise the payment of £315 to the school. **Completed – 09/12/23** 2. To complete the year end accounts and send to Alex for approval. **Completed – 13/01/24**

8. Members Questions

No members questions were submitted.

9. AOCB

- **Gritting of the School Paths Update**
  This issue has now been resolved. Fife Council have agreed to grit the paths.

- **Recruitment of a new Treasurer**
  Mark would like to leave the post of Treasurer. To provide a smooth transition the post will be advertised. Mark has created a task list and is happy to help work alongside the new Treasurer to make sure that they are confident in the new post.

10. Actions Arising from the Meeting

Name	Action
Alex	1.To update the website to reflect the latest funding award. 2.To create a post to be distributed to the Parent Forum so that the role of Treasurer can be filled.
Leona	1.To create forms for the Fife Festival of Music to be passed to Brian Beaton. Comments from these will form the basis of the report, which is a requirement of the funding. 2.Look at the possibility of funding opportunities for the Battlefields trip.
Lisa	1.To check with the Business Manager that the Fife Festival of Music funding is in the bank account and let Alex know.

11. Date and time of next meeting – 11th March at 6pm hybrid (Zoom and in person at the School).

Viewforth High School
Parent Council Meeting Minutes
11th March 2024 (Online)

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Jack Wilson (Deputy Head Teacher), Jennifer Fenelon, Erika Cragg

2. **Apologies** – Kirsty Hannigan (Vice-Chair), Lara Smith, Lisa Brown, Mark Reid, Ree Murray, Tatiana Chebotar

3. **Minutes of previous meeting** – The January Meeting Minutes were approved offline 30th January 2024.

4. **Treasurer Update**
   There is no change on the financial position.

5. **Positive Relationships and Digital Device Presentation by Jack Wilson**

   Positive Relationships Policy Review:

   - Ongoing work to ensure the policy is functioning as intended.
   - Staff feedback has highlighted a need for additional process to reduce disruption from mobile phones in classes.
   - Gathering feedback from young people during 2 weeks in March.

   What are the objectives of the policy?

   - Allow our focus to remain on learning;
   - Develop our ability to use technology respectfully;
   - Learn boundaries expected in life and work;
   - Ensure digital devices support us rather than hold us back;
   - Promote healthy digital wellbeing habits.

   What are we expecting of everyone in the policy?

   1. Digital devices include mobile phones, tablets, headphones, earphones, smartwatches etc.
   2. Digital devices should be switched off and out of sight during lesson times, unless for a learning purpose as instructed by the class teacher.
   3. Camera and filming functions should only be used to take a picture of a piece of work or to capture other learning instructions such as for homework, and only after permission has been given by the class teacher.
   4. Pupils may use their digital devices during break and lunchtimes in social areas as part of their social time, however they must not take photos or videos of staff or pupils.

5. If you have a digital device while in school, you are bound by this policy. If you do not agree, you should not bring a digital device into school at all.

What happens if I use my digital device without permission?

Teachers will follow this process if you use your digital device without permission. If you refuse or continue to use your device, the teachers will take each step-in turn. At any point, if you follow instructions, the process stops:

Step 1:

- The teacher will remind the pupil specifically **once** to put their phone away and keep it out of sight.
- They will be given a short amount of take-up time.

Step 2:

If the device remains visible:

- The teacher will ask the pupil to put it in the secure box until **the end of the lesson**.
- Mobile phone demerit issued.

Step 3:

If the pupil refuses:

- Duty manager will be called. Pupil will be escorted to office to put in office secure box until **the end of the day**.
- A Group Call will be sent home.

Step 4:

If the pupil refuses:

- Duty staff will make **immediate contact home**.

Step 5:

- Teacher follows up.
- If pupil reaches step 2 three times, a referral generated to PTC for support.

Questions arising from the Digital Device Presentation:

1. **Regarding the out of sight wording. Out of sight to a pupil may be different to what is being expected. Many pupils will not have pockets or bags so this may mean for instance, sitting on the phone.**

   It is recommended that if the pupil has nowhere safe to store the phone out of sight, then it should be placed in the secure box in the classroom for the duration of the lesson.

2. **Would it be a specific message that was sent home via Group Call?**

   Yes, it would be a specific message detailing the issue and reminding the pupil what is expected with regards to mobile phones in classrooms.

3. **Step 3 states that the phone would be removed until the end of the day. It is not appropriate for a pupil to leave school at break or lunchtime without having the security of their phone. How can this be resolved?**

   If a phone has been removed until the end of the day, it will be returned during break and lunchtime but will require to be in the office at all other times.

4. **A lot of the time it is apparent that parents are contacting pupils during school time. Would it be worthwhile putting the school day in the newsletter so that parents know what time they can message a pupil so that they are not in class?**

   This will be added to the newsletter alongside the reminder about not contacting pupils during class time. If there is an emergency, then parents should ring the school to get in touch with the pupil.

5. **It has been observed that there are inconsistencies around the management of phones, with some teachers being stricter than others.**

   Consistency is key and this policy will ensure that all pupils and staff know what will be expected around the use of phones.

How do we propose to work with parents, young people and staff?

	Pupils	Parents
Phase A	• Presentations/Assemblies • Registration Presentations • Opportunity to raise questions	• Letters and Leaflet • Newsletters
Phase B	• Specific pupil groups engagement • Focus groups – pupil representatives	• Primary School End of Day events • Secondary School Late event • Digital Feedback opportunity • Individual engagement
Phase C	• Feedback on engagement process and final policy shared	• Feedback on engagement process and final policy shared

6. Head Teacher's Report – Lisa M

Staffing

Physics – Rory Learmonth accepted a post at Woodmill High School. The post for a Physics teacher is being advertised for a replacement.

Guidance – Lynn Hughes is currently absent. Irene Barr from Art and Design is the current Acting Principal Teacher of Guidance for Lynn Hughes's classes.

Guidance – Brian Bowman is covering Christine Edward's case load whilst she is on maternity leave.

Guidance – Louise Harris from Home Economics is also supporting the Guidance team.

Guidance – Lara Roberston will be absent for a couple of weeks but will return to her post.

Pupil Support – Robbie Laird has been appointed to a Pupil Support post.

The School Week:

Parents received a letter from the Head of Service on Friday to state that the 4 Kirkcaldy High Schools have taken on board all the feedback from parents / carers / staff / pupils and as such will be progressing with the 27.5 hour week from August. It is likely that a programme of events will take place on the 4 Friday afternoons prior to the holidays. This is due to the timetable changing early June. There will be no requirement to stay for the events as the school week will have already been completed. This is purely to assist in the transitional period.

7. Ongoing Actions (Matters Arising)

Name	Action
Alex	1.To update the website to reflect the latest funding award. **Completed 30/01/24** 2.To create a post to be distributed to the Parent Forum so that the role of Treasurer can be filled. **In Progress – Email to Parent Council Members 04/02/24**
Leona	1.To create forms for the Fife Festival of Music to be passed to Brian Beaton. Comments from these will form the basis of the report, which is a requirement of the funding. **Completed 04/02/24 – Forms returned 22/02/24. Can any pictures in SWAY Head Teacher Newsletter be used in the update to Foundation Scotland?** 2.Look at the possibility of funding opportunities for the Battlefields trip. **Completed – Sadly no funding grants were available at the time.**
Lisa	1.To check with the Business Manager that the Fife Festival of Music funding is in the bank account and let Alex know. **Completed 16/01/24.**

8. Members Questions

No members questions were submitted.

9. AOCB

- **Recruitment of a new Treasurer**
  Mark would like to leave the post of Treasurer. To provide a smooth transition the post will be advertised. Mark has created a task list and is happy to help work alongside the new Treasurer to make sure that they are confident in the new post. As no one from the Parent Council wishes to take on the post, it will be advertised to the wider Parent Forum.

- **Group Call Emails**
  A parent has been in touch with the Parent Council to state that it is difficult to determine whether emails from the school are in fact from the school – i.e. the Newsletter email just states to follow a sway link.

  Going forward the email will be updated so that it is clear that it is from Viewforth High School.

10. Actions Arising from the Meeting

Name	Action
Alex	1. To send Lisa the last couple of Headteacher update Group Call emails so that future emails can be updated so that it is clear the content is from the school. 2. To create a Treasurer post to be distributed via Group Call email.
Leona	1. To fill in and submit the report for the Fife Festival of Music. 2. To update the donor separately on the success of the Fife Festival of music.
Lisa	1. To pass on thanks to Brian Beaton for the quality of the responses from the Fife Festival of Music which will greatly assist in filling out the report. 2. Send Alex the photos from the Fife Festival of Music to be distributed to the donor. 3. To update the way the weekly newsletter email is displayed so that it is clear that the content is coming from the school.

11. Date and time of next meeting – 22nd April 2024 at 6pm hybrid (Zoom and in person at the School).

Viewforth High School
Parent Council Meeting Minutes
13th May 2024 (Online)

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Jennifer Fenelon, Mark Reid (Treasurer)

2. **Apologies** – Kirsty Hannigan (Vice-Chair), Lara Smith, Lisa Brown, Tatiana Chebotar, Erika Cragg

3. **Minutes of previous meeting** – The March Meeting Minutes were approved offline a little later due to technical issues. This was completed on Thursday 9th May 2024.

4. **Treasurer Update**
   There is no change on the financial position. Mark will be stepping down as Treasurer so an advert will be placed among the wider parent forum to see if anyone is interested in taking up the role. Mark will support the new Treasurer as they settle into the position.

5. **Head Teacher's Report – Lisa M**

Staffing

- Lynne Hughes (Principal Teacher of Guidance) and Aileen Sorbie (Business) will be retiring at the end of this term.
- Carrie Beasley has been promoted to the position of Principal Teacher of Guidance. Interviews will be taking place to fill Carrie's current Guidance post.
- Joanne Stewart (Maths and Acting Principal Teacher of Guidance) is resigning to take up charity work in Vietnam.
- Euan Connelly (Family Support Worker) is leaving to become a Principal Family Support worker at Fife Council. Interviews will be taking place to replace Euan.

Mobile Phone Policy

- All pupils in first to third year have been made aware of the new policy. The reaction to the policy was positive. Deputes will visit registration classes again to follow up to ensure any questions about the policy are answered. Signs and posters have been ordered, so these will be put up within the classrooms well in advance of the policy start date.
- Senior phase induction will take place on 31st of May and the seniors will be made aware of the mobile phone policy at this time.
- Parents were made aware of the mobile phone policy in the recent Head Teacher update. The policy will also be detailed in the next update. The first parent drop-in session will take place on Wednesday 15th to discuss the policy.
- If the mobile phone has been confiscated for the day, the office will operate a sign out sign in policy so that the young person can have their device for lunchtime.

Friday afternoons in June – new timetable

- The timetable changes over on 4th June. A letter has been sent to parents to ask if their young person has permission to leave on the Friday afternoon. For young people that do not have permission, activities will be provided for the Fridays that take place before the summer holidays.

Questions arising from Head Teachers update

- For S2s moving into S3, when are they advised of their course choices?

  The young people will receive their timetables the week before of the timetable change. If their choices did not align, then they will have been spoken to already by Sarah McNamee. The vast majority received their first choices. Seniors will receive their new timetables at the Senior Phase Induction on 31st May so that they are ready to start the new timetable the following week.

6. Ongoing Actions (Matters Arising)

Name	Action
Alex	1. To send Lisa the last couple of Headteacher update Group Call emails so that future emails can be updated so that it is clear the content is from the school**. Completed 11/03/2024**. 2. To create a Treasurer post to be distributed via Group Call email. **Not Started – Mark has stated he will stand down in October 2024.**
Leona	1. To fill in and submit the report for the Fife Festival of Music. **In Progress – extension to 28/06/2024.** 2. To update the donor separately on the success of the Fife Festival of music. **Completed 26/04/2024.**
Lisa	1. To pass on thanks to Brian Beaton for the quality of the responses from the Fife Festival of Music which will greatly assist in filling out the report. **Completed** 2. Send Alex the photos from the Fife Festival of Music to be distributed to the donor. **Not required.** 3. To update the way the weekly newsletter email is displayed so that it is clear that the content is coming from the school. **Completed – the newsletter emails are clearer now.**

7. Members Questions

No members questions were submitted.

8. AOCB

- **Recruitment of a new Treasurer**
  Mark would like to leave the post of Treasurer. To provide a smooth transition the post will be advertised. Mark has created a task list and is happy to help work alongside the new Treasurer to make sure that they are confident in the new post. As no one from the Parent Council wishes to take on the post, it will be advertised to the wider Parent Forum via a GroupCall email.

- **Date change for next meeting**
  Would it be possible to change the next meeting date from 10th June to 17th June as Lara has a scheduled work meeting which clashes with the current date of the 10th?

  No problem to change the meeting date. This will be updated on all the relevant media.

9. Actions Arising from the Meeting

Name	Action
Alex	3. To send Lisa a message for a GroupCall email to advertise the Treasurer position. 4. To update the next meeting date as the 17th June on all relevant media. 5. Email members to see if anyone is free on Wednesday 12th June 5pm-6.30pm to attend the P7 transition where parents will be attending. The parent council will have a table and can talk to parents during the event in order to hopefully attract more members. 6. Lara has been in touch about funding from Nisa. Alex to contact Nisa to follow this up.
Leona	3. To fill in and submit the report for the Fife Festival of Music by 28th June.

10. Date and time of next meeting – 17th June 2024 at 6pm hybrid (Zoom and in person at the School).

Viewforth High School
Parent Council Meeting Minutes
17th June 2024 (Online and In Person)

1. Present

In Person: Alex Tomlinson (Chair), Lisa Moore (Head Teacher)

Online: Jennifer Fenelon, Lara Smith, Kirsty Hannigan (Vice Chair) and Erika Cragg

2. Welcome & thanks to Ree Murray
Ree leaves the Parent Council at the end of this term as her son has now left the school. Thank you to Ree for her involvement in the Parent Council over the years.

3. Minutes of previous meeting – were approved offline on Monday 20th May.

4. Treasurer Update
No one has registered an interest in becoming the Treasurer. A GroupCall email will be sent to see if anyone can join the Parent Council to take over the Treasurer role.

The Parent Council attended the P7 event on Wednesday 12th June. Leaflets were handed out to make parents/carers aware of the Parent Council in the hope that some may join when their child moves to S1 in August.

At the event, the Parent Council ran a bonus ball in the hope to provide 2 prizes and raise funds for the school. However, the footfall at the event was lower than expected and this coupled with cash only meant that only 17 bonus ball spaces were taken. As a result, the Parent Council did not make any money and have put the full takings into a smaller prize fund for the participants. 2 numbers were randomly selected from a pot at the meeting and the winners of the bonus ball are as follows:

Winner £25 – Number 4
Runner Up – £10 – Number 77

5. Head Teacher's report – Lisa M
6th Year Prom
The 6th year prom took place at the end of May. The prom went very well with everyone having a fantastic time. Fife Council took the decision for all proms within Fife to have no access to alcohol and this was a success and will be repeated for future proms.

Battlefields Trip
The first foreign trip since Covid has taken place to the battlefields in France and Belgium. The trip was a huge success.

Sports Day and Achievement Awards
Sports Day will take place on Wednesday 19th June in the afternoon and the Achievement Awards will take place on Thursday 20th June in the afternoon and on Friday 21st June in the morning. Lunches on Wednesday and Thursday will change time to facilitate a longer afternoon period so that the events can take place. This will be communicated to parents/carers.

Senior Pupil Leadership Team
Interviews are currently taking place to fill the roles within the senior pupil leadership team.

As there have been a large amount of high calibre applicants this year, the decision has been taken to have 2 school captains and 2 vice school captains and then 2 house captains across the 3 houses. This means that this year, 2 extra roles have been created.

The first role of the 2 new school captains will be to present at the award ceremonies with the house captains being responsible for the end of term foodbank collection and dress down day.

Staff Joining:

- Rachel Duncan – Art / General Supply
- Katy Devine – Home Economics
- Oyibo Uyota – Maths
- Emily Lloyd – Transition / Support
- Darren Thomson – History
- Chris Wilson from PE – Additional Guidance Role
- Holly Scanlan – English (Probationer)
- Kyle Morrice – Physics (Probationer)
- Jennifer Stocks – Maths / Physics (Probationer)
- Javier Vivo – Spanish
- Jodie Brown – PSA
- Val Brand – PSA
- Ian Morris – PSA
- Principal Teacher of Maths interviews will take place

Viewforth is one of five schools across Fife where pilot funding has been put in place for a Senior Social Work Practitioner to support the school with early intervention. It is currently a 12 month contract, but it is hoped this can be something that will be put in place permanently as the impact from the first 3 weeks of the pilot are monumental already.

Staff Leaving:

- Aileen Sorbie – Business Education
- Ceivagh Harvey – Home Economics
- Hayley Low – Maths
- Jo Stewart – Maths / Guidance
- Sophie Meek – History
- Lynne Hughes – Guidance
- Sarah McAlister – English
- Leila Smith – Modern Languages
- Sarah Louden – Technical (Maternity Leave)

6. Ongoing Actions (Matters Arising)

Name	Action
Alex	7. To send Lisa a message for a GroupCall email to advertise the Treasurer position. **Completed 20/05/24.** 8. To update the next meeting date as the 17th June on all relevant media. **Completed 21/05/24** 9. Email members to see if anyone is free on Wednesday 12th June 5pm-6.30pm to attend the P7 transition where parents will be attending. The parent council will have a table and can talk to parents during the event in order to hopefully attract more members. **Completed 20/05/24 and 10/06/24.** 10. Lara has been in touch about funding from Nisa. Alex to contact Nisa to follow this up. **In Progress, Leona contacted Nisa on 13/06/24 via phone and followed up with e-mail. Awaiting response.**
Leona	4. To fill in and submit the report for the Fife Festival of Music by 28th June. **Completed 13/06/24. Leona submitted report. Note, additional reports will be required when any of the ringfenced funds are spent.**

7. Members Questions

What options are in place for a Friday afternoon if pupils want to stay in school?

There is no Friday afternoon offering in June as the feedback from parents/carers was that their child should return home for the afternoon.

After the summer break, there is currently no offering however, Active Schools have still to come back to state what could be put in place. However, the library is a public library with PC's and a quiet corner so pupils are welcome to stay in the library for the afternoon should they wish to stay in the building on a Friday afternoon.

8. AOCB

- **Recruitment of a new Treasurer – Re-advertise & Offline Voting**
    - This will be readvertised and hopefully a new Treasurer can be appointed in the summer break before the start of the new term.
- **Number of Meetings per term for Session 2024-2025**
    - Meetings will take place online only unless in advance of the meeting, people have stated that they will attend in person. Currently, everyone is attending online so it makes sense to continue online until an in person meeting is required.
    - Term 1 next session is only short so there will be one meeting in the middle of term 1 and then 2 meetings for each of the remaining terms.
- **Dates of next meetings**
    - Is Monday still the best day?
        - Going forward Monday is still most suitable.
    - Alex and Lisa to work out suitable dates and then distribute within the team to ensure there are no clashes before being published to the wider parent forum.
- **Creation of Whatsapp group**
    - It was agreed that a group Whatsapp will be set up to allow the team to have a platform for discussions / reminders of meetings.

9. Actions Arising from the Meeting

Lisa	1. To email Alex with the proposed spending within the Music Department so that it can be checked against the terms of the Grant and then actioned. 2. Organise with Alex meeting dates for the new session. 3. To go back to Active Schools to see what offerings will be available after the summer break for the Friday afternoons.
Alex	1. To get in touch with the winner and runner up from the bonus ball to organise giving over the prizes. 2. Re advertise the Treasurer role. 3. Update the Parent Council website once it has been clarified who will be members in 2024/25 and that the information for each member is correct with regards to pupils at the school. 4. Create a WhatsApp Group. 5. Organise with Lisa meeting dates for the new session.
Leona	1. Keep in contact with Nisa for the Community Grant progress. 2. Review the proposal from the music department against the terms of the Grant. If in doubt, contact Annabel to ensure it's an appropriate use of the Grant.

10. Date and time of next meeting – Propose Monday 9th September 2024 at 6pm – Online only