

Viewforth High School
Parent Council AGM Meeting Minutes
16th September 2024

1. **Present** – Alex Tomlinson (Chair), Lisa Moore (Head Teacher), Kirsty Hannigan (Vice-Chair), Lara Smith.
2. **Apologies** – Jennifer Fenelon, Mark Reid (Treasurer), Erika Cragg
3. **Minutes of previous meeting** – The June Meeting Minutes were approved Offline on 19th June 2024.
4. **Ongoing Actions (Matters Arising)**

Lisa	<ol style="list-style-type: none"> 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. Music Department are considering what they want to prioritise. The School has recently received information on the Fife Festival of Music Event for early next year. Lisa to submit both requests for funding at the same time. 2. Organise with Alex meeting dates for the new session. To be completed after this meeting. 3. To go back to Active Schools to see what offerings will be available after the summer break for the Friday afternoons. Active Schools have put a survey out to young people and we are awaiting the results.
Alex	<ol style="list-style-type: none"> 1. To get in touch with the winner and runner up from the bonus ball to organise giving over the prizes. Completed 21st June – the £10 second prize winner asked for the money to be donated to the Parent Council Fund – so this was added to the Bank Account. 2. Re advertise the Treasurer role. To be discussed below. 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. To be completed after this meeting. 4. Create a WhatsApp Group. To be completed after this meeting. 5. Organise with Lisa meeting dates for the new session. To be completed after this meeting.
Leona	<ol style="list-style-type: none"> 1. Keep in contact with Nisa for the Community Grant progress. Contact made and follow up e-mails and voicemail, but no response. – Lara to check but believes we have missed the submission date. 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. Awaiting Information from Lisa.

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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 (to Dec 2023) – Approved.
 - £500 paid for Foodbank Support
 - £315 paid for Fife Festival of Music Support
 - Current Ring Fence for Foundation Scotland Grant for Music Support is £1,685.
- d. An update of Members of the Parent Council Membership.
 - i. This was completed at the meeting and confirmed as:
 1. Members: Alex Tomlinson, Erika Cragg, Jennifer Fenelon, Kirsty Hannigan and Lara Smith.
 - a. Ree Murray Resigned in June 2024.
 2. Associate Members: Leona Tomlinson.
 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 Kirsty Hannigan and Seconded by Lara Smith.
 - ii. Vice-Chair – Kirsty Hannigan was proposed by Alex Tomlinson and Seconded by Lara Smith.
 - iii. Treasurer – Fiona Davison was proposed by Alex Tomlinson and Seconded by Kirsty Hannigan.

Office Bearers Elected for Session 2024/25:

Chair – Alex Tomlinson
Vice-Chair – Kirsty Hannigan
Treasurer – Fiona Davison
- g. A review and update of the Constitution. – Version 2.4 – 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.

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6. Head Teacher's report – Lisa M

School Role

- 705 young people at the school with the role being steady for the past few years.
- S1 young people are settling in well to high school.

School Uniform

- Pleased with how school uniform is being observed.
- Moved to the new uniform supplier BE Uniforms.
- The young people are enjoying the new quarter zip top which is made of football shirt material and has the school badge on it.
- The school have spent a lot of money on school uniform to support anyone who needs help.

Active Schools

- There are two new Active Schools co-ordinators working across the High School Cluster - Kalia Dair and Erin Boyle.
- Kalia and Erin are working within Viewforth – mainly Kalia with Erin being present on a Friday.
- Both are incredibly dynamic and energetic and there are lots of activities up and running already which is provided in the Friday updates.
- They have surveyed the young people already with regards to what they would like to see being offered on a Friday afternoon. Once the results are in, they will take it from there.

Assemblies

- Assemblies are working differently this year as there is no longer registration.
- The assemblies will not be every week, as the school does not want to be taking young people out of their lessons.
- The Depute Heads are organising the assemblies and creating a plan for them.
- There were assemblies on Monday 16th September which were led by the Captaincy team – School Captains and House Captains with focus being on participation and getting involved in wider curriculum activities. The young people were asked to share what they are involved in both inside and outside school. A QR code was provided to allow them to contribute.

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Staffing

- Viewforth is now fully staffed except for the maths department.
- The post has been re-advertised, due to candidates accepting other positions.
- There is another vacancy post for Temporary Maternity Leave Cover for Biology. There are several strong applicants and interviews will commence Monday 23rd.

Exam Results

- A full analysis has been carried out with meetings with individual departments to discuss the exam results – Strengths, Challenges and Priorities for Improvement.
- Some really pleasing exam results with the highest number of S5 students achieving 5 Highers. That is the highest it has been in five years.

Primary Transition

- Just welcomed our new S1s.
- Been working with the new Primary 7s and visited all four of the cluster primary schools.
- On Wednesday Evening (18th September) there is a showcase evening in School where the Primary 7s and their Parents / Carers will be in the building.

Inter School Collaboration

- One of the benefits of the asymmetric week, was around getting collaboration time around the four Kirkcaldy high Schools.
- The first collaboration session is this Friday (20th September) – All staff in each of the 4 high schools have signed up to a session which is being run in each of the high schools (Viewforth, Kirkcaldy, St. Andrews and Balwearie).
- All of the sessions this time are on Curriculum and raising attainment. The sessions are:
 - Viewforth – Inter-disciplinary learning.
 - Kirkcaldy – How to use data to inform improvement.
 - St. Andrews – ICT to enhance learning.
 - Balwearie – Developing the Young Workforce.

Support from ASDA

- Donation of fruit and cereal bars for those young people who miss the breakfast club or need some food at breaktime.
- There is a trolley in ASDA to support school uniform. As well as pre-loved items, some people are buying new clothing and donating it. Lisa would like to thank both ASDA and the local community for their support.

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Future Parent Council Meetings

- The next meeting will be on attainment. Sarah McNamee will attend to provide an update.
- Fiona Davison will also attend a future meeting to provide the Parent Council with insight into the School Financial picture.
- Previously Rachel from Active Schools attended, so it would be good to introduce the new Active Schools team to the Parent Council to provide a first-hand insight into their work.

7. Members Questions

- No Members Questions were submitted or asked at the meeting.

8. AOCB

Single Subject Specialists

- It was noted that the only Physics teacher Mr Learmonth left in February prior to the SQA exams, which may have affected results. The school was unable to recruit a replacement, however, over the summer the school has been able to appoint two subject specialists in Physics.

School Photographs

- The prices for the school photographs run by Tempest are cost-prohibitive, especially with regards to equity and affordability. This is compounded when there are siblings at the school but are photographed separately.
- Tempest provides the staging for the S5 & S6 Year group photographs, however, it is noted that a local photographer or a Photography project may allow for a more cost-effective alternative to allow the valuable memories to be obtained.
- It was believed the cost was around 40+ pounds per young person.
- Lisa will take an action to look at the costs and if there is an affordable option as part of the cost of the school day, such as a project for the Higher Photography students.
- There was also discussion about how the printing of photographs would be completed.

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9. Actions Arising from the Meeting

Lisa	<ol style="list-style-type: none">1. To email Alex with the proposed spending within the Music Department for equipment and the next Fife Festival of Music event.2. Organise with Alex meeting dates for the new session.3. To provide an update on the Active Schools options once the survey results are known.4. To investigate the cost and options for School Photographs to see in a more affordable and equitable option is possible.
Alex	<ol style="list-style-type: none">1. 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.2. Create a WhatsApp Group.3. Organise with Lisa meeting dates for the new session.4. To welcome Fiona and work with Mark to transfer the Parent Council account and Treasurer role to Fiona.5. To invite Sarah McNamee to the next Parent Council meeting.6. To invite Fiona Davison and the Active Schools team to a future meeting.
Leona	<ol style="list-style-type: none">1. 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 & time of next meeting – Monday 4th November at 6pm on Zoom.