Viewforth High School
Parent Council Meeting Minutes
21st September 2026

1. **Present** – Alex Tomlinson (Chair), Martin Darling (DHT), Lisa Moore, Claire Dingwall, Michael Curtis

2. **Apologies** – Fiona Davison (Treasurer), Kirsty Hannigan (Vice-Chair), Erika Cragg

3. **Minutes of previous meeting** – were approved offline on 16th June 2026.

4. **Welcome**

- Lisa Moore has accepted a temporary position as Head of Woodmill High School – informed on 11th September, in position from 21st September.

- EGM motion was passed on WhatsApp to postpone the AGM until a new Head Teacher is in position to assist with the requirement to advertise for a new parent / carer Treasurer or update the constitution to cease fundraising.

5. **Head Teacher's Report – Lisa M**

- Viewforth are currently recruiting a Maths teacher.

6. **Attainment Presentation – Martin D**

Breadth and Depth Measure:

This looks at all the qualifications at the various levels:

- @3 = Level 3
- @4 = Level 4
- @5 = Level 5 (National 5)
- @6 = Level 6 (Higher)

1. Looking at the 5@3 measure – improving picture and higher than virtual comparator.
2. Looking at the 5@4 measure – there is a slight drop between 2025 and 2026. This could be attributed to ensuring the 5@3 measure was achieved.
3. Looking at the 5@5 measure – 2026 shows the highest increase and Viewforth is ahead of the virtual comparator.
4. Looking at the 1@6 measure – by the time a young person finishes S5 they are likely to have at least 1 Level 6 qualification – 5% above the virtual comparator.
5. Looking to improve and 3@6 and 5@6 measures to ensure Viewforth can equal / be above the virtual comparator.
6. Outreach, Attainment Group and Employability Hub provisions.
7. Above our stretch target for L3 and L4 Literacy.
8. Above our stretch target for L3, L4 and L5 Numeracy.

S4

Measure	2023	2024	2025	2026
5@3	90% (VC 78%)	91% (VC 80%)	88% (VC 79%)	94% (VC 77%)
5@4	88% (VC 72%)	73% (VC 72%)	76% (VC 70%)	69% (VC 70%)
5@5	46% (VC 40%)	44% (VC 41%)	44% (VC 42%)	48% (VC 42%)

S5

Measure	2023	2024	2025	2026
5@3	91% (VC 86%)	89% (VC 82%)	89% (VC 83%)	90% (VC 82%)
5@4	76% (VC 81%)	87% (VC 77%)	72% (VC 76%)	79% (VC 74%)
5@5	50% (VC 54%)	50% (VC 52%)	55% (VC 56%)	53% (VC 53%)

S5

Measure	2023	2024	2025	2026
1@6	72% (VC 54%)	68% (VC 52%)	57% (VC 56%)	60% (VC 55%)
3@6	41% (VC 34%)	32% (VC 30%)	32% (VC 32%)	27% (VC 35%)
5@6	28% (VC 17%)	23% (VC 16%)	14% (VC 16%)	14% (VC 19%)

S6

Measure	2023	2024	2025	2026
5@3	79% (VC 83%)	90% (VC 87%)	90% (VC 83%)	91% (VC 84%)
5@4	74% (VC 77%)	75% (VC 82%)	88% (VC 77%)	74% (VC 77%)
5@5	54% (VC 52%)	53% (VC 57%)	51% (VC 56%)	57% (VC 59%)

S6

Measure	2023	2024	2025	2026
1@6	68% (VC 51%)	73% (VC 57%)	69% (VC 55%)	59% (VC 60%)
3@6	44% (VC 35%)	44% (VC 41%)	36% (VC 38%)	40% (VC 41%)
5@6	35% (VC 24%)	32% (VC 29%)	31% (VC 26%)	25% (VC 29%)

Areas for Development:

1. Further development of BGE courses to ensure that skills and knowledge is developed to allow for successful transition to the senior phase.
2. Target underperforming course components to boost overall quality of the young person's pass.
3. Supporting families and young people to understand the importance of completing the school year having completed all their course (reducing the number of Winter Leavers and the habit of 'dropping' subjects).
4. Being aspirational in our approach to attainment.
5. Targeted support for our most able learners.

Improvement Actions:

1. As part of our revised attainment reviews, all faculties were given key agreed action points for the year ahead.
2. These have been built into every faculty improvement plan.

Common Agreed Action Points:

1. Re-evaluate BGE curriculum to ensure the required knowledge and skillset is developed (laying the foundations for future attainment).
2. Target underperforming course components to boost A-C pass rates.
3. Look outwards to identify areas of good practice that can be adapted to benefit our young people.
4. Continue to implement an aspirational presentation policy for all young people.

7. Ongoing Actions (Matters Arising)

Name	Action
Lisa	1. Work with Alex about advertising the Parent Council to facilitate more members. P7 transition event is on Wednesday 17th June. Jennifer will assist. **Completed – Event attended and speech given.**
Alex	1. Investigate how to set up Easy Fundraising. **Not Completed*.** 2. Work with Lisa about advertising the Parent Council to facilitate more members. P7 transition event is on Wednesday 17th June. Jennifer will assist. **Completed.** 3. Prepare a short talk for the Assembly at the P7 transition event. **Completed.** 4. Write an article for the Summer Newsletter by Monday 22nd June. **Completed.**
Jennifer	1. Attend P7 transition event on Wednesday 17th June. **Completed.**
Leona	1. Look at funding application to the Robertson Trust. **Not Completed*.** 2. Investigate companies who would like to fund the 'in it to win it' with the benefit of company advertising. **Not Completed*.**
ALL	1. Look at your own banking / mortgage and investigate whether a free community bank account can be set up. Thereafter, take on the role of Treasurer to support funding applications. This role does not require a lot of commitment but the impact of having a Treasurer within the Parent Council, and an associated free bank account is massive. **In Progress – None of the current parent council members wish to assume the Treasurer role. Therefore, the Parent Council has agreed to re-advertise it before the November AGM, in the hope that someone will become the Office Bearer and will then move the bank account from Lloyds to a new free service bank account like Virgin Money.** **If a new Treasurer cannot be found, then the constitution will be updated to stop fundraising activities and to pass the remaining funds to the school for use for the Fife Festival of Music and other Music related purchases.**

8. Members' Questions

- No members questions.

9. AOCB

- No AOBC.

10. Actions Arising from the Meeting

Name	Action
Alex	1. Engage with new Head Teacher in the recruitment of a Treasurer for the Parent Council. 2. Update the Parent Council website to reflect changes for session 2026/27.
Leona	1. Look at funding application to the Robertson Trust. **On Hold until a Treasurer is appointed** 2. Investigate companies who would like to fund the 'in it to win it' with the benefit of company advertising. **On Hold until a Treasurer is appointed.**

11. Date & time of next meeting – Monday 23rd November 6pm on Zoom (AGM).