

# **A COMMON ROAD TO ADULTHOOD**

## **PLANNING MEETING**

**Venue:** Viana do Castelo, Portugal

**Date:** 10<sup>th</sup>-14<sup>th</sup> October 2012

### **MINUTES**

#### **Present**

Ann Southren (Co-ordinator) UK

Deborah Winn UK

Sam Dawson UK

John O'Neill UK

Gertraud Bauer- Fitz Austria

Julia Kabbeck Austria

Julio Viana Portugal

Pedro Fornelos Portugal

Luis Costa Portugal

Marta Czech Poland

Agnieszka Bujoczek Poland

Reet Kangro Estonia

Reeli Saar Estonia

Anne Morel Estonia

Helle Reiljan Estonia

Bahar Senveli Turkey

Dikmen Dokmeci Turkey

Yesim Fazlioglu Turkey

#### 1. Clarification of programme

The programme was discussed and clarified. Any further queries please refer to the application. All partners agreed they had a clear understanding of the project.

#### 2. Quality Assurance Management (QAM)

The quality assurance management system was discussed and the handbook explained. With overall responsibility for QAM are AS and RK although all partners are responsible for quality assurance management in their own schools. The handbook will frequently be updated according to the needs of the project. The reviewing of policies in the handbook are the responsibility for each partner. All partners were made aware of the distribution of tasks, the end product and evaluations.

# Turkey will work with Poland to monitor access for all. A monitoring sheet will be produced by AS and circulated in Estonia.

### 3. Assessment

Partners were reminded that all activities associated with the project must be evaluated. It is hoped an individual assessment programme will be developed during year 1.

### 4. End product (where will it be made)

The 3 toolkits (files) will be produced by APPACDM in Viana do Castelo. All partners appeared to use different communication soft wear and it was agreed each partner to bring a sample with them to Estonia. At the end of the project there will be 3 toolkits for each partner, These being:

#### File 1

- A file specific to each school which will be revised annually, containing;
- A student profile
- Our rights and responsibilities.
- Community facilities and how to access them
- Independent travel
- Healthy living, incorporating sports, leisure and healthy eating
- How to stay safe. Relationships and sex education.
- Choices post school, including current courses available in the community. How to complete a CV, application form and how to use a telephone/send an email.
- Agencies that can help i.e. benefit agencies, social service help lines, medical facilities etc.

#### File 2

- A file containing all of the above information and transition about all partner countries, to be shared with the European Commission.

#### File 3

- A student friendly file which will go with the student and be updated throughout his education and assist them in their transition to their next phase of education and adulthood.

### 5. Calendar for project

The calendar for Year 1 was discussed. AS agreed to circulate a simplified version. Partners were reminded that project work can be sent electronically but a hard copy must always be sent to partners as our students enjoy looking at booklets.

### 6. Mobilities

The following dates were established for mobilities:

- Estonia – 5<sup>th</sup> – 12<sup>th</sup> December 2012
- Durham, UK 13<sup>th</sup> – 17<sup>th</sup> March 2013

- Turkey 12<sup>th</sup> – 16<sup>th</sup> June 2013
- Austria 2<sup>nd</sup> – 6<sup>th</sup> October 2013
- Darlington, UK March 2013
- Poland June 2013

The aim and process used to arrange mobilities was discussed.

#### 7. Communication

Regular emails and text messages will keep the group informed.

Communication will be in English. Should anyone need clarification about any aspect don't hesitate to contact AS.

#### 8. E twinning (PF)

PF informed the group the aim of etwinning and how to access the portal. SD and PF will be responsible for seeing it becomes active. PF will circulate a simple instruction sheet for etwinning. It is hoped students will be able to access it. AS reminded the group that etwinning is an important aspect of Comenius. Sam suggested partners send project work to her to download. Any problems gaining access contact Sam or Pedro.

#### 9. Reporting to National Agencies

All partners are required to send a mid term report and final report to their national agencies. AS to produce report and circulate. Please let AS know the date you have to submit your reports.

#### 10. Required receipts for national agencies

All national agencies may ask for certificates of attendance and proof of travel to planning meetings. Please keep them as you may have an audit. At DTS we have had both a funding and a curriculum audit. Also it is good practise to file all receipts as you may need them for your school audit.

#### 11. Any other business (AOB)

- AS thanked JV and his colleagues for arranging such a fantastic planning meeting and seminar.
- JV to circulate partner presentations from the Quality of Life for SEN.
- BS informed the group that her school had changed it's name so in future all correspondence to be addressed with the new school name.
- AS informed the group that she is a director of LATV, a television company for students with learning difficulties.
- Gifts were circulated.

Ann Southren

Co-ordinator

16.10.12