

Minutes of Planning Meeting – Viana do Castelo, Portugal June 10th-14th June 2015

1. Present:

Estonia -	Reet Kangro Maiu Tafenau Sylvia Viin
UK-, Durham -	Julia O'Neill Ann Southern Sonya Wadely-McCarthy
Latvia -	Ainars Beitiks Inese Silina Inga Balabka
Romania -	Catrina Hirciaga-Costache Iosif Gabriel Vatca Delia Pal
Portugal -	Julio Viana Pedro Fornelos Alexandra Neves Leonora Ruivo Farima Cerqueira

Apologies: Estonia - Terje Ploom (Social worker)

Ann and Julia welcomed the partners to both meetings that day and thanked Julio, Pedro and our Portuguese partners for their warm welcome and the visit they have organised. Ann also thanked Julio for his invitation to visit and take part in the programme.

2. Review of Year 1.

Ann went through the action plan for year 1 and clarified with partners the completion of activities by the deadlines identified. All partners agreed that the activities were either fully completed or in the process of being completed.

3. Interim report.

Julia asked partners to clarify with their national agencies if an interim report is required. So far Reet has provided her national agency with a written report which has been accepted. For the UK the online mobility tool has not yet been set up and there is a possibility of a written report being required by the UK national agency by 31.08.15. Catrina clarified that in Romania the online mobility tool is not yet operational either, possible not until 2016. Partners are to check their current situation.

4. Questionnaire.

Employer's questionnaire had previously been emailed to partners. A was given to partners as they can amend if appropriate or send to local employers as it is Any returns or feedback to be collated and will form evidence to support our WRL curriculum plan.

5. Newsletter.

Julia provided each partner country with a copy of a draft newsletter for the project. The deadline for articles was May 1st 2015. Reet sent an article which has been included. Partners discussed whether to produce a newsletter termly or yearly. Partners liked the draft provided and an agreement was reached to produce a termly newsletter. Julia will look at her diary and will provide partners with a deadline for the next issue of the

newsletter. All partners are to send an article to be included. Reet pointed out that the wrong flag was next to her article. Julia will amend and will send each partner a copy to be distributed.

6. Roles & Responsibilities.

Partners were asked to complete a pro-forma from their information packs with an update of where they are to date. This was shared at the meeting. Partners are to provide Julia with either a written or emailed version so that they can be recorded and shared across the partnership. Ann suggested that as partners have a good understanding of their roles and responsibilities they should now start looking what is available beyond their country for examples of good practice from other countries around the world. This info could be shared at the end of year 2 project meeting in Estonia.

7. E-twinning.

Ainars provided partners with an update of the information currently available on our site.

8. Work Related Curriculum Plan.

Ann discussed the documents provided in the information packs earlier. Julia had updated all of Durham Trinity policies and has produced from them policies for our project. These policies are to be used to develop our general WRL plan and then each partner country will amend and change each policy to meet the individual requirements of their schools and institutions. Partners are to look through the content of these policies and share any changes with Ann and Julia via email. The policies included were: WRL, Enterprise, PSHE, Drugs & Substance Misuse, Sex Education, Anti-Bullying, Work Experience.

Additional policies to be included are: Careers Education Information Advice and Guidance as well as Spiritual Moral Social and Cultural. Julia will email these policies when completed.

Partners were asked to email any policies in their establishments which they feel would be useful to use or include.

9. Year 2 plan.

Ann provided a copy of the plan for year 2 of the project and explained it to partners. The Calendar activity is to be artwork, pictures or drawings made by hand and not computer generated. This calendar will include pictures from each country within the partnership.

10. Student tracking post school.

Julia explained how this data is very important in the UK and in Durham schools are provided with an update monthly. Ann asked partners if they track the destinations of students after they have left school. Discussion took place over success stories of particular students from within the partnership. Ann asked partners to write an article for the newsletter about success stories such as this.

11. AOB.

- a. Julia mentioned the school booklet she had sent to partners last week and asked all partners to produce a similar version from their schools or institutions which could be used in a display for students, parents, carers and visitors to inform them of the partnership.
- b. Ann informed partners of Dublin Airport becoming an autistic friendly airport and suggested partners look into this as it could be something they could recommend in their communities. In the UK some theatres and cinemas are also offering performances for SEN families to attend.

- c. Evaluations. A pro-forma is Included in the pack. Please complete and either hand to Julia or email to her by 21st June so they can be collated and sent to partners.
- d. Ann closed the meeting by asking partners to consider if the meeting had achieved its aims. All partners agreed except with reference to the last aim identifying a tracking tool for students post school. Catrina suggested a closed Facebook page for families and students when they leave school as a possible way forward. Pedro and Julio explained how APPACDM does this.
- e. Julio presented all partners with a signed copy of his book.
- f. Ainars was asked if there was any information which partners needed to provide him with in preparation for their visit to Latvia in October. Ainars will distribute this information nearer the time.
- g. The meeting closed and partners shared gifts.