

## DURHAM TRINITY SCHOOL & SPORTS COLLEGE

### ARE EU READY FOR LIFE AND WORK?

#### MINUTES OF MEETING SATURDAY 6<sup>TH</sup> DECEMBER 2014

##### 1. Quality Assurance Management

Ann Southren gave each partner a Quality Management Assurance file and explained each section. The file will develop as the project progresses and must be brought to each meeting. She explained the importance of quality assurance and accountability of the project.

##### 2. Audit

Each partner gave a brief presentation of the audit of their school or institution and we all agreed we face similar challenges. We were reminded children with special educational needs became the responsibility of the Education Authorities in the 1970's in UK, Romania and Portugal; it was not until the 1990's that Latvia and Estonia accepted this role.

##### 3. Aims & Objectives

Partners were reminded of the aims and objectives of the project.

##### 4. Base Line Assessments

Partners discussed the content of the initial student assessment proforma. A proforma containing partner suggestions will be circulated in January. The initial pupil assessment will be completed prior to the meeting in Romania. The data from the completed assessment will be held by the partner school with a copy to be sent to the co-ordinator.

##### 5. Evaluation, assessment & tracking

The following assessments will be completed during the project:

- Base line assessments will be completed initially and annually
- Learning outcomes will be assessed each term using systems present in partner school. Should a partner not have a system in place they will contact the co-ordinator and this will be discussed at the next meeting.

- Student activity assessment. Following each school project activity partners will assess the learning outcomes. A proforma will be circulated in December/January

During the project the following **evaluations** will be completed:

- Parents/carers/employers activity form will be completed when appropriate i.e. following a careers convention, work experience, enterprise etc. The content of this evaluation will be discussed at the next meeting.
- Teachers will evaluate each activity. A proforma to be developed by the co-ordinator and discussed at the next meeting.

During the project questionnaires will be completed by parents/carers and employers/post school providers, these being:

- Parents/carers questionnaire outlining abilities, attitudes, concerns, aspirations they have for their child will be circulated.
- Employer's questionnaire. This will ask the skills and attitudes required for the world of work.

Proformas for the above will be decided at the next meeting.

During the project **data** will be collected by partners. A draft proforma for the collection of data will be brought to the next meeting and discussed. All data should be placed in the Quality Assurance Management file and also sent to the co-ordinator at the end of each year.

### **1. Roles and Responsibilities**

The following areas of responsibility were discussed and agreed:

Estonia	data collection and curriculum lead Independent Living
Latvia	data collection and curriculum lead ICT
Portugal	data collection and curriculum lead Social Inclusion And Vocational Training
Romania	data collection and curriculum lead Work Related learning

U.K. data collection and curriculum lead Integration with schools/colleges/employment/curriculum 14-19 yrs. Partners will collect information regarding their responsibility during meetings and also via the www. They will present their findings at each meeting.

## **2. Communication**

It was agreed that the co-ordinator would communicate with partners every 2 weeks via email. A termly newsletter will be produced each term by the co-ordinator. Partners to send Julia articles and photos to Julia for the newsletter. The first newsletter will be produced in April and is to be circulated to students, parents/carers and the wider community.

## **3. Etwinning**

It was agreed Ainars and Pedro, supported by Catrina will be responsible for our etwinning page. Partners project will be put all project work on our page therefor it is not necessary to bring it to meetings.

## **4. Action Plan**

Ann has agreed to compose an Action Plan and circulate it to partners following the meeting. It is vital that we keep to deadlines.

## **5. Evaluation of Meeting**

At the end of the meeting we discussed the aims of our planning meeting and agreed they had all been achieved. Partners completed individual evaluations of the visit

## **6. AOB**

- Ainars suggested we hold a logo design competition. Partners to hold a logo competition in school and bring the winning logo to Romania where the group will decide the winner.
- Ann suggested at the next UK meeting that she invited the local MEP who can take our concerns about the inequality of facilities and provision for those with learning disabilities to the EU.

*Ann Southren MBE  
Project Auditor  
8.12.14*