



ARE EU READY FOR LIFE AND WORK?

Planning Meeting – Estonia 18th- 22nd May 2016 Minutes

Present:

UK: Suzanne Madden
Julia O'Neill
Fiona Davis

Estonia: Reet Kangro
Anu Kallas Helle Reiljan
Reeli Saar Gaida Vassin
Maiu Tafenau Anne Morel
Sylva Viin Eve Morel
Urmas Rööbing

Latvia: Ainars Beikas
Iluta Apsite
Gundars Oga
Inese Silena

Romania: Catrina Hirciaga Costache
Ana-Maria Boncut
Carolina Stanciu
Viorica Feldrihan
Gabriel Vatca

Portugal: Julio Viana
Joana Reis
Fatima Alves
Stephanie Costa

MORNING SESSION

Planning Meeting

Suzanne welcomed everyone to the meeting and our Estonian meeting and outlined the plan for the day.

Apologies – none.

1. Minutes of the Last Meeting – Suzanne clarified the minutes of the Durham meeting which had been emailed to partners and thanked them for all of the work that has been completed linked to the project and also for their participation in the Career's Event in Durham. Durham is to send a CV to partners to use as an example to follow when completing CV's with students.

Partners agreed that the minutes reflect a true and accurate record.

2. Matters Arising – none presented.

3. Review of Application Form:

Activity: Have we achieved our goals?

Partners worked in country groups to go through the activities outlined in the application form and highlighted those which were yet to be completed. Suzanne provided partners with a copy of the implementation section to use if they did not bring the application form with them. Partners worked in country groups to complete this task and presented their findings to the meeting.

Outstanding areas identified are as follows:

Portugal: Reflection in Portugal when return – some activities have ben completed but others have not. Cannot remember the questionnaire and the results – will do on return. Started to work on curriculum and have some ideas to share – seminar will outline these from Portugal.

Estonia: Curriculum map is their focus – describe more special activities for children – visiting outside.

Romania: Achieved all goals so far looked at activities and programme – They have not yet held a careers event as their Careers month is in May – visit outside school and visit their school will be completed by end of May.

Durham: Employment in their communities project. Opportunities to visit employers – Atom bank, Dogs Trust, The Rivergreen Centre, Food Bank, school work shadowing. Assesments. Gaining information for newsletters.

Latvia: Very useful to school, parents, teachers links with the community. Volunteering is a useful way forward and something they had not considered previously

All partners agreed this was a very useful activity has helped everyone to complete a list of outstanding work to be completed in their schools and institutions.

4. Review of Year 2 program :

Suzanne outlined the action plan and clarified areas which should have been completed. Reet outlined that their students have completed their own calendar in addition to the Erasmus+ and the students enjoyed this.

Suzanne clarified enterprise projects to include on e-twinning.

Julio explained that their national agency contacts them regularly to remind them that they will be visited to audit the project. Partners were reminded to keep e-twinning up to date with examples of project work and photographs as outlined in application form.

Partners have received an email regarding the Mobility Tool to update with details as well as e-twinning. This is vital.

Suzanne suggested that items are identified as tasks on e-twinning so that it is easier to identify the work we have completed and track each countries work. Suzanne will send details to partners about this.

Reet provided partners with a copy of a booklet (mini prospectus) of Voru Jarve Kool, a translated section in English has been included at the end of the booklet.

5. Look at proposed Year 3 calendar.

Suzanne provided partners with a copy of the proposed Year 3 Action Plan. Partners had time to look at this in the country groups. Discussion took place over its contents; it was decided that each activity/task would be numbered and given a title to help identify it on e-twinning and for audit purposes. Catrina suggested that baseline assessments activity is moved to the start of the calendar as this is the first activity we should complete and is identified as Task 1.

Suzanne will identify tasks and titles and re-send document to all partners via email.

Page 3 activity – newsletter item was discussed. Agreement from partners to choose an activity from the previous project activities to include in this newsletter.

All partners agreed to the content of the plan for year 3.

6. Agree dates for Year 3 visits.

Romania, Cluj-Napoca – 12.10.16 to 16.10.16

UK, Durham – 08.02.17 to 12.02.17

Portugal, Viana do Castelo – 07.06.17 to 11.06.17

7. E-twinning

Update on site. Ainars uploaded the site onto an interactive whiteboard and provided a demonstration for the group.

Partners discussed and clarified the following:

- i. Outlined how the activities/tasks could be numbered and where to place them on the platform so that this is simplified for all and supports us all in auditing the completion of action plan
- ii. Seminars could be placed in meeting folders in addition to other items. Julio suggested that Suzanne clarified task numbers identified then Ainars and Pedro will create folders
- iii. Inviting other staff to be part of e-twinning site – Suzanne asked how to invite other staff from school to access. Ainars demonstrated how to do this. The steps are: Register on site by entering details and create a password, you should then receive an email to verify your info and then follow instructions from this, request to be invited to project site.
- iv. Suzanne identified that in Durham Trinity we are going to invite all partners of our International Working Party. Discussion took place over the in identification and invitation of pupils/adults to the site. Individual institutions are to decide upon how to implement this based on their policies and procedures. Portugal has a pupil who is part of the e twinning site. A discussion took place about inviting pupils to look at the site but not have the privileges to amend/upload. It was decided that this would be at the discretion of individual schools, and would need to take account of individual school's safeguarding policies.
- v. Julio queried opening up e-twinning to the world outside of our partnership. This could have safeguarding implications. He will look into this further and report back at our next meeting.

Suzanne thanked Ainars for his advice, input and demonstration.

8. Newsletters

Suzanne found our discussion over the newsletter this morning very beneficial. Ann has clarified via the action plan for year 3 the content of our newsletters.

Suzanne requested that partners provide information via a word document including a short piece of text and pictures rather than a pdf document which she is unable to amend or adapt. Catrina clarified the details. Suzanne is to email partners to remind them of these requirements and deadlines so she is able to create the project newsletter.

Durham Trinity provided 2 newsletters based on activities that have taken place over the last 2 terms.

Julio provided newsletters and information from APPACDM with the Erasmus+ logo identified. A selection was shared and distributed to partners to look at. These identified a number of activities that APPACDM has completed. Last week the Minister for Social Affairs visited APPACDM and the Secretary of State for Inclusion also visited this was televised.

Catrina clarified that we had previously agreed to include a success story for a pupil/adult linked to the project.

9. AOB – None presented.

10. Evaluations – Suzanne requested that these are completed by the end of the day and provided to Suzanne, Fiona or Julia.

Partners agreed to a short break prior to Seminar presentations

SEMINARS

Seminars took place which outlined Independent Living Curriculum activities which take place in our partner schools and institutions. It was agreed to place all seminars on e-twinning site.

LUNCH

AFTERNOON SESSION

Work Related Curriculum Planning and Workshop

Suzanne welcomed partners to the afternoon session and outlined the aims for the afternoon's activities which were:

- *To agree the areas of the Work Related Curriculum.*
- *To have developed specific school related overviews*
- *UK will have the overviews to create a generic overview in time for meeting in Cluj-Napoca, Romania.*
- *Look at final product example. Be clear about what we are aiming to achieve.*
- It was explained that the order of the agenda would be changed slightly and that further time could then be given to explore the tasks set in time for the visit to Cluj.
- Julio asked when the final project is needed to be completed. Suzanne clarified deadlines with partners regarding each of the areas still to be completed.
- A generic overview will be created as a result of today's sessions when the UK will take partner's information and combine it.
- Suzanne shared the unit plan suggested and agreed in Latvia. It was stated that today we were going to look at the stage before this to create a general overview document.
- Julio asked for clarification as to the titles "Age/Ability" at the top of the document. This was clarified by Suzanne who suggested that different establishments may be organised in different ways and this is to support this.
- The activity was outlined to partners
- Suzanne shared the UK version of the overview in which the curriculum areas had been personalised to the school, and also an overview which was partially completed as an example to partners
- Partners moved into country groups to begin completing their own curriculum overview. Due to the complexity of the task it was not possible to complete the task at this time. It was decided that the overviews would be completed after the meeting and forwarded electronically to Suzanne for compilation.
- After the meeting some partners who hadn't previously visited Voru Jarve School took the opportunity to tour the school.

