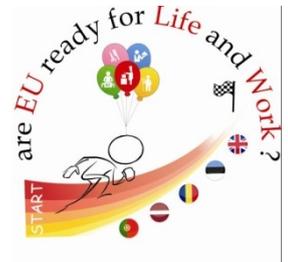


ARE EU READY FOR LIFE AND WORK?

Planning Meeting – Durham 27th February 2016



AGENDA

Present:

Uk

Julia O'Neill
Suzanne Madden
Ann Southren
Fiona Davis
Sharon Elliot

Portugal:

Julio Viana
Alexandra Neves
Stephanie Costa

Estonia:

Helle Reiljan
Maiu Tafenau

Latvia:

Ainars Beitika
Laila Lapiņa
Iluta Apsīte

Romania:

Carolina Stanciu
Adela Petrenciu,
Ionela Stefan

1. Minutes of previous meeting

Suzanne

2. Etwinning

Suzanne has been invited to join by Ainars. Ainars has looked at the site today and everything is there but some partners need to check folders and upload information to the site more regularly. Pictures from each meeting should be uploaded and we should invite more staff from our schools/institutions to join the site. Ainars explained how to invite colleagues to access the site. Suzanne clarified what is required to be uploaded. Partners to use our action plan evidence section as a guide to what is required.

3. Newsletter

Suzanne clarified after some confusion at the Latvia meeting. Suggestion that after each meeting a newsletter is to be completed about the project to date. Suzanne suggested that each country produce their own newsletter and identify 1 article from this to be included in a project newsletter. These can be accessed on school websites. Suzanne will compile and send electronic copies to partners.

4. School Introduction booklets

This has been discussed at previous meetings. Suzanne showed partners copies received to date. Currently we have copies from Durham Trinity School and Romania. These are to be displayed in schools and institutions so that parents, staff and pupils can access this. Estonian staff believe that this has been completed and placed on the Etwinning site – will check. Some countries have this information on their school website but not all parents and partners have access to this. Displays in schools show the wider community about the schools linked to the project and its focus. Partners agreed to provide this. Suzanne will remind partners in preparation for the meeting in Estonia.

Suzanne suggested that after each activity partners place all evidence in their own countries folder in addition to the activity folder.

5. Year 2 Action Plan; Progress to date (AS)

Ann represented Brian Stobie who will act as project auditors to ensure that all areas are covered.

Each school/institution is to put on e-twinning site a photograph of school displays promoting the project.

E-twinning site is continuing to be developed by partners.

Employers questionnaire – partners have had some mixed successes in this area.

Ann queried if partners have been out into the community to publicise the project. Ainars provided the group with an update of the progress in Latvia.

Suzanne highlighted that in Durham Trinity is going to hold a showcase event to promote and publicise the school to the local community.

Baseline assessments have been completed.

Calendar has been completed and circulated

Enterprise activity - ongoing. Fiona explained and provided a copy of the calendar a group of FEU students produced on castles in Durham linked to enterprise.

Basic skills project – ongoing.

Careers Convention – partners each explained what each does in this area. Julio and Alexandra informed partners of successes from their centres. Ainars explained how Latvia tackled this. Romania will complete this in May 2016. Durham Trinity will post pictures of their Careers Convention from last Wednesday to show partners via e-twinning.

Aspects of careers guidance – some partners are still to achieve this. Discussion took place over successes recently gained from Portuguese client linked to a CV. Estonia shared an example of a student information sheet. Ann suggested that Julia email partners an example of a Durham Trinity CV to all partners.

Ann explained why she was carefully explaining and clarifying the evidence we require as we may have a curriculum audit via our national agencies.

Service enterprise project – still outstanding. Ann identified that APPACDM does this, Estonia run a community café and students clear snow in the local streets, Romania clear the local park several times a year and plan to plant a tree in Cluj. Romaine will complete this activity next week.

Ann explained about a cookery book which she completed with Trinity pupils a number of years ago linked to enterprise.

Discussion took place over access form each partner to a local community venue to display evidence of their work and try to get local media to publish this.

Estonia visit – PSHE & Independent Living Skills. Maiu identified some possible areas we could visit during this visit including the centre where Reet's son Oliver is living.

End of year 2 Ann and or Brian will evaluate the success of the project with Julia and Suzanne so it is important that all partners have placed evidence on e-twinning or via photographs.

Discussion if partners are required to produce an end of year 2 report for national agencies. Partners to clarify and email Julia and Suzanne what each country is required to complete. It appears that each country has different requirements. Julia will contact the British Council for clarification from the UK perspective. Estonia need to complete a mid-term report after receiving her next allocation of funding.

6. Year 3 Calendar (AS)

Ann clarified the 3 year plan and asked partners if they would like to include any areas of focus.

Ann clarified each area identified to ensure that all partners understood the requirements. Explanation of self-advocacy was discussed by Ann who is an advocate for a visually impaired young man. Julio discussed working with parents in APPACDM. Legal representatives can be useful at these meetings to ensure that an individual needs are considered after the death of parents.

Christmas Fayre project was discussed.

System of monitoring is required to collect and demonstrate impact and progress.

Work experience placements either outside school or within school with caretaker/cleaner/teaching assistant.

Partners agreed that they understood the plan. Suzanne highlighted that partners have anxieties about the final content of the curriculum.

7. Work Related Curriculum (FD)

Fiona discussed the information she has sourced to date and provided examples of accreditation for WRL in the UK and areas which could be covered. A hand out was provided for countries to look at and complete to help identify the final areas to be included. Partners completed task. Fiona explained Durham Trinity example then partners followed so everyone had an understanding of each others requirements.

8. End Product (JO'N)

Partners to provide Suzanne with their sheets so we can collate their ideas and forward to all for so they can be collated and a plan devised. Specific information to be provided. Info to be sent prior to the Estonian Meeting. This can be discussed in detail at Estonian meeting and detailed planning completed – 1 full day. At the end of the Estonian meeting all partners need to fully understand the WRL curriculum.

Suzanne provided an example of a document for partners to look at as an example. Discussion over a generic document with each country adapts and produces their own document to meet their own specific needs. Ainars recommends an assessment checklist for pupils/students to be included.

9. Evaluations

10.

11. AOB

Roles & Responsibilities – partners to complete sheet and identify what partners have done in their areas since Latvia meeting.

Planning meeting in Estonia 18th-22nd May 2016 - Please inform Reet of the number of partners and your room requirements so that hotel bookings can be arranged ASAP. This is a very busy time of year in Estonia so please email this within 2 weeks of this date. As 1 full day is required to plan the curriculum the seminar should be a brief PowerPoint and placed on e-twinning.

Ann - Reminder that the project has to be evidenced via display and pupil work via action plan available and evidenced in case of a national agency audit.

Julio shared information and a calendar APPACDM has produced linked to the project Viana do Castello with partners.

Certificates and gifts were exchanged.

Arrangements for the visit to Ann's that evening were shared.

The meeting closed and partners enjoyed free time in Durham.