



## **ARE EU READY FOR LIFE AND WORK?**

### **Planning Meeting – Latvia 14<sup>th</sup>- 18<sup>th</sup> October 2015**

#### **Minutes**

#### 1. Present

UK- Suzanne Madden (Chair and Minutes)

Estonia - Reet Kangro  
Anu Kallas  
Helle Reiljan  
Aino Rohtmets  
Valentina Koemets

Latvia - Ainars Beitiks  
Laila Lapina - headteacher,  
Iluta Apsīte,  
Antra Krauce  
Inga Balabka,  
Gundars Oga

Romania - Catrina Hirciaga-Costache  
Dana  
Gabriel

Portugal - Julio Viana  
Alexandra Neves

Apologies: Durham, UK Julia O'Neill

1. Assistant International Coordinator – Durham Trinity School & Sports College.

Suzanne has accepted this position up to 2017 and will take a lead role in the project supporting J O' Neill. She will attend all project meetings and will be the contact for all partners to communicate through. Partners were requested to copy Julia into all correspondence; and also Ann if they wished to.

Many partners indicated they had Suzanne's email already; she confirmed it to the group as s.madden100@durhamlearning.net

2. Plan for Year 2.

Prior to the planning meeting partners took part in an extremely informative seminar. Each partner delivered a presentation whereby they shared their practise in Basic Skill and ICT.

Partners looked through Action Plan Yr 2 and discussed progress through the activities from September 1<sup>st</sup> until those to be completed by February 2016. (UK planning meeting).

Partners reported that they were having difficulty gaining responses to the Employers Questionnaire. Reet had received a few responses. Similar experiences were reported by other partners. Suzanne reported that in the UK only 1 response from 50 was received. It was decided to use personal contacts to attempt to gain the responses needed from employers. It was agreed that each partner would place 2 examples of questionnaires on the e-twinning site in addition to a short analysis of responses. It was also agreed that partners would send translated copies of responses to Suzanne in addition to their analysis. Suzanne in turn would complete a analysis of all responses received throughout partner countries.

Student booklets were reported to be completed and on the e-twinning site. Reet and Catrina brought examples to the meeting.

### 3. Careers Information Advice and Guidance Policy (CEIAG) and Spiritual Moral Social & Cultural Policy.

Julia provided copies of the documents for Suzanne to take to the meeting and discuss. Reet and Ainars requested that these documents be e-mailed to them.

### 4. Work Related Curriculum plan – partners to agree the draft plan – what should be included?

In Portugal Ann asked partners to supply Julia with details of any policies which partners thought would be useful in assisting developing our Work Related Curriculum Plan. None as yet have been received.

A discussion took place as to agreeing a draft Work Related Plan. The aim was to create a generic plan as a partnership which could be adapted to become specific to individual schools. Catrina brought ideas for an outline plan which she typed up onto the large screen for partners to discuss. It was agreed that Ainars would distribute this plan to partners. Partners would look at this plan prior to the UK meeting whereby a Work Related Curriculum Plan would be finalised.

Partners were asked if there were any issues from the documents discussed and provided in Portugal (PSHE, Sex ED, Drugs and Substance Misuse, Anti-Bullying, Enterprise, Work Related Learning, Work Experience) in addition to CEIAG and SMSC policies received prior to the meeting. No issues were reported.

### 5. Interim report & On-line Mobility Tool.

Julia and Reet have submitted an interim report to their national agencies. Catrina reported Romania's is to be submitted by 31<sup>st</sup> October . Julio asked for clarification; Suzanne suggested contacting Ann and Brian Stobie (Durham International Office UK).

The on-line mobility tool has just come on line in the UK and Julia will be completing this soon for Durham Trinity School. Other partners reported this was not on line yet.

## 6. Student destinations tracking post school.

Discussion took place as to setting up systems on how to track pupils when they leave our schools/institutions. Catrina has already suggested using a facebook group. Suzanne said that due to the current climate in the UK it would not be possible to use facebook; she discussed the possibility of setting up an Alumni group which sent out regular newsletters. It was agreed that partners would need to set up tracking systems to suit their own countries climate.

## 7. Newsletter.

Julia sent thanks for Catrina for supplying the first article to be included in the second edition of the newsletter. Partners were asked to submit articles to Suzanne from now on (Julia had agreed to forward Catrina's article to Suzanne.) Partners were asked to forward their articles to Suzanne by the end of November. When they have been received Suzanne will complete the second edition of the newsletter.

Catrina brought a newsletter to the meeting detailing recent activities in her school which was circulated to partners.

## 8. Roles and Responsibilities.

Julia had completed an update of information for everyone. No further developments were reported. Partners were asked if they had any further developments to send to Suzanne or Julia so this information can be updated.

Ann had reminded partners in Portugal that they should start to look outside of their partner countries for additional information linked to their roles and responsibilities; this information is to be shared at the meeting in Estonia in 2016. Suzanne had brought a short presentation of work recently carried out with Rwanda however due to time constraints this was postponed to either the UK or the Estonia Meetings.

## 9. Etwinning update.

Ainairs gave an update on the e-twinning site.

Partners were reminded to continue to update information as this is part of the evidence of our work which is needed to support our grant agreement.

10. Calendar competition.

Entries were judged from each countries and winning entries selected. It was agreed that partners would scan their entries and send them to Suzanne who would then distribute them to partners.

11. Any other business (AOB)

- School information booklet

Julia had previously provided all partners with a booklet from Durham Trinity. All partners had agreed this was a good idea and that they would complete their own booklets to circulate to all. Catrina brought distributed booklets from her school. Other partners were requested to produce and circulate booklets.

- Evaluation of planning meeting.

Due to time constraints evaluations were not distributed after the meeting. Suzanne will send out to partners after the meeting.