



ARE EU READY FOR LIFE AND WORK?

Planning Meeting – Cluj-Napoca 12th- 16nd October 2016

Minutes

Present:

Representatives from:

UK S Madden (Chair) J O'Neill (Minutes)

Romania: Catrina Hirciaga-Costache, Carolina Stanciu

Portugal: Julio Viana, Alexandra Neves, Lenora Fontelo

Latvia: Ainars Beitiks, Inese Silina, Gunnars Oga, Iluta Apsite

Estonia: Reet Kangro, Helle Reilijan

- Apologies
None presented.
- Minutes of the last meeting
Suzanne reviewed the minutes with partners.
- Matters Arising
None arising
- Message from Ann
Brian from International Office at Durham asked to remind partners that partners must complete all areas of action plan as evidence. This is being checked when audited.

- E-Twinning

Suzanne and Ainars have an idea on how to record activities from action plan on e-Twinning so that it is very clear to identify our evidence.

Suzanne presented her idea to partners so that all evidence is recorded in separate folders and demonstrated this via action plan for year 3. Suzanne to send out amended action plan with folders identified to partners as soon as possible.

If anyone identifies and changes they feel would improve this idea they are asked to get in touch with Suzanne or Ainars.
- Year 3 program

This was explained by Suzanne to clarify content for this year. There is flexibility for schools and institutions to cover the areas of the action plan in line with their individual school/institution yearly calendar of events which may be different to the action plan agreed. This is fine as long as all areas are covered.

Julio and Ainars clarified the folders for year 1 & 2 of the programme. Suzanne will forward to all partners on her return to the UK.
- The Work Related Curriculum (The Finished Product)

Suzanne reminded partners that they were requested to bring to this meeting an adapted WRL policy adapted to their individual needs in their own language together with a copy of the individual school/institution information describing.

Discussion took place over the content and design of the finished product. Julio suggested Portugal's vision for the end product.

 - Introduction
 - Aims/philosophy
 - School/institution information
 - Policies
 - The curriculum
 - The curriculum content specific to each school/institution.

Suzanne suggested agreeing a contents page as a first step so that partners can begin working on their individual sections.

Catrina suggested each school to identify a particular area or modules and completed the section then send to all partners for amendment. Katrina suggested her preferences. – breaking up the areas of the action plan for each individual school and share. UK – Enterprise/CEIAG, Portugal – CEIAG, Romania – Basic skills, Estonia – Citizenship, Latvia – PSHE

*The next day during the seminars further discussion regarding the final product took place. It was noted that all our institutions are very different and cater for a huge range of age group and needs. The generic curriculum we produce needs to reflect this. **Therefore Suzanne will collate all the information given by partners into a generic work related curriculum. This will be distributed by the beginning of December. Each partner institution will then adapt the policy to fit their individual schools.** We hope the legacy of our project is that other schools and institutions follow our lead and use our work curriculum to inspire practise in their own schools.*

Julio, Katrina and Ainars are to investigate costs of producing finished document and inform partners so that we can agree the best price. Discussion took place and decided both a hard copy and electronic copy of end product - to be decided whether a file or booklet.

Contents page:

1. Introduction including Aims and Philosophy.
2. Forward from British Council – John Rolfe.
3. Information about the school in alphabetical order. Estonia, Latvia, Portugal, Romania & UK.
4. Generic curriculum
5. Generic Work Related Policy
6. Individual school curriculum (in own language and English):
7. Work Related Policy in (own language and in English) adapted to individual school.

Deadlines – agreement for the following: by Friday 2nd December 2016 Suzanne will circulate the generic curriculum . By 30th of January adapted to each school in preparation for project meeting in Durham February 2017. Partners are to communicate and circulate information via email.

- Newsletters

Suzanne has requested a paragraph and photograph of an activity completed in their schools or institution so that a newsletter can be produced on 1 side of A4 and distributed. Provide to Suzanne in December.

- Future Projects

Suzanne clarified the UK's position after Brexit. All information so far has identified that the UK can remain as a part of the Erasmus+ programme. Suzanne has some ideas for future projects. If anyone has some suggestions to consider/discuss let Suzanne know. Ann has ideas linked to sport, Suzanne has idea linked to drama or communication. This can be discussed and agreed in the Durham visit.

- AOB.

a) Ann is doing well.

b) Durham visit in February travel and hotels are expensive. Please let Suzanne know ASAP. Durham Trinity can book via school credit card as last year or you can book direct via internet. Train travel is very expensive – book early and to take advantage of special offers you will need to book 3 months in advance. Suzanne can help with websites. Dates for visit are 8th to 12th February 2017. Romania has already booked flights. Estonia will arrive 1 day earlier as per last year's arrangements

c) Suzanne will email partners with details and reminders of agreements made today.

d) Suzanne will send attachment of evaluation sheet with minutes for each partner to complete and return to her to collate, share and place on eTwinning as evidence.