

**A COMMON PATHWAY TO ADULTHOOD**  
**Minutes of planning meeting held at St Christophen School, Austria**  
**on Thursday 3<sup>rd</sup> October 2013**

**1. Present:**

Austria	Nina Sagmeister Lorenz Sadychow
Corfu	Maria Orlando George Amiridis
Darlington, UK	Sam Dawson Karen Revill
Durham, UK	Julia O'Neill (Co-ordinator) Julie Rutherford
Estonia	Reet Kangro Anu Kallas
Portugal	Julio Viana Alexandra Neves Pedro Fornelos
Turkey	Dikmen Dökmeci Mustafa Dökmeci

Apologies were received from Marta Czech (Poland).

Julia welcomed everyone and thanked Nina for the warm welcome and programme she has arranged. She passed on best wishes to everyone from Bev Brown, Suzanne Madden, Ann Southren, Deborah Winn and Jane Young.

**2. Minutes of last meeting**

Agreed and accepted as accurate. There were no matters arising.

**3. Plan for Year 2**

The plan has been distributed previously to partners.

Partners continue to work on the contents of the booklet, which will be presented at the Darlington meeting in December 2013. The booklet will be placed on the projects e-Twinning page.

Darlington is unable to arrange a careers convention within the timeframe due to the school calendar schedule.

#### **4. e-Twinning**

The project -A Common Pathway to Adulthood, is featured on the e-Twinning website. Sam reported on its' progress. She has changed some of the titles. Some other titles are not required and Pedro will remove these. Pedro will add folder 'Where do I go next?'

Julio asked about the possibility of the group having a FACEBOOK page. This is not possible due to the policy of some schools not being allowed to access this facility.

Pedro reminded the group of the e-Twinning facility.

e-Twinning has 2 access levels - public (accessible by anyone) and restricted (only accessible if you are a registered user for the project). Anyone who is not registered should let Pedro or Sam know and they will authorise their registration. Registered users can access both levels. Partners were reminded that uploading material on e-Twinning strengthens the Comenius application and provides an evidence base.

Sam requested for more photos to be uploaded by partners (registered users) on the restricted level. The photos are not accessible by the public. Pedro demonstrated how to do this and alerted partners that the process can be slow. He suggested that if adding 1 photo add by using classic upload. If adding several photos click on browse, then select all photos to be added. Partners were reminded to log out when finished the task.

#### **5. Confirmation of dates of planning meetings 2013/2014**

4-8<sup>th</sup> December 2013 Darlington, UK

26 - 30<sup>th</sup> March 2014 Corfu

14-18<sup>th</sup> May 2014 Poland

Sam requested that numbers for Darlington be sent to her ASAP as the dates coincide with the beginning of the Christmas season. It is envisaged that restaurants will be taking Christmas bookings for these dates.

Partners were advised to look at the possibility of flying into Durham Tees Airport as well as Newcastle Airport. There was some discussion of other possible routes i.e. flying into other UK airports and then travelling to Darlington by train.

On the Thursday (5<sup>th</sup> December 2013) the Darlington school will be having an International Day. Partners will spend time working in classes (with staff and pupils) and

were asked to bring a simple activity, possibly with a Christmas theme introducing the language of their country.

## 6. The end product and deadlines

Partners have a previously circulated paper outlining the structure of the booklet.

Julio gave an update:

- The booklet is expected to be produced by February/March 2014.
- Information for the booklet should be sent to Julio (Portugal).
- John Rolfe, British Council, London will write the foreword.
- Ann Southren, MBE will write the introduction.
- There will be a contents page.
- Each school will have a separate section in the toolkit. The toolkit is in 4 sections. The pages will be split into 2 columns. The left hand side will contain the text in English. The right hand column will have the text written in their native language. For each section there should be a limit of 5 photos with a small amount of text.
- Each school will provide:

		To be sent to Julio by:
	A description of their school. Maximum of 200 words.	The <b>end of October</b> 2013
Section 1	Who am I?	The <b>end of November</b> 2013
Section 2	Healthy Lifestyles	The <b>end of October</b> 2013
Section 3	Independent Living	The <b>end of December</b> 2013
Section 4	Choices Post 16	The <b>end of December</b> 2013

- At the end of the book there will be acknowledgements.
- Julio will send completed draft to Ann S and designer for further comment.
- Partners agreed to purchase 10 copies of the booklet (approx. cost 10-15 euros per book).

## 7. Confirmation of sections of the file

Partners have a previously circulated paper outlining the booklet sections.

## 8. Responsibilities

These were agreed at a previous meeting.

## 9. Confirmation of content of forthcoming seminars

December 2013 Darlington: Life skills how do you develop life skills with your students?

March 2014 Corfu: Leisure Activities

May 2014 Poland: Launch/presentation of the toolkit

## **10. Sharing evaluations**

Partners will complete individual evaluations and return to Julia.

Julia will circulate via email an evaluation summary.

## **11. AOB**

Julia reported that the Healthy Eating project Durham Trinity School & Sports College had been involved with has been nominated for a Prince's Trust Award. Ann Southren and some pupils will be attending the award ceremony to be held at The Sage, Gateshead.

Julio led the acknowledgement of all the work Ann Southren had done over the years.

Sam welcomed Julia to the group.

Julia thanked everyone for the warm welcome she had received.

The Polish partner was unable to attend. Julio sent Marta a text message on behalf of the whole group.

Each country gave a presentation on how literacy is delivered in their educational setting.

Gifts were exchanged.

Nina presented signed certificates of attendance to partners.