

DURHAM TRINITY SCHOOL & SPORTS COLLEGE

A COMMON PATH TO ADULTHOOD

MINUTES OF COMENIUS PLANNING MEETING 14TH MARCH 2013

DURHAM UK

1. Present

Ann Southren	Durham, UK	Co-ordinator
Tarmo Saavel	Estonia	
Sylvia Viin	Estonia	
Reet Kangro	Estonia	
Julio Viana	Portugal	
Ewa Kopel	Poland	
Barbara Gauliczek Krzakala	Poland	
Marta Czech	Poland	
Sandra Brodler	Austria	
Julia Glockl	Austria	
Nina Sagmiester	Austria	
Mustafa Dokmeci	Turkey	
Dikmen Dokmeci	Turkey	
Luiz Costa	Portugal	
Maria Orlando	Corfu	
Athena Stamatopoulou	Corfu	
Samantha Dawson	Darlington UK	

2. Explanation of Durham Programme

AS explained the Durham programme and, as the United Kingdom is the most multi-cultural country in the EU, she has included visits to diverse cultures. Some aspects of the visit are very British hence the visit to the farm which is a community resource for our pupils. Risk assessments for the farm were explained and circulated. Tonight visits to the synagogue is part of our ongoing staff development programme. Before we can teach about other countries and cultures we must understand our own cultures. As Durham Trinity School is a predominately monocultural community it is important that our staff know about the other cultures that make up our wider community. AS explained the visit to Newcastle

Reform Synagogue were they will be accompanied by 16 of our staff. AS explained the meaning of Red Nose Day and why we were raising money.

AS welcomed all partners to the Durham planning meeting.

Special greetings were given to Nina our Austrian co coordinator and our Corfu partners who were joining us for the first time. AS made a presentation of Comenius.

3 Clarification of year 1 & Year 2

AS explained the rest of year 1 and year 2 of the project she informed all partners that if they were unsure or needed help to contact her and she would do her up most to support them.

4 Requirements from National Agencies

All partners are subject to vigorous audits by their national agencies and as our project has been accepted for 12 mobilities we must have evidence that we have participated in 12. National agencies require that we keep proof of travelling (boarding passes) and certificates of attendance. Should a partner become subject to an audit by their national agency these documents are required. Partners should also keep receipts form any motilities or Comenius spending in school as this is good practice. National agencies can also do a Comenius curriculum audit.

Documentation requirements for National agencies are mid-term and final reports. The coordinator will complete and circulate these reports for partners to use and adapt for their own report.

5 Long jump competition

Partners were made aware that the Long jump competition will take place in March. Individual partners can decide how they want to present this activity to other partners.

6 End of Project files

It was agreed previously that Julio would be responsible for the end of project file. The various divisions in the file would be done

with consultation through email between partners Julio will bring draft copy of our end product file to our next meeting in Turkey.

7 Planning Meetings

It was agreed that the next planning meeting will be in Turkey 12th -16th June 2013. The planning meetings for year 2 will be Austria October, Darlington UK 4-8th Dec 2013, Corfu March 2014 and Poland June 2014. The dates for meetings in Austria, Corfu and Poland will be discussed at the meeting in Turkey.

8 Role of Co-ordinator and Comenius arrangements for Durham Trinity School & Sports College

Due to the retirement of AS the assistant Head Teacher to be appointed will take over the role of coordinator of the project. Two members of staff will over see the development of the Comenius project in our school, one in the Primary and one in the Secondary departments.

JAC is hopefully joining the planning meeting in Austria to offer support for our newly appointed member of staff. AS informed all partners that she would continue to support the project and if they need help they could always contact her.

9 Project work was circulated amongst partners.

10 AOB

- Partners were reminded to send Sam Dawson or Pedro their project work and presentations as they would download them onto our etwinning site. Staff were reminded of our obligation to use etwinning as it is part of our contract.
- A seminar followed concerning Sex Education & Relationships

Ann Southren

Co-ordinator

March 2013