

# Minutes of Comenius project meeting – Hamar, Norway 15/05/13

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## 1. Welcome:

Ole Jorgen Holck welcomed all partners to the meeting and outlined the agreed programme for the week ahead. All partners thanked Ole for his hard work in arranging a productive and very interesting mobility.

## 2. 2011-2013 Final Report:

- a) UK schools enquired as to the finishing dates of all Partner schools so that any correspondence over the summer months would have to be done via email. Schools finish as below:

Norway -	June 28 <sup>th</sup> 2013
Austria -	June 28 <sup>th</sup> 2013
France -	June 28 <sup>th</sup> 2013
Martinique -	July 12 <sup>th</sup> 2013
UK -	July 22 <sup>nd</sup> 2013

- b) UK project co-ordinators outlined the plan for completion of the final report. It was agreed that all schools would submit to [nlangmead@braunton.devon.sch.uk](mailto:nlangmead@braunton.devon.sch.uk) any additional evidence that each partner wanted including in the final report by **June 17<sup>th</sup> 2013**

### ACTION:

All partners to submit evidence to NLangmead via email or post by 17/06/2013

- c) All partners expressed a need for the NING ([www.goingforgold.ning.com](http://www.goingforgold.ning.com)) to be amended to include more evidence such as photos, videos, PowerPoint's and evaluations. UK co-ordinators agreed and asked again for all evidence of these to be given to NLangmead by 17<sup>th</sup> June 2013. NLangmead will then ensure that the NING is fully detailed accordingly.

### ACTION:

All partners to submit evidence for the NING to NLangmead via email or post by 17/06/2013

NLangmead to detail the NING

NLangmead to send outline evaluation sheets / weblink to all partners to complete in their own schools

- d) Partners from Austria, France and Martinique shared details of evidence required by each of their National Agencies to prove why the 2 year partnership had done what it had set out to do from our original bid. The UK expressed a surprise to hear such detailed evidence was required. It was agreed that if points a) and b) listed above were done that much of the evidence would be contained on the NING. It was also agreed that the original PowerPoint put together by DLavolee (La Ville du Bois) which outlined all our agreed plans, would be looked at and on this evidence notes could be added to prove how we have done / met our objectives.

### ACTION:

NLangmead to go through the PowerPoint and evidence link all that has been achieved.

- e) Austria stated that they had been told there must be the EU flag and additional text on all correspondence in order to fulfil guidelines given by their National Agency. It was agreed to add this to the NING main page as this was good enough.

### ACTION:

NLangmead to add flag and text to NING

### 3. European Shared Treasure (EST):

- a) The project co-ordinators outlined the need for all partners to upload evidence of project work achieved to their own section of the EST. This is a need for all to do in order to gain final funding for the project. Each partner will receive their own log in details for the EST and must upload evidence by 30/09/13 in order to meet deadline. It was outlined that each partner should look to include PowerPoint's, images, display work and anything else done in their institution or mobility to the EST. It is not a problem if there is a duplicate across the partners of information uploaded to the EST.

ACTION:

All partners to upload information to the EST by 30/9/2013 at the latest.

### 4. ETwinning:

- a) As part of new bid to the Comenius project we have all agreed to register to ETwinning ([www.etwinning.net](http://www.etwinning.net)). This will enable the storage and contact of all work done between partners as well as allowing us to link with other schools around the EU and further afield.

ACTION:

All partners except to register their school on etwinning.

### 5. AOB:

- a) It was noted that in our accepted bid we stated that a final meeting may be used for writing the final report. This has not been necessary as this was achieved within our meeting in Norway.
- b) Also in our bid we stated that each school would share results of the impact the project has had in their own school. It was agreed that this would be done on an individual basis in each institution so that it could be used for evidence for each own national agency where needed.

ACTION:

Partners to organise their own evaluations (e.g. - student questionnaires) in school in order to provide evidence to national agencies where needed.