

# ALICANTE MEETING - STAFF MOBILITY

## Alicante Meeting Minute

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### Evaluations

KS shared electronic copies of the evaluation sheets needing to be completed ahead of the final report. All countries to complete with their partners and share findings with KS who will compile overall evaluation summaries.

Also mid terms evaluations to be done - again KS will distribute these when we return to Scotland.

KS will share evaluation summaries with all countries as example of how to collate.

### Project tasks

Recipe book, dancing, singing, sports, calendar. We need to collate evidence of all tasks.

Recipe book - paper handed out from Scotland. Celebration meal - looking to do a paper recipe book with a DVD. KS asking if others have examples but Spain have sent youtube clips of students making food in their homes. Poland said they had sent DVD of cookbook but Scotland haven't received it. Magda transferred the files to USB stick today.

KS passed our calendar details to Spain for uploading to web site. Spain showed us the progress they are making with the calendar.

Each country to generate a master calendar and individual copies for each student. Spain will arrange for this and each country will pay for their own copies. Spain to prepare invoice for May visit.

Scotland will organise recipe book and bring wi them in May. Unsure of cost at this stage. KS to investigate.

Scotland shared a video of a recipe prepared by 3 of our students and how they translated it into each language.

Spain to organise to have Polish and Scottish videos uploaded to RACE web site.

Song - ME sorted details needing sorted for final presentation in Spain.

### **Spanish visit programme for May:**

KS had questions re the programme which were discussed.

Hotel details - [info@hotelreinavictoriahellin.com](mailto:info@hotelreinavictoriahellin.com)

Or [hotelreinavictoriahellin.com](http://hotelreinavictoriahellin.com)

Need swimming costumes.

Costume party discussed and Scotland looking to purchase a range of these for using in Sapin but also to bring back to school - lasting legacy idea.

Sat morn - will have activities in the school. School based activities. Games and sports and other outdoor activities. Lunch provided for everyone. Everyone, staff and students and parents etc will be involved.

Must pack luggage on the Friday night. After Sat lunch, go to Alicante.

### **Final report**

Discussion re final report and how we contribute to it. European shared treasury - we need to be uploading info to that as evidence. All had a look over what is already there today.

Scotland needs to upload material to this. Staff agreed that web site is not so easy to use.

Each Country's presentation needs to be uploaded to EST.

Karen to speak to Scott for Scotland to upload their content.

Evaluations to go up on EST, mid term first and final later when completed.

Final products like calendar and recipe book to go up on EST.

Spain need to send hard copies of the products created to their NA

Discussion re final report - E2 Outcomes - number of outcomes is all the tasks we set up. Each country write up and populate what they were responsible for e.g. Scotland will populate the recipe book. All then share with each other to help with the final report. Spain will do Web Site and Calendar. Poland will do games, dance and Music.

E3 - Added Value - Scotland will do and share in draft and then other partners make suggestions before finalising this section.

E4 - same as above.

E7 & 8 also by Scotland

E10 - evaluations - partners to share this info with KS and she will write up. Interim evaluation summary needed ASAP after KS sends example on Monday. Final evaluations by end of May

F1 is for all

F2 is about the programmes from various mobilises and their impact. Must tie into cultures and festivals theme from the project!

F3 for each country also. Impact on our teachers, students etc including school community.

F4 - dissemination e.g. Notice boards, media, etc but must check back to application form as it mentions what we planned to do under dissemination.

F5 - Sustainability - to be completed by each country in terms of the future impact.

F6 - each country to complete - each country must write up each mobility including staffing meetings. Only write for mobilises, not for when you hosted. Poland will write up an example for all.

Each country will check what language their completed forms need to be sent in as.

F6.1 - mobility summaries - to be completed by each country.

G1 - lessons learned - about the whole project - each country's take on the project and any difficulties that have arisen.

G2 - comments & suggestions - for each to make to their NA etc but we might like to suggest something like the difficulties we have with the EST for example. Or even that final report should be made available sooner so we can plan for completing it earlier. Or examples of final reports should be made available - good practice one to use as a model.