

Together is better, A collaboration toolbox to build a school for all.

Minutes Kick-off meeting

Puurs, 9-11 October 2013

Table of contents:

- *Agreed elements: number and dates of the mobilities, some details of the project.*
- *Website*
- *Drop box*
- *Buddy teams*
- *Overview of internal and external project teams*
- *Overview of related international projects.*
- *Dissemination plan*
- *Communication plan*
- *Newsletters*
- *Evaluation plan*
- *Visits and presentations.*



Agreed elements:

1. The number of mobilities are confirmed by each partner:

partner	Number of mobilities
BE1	24
AT	24
FI	12
BE2	24
SE	24
UK	12
SI	24

Remember that the minimum number of mobility's (in total) in the application of each partner are contractual requirements!



2. The dates of the mobilities are confirmed by each partner:

partner	Project meetings
BE1	7-9 October 2013
UK	11-13 December 2013
SE	12-14 May 2014
SI	6-8 October 2014
FI	12-14 January 2015
AT	2-4 March 2015
BE2	1-3 June 2015
Closing conference	3 June 2015

3. Details of our project:

1. We agree that we have 1 week to give **feedback to the minutes** of the meeting. After this week, the minutes are final.
2. The **PP-presentation** of each meeting will be send to the partners before the meetings and will be put on the drop box.
3. About the summary of our project: the emphasis will be on **“cooperation, working together”**. Support can be an element of the process. A later project could have the possibility of involving students!
4. Marleen will bring a **participation list** to sign at each meeting. **Documents:** name of document_country_date_edition (*example: minutes kickoffmeeting_BE1_24/10/2013_version1*). If you send documents by mail or you put them on the Dropbox, make sure you use this label in the right version. Each

Minutes kick-off Puurs 7-9 October 2013_final version



“ A collaboration toolbox to build a school for all” 68511BB8E0E4E695



official document should have the following footnote: **"A collaboration toolbox to build a school for all" 68511BB8E0E4E695**" and the following logo's:



5. Presentations of the "receiving" partner: each partner will give a more elaborate presentation of the national educational system and the local models. Afterwards the concerning partner will put the presentation in a paper (remember: "less is more!") to be put on the website and the newsletters.

Website: :

<http://comeniustoolbox.weebly.com/>

We changed some details in the title and discussed about the folders. There is always a possibility to make changes afterwards. Kimmo (FI) will be our web-site leader, so if we decide on new folders or if we want to put documents in the folders, we have to propose this to Kimmo. Minutes and newsletters will be on the website. Every partner is responsible for the construction of the toolbox and the content of the folders. Kimmo will put the final documents on the website.

The vast majority agrees to put a facebook-link on the website (only for remarks).

About putting pictures on the website:

- OK for the participants (except one)
- Please inform yourself about privacy-regulations (clearance of the parents if you put pictures of students on the website).
- Proposal: only the host country is allowed to publish pictures from school visits if there are students in the picture.



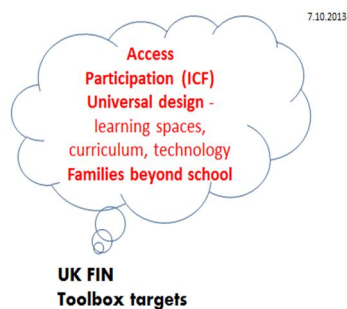
Dropbox: (Kimmo)

An email will automatically be send to the partners when something new is put on the drop box.

Buddy-teams:

- The following buddy teams were formed: BE2 – SE/FI – UK/AT – SI – BE1
- Kimmo made folders for the buddy-teams on drop box. Each buddy team can put documents or material on the drop box to work on it together before finalizing it. This can be done in between our visits or during the meetings. When finalized and reviewed, the material can be put on our website.
- The buddy-teams had a conference during the kick-off about how they will work together for the different elements of the toolbox and what their targets will be:

- FI-UK:



- SE-BE2:

- the GONsystem and Consultation Center (BE): description of this system and different programs (BE1 will contact BE2)
- students with special educational needs
- network papers
- different subjects will be worked out, so they can be exchanged with the other partners. In this first period this will be universal design and technology that every pedagogue collects from their work and that we share with each other and with BE2. An evaluation of the ongoing work of the buddy teams will be discussed at the December-meeting in UK.



- BE1-SI-AUT: different subjects, relevant for the involved schools, will be worked out, so they can be exchanged with the other partners. In the first period this will be Universal Design and assessment.



Overview of external and internal project teams:

Having an internal project team is important for the sustainability and continuity of our project (see application F.3. and more). These project teams will also act as resonance groups. From these teams, representatives will come to the visit and will provide good briefing of the meetings.

BE 1: we have installed an internal taskforce with staff (teachers and director). The teachers volunteered to be in this group. We have 2 objectives: our project and the collaboration between our school (special school) and the mainstream schools. Joke and her colleague Bernadette are the coordinators. As external team we have the headmasters of the school community (Boom-Bornem-Puurs) and the GON (support of students with special needs in mainstream).

BE2: we will involve staff from our school and from GON and we have close cooperation with several schools in our region, also through our work in the Consultation Centre. Our internal project team consists of 7 people: the headmaster and 6 others with a coaching task within the school and the GOn-project. Besides those 7, there are another 9 teachers that will participate in the visits and the dissemination. As external project team we work with the Catholic University of Leuven and the staff of the Consultation Center, which is a cooperation between all the special need schools of the region.

FI: We have installed an internal project team with 8 teachers and our director. Furthermore, we will work with the Finnish National Board of Education and the Valteri Network.

UK: the team of the Resource Base (for children with ASD) will be our internal project team and furthermore we will work with the Netley mainstream school. Within the Netley team there are headteachers, teachers and teaching assistants. We will look at the benefits of a resource base on site of a mainstream school and how we integrate children fully into the mainstream school. We will be involving many different professionals who work with our children and families. These multi-professionals will be a part of our programme when we host the countries in London.

SI: Our school works with the CKSG (Centre for hearing and speech improvement and correction in Portoroz). This is a special school and we collaborate with their teachers of CKSG to make it possible for their children to integrate into groups and build social relationships. We also do a lot of cultural and leisure activities, such as going together to festivals, excursions, and so on. The teachers from CKSG and the primary special school Strunjan come to our school to assist pupils with special needs.



SE: we have installed an international project team with six teachers, one special needs teacher, two leisure time teachers and our headmaster. We have developed a frequent collaboration with A-L, who is the leader and adviser of a Resource Team concerning pupils in special needs, mainly physical needs. We also collaborate with a central centre in Uppsala from whom we can get support with modern technology. They also do investigations on dyslexia.

AT: The operational and financial management of the project within the SPZ Graz Sprachheilschule will be the responsibility of Mrs. Bernat as head of the institution. She is authorised to act on behalf of the SPZ on all the operational and financial issues for the institution. The team coordinator of the project will be Mrs. Ursula Strauß, MSc. She will attend all the meetings and coordinate the work process in the local project team and the buddy team with Slovenia and Belgium 1 in cooperation with Mrs. Bernat. All team members will participate with their expertise in the work process. Some of the team members will also take part in the meetings.

Overview of related international projects:

In general, the EASPD network will receive our newsletters and Marleen will ask to put a link to our website on their website: www.easpd.eu

FI: Comenius-project with students: **"We can work it out"**: Preparation of life after school. FI will provide us with extra information later on.

AT:

- Comenius 2006-2009: pedagogical management of the **"IRIS"** project: Improvement through Research in the Inclusive school. This project developed a tool (questionnaire) for self-evaluation "Aide Memoire". The project focused on teacher training and the following countries were in the partnership: UK, BE, SWE, AUS, Portugal, Spain. More information can be found at: www.irisproject.eu.
- Coordination of the multilateral project proposal "QIS – Quality in Inclusive schools" - KA4 Dissemination and Exploitation

BE1, BE2 : Marleen is involved in **"INVESTT"** (Inclusive Vocational Education and Specialised Tailor Made Training). This is a Leonardo partnership that focuses on vocational training and

Minutes kick-off Puurs 7-9 October 2013_final version



" A collaboration toolbox to build a school for all" 68511BB8E0E4E695



does action research on Universal Design For Learning as improvement tool for inclusion and better employment. For more information: see www.investt.eu. Furthermore, VVKBuO has coordinated the "Pathways to inclusion" network.

UK, SI, SE are currently not involved in other European projects.

Dissemination plan:

This will consist of a list of local, national and international dissemination actions. Each country has the opportunity to extend the general dissemination plan with a personal plan.

For the dissemination plan: see separate document.

Communication plan:

On Wednesday, we had an eTwinning workshop. During this sessions most of the participants registered on this platform.

Our main form of communication will be email. For drafts of documents, we will use drop-box and if needed Skype can be used. We will discuss about Skype during our next meeting and then possibly make a list of Skype addresses.

For the communication plan: see separate document.

Newsletters:

There will be 6 electronic newsletters. These newsletters will contain the progress of the project and part of the minutes. Each partner will put material (such as papers on their educational system, or papers about their school and local projects) in the newsletter. The newsletters will be linked on our project website and websites of each partner. They will be sent to stakeholders and related projects and networks.



Evaluation/monitoring plan:

Our external expert is Karine Van Thienen. She is VSKO-staff member and will be documented throughout the project. Mrs. Van Thienen has agreed to make an interim report with findings, observations, strong points and suggestions for improvement and recommendations and will make a final evaluation report. Mrs. Van Thienen joined our meeting on Wednesday and presented the VSKO-organization.

Our internal evaluation will be done by questionnaires: a questionnaire after meetings (self-evaluation) and a questionnaire for related activities. The format of these questionnaires has been discussed by the partners:

- Meetings:
 - beforehand communication changes into beforehand *preparation*.
 - Effectivity of the meeting changes into *effectiveness* of the meetings
- Local events:
 - beforehand communication changes into beforehand *preparation*.
 - Effectivity of the meeting changes into *effectiveness* of the meeting.
 - *Relevant* content and *clear* content are separate.

The final versions will be put on drop box.

The results and conclusions of the questionnaire of the project meetings will be presented at the next project meeting and will be put on the drop box.

For the evaluation plan: see separate document.



Visits and presentations:

Monday 7-10:

- Presentation of the Flemish Educational System and in special the Secondary Educational system (Luc Bosman). The PP of this presentation will be put on drop box and a paper will be put on the newsletter and website.
- Presentation and visit of BuSO SJABI Puurs.

Tuesday 8-10:

- Presentation and visit of the local school community Puurs. The PP of this presentation will be put on drop box and a paper will be put on the newsletter and website.
- Presentation of the local project in SG Puurs (Joke Langmans). The PP of this presentation will be put on drop box and a paper will be put on the newsletter and website.

Wednesday 9-10:

- eTwinning workshop: PP-handouts delivered.
- Presentation of VSKO (Karine Van Thienen): The PP of this presentation will be put on drop box and a paper will be put on the newsletter and website.
- Universal Design for Learning (Marleen).

