** "Skills for the Future of Europe"**

Report on the Fourth Meeting of the Erasmus+ Project: Gliwice, Poland, 14th-17th March 2016

Key points:

* A proforma will be created to specify each school’s requirements for the Mini Enterprise event in the UK.
* All schools are to record all progress with their Mini-Enterprise in their log on Twin Space once a week. Photos and videos should be uploaded to demonstrate progress, and interesting items added to the Project Journal. Links to all the work should be on Twin Space. <http://twinspace.etwinning.net/1600/home>
* All schools are to share the presentations of progress (as shared at this visit and uploaded to our project Twin Space) from partner schools with their staff and students in order for them to be informed about what other schools are doing.
* All schools to have a display board in a prominent place in their school, so that information and photos about the Erasmus+ project can be shared with any visitors to school.
* Thanks to all our Polish partners for hosting the visit with efficiency, warmth and hospitality.

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| Present: **ITCG Niccolini/ ITIS Santucci;** Alessandro Salvini, Simona Sacchini, Giovanni Mazzau, Nuccio Osso **Szkoła Podstawowa nr 13 Krystyny Bochenek, Gliwice**:, Ela Cichon, Mariola Bucher**Armatör Yakup Aksoy Mesleki ve Teknik Anadolu Lisesi**: Hulya Karaman, Şule Sinat**St John’s Wetley Rocks**: Alison Blaney, Justin Clarke, Emily Rushton**Lambertischule Aurich**: Johannes Coesfeld  |
| Item | Comments/discussion | Action needed | Person/s responsible | Deadline |
| **1. Report from each school on progress with the project and plans for Mini-Enterprise.** |  |  |  |
| Lambertischule Aurich  | * Their business partner, Enercon (manufacturers of wind turbines) was chosen because many parents of children who attend Lambertischule Aurich work there. Because there have been some practical difficulties with this , the school is working with EEZ who are linked to Enercon, and provide the ZNT centre for technical learning for tourists, students and teachers.
* Each fourth class from Lambertischule has visited ZNT to develop technical skills in the field of renewable energy (wind turbines) and flood defences.
* After the end of this Erasmus+ project, the partnership will continue, as it has been very successful and has supplemented the technical teaching at Lambertischule.
* When the Turkish school visits Germany (because of visa difficulties for UK) the students will work with Enercon.
* Their chosen Min Enterprise is a bicycle repair shop. This translates technical skills and aspects of learning from EEZ/ZNT. Children learn to clean and repair bikes at the HORT. Money is charged for cleaning and repair of staff bikes. Children frequently ride poorly maintained bikes to school, so this project address safety issues, and the school has worked with local police and ex-offenders to develop the requisite skills. Future plans include discussions about planning the work and designing advertising materials. An expansion of the current business is planned. The business will continue after the end of the current Erasmus+ project.
* UK visit: the students from Lambertischule will sell bike blinkies/ reflectors, clean bikes and carry out simple maintenance on bikes brought in by pupils of St John’s.
 | Evidence already uploaded to Twin Space.Advertising materials to be emailed to Diana and uploaded to Twin Space.Proforma to be completed and emailed to Diana. Diana to circulate advertising in advance of Mini Enterprise day.Diana to arrange for children to bring bikes to school on Mini-Enterprise day.Diana to arrange for materials and equipment. | **Kai****Hulya and Kai****Kai and colleagues****Kai****Diana and colleagues****Diana and colleagues** | Visit planned for 11th-16th April 201629th April 201629th April 20166th May 201623rd May 2016 |
| ITCG F. Niccolini/ ITIS Santucci | * The delayed Careers Convention took place in December 2016, and evidence was uploaded to Twin Space.
* February 9th-10th 2016, students visited “The Student Show” in Florence, where universities presented their programmes, and there were information stands on careers in the military, art and design and other services. There were also workshops. This was followed up at the school with an exercise on matching skills and competences to occupations, using the International Standard Classification of Occupations. From this exercise, most students preferred highly qualified occupations.
* An improvement of at least 5% in academic standards from end January 2015 to June 2015 has been achieved.
* Their chosen Mini Enterprise is called “Dragonfly Technologies”. This designs and makes drones for specialised uses, after identifying a gap in the market. It was set up in November 2015 and is a partnership between ITCG (business focus) and ITIS (Technical focus). The 2 schools are working collaboratively.

The idea followed a visit to ENEL Green Power, the schools’ business link partner. The students wanted to create something which would be designed for ENEL, but which also could be sold to other companies. The product is a drone which detects leakages or breakages and is a safer substitute than human visual inspection, especially in hard to access areas and spaces. The name was inspired by the insect, which has movements similar to those of the drone. The students came up with a business strategy, and having studied the market they then drew up a business plan. Areas of application include electric plant, transformer rooms, vapour ducts, cooling towers; where accidents can occur if a visual inspection takes place. The product appears to have no competition. Objectives for the business include selling drones, offering services and training staff in their use. A Limited Company has been established with 1Euro capital. A team led by a CEO has been established. Costs: 2500 Euros for materials, 3000 Euros for drone driving licenses, approx. 9000 Euros for advertising. 10000 Euros has been allocated to the project within a School Enterprise project funded by the local government.Students commented that business planning is difficult, constructing the drone was enjoyable and a learning experience. It was also difficult to choose and source components. There were problems with the hardware/software interface. The project has been cross curricular (Maths, IT, Electronics etc.) It has taught the students persistence, perseverance and problem solving, as well as team work and entrepreneurship skills.The students have also constructed a 3D printer to produce components for the drone, and also to produce objects/gadgets to sell in the UK.We were shown a video of the drone and 3 D printer.* At the Mini Enterprise event in the UK in May, the students will demonstrate the drone (outside) Regulations about importing the drone and batteries will need research, as well as CAA regulations about flying.
 | Advertising materials to be emailed to Diana and uploaded to Twin Space.Proforma to be completed and emailed to Diana. This to include exact specification of batteries required for the drone.Diana to circulate advertising in advance of Mini Enterprise day.Diana to arrange for materials and equipment.Justin and Alison to investigate CAA regulations. | **Italian colleagues****Italian colleagues****Diana****Diana****Justin and Alison** | 29th April 201629th April 20166th May 201623rd May 201629th April 2016 |
| Szkoła Podstawowa nr 13 im. Krystyny Bochenek w Gliwicach | * Their chosen Mini Enterprise is a Card Design and Production Company.

Before the company was established, an exercise was carried out to enable pupils to explore where their place in the organisation might be; e.g. are you a leader or someone who prefers to follow?Another exercise was to persuade pupils that design is not about whether you think you can draw or not. To do this, they did a doodle drawing exercise, swapped with a friend, and turned the doodle into something, so helping the children’s creativity and enjoyment.For the business plan, Ela asked the pupils to enquire of parents what a business plan was. They shared this:Schedule- 1x 45 minutes per weekMaterials needed and orderedRoles- everybody wanted to be the boss at first.Markets-not just in the UK, but in late May or early June, there will be a school open day where the cards will be sold.Name- Fabryka Zyczen (Greetings Company)Logo- This is under development, but is likely to be the name of the company with the logo of the project and the school.Production has started.Two boys are working on the advertising and this will be uploaded to Twin Space in Polish and English by the end of AprilCostings have not been addressed yet.* At the Mini Enterprise event in the UK, the pupils will sell their cards. The cards will have images of the partner countries, and will include birthday cards.
* The business may well continue after the end of the Erasmus+ project.
 | Advertising materials to be emailed to Diana and uploaded to Twin Space.Proforma to be completed and emailed to Diana. Diana to circulate advertising in advance of Mini Enterprise day.Diana to arrange for materials and equipment | **Ela****Ela****Diana****Diana** | 29th April 201629th April 20166th May 201623rd May 2016 |
| Armatör Yakup Aksoy Mesleki ve Teknik Anadolu Lisesi  | * A Careers convention planned for April will be reported on Twin Space.
* Mini Enterprise: The staff and students (the latter 8 chosen by competition which parents were kept informed about) established their business after research and to build on local skills and materials.

The business has two aspects: 1. Art work (YOLAZ) using drift wood and beach pebbles. 2. Jewellery, having surveyed what the students themselves liked and would buy. The students made some items then sold them to provide start-up costs for the business.They found that the idea of making money was motivating and the project has made them consider if they are ready for real life. Producing items makes them happy and the team work has had a positive effect on them. Their self-esteem has increased as they realise they can produce things which people like and will sell. The project has given the students self-belief in their own future after school.Students have begun to question their skills and capacities. They are more engaged at school.Packaging is also being designed and developed.The name of the Mini Enterprise is Lucky 17, because 17 is a good age to begin life, and 17 is also the regional number for Cannakale.The set up budget was 100 Euros, and the business is hoped to be in profit in 1 year.* The products will be brought to the UK to sell, and also a demonstration workshop will be held. The students will need to research costs and possible selling prices before showing or sending samples to the UK and asking the UK staff if those prices are realistic.
* Because of visa difficulties, only 2 of the students in the group will be able to travel to the UK in May. The remaining 6 students will travel to Germany in April instead.
 | Advertising materials to be emailed to Diana and uploaded to Twin Space.Proforma to be completed and emailed to Diana. Diana to circulate advertising in advance of Mini Enterprise day.Diana to arrange for materials and equipmentUK staff to agree pricingKai is arranging this visit | **Hulya****Hulya****Diana****Diana****Hulya and UK staff****Kai** | 29th April 201629th April 20166th May 201623rd May 20166th May11th-16th April 2016 |
| St John's Wetley Rocks | * The company which the school planned to work with originally was JCB, but as the children were too young to visit the plant, the school was put in touch with JD Engineering.
* Justin distributed a hand out which detailed the stages of their chosen Mini Enterprise (key rings)

The Mini Enterprise was established with initial funding of 500 GBP from the school snack bar operated by the Eco Club. Children have learnt about different roles and also changed these roles as the project progressed to take into account their skills. It was discovered for example that good communication skills were needed to carry out the necessary market research.The product is a range of 3D printed key rings, designed by the pupils and produced with the support of JD Engineering. The first 100 of each style (6 designs) have been ordered, and a lunchtime assembly line will assemble them. Problems with the charity key ring “Donna’s Kisses sweet” were overcome with the help of Nelson and Colne College, who are arranging etching.Marketing including posters, use of school app, texts and letters to parents are planned. Point of Sale materials will be designed after Easter. The children have some initial ideas for the company name (Keyring Co)They have kept to the schedule set out in their business plan. All the children have developed skills which would have been less developed without the project.* The official launch date of the key rings may be the day of the Mini Enterprise in May but will be decided by the children who may want to carry out some test marketing before that date. Pricing; production costs are about 1.20 GBP so the children agreed on 1.99 GBP as a strategic price to attract buyers. It is also hoped that buyers will want to collect the whole set.
 | Upload handout to TwinSpace | **Justin** | 29th April 2016 |
| **2. Review of whole project and progress on aims as stated in original application, including action plans drawn up at previous meetings** |  |  |  |
|  | Key points:* Dissemination is a key focus of an Erasmus+ project. This is best supported by consistent use of Twin Space, with a link from all school websites to the Twin Space site for the project.
 | Ensure link to Twin Space worksEnsure link on website takes people to homepage of project Twin Space. | **Diana/****Justin****Hulya****Johannes** | 12th April 201612th April 2016 |
| **3.Reports from colleagues on areas of responsibility** |  |  |  |
| E Twinning/ other social media  | * The recent webinar using the Twin Space tools was partially successful. There will be a test session on 8th April at 12 CET and a full session on 22nd April at 12 CET, for which an agenda will be created. It is suggested that a discussion about measuring impact could be an agenda item.
* Alessandro demonstrated how to resize and upload photos to Twin Space, as some colleagues had experienced difficulties. There is a link on our project Twin space to a tutorial on resizing. Videos need to be first uploaded to YouTube (choosing “Not in list” from dropdown menu)
* We all agreed to upload something every Friday to our respective logbooks.
* We all agreed that in our project evaluation for Erasmus+ we need to comment that all partners should be confident in the use of all aspects of Twin Space at an early stage in the project.
 | Test sessionFull sessionAgenda drafted Update logbooksComment on evaluation to Erasmus+ | **Alessandro****All colleagues****All colleagues** | 8th April 201622nd April 201615th April 2016Every FridayAt the end of the project |
| Skype  | * There has been one Skype session between the German and Polish schools. There had been some slight miscommunication about this, as Ela expected 1 to 1 sessions with 2 pupils each.
* There will be additional Skype sessions between the primary schools, and another between the two secondary schools. This will work best with small groups and the topic and format for each session must be agreed in advance by the teachers involved.
* Once the sessions have taken place, the teachers will email Hulya so she can report on Twin Space.
 | UK-GermanyUK-PolandPoland-GermanyItaly/TurkeyEmail HulyaReport to Twin Space | **Justin/****Johannes****Justin/Ela****Ela/Johannes****Hulya/Italian colleagues****All teachers involved****Hulya** | By 29th April6th May 2016 |
| Impact of Project  | * We have to measure the impact of the project both in terms of measurable academic progress (5% improvement at least) and in terms of soft skills and self-esteem and motivation.
* Ela will coordinate this and email partners asking them for their results before the end of this academic year. This could be a possible agenda item for discussion at the webinar on 22nd April 2016.
* The academic year ends:

Italy- 10th JuneTurkey-17th JuneGermany-22nd JunePoland-24th JuneUK-22nd July  | Results of impact to ElaReport by Ela | **All colleagues****Ela** | By the end of academic year for each school. Mid August 2016 |
| Business Links | * Hulya will write her second report on business links after the visit to the UK
 | Report uploaded to Twin Space | **Hulya** | 24th June 2016 |
| **4. Arrangements for UK visit, including details about accommodation, proposed programme for the week, also Mini-Enterprise day** |  |  |  |
| **Please see separate sheet for numbers and flight details.** | * The German and Polish schools are booked to stay at Moorville Hall and have already had notification of the costs. Ela stated that they were happy for Polish male pupils to share a double bed rather than have one child per double bed.
* The Turkish and Italian party will stay at the Premier Inn in Leek. The only possible changes to the figures given are if Hulya stays on at the accommodation she is using the week before, then the Turkish female teachers will require a twin rather than a triple room. Alessandro’s daughter can stay in Alessandro’s room if there is no one able to accommodate her for the week.
* The programme for the week was impossible to clarify until all visiting partners have costs for transport and meals. In some cases this will make visits which are not cheap impossible.
* As soon as partners have details of flight times and flight numbers, they need to email Alison and Diana.
* A letter of invitation to the UK has been arranged for the Turkish party, and this will be needed for the other partner schools
* The Mini Enterprise day will consist of a morning session where the students will present their project to an audience of St John’s pupils and other stakeholders. (Max 15 minutes each) In the afternoon the Mini Enterprise fair will take place when project items are sold and demonstrated.
* Requirements for the day will be stated on a proforma.
* A simple survey of those attending the Mini Enterprise day will be carried out
 | Confirm bookings at Premier InnEmail costings for transport and meals, then partners respondEmail transport details to Diana and AlisonLetter of invitation to UK to be sent.Proforma devised and emailed to partnersReplies emailed to Diana and AlisonSimple questionnaire devised | **Diana to email Ela****Diana** **Diana and partners****Polish, Turkish, German and Italian schools****Diana/Justin****Alison****All schools****Justin Diana and Alison** | ASAPASAPASAP**URGENT by 25th March 2016****29th April 2016****25th March****29th April****6th May 2016** |
| **5. Plans for evaluation of project including use of surveys with students and parents.** |  |  |  |
|  | * At the end of the project, the parents as well as staff, students and business partners should be asked for an evaluation of the project.
 | Draft survey sent to partnersPartners respond with any amendmentsSurvey completed on lineSurvey analysed and results uploaded to TwinSpace | **Alessandro****All partners****All partners****Alessandro** | 22nd April 201629th April 201624th June15th July 2016 |
| **6.Reporting the project, including use of Erasmus+ Mobility+tool** |  |  |  |
|  | * Although emails about the Mobility Tool have been received, as of the beginning of March Alison had been told by her national agency that it was not available for KA2 School to School projects such as ours.
 | Notify partners when Mobility tool becomes available. | **All partners** | When notified |
| **7. Any other business.** |  |  |  |
|  | * Because of the visa difficulties for the Turkish party travelling to UK, a visit to Germany has been arranged for 6 students and Hulya. The visit will include a visit to a Maritime school, the Meyer shipyard in Bremen, Enercon and activities with ZNT Aurich.
 | Report on visit uploaded to Twin Space | **Hulya/Kai****Hulya** | 11th-16th April 201629th April 2016 |

 Proforma for Mini Enterprise afternoon Name of School: Lambertischule Aurich

*NB I have filled in some of the information given at the meeting*

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| Mini Enterprise name |  |
|  | **Inside** | **Outside** |
| Items or services to be sold or demonstrated |  | Bike cleaning and repairBlinkies |
| Time for each bike |  | 15 minutes approx. |
| Space and location of stalls |   |  |
| Number of tables required |  |  |
| Number of chairs or benches required |  |  |
| Display board area required |  |  |
| Equipment to be supplied by St John’s (state number and describe clearly) |  | Water |
|  | Hose pipe |
|  | Rubbish bin |
|  | Cloths |
|  | Oil |
|  | Electrical pointsNB Please supply your own adaptors to match UK plugs |
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| Selling price of items or services (GBP per 1 item) |  |  |
| Any special requirements or research into regulations |  |  |
| Number of staff/students at each stall |  |  |
| What do you plan to do with any profits from your Mini-Enterprise (should be a charity). |  |

 Proforma for Mini Enterprise afternoon Name of School: ITCG F. Niccolini/ ITIS Santucci

*NB I have filled in some of the information given at the meeting*

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| Mini Enterprise name |  |
|  | **Inside** | **Outside** |
| Items or services to be sold or demonstrated | Items made on 3D printer; wedge, cooling tower | Drone (If unable to fly, video will be shown indoors) |
| Space and location of stalls |   |  |
| Number of tables required |  |  |
| Number of chairs or benches required |  |  |
| Display board area required |  |  |
| Equipment to be supplied by St John’s (state number and describe clearly) |  | 2 batteries (spec to be sent to St John’s well in advance) |
|  | Bucket for lighting fire |
|  | Sand |
|  | Fire extingusher |
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| Selling price of items or services (GBP per 1 item) |  |  |
| Any special requirements or research into regulations |  | Research CAA regulations about drone flyingNotify livestock owners in neighbouring fieldAny cables nearby?Insurance needed?Write risk assessmentFire service presence if using naked flames as heat source. |
| Number of staff/students at each stall |  |  |
| What do you plan to do with any profits from your Mini-Enterprise (should be a charity). |  |

Proforma for Mini Enterprise afternoon Name of School:Szkoła Podstawowa nr 13 im. Krystyny Bochenek w Gliwicach

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| Mini Enterprise name |  |
|  | **Inside** | **Outside** |
| Items or services to be sold or demonstrated |  |  |
| Space and location of stalls |   |  |
| Number of tables required |  |  |
| Number of chairs or benches required |  |  |
| Display board area required |  |  |
| Equipment to be supplied by St John’s (state number and describe clearly) |  |  |
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| Selling price of items or services (GBP per 1 item) |  |  |
| Any special requirements or research into regulations |  |  |
| Number of staff/students at each stall |  |  |
| What do you plan to do with any profits from your Mini-Enterprise (should be a charity). |  |

 Proforma for Mini Enterprise afternoon Name of School: Armatör Yakup Aksoy Mesleki ve Teknik Anadolu Lisesi

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| Mini Enterprise name |  |
|  | **Inside** | **Outside** |
| Items or services to be sold or demonstrated |  |  |
| Space and location of stalls |   |  |
| Number of tables required |  |  |
| Number of chairs or benches required |  |  |
| Display board area required |  |  |
| Equipment to be supplied by St John’s (state number and describe clearly) |  |  |
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| Selling price of items or services (GBP per 1 item) |  |  |
| Any special requirements or research into regulations |  | Check regulations for importing wooden and stone items |
| Number of staff/students at each stall |  |  |
| What do you plan to do with any profits from your Mini-Enterprise (should be a charity). |  |