

Erasmus project: Notes from teachers' meeting: Monday 2 November.

1) Aims and objectives of project:

. To enhance young people's familiarity with Fair Trade

- To investigate fair trade products and practice in the local area
- To promote Fair Trade products in school and the wider community
- To explore how different European communities interpret Fair Trade
- To examine the relationships between producers and consumers in Fair Trade and non Fair Trade commerce
- To study the impact of Fair Trade in producer countries
- To determine how education can change business practice

2) Expected outcomes (year 1)

- A project web page and blog for all participating students- this could include a project Facebook page
- Teaching resources from project activities to upload onto website and disseminate to wider education and fair trade community
- A consumer behaviour survey
- Data analysis of attitudes to fair trade in year 1 and year 3 to establish changes in practice at school level
- Multi lingual press releases for local and regional press and educational journals to report on project progress
- Monitoring questionnaires to evaluate project progress
- Individual e-journals or vlogs about student involvement, cultural awareness, skill development
- Europass award certificates for every participant summarising skills learned, attendance at meetings, work undertaken in in home school and overall contribution to the project.

3).Meeting cycle year 1:

Teacher meeting – UK November 2015

Student meeting – Germany December 2015

Student meeting – Denmark March/ April 2015 (dates to be confirmed)

4) Student participation

Each school outlined how they selected students for the group. Some are working with a class (taught curriculum) some are working with groups after school. Expected participation 5 students and 2 teachers from each school attend the transnational meetings. This is how the funding formula is calculated. Any school wishing to provide additional mobilities would have to self fund this and ensure the host school can accommodate additional numbers.

Action point: Students involved will write a mini- auto biography / make a film introducing themselves to the host school. This will help host school to match students with similar backgrounds and interests.

5) Risk assessment/ safeguarding

TDA to provide example of risk assessment documents to ensure health and safety of all participants. Request for information about host family may also help sending school and parents to feel confident the students will be safe and secure.

6) **Budget** meeting takes place on Wednesday 0900 at TDA. It was confirmed that the first 40% of the total grant had been received on 27th October. After discussion it was clear that all parties would prefer to receive their own funds based on the original calculations (see project application). Each partner school will need to confirm bank account details so monies can be transferred to each partner by end of 2015.

Bookings for flights and teacher accommodation will be made during the first teacher meeting to secure seats and rooms and costs will be met by TDA. TDA will calculate the amounts to be transferred to each partner school and any outstanding teacher costs to partners will be reimbursed on production of receipts. Each school will manage their own budget and provide documents for their own audit. TDA will confirm what their responsibility will be re completion of final financial report and advise all partners.

Each school should keep copies of boarding cards, accommodation and subsistence costs and certificates of attendance authenticated by the host school in the event of a national agency conducting an Erasmus project audit after project completion. It is recommended that documents are retained for five years.

Agenda for Tuesday 3 Nov

- Risk assessment forms & Host family info forms
- Europass templates
- Project website set up
- School based work prior to two transnational learning activities.
- Dates for 2nd student meeting
- Exchange of contact details.

Notes from meetings Tuesday 3 and Thursday 5 November

- 1) Risk assessment and host family forms shown for info. This is standard practice for UK schools.
- 2) Europass template for Europass Mobility accreditation can be downloaded from EC website:
<https://europass.cedefop.europa.eu/en/documents/european-skills-passport/europass-mobility>
These can be completed and awarded to students and staff after every transnational learning activity.
- 3) Elisabeth and Elke demonstrated the work already done by Daniele from HTL in setting up a project website which will enable us to upload resources, student details, partners school website link, set up blogs and a photo gallery. Thanks to HTL for delivering this prior to the first meeting.
- 4) School based work prior to the Dortmund meeting in December will include: all student participants completing a mini biography with photo attached, some background reading about Fair Trade. Melanie shared the draft at programme for the week. Work scheduled for the meeting includes:
 - designing and piloting an online consumer behaviour survey which can then be used in each partner school.
 - Writing press releases
 - Design and write e- journals
 - Explore local area and meet community partners
 - Conduct interviews for webpage
 - Creating evaluation/ monitoring questionnaires for use at end of meetings
 - Europass awards

Work in home school post- meeting to be agreed amongst team

5). Date of 2nd transnational learning meeting: Travel Sunday 3 April for working week beginning Monday 4 April- Friday 8th April

Contact details:

Hilary 00447714686447

Melanie 004917699057067

Elisabeth 004369917604717

Finn 004520640414 Suzanne 004540279385

Anka 00421907342378

Annalisa 00393491355931

6. Budget update. All partner schools have provided school bank account details to enable TDA finance team to distribute their % of the first payment of 40% of the total grant. Full amounts per schools are itemised in J2 Budget Summary p52 of application. Amounts vary and the costs of transport, return transfer to home airport will be deducted.

7. Visit from John Turner, Peterborough Fairtrade, Sue Bentley Fairtrade regional co-ordinator and Kate Jones – Education officer from Fair Trade Foundation (London based).

Project outline summarised followed by some suggestions:

- Find out about Fairtrade pioneers
- Hold a fair trade breakfast at a community venue with link to fair trade products eg at football stadium – fair trade footballs are from Sialkot in Pakistan (Bala Sport)
- Get involved in World Fair Trade Day 2nd Saturday in May
- Lobby a company or identify one theme/ product and focus on contacting MEPs to raise awareness of trading ethics and student opinion
- Design a fair trade app- see Foursquare app
- Contacts:
British Association of Fair Trade shops
Fair & Funky
- Show film True cost re fashion
- Fashion revolution day 24 April – slow fashion, ethical fashion, Liz Earle, upcycling
- Fair phones
- Pop up displays in partner schools to disseminate project progress

8. Link to project website:

<https://eduhtklu-public.sharepoint.com/>

Summary of action points:

Sending schools email their student details to Germany for host families and to Austria to upload onto project website.

9. Please share any photos you have of your visit to TDA and / or upload onto project website.

HFa 17/11/15