**ToWe Project - Transnational Meeting 4**

**13th – 14th March 2018**

**Kingston University**

**Agenda**

**Date: Tuesday 13th March 2018**

**School of Education KHEB0010**

**HEI Partners**

**Kingston University:** Helen Sutherland and Yasmin Mukadam

**Universitetet I Stavanger:** Monika Röthle

**Blanquerna - Universitat Ramon Llull:** Carme Flores and Àngels Geis

**Setting Partners**

**Achieving for Children:**

**Sandvedhaugen Barnehage:** Liv Hjertø and Ingrid Andersen

**Petita Escola:**

**Mas Balmanya:** Mireia Mirapleix Maria Josè Riellab

* To review the progress of the Project and make final preparations for the Project and International Workshop Event.
* To plan the next steps for the project (Phase 4, final and financial reporting, webpages, dissemination, EEL feedback and completion of the project.)

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| Time | Agenda | Actions |
| 10:00 – 12:00 | Progress to date  EEL reporting  Impact Tool | Welcome. Itinerary for Thursday discussed.  Setting visits to Barnes and Heathfield Children’s Centres, planning for the day.  Friday itinerary discussed with partners. Conference overview and preparation arrangements. Contingency to extend workshop timeslots.  Action: recording of workshops to upload onto the website. To ask Amanda her views on media and promotion of the conference. ICT and equipment checks  For the conference room.  Norway: Liv talked about the workshop that was delivered which was very successful. Many settings have asked for further information about ToWe as it links to other projects they are involved in. ToWe is recognised as a very practical approach.  Monika: Focus Group feedback highlighted that it was very helpful to learn directly from the practitioners. The manual could be updated/adapted to include more cultural aspects within the material. Monika plans to update the manual by Easter. Monika has stepped in for Yngve while he is off from work. There is a plan that he will come back for the summer to complete the project evaluation. It is good that the website that can promote the materials and the fact that it is translated makes it more sustainable and beneficial for all practitioners from Norway, Spain and England.  Liv presented some of the teaching materials at the university and Monika presented at a training day.  Focus groups were discussed – A transcript and summary from each partner is required.  Action: Cristina will provide the transcript and summary for the third focus group to Helen.  Spain: Angels talked about a workshop that took place with an audience of 200 attendees in November, including Catalan government, practitioners and academics. Petita Escola presented the process of reflection of the start of the project to the end and how all practitioners participated. Videos shown to the audience. This was useful as videos can be used as a training resource. The video was extended to include mealtimes and the other intellectual outputs. This video has been translated in English and will be added to the website.  The richness of the project is the collaboration with the settings. The researchers at the university and the practitioners coming together to work on the materials. This has demonstrated through development in practitioners, impacting on their practice and adding value.  Carme talked about supporting the audience to comprehend the importance and understanding of supporting early languages. Aim is to have everything available on the website ready for in-service training.  The most important thing is how to work with your team. The reality of it is to make it work, there needs to be a community of practice where everything is shared. Mireia: The materials helped us by providing a framework and then the reality is put into practice. In the video with a parent talking about their understanding of ToWe. When meeting with parents we spend time with families talking about ToWe for 15 minutes. Good example of parents observing the use of small glass jars at mealtimes. Parents would like ideas/information and use the website to watch the videos and bring ToWe into the home environment. Mireia talked also about the end of the project being a starting point for the future. The team have reflected on where they are now.  Helen: Alison co-ordinated the event in January with Tom, Alison and Janette presented at the event. It is now an Achieving for Children training/professional development opportunity. Materials were presented and displayed at the event. Katherine Hogarth wrote an article for the Comenius Association. Helen and Yasmin have been receiving the materials and thanked partners as the case studies and reflections have been so valuable to the process. Yasmin mentioned that you can sense the individuals who have written their experiences. The ToWe book is now on Amazon and will be available soon. Copies will be sent out to all practitioners.  How do we as a group do we want to move this forward? This can be discussed during this week.  The university may house the ToWe website in the future.  EEL Reporting discussed with an update provided to partners.  Impact Tool: to be discussed |
| 12:00 – 13:30 | Lunch |  |
| 13:30 – 16:30 | Final reporting  Financial reporting  Dissemination (articles)  Website | Helen talked about the final reporting. There is one more financial reporting remaining. Discussion regarding outstanding tasks which count as ‘project management’ were discussed. Partners raised issues regarding how they have used their hours to manage the project and recognising how their roles and skills have developed during this project.  Action: If partners have additional hours for project management they can consider tasks/activities such as attending the transnational meeting, preparing for the conference and all emails to settings/Helen relating to managing he project.  Dissemination: ToWe conference, Spanish TV, national and local activities to be updated on the Dissemination Planner Sheet. Also EECERA from 2017 and the 2018 event, newspaper articles.  Action: Helen to send out the Dissemination Planner Sheet  Journal publication:  Monika and Yngve aim to write an article in a journal called First Steg Journal to disseminate the project findings.  Cristina, Angels and Carmel have written and plan to publish in a journal called Guix Infantil.  Website publication of project by Monika and Liv – URL address: [www.barnehage.no](http://www.barnehage.no)  Possible publication in Comenius Association Journal by Liv and Monika.  Helen and Yasmin to write an article targeted in a professional academic journal following on from the conference. Draft to be started in April 2018.  Website: Everyone reviewed the website, the materials and layout.  Actions identified are as follows:   * Change the ‘Project Materials’ tab heading to ‘Training Materials’. * Remove the tab heading ‘Embracing Achievements’ and add the contents to the ‘Home’ tab. * Change the spelling of the word in ‘Project Materials’ tab under Catalan heading to: l’acompayament. |

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| Time | Agenda | Actions |
| 9:00 – 12:00 | Discuss Presentations and structure of the International Workshop   * IO3 * IO4 * IO5 * IO6 * IO7 | Review of the Programme Structure  153 attendees are expected at the conference including the ToWe project team. Unfortunately there will not be a keynote speaker as planned. This will be mentioned at the start of the conference. Following the welcome, Helen will introduced the project and the programme for the day.  The team discussed the order of workshops, the presentations and timings. Co-ordination of the powerpoint and information for each of the 4 workshops A, B, C and D.  Action: To check if each workshop can be recorded.  Overview of Workshop A sharing content and discussion – Helen, Yasmin, Rachel, and Liv presenting.  Overview of Workshop B with discussion and sharing content – Monika, Tom and Maria presenting. |
| 12:00 – 13:30 | Lunch |  |
| 13:30 – 15:00  15:00 - 16:00 | Where next with the project and working together  See the venue and workshop rooms |  |