



## 5<sup>th</sup> Meeting Minutes

### Participants

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The e-mail of Oreste is mistaken

### Presentation of "Spanish Agency Monitoring Visit Report" and key conclusions

Zahareña presents the key aspects about the Monitoring Visit Report:

1. Smile Project has a great interest regarding the Erasmus+ priorities.
2. There is a clear commitment from working group and the activities are consistent with the approved proposal.
3. However, they detect various shortcomings:
  - a. Not too much visibility of the project and efforts;
  - b. It is necessary to measure the impacts;
  - c. There is a lack of a detailed evaluation of all the work done:
4. The final report will have to be focus essentially on impact and dissemination (40 points over 100)
5. If Final Report can have a clear vision of the project they consider that it can be an example of good practice.

There are a list of recommendations, that will be analysed during this meeting:

1. We have to improve the evaluation and to measure the impacts of results and dissemination activities.
2. When we will close the final results, it is important to collect the different forms of participation of teachers, students and other educational community in the





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- project activities. All this outputs have to be upload to the Erasmus+ Results Platform.
3. We have to review the Project Evaluation Plan to complete the collection of qualitative information (change of self-image, feeling of Belonging to a group, empowerment ...)
  4. We have to make a detailed report of the dissemination of all the activities clearly gathered.
  5. The participating students themselves have to transfer to their peers the lessons learned from the project

As we can see, this meeting have been organized just to give an answer to all those recommendations.

## Analysis of Final Outputs and Results of the project

LiceoRomita and IES Albayzínhas present the different outputs and activities doing in the framework of the project in the definitive versions.

It is important to clarify where all these products are saved, in order all partners can access, review and define possibilities to disseminate them.

As all the products has been developed to organized the Learning Activities (mobilities among the schools) or they are the result of those mobilities, so you can found them in Google Drive in the folder of both mobilities. These are the link to those folders:

- Final grid with the description of all the outputs:  
<https://drive.google.com/open?id=1EzX8gwLp-EYEXWGQVnCufTciut5RIFrKQrwiBAHk-Is>
- Best Practice Final Report:  
<https://drive.google.com/open?id=0B8w7qKI3v5hla2ZkdVByMHNibXM>
- Posters about drop-out:  
<https://drive.google.com/open?id=0Bw77AiG9I0LvWGZpOHFIbnhibGs>
- Outputs and Activities in Campobasso:  
<https://drive.google.com/open?id=0Bw77AiG9I0LvVTU2NXRid0NYNUk>
- Outputs and Activities in Granada:  
<https://drive.google.com/open?id=0B4tA7TrFOOlrZnhQa0ZLTnRKVGM>
- Vocational student video: "Smile Documentary"  
<https://drive.google.com/drive/folders/0B8w7qKI3v5hIT2VuZk1fbjBpcVU>

Liisallomakipropose that TEdy do a pedagogical evaluation of all those results. Zahareña will explore the way to better include them in the project website.





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## Definition of Final Conclusions of the Project

After analyse the final outputs and, specially, the conclusions of students after the different activities, the participants have take two decisions:

1. To create a communication plan to share in social network the 12 recommendation from students
2. To define some final ideas about the project that all of as can use in our different communication and dissemination actions. We can found those ideas at

<https://drive.google.com/open?id=1S5CY-QRmiJX34WEzAlxkDvz6Rs6ydQCzifGvTLcwzW0>

## Dissemination Planning

According to the recommendations from the Spanish Agency, the partnership has decided:

1. To create a Communication Campaign in order to give more visibility to the most visual and public results, as:
  - a. The 12 recommendations from the Italian and Spanish student that has worked together during the Learning Activities. Those contents has to be published in Facebook one each time, and all the partners commit to share this in their different personal and institutional social networks.
  - b. Use the Stop Motion, with some “motivational question” as the launching publication of this campaign.
  - c. Use the video of the professional training students from IES Albayzín as an interesting mass communication product of the project.
2. Zahareña will done a review of the project website <http://www.smileerasmus.eu/> to include directly in the web those interesting communication results.
3. The Pedagogical Evaluation of project results that TEdu proposes to do will be use as a dissemination document to propose the exploitation of the project outputs as learning material in scholar actions about drop-out.
4. The IES Albayzín’s Education Inspector commit him to do two dissemination actions:
  - a. To present the project in two Provincial and Regional Inspectors Conferences in Granada and Seville.  
[The date for the first dissemination action is already fixed \(10-11-17\)](#)
  - b. To present the project results to other schools under his charge.
5. LiceoRomita will try to do two final dissemination actions:
  - a. Some schollar activity where the students participating in the project will share the expirience with other colleagues and teachers.
  - b. A final Press Conference with the City Council, as a conclusion of the first Press Conference they did on 2016, to present the final results and experiences of the project.

It is important to remember that is necessary to collect information about all this activities in order to include them in the Final Report.



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## Final Evaluation activities and Internal Summative Evaluation

To complete a more qualitative and complete evaluation, as recommended by Spanish Agency, we decided:

1. To fill a evaluation questionnaire of the meeting, as usual:  
<https://goo.gl/forms/xO0ko47lInLWvPGo1>
2. As explain previously, TEdu will do a Pedagogical Evaluation of the main project results, to assets the potential to be use in other context as learning resources.
3. To realize some ad hoc qualitative interviews (Zahareña will propose the script) to those profiles:
  - Colleagues of each partner, to know about the internal impact of the project in each organisation.
  - In the Schools:
    - i. In IES Albayzín, to Juan Antonio Ruiz, the school inspector.
    - ii. Other teachers and students not directly involve in the Learning Activities, to know about the impact in the schools.
    - iii. Students at risk of dropping out of school who have participated in the project, to know how their vision about their situation has changed.
    - iv. We can include a report of proposals or future plans of IES Albayzin. Experimental actions debated with Juan Ruíz, as education Inspector, to improve the motivation and involvement of the students. Smile project has had an indirect influence in these proposals. However, nowadays involving students in new activities related to the project is a difficult task.

A Final Evaluation Report will be elaborated to enclose to the Final Report.

## Final administrative & financial actions

All the organisations partners present at the meeting, all partnership except Karsiyaka IMEM, are agree about the low quality of the participation in the project of this Turkish partner. There is a proposal to penalize this lack of involvement financially with the final 20% of the Project Management and Implementation voice (1.200,00 €).

The group has vote this proposal and unanimously they have authorized the Coordinator (IES Albayzín), as final contractor of the project with the Spanish Agency, to verify if the partnership can adopt this measure and to propose how to distribute this amount.



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## Final Report

IES Albayzín, with the support of Zahareña, will elaborate a first draft of the Final Report in English in order to give the opportunity to all partners to propose integrations. To do this report and also to review all the platform where we have to upload information about the project, a working session IES Albayzín + Zahareña will be organized before the end of the project.

## Future collaborations of partnership

The partnership is really interesting in collaborating in future projects.

To promote this collaboration, we decided:

1. The “Enhancing Emotional Intelligence & Innovation in Teachers Training” Project we presented in March is still in a reservation list of the Spanish Agency. In any case, is important to verify if the Spanish Agency sent an official evaluation to take decisions about a new submission in the next Erasmus+ call.
2. To improve the partnership including:
  - a. An School from a 4th country.
  - b. Somebody to assume the role of analyse new uses of ICTs in the Schools.
  - c. A new Educational Public Body, more active and engaged.
3. Every partner will send a grid of a new project with those contents:
  - a. An abstract of the project idea.
  - b. Activities to perform.
  - c. Justify the complementarity with the work or the results of Smile.
  - d. Typology of Partners to research to be included.
  - e. Other trust organisation they propose to include in the partnership.



## Work planning until the end of the Project

<b>Who</b>	<b>What</b>	<b>How</b>	<b>When</b>
<b>All partners</b>	Review of Minutes	Introducing changes or suggestions directly to this document	ASAP
<b>All partners</b>	Evaluation of the Final Meeting	<a href="https://goo.gl/forms/xO0ko47lInLWvPGo1">https://goo.gl/forms/xO0ko47lInLWvPGo1</a>	ASAP
<b>IES Albayzín</b>	Verify penalization to Karsiyaka IMEM	Asking the Spanish Agency and, if possible, proposing new budget distribution	ASAP
<b>TEdu</b>	Pedagogical evaluation of Final Outputs	Sending a report to the project mailing list and uploading it to Google Drive	10/12
<b>Zahareña</b>	Send a script for Final Qualitative Evaluation Interviews	Sending the script to the project mailing list and uploading it to Google Drive	10/11
<b>All partners</b>	Evaluation Interviews (in English, Italian or Spanish)	Video of the Interviews uploaded to Google Drive	8/12
<b>Zahareña</b>	Final Evaluation Report	Sending a report to the project mailing list and uploading it to Google Drive	15/12
<b>Zahareña</b>	Include results in project website	Visibility to 12 students recommendations and visual results	15/11
<b>IES Albayzín</b>	Facebook Communication Campaign	Proposal of text and images for each post	9/11
<b>Zahareña</b>		Programing posts in Facebook	15/11
<b>All partners</b>		Share and comments all the post	End of the Project
<b>Juan Antonio Ruiz</b>	Disseminate the project	As proposed during the meeting	End of the Project
<b>All partners</b>	Disseminate the the final outputs	According the pedagogical recommendations from TEdu	End of the Project
<b>LiceoRomita</b>	Disseminate the project	As proposed during the meeting	End of the Project



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<b>All partners</b>	Describe the dissemination actions	Using the excel template: <a href="https://drive.google.com/open?id=1WEyAvf-HMV7egJUAD3cUfBFmb0_PrfL96uQxI0p05j4">https://drive.google.com/open?id=1WEyAvf-HMV7egJUAD3cUfBFmb0_PrfL96uQxI0p05j4</a>	End of the Project
<b>IES Albayzín + Zahareña</b>	1st draft of Final Report in English and review of Erasmus+ Platforms	Sending a report to the project mailing list and uploading it to Google Drive (in a google drive doc version)	End of the Project
<b>All partners</b>	Review of Final Report	Introducing changes or suggestions directly in Google Drive document	24/12
<b>IES Albayzín</b>	Share Evaluation of “Enhancing Emotional Intelligence & Innovation in Teachers Training” Project	Sending a report to the project mailing list and uploading it to Google Drive	ASAP
<b>All partners</b>	Proposal for new projects	Sending briefings to the project mailing list	31/12
<b>IES Albayzín</b>	Definitive Version of Final Report and uploading of documentation to the different platforms	As indicated in the project contract and in Spanish Agency webpage.	Before 1 month from the end of the project.

