

## **The SIP Project Transnational Meeting Evaluation UK December 2017**

### **Introduction**

The SIP Project Transnational Partnership Meeting in the UK in December 2017 was evaluated through a post event questionnaire issued to each institution in attendance. This questionnaire included a record of future actions committed to by the institutions. These were all completed by institutions at the end of the transnational meeting and after one to one meetings with the lead partner. The main aim was to assess whether the activity had the impact envisaged and whether partners left the meeting equipped to prepare for the first phase of the project and disseminate to and influence staff in their respective institutions and wider afield. All partners were present at the meeting with the exception of Capademy from Turkey who was unable to travel. One of the aims of the evaluation throughout the project is to include action research in the methodology in order to make any necessary changes for future practice and activity. This will be addressed through the findings from the meeting.

### **The Transnational Partnership Meeting**

The lead partner Learning Plus UK constructed a programme. The programme was sent to all partners. This included: operational matters, contractual requirements, an introduction to the project, planning around future activities, evaluation and one to one sessions with all partner institutions present. Each partner at the meeting gave a short input about education in their own country and how it is measured. Learning Plus UK gave an overview on the use of Grade Predictor in England.

**The following is the expectation from Transnational Partnership Meetings as outlined in the project narrative.**

### **Transnational Meeting Purpose**

There will be 7 transnational meetings of the Partnership steering group. The project manager and project co-ordinator will always be in attendance as will lead co-ordinators from each partner and a school/departmental representative. The Project Manager will sit on the Steering Group overseeing progress in completion of tasks Learning Plus UK will liaise with each partner to confirm their representatives for the Partnership Steering Group.



An agenda supported with relevant documentation will be produced for each meeting and sent to partners at least 2 weeks in advance. Partners will be asked to lead discussion at each meeting on their lead areas of responsibility and their progress to date at a national level as appropriate. The agenda for each meeting will always include dissemination, exploitation and sustainability; quality assurance; possibilities of roll out at national level; updates and progress to date on work/tasks, and finance and administration.

Partners will sign attendance sheets at each meeting, for each day of the meeting. Minutes of the meetings with a summary of action points and deadlines for action will be circulated within 2 weeks following the meeting. Partners will be given one week to respond to these with amendments, clarifications / corrections to detail. The final versions of minutes and actions will be sent out within one month of the meeting taking place. The host organisation will be responsible for supporting partners in their travel arrangements, accommodation and with meal arrangements. These will be sent to the project co-coordinator 4 months in advance to ensure the cheapest travel arrangements can be made.

### **Transnational Meeting Schedule**

*The Transnational Project Meeting UK Goal- Partnership Launch. The aim of the first meeting is to welcome all partners, approve the transnational cooperation agreement and delivery schedule and start to deliver.*

*The Partnership Steering Group will develop the quality assurance framework to be applied across the partnership led by Learning Plus UK.*

### **Feedback via Post meeting Questionnaires**

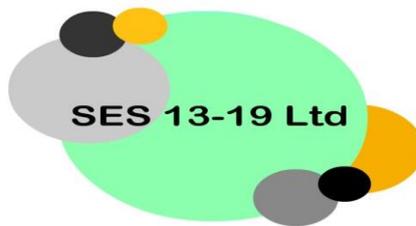
All delegates were asked to contribute to an institutional questionnaire which asked a series of questions and required comments elaborating on responses. Here are the questions and a summary of the responses.

#### **The objectives of the meeting were clearly defined**

All strongly agreed.

#### **The materials distributed and presentations were helpful**

3 strongly agreed, one agreed.



**The content was organised and easy to follow**

3 strongly agreed, one agreed.

**Overall the meeting was highly effective**

3 strongly agreed, one agreed.

**I was able to contribute to the meeting and felt well briefed by my organisation.**

1 strongly agreed, 3 agreed

**I left the meeting knowing clearly what my next steps are**

3 strongly agreed, 1 agreed.

**Comments**

The one to one was helpful in relation to next steps.

In general the meeting has been well planned and give us the next steps.

We have found that the meeting was extremely explanatory especially as one of our team was inexperienced in Erasmus.

**What else would you like help with?**

General guidance as the project unfolds.

We will probably need support with the data management.

**What are your next steps?**

Find previous year data and put it in an electronic format.

Discuss the project with the school and board management

Identify a team.

Implement Institutional meetings.

Find out how to collect data.

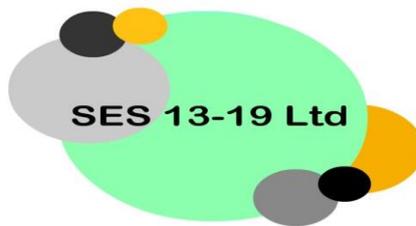
Get to know Grade Predictor.

Identify a team to participate.

Disseminate.

Define the schools that will be involved and create a small local project team.

Disseminate internally.



### **Summary**

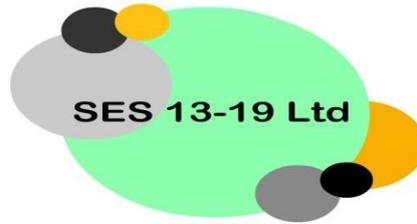
9 international delegates attended the transnational meeting with 5 staff present from Learning Plus UK and the external evaluator.

The host organisation delivered a programme that was purposeful and which was thought provoking. There were no criticisms of the programme. The atmosphere was excellent, warm and embracing with all delegates able to make contributions and with all included in the programme. The preparation of all the staff at Learning Plus UK was exemplary and augers well for the remainder of the programme. There was a genuine openness and willingness to learn from each other.

Undoubtedly the meeting met the requirements of the project. Schedules were adhered to, the pace seemed right. It was a very full and comprehensive programme. Questions and discussions were encouraged. Delegates seemed to appreciate the efforts very much that the organiser made to provide an environment which was accessible and provide a good standard of accommodation and facility to meet.

### **Feedback from questionnaires**

Feedback suggested that delegates felt the meeting was comprehensive and met their needs. It appears that the complexity of the topic meant that most arrived without a clear picture of how the project might work in their institution. Undoubtedly the project brings specialist knowledge and uniqueness which will take partners a little time to feel comfortable with. Nonetheless all left with confidence and a plan for implementation. All knew what they would do next. Institutions were comfortable to point out areas they may need a little more help with in terms of data collection and general support. This is to be expected. Delegates seem to particularly value the one to one sessions with the lead partner as a way of discussing issues peculiar to their own institution.



### **Learning Points**

The leadership shown by Learning Plus UK was well appreciated and partners welcomed this strong but also inclusive approach. This should be continued.

The mixture of group and one to one sessions worked well and this should continue.

The participation of all partners in the agenda is to be encouraged. The topic is complex and new to a number of partners. The more partners immerse themselves in the agenda, the more discussion in their own institution before meetings then the better the outcomes from the project will be. All partners are encouraged to do this so that delegates and institutions can contribute fully.

### **Conclusion**

The meeting achieved well its purpose and contributed to the forming of potentially a very strong partnership. It established the foundation of cohesive and purposeful team which the Turkish partners should feel comfortable to join in the New Year.

The methodology deployed in terms of organisation and agenda should be continued with. The challenge is for all partners to implement plans locally for the construction of grade predictor tools, the implementation of trials and prepare for the training event in March 2018.

**B Martin**  
**External Evaluator**  
**17/12/2017**