

**Newtown Twinning Erasmus Sub- Committee Meeting Minutes
Wednesday 20th February 2019 7pm- 8.30pm**

Present:

Kate Raynor - Chair
Cheryl Wilson - Minute Taker
Alwena Gentle
Paul Baron

Apologies:

Steve Page

Agenda Items

1. Welcome and apologies

2. Minutes of last meeting:

- Questionnaire and info sheet sent to school for students to complete. Head teacher has confirmed students will complete and return prior to the trip
- Numbers/details of students has changed slightly..update on tonights agenda.
- School have as requested sent us the aims and objectives for the placement which includes can and can't for students. ACTION: Kate to forward to SC members for their info and to attach to letter to go out to hosts/businesses..item on tonights agenda.
- Question regarding Nellie teaching students English is all in hand with the school and Les Herbiers Twinning and so no update required for this meeting.
- Dates confirmed as arrival pm Monday 18th March and departure early am Friday 29th March.
- School have confirmed that Erasmus will transfer monies direct to NTA Twinning account and treasurer to pay monies out to hosts as per process.

3. Update on Students/Hosts Details

- nine students
- Allocation of students to businesses and hosts agreed in meeting. Full details will not be included in minutes to avoid confidential data being available on twinning website.

ACTION: Andrew to send Kate each email address for each host...Kate/Andrew. is this right as we have the email addresses on the placement/host list discussed in meeting?

4. Info sheets for businesses and hosts:

- The host and business allocated a student between them will each receive a joint business and host letter of introduction & placement information with daily schedule and boundaries as stipulated within aims and objectives.
- Kate to write jointly to each student's host and business placement.

ACTION: Cheryl to draft joint letters and send to SC members for any amendments and when agreed (asap) Kate to send out in her name as chair of NTA and person acting as main coordinator during placements.

- Letter to include:
 - mobile numbers and email addresses of their student's host and business.
 - Required Clothing for all weathers
 - Daily Schedule:
 - What happens if changes to the above need to be made.
 - Daily Schedule

- hosts and students to all meet at Costa at 9am on Tuesday 19th for coffee and get together and then students to be taken to and introduced by hosts to their respective placement supervisors. Letter to include offer that if any host cannot stay beyond 9am that no student will be left to introduce themselves to placements and that available hosts will share responsibility for all students.
- Invitation to evening meal for Wednesday 27th to The Dolou and letter to stipulate hosts will pay for their own meals and students and employers will pay for their own meals. Drinks to be purchased as we go along in order to avoid unfair bill splitting at the end of the evening.

5. Meeting for businesses and hosts

Action: Agreed not viable

6. Activities during visit

ACTION: Paul, Andrew, Cheryl, all hosts

- Saturday 23rd:
 - Paul to canvass student interest for bowling for the Saturday and to book when numbers are known
- Sunday 26th:
 - will be a family day
- Monday 25th
 - Andrew to liaise with college and ask for student visit to be Monday am as only free time available.
 - Outing as a group to be arranged to follow on from college visit
- Wednesday 27th:
 - Cheryl to book a meal at The Dolou with hosts, students and businesses
 - Cheryl to give minimum numbers and possible maximum numbers and discuss with landlady what deal she can offer and what her maximum numbers would be.
 - In order to avoid any unnecessary out of pocket circumstances at the end of the night, Cheryl to agree with landlady in advance what price per head so money for meal can be paid at the beginning of the night and individuals drinks to be paid for as and when they are ordered.

7. College Visit

Action: Andrew to see above point re college visit.

8. High School Contact:

Action: Not possible for this schedule as placement shortened.

9. AOB: Language Lessons

Paul will be teaching the students as a group each working day. However cannot teach them on Tuesday 19th.

Action:

Kate and Kevin to meet with students as a group on Tuesday 19th for conversational French with a little introductory English.

Alwena to approach Bank Tea rooms to ask if they could accommodate the group of students and the teacher each working day from 3.30 to 4.30pm

Kate to check with Glan Hafren as standby.

Date of next meeting:

No further face to face meetings

Action:

Cheryl to periodically contact the SC and Andrew, to request updates on allocated actions and alert Kate of any problems.

Minutes distribution

Erasmus minutes to be sent to SC membership plus Andrew for website management and Fred as liaison and treasurer.

Full committee update:

Kate to update full committee as and when required.

