

**Newtown Twinning Erasmus Sub- Committee Meeting Minutes
Wednesday 30th January 2019 7pm- 8.30pm**

Present:

Kate Rayner - Chair
Cheryl Wilson - Minute Taker
Alwena Gentle
Steve Page

Apologies:

Paul Harry Barron

Agenda Items

1. Welcome and apologies

2. Questionnaire:

- Content outlined by Kate agreed, with slight amendments.
- Kate to send out and request that students return to her via email, prior to their arrival in UK

3. General Info Sheet for Students:

- Agreed the sheet to take the form of bullet points outlining what is required with little explanation.
- Required Clothing:
 - Content agreed and to include specific clothing/footwear for all weathers!
- Schedule:
 - Five working days week one Tuesday- Saturday
 - Three working days week two Tuesday - Thursday
 - Daily Schedule:
 - 09.00 - 10.00 Free time
 - 10.00 - 15.00 working day
 - 15.00 - 15.30 Free time
 - 15.30 - 16.30 Conversation English with Paul and where needed Kevin
 - 16.30 - 17.00 Free time
 - 17.00 - hosts who live outside of Newtown to pick up. Other students to walk to host family.
- Visit to College to be made. Date and time to be advised upon arrival.
- No smoking in workplace, host families, public places under UK legislation

4. Confirmed nine students visiting:

- Fuse will not be required this year and Andrew will be asked via minutes to thank Fuse on behalf of committee.
- Students all allocated to their respective workplaces
- Hosts allocated the following students:
 - Sarah to host the student who is allocated to Bloomers the florist. (student name not available at time of writing minutes)
 - Paul to host Enzo & Axel
 - Alwena & Andrew to host Thibaut
 - Cheryl & Kevin to host Maëva & Oriane
 - Eirlys & John to host Lucy & Lourine
 - Kate to host Ophélie

- Kate to supply host emails to Laurent for students to make contact & for parents/guardians/school to have a record.

5. Issues for Fred to raise with Laurent:

- Exactly what students can do/can't do unsupervised/alone away from hosts and businesses. ie visiting neighbouring towns etc.
- What is the primary purpose of the visit
 - Work experience
 - English language development
 - Social skills
- Who will pay Nellies tuition fees (Les Herbiers Twinning or School)
- Confirmation of booking for 18th March - 29th March.
- Fred to give Newtown Twinning BACS details for Erasmus host payments to be transferred in one lump sum to avoid numerous exchange rates. Fred as treasurer will pay each host accordingly.

6. Other items on agenda to be carried over for discussion at next meeting

Date of next meeting:

20th February @ 7pm at Kates home address.

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.