EYDP
EARLY YEARS DIGITAL PORTFOLIO

Kick-off Project Partners Meeting

Minutes

Date: 12 December 2022
Venue: Online

Participating partners:
- Agrupamento de Escolas Miguel Torga, Portugal
- Universal Learning Systems LTD, Ireland
- Istituto Comprensivo Bartolomeo Sestini, Italy
- Pixel – Associazione Culturale, Italy
- Centro Social Santa Clara, Portugal
- Instituto Politecnico de Braganca, Portugal
- Scoala Primara EuroEd, Romania

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KICK-OFF MEETING

Online, 12 December 2022
AGENDA OF THE MEETING

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10:00 CET Start of the Meeting (9.00 IE and PT time / 11.00 RO time)

1	Welcome of Participants		Miguel Torga, IPB
2	Adoption of the agenda		Pixel
3	Partners' presentation		All partners
4	Introduction to the project		IPB
5	Presentation of Work Packages		
	5.1	WP2 - Handbook for Children Documentation and Assessment • *Definition of questionnaires* • *Definition of the table of contents for national reports* • *Next face-to-face meeting* • *Actions and Deadlines*	IPB, Pixel
	5.2	WP1 – Management • *Presentation of the project priorities* • *Presentation of the Quality Assurance* • *Presentation of the Target Group Involvement* • *Contractualization process* • *Presentation of the project financial and administrative management*	Pixel
	5.3	WP5 - Valorisation • *Presentation of the Valorization and Sustainability Plan* • *Presentation of the dissemination and exploitation activities*	Pixel
6	Any Other Business		All partners
7	Meeting Evaluation		All partners

14:00 CET End of the Meeting (13.00 IE and PT time / 15.00 RO time)

List of Participants

Name and Surname	Sending Organisation
Margarida Morgado	AEMT (PT)
Matilde Sampaio	AEMT (PT)
Filomena Almeida	AEMT (PT)
Gisela Texeira	Centro Social Santa Clara (PT)
Andreea Ionel	EuroEd (RO)
Andrei Bordeianu	EuroEd (RO)
Angela Desideri	IC Bartolomo Sestini (IT)
Martina Lunardi	IC Bartolomo Sestini (IT)
Cristina Mesquita	IPB (PT)
Maria Luisa Azevedo	IPB (PT)
Ana Lucia Pinto	IPB (PT)
Elisabetta Delle Donne	Pixel (IT)
Lorenzo Martellini	Pixel (IT)
Carlo Rais	Pixel (IT)
Alan Bruce	ULS (IE)
Imelda Graham	ULS (IE)
Steve Goode	ULS (IE)

Minutes

Welcome to Participants

Lorenzo Martellini from Pixel (IT) welcomes all the project partners to the online platform where the meeting took place.

Adoption of the agenda

Lorenzo Martellini from Pixel (IT) explains the meeting folder.
The meeting agenda is introduced and adopted by all partners.

Partners' Presentation

Cristina Martins from IPB (PT) presents her institution. The Polytechnic Institute of Bragança (IPB, Portugal) asserts itself as an innovation co-creation ecosystem, involving students, teachers and staff with companies and organizations, aiming to create a regional knowledge-based economy and to implement strong international partnerships, both at EU and worldwide levels. IPB aims at being a reference in the European Higher Education Area, in the context of the universities of applied sciences system, implementing innovative teaching and practice-based research, through collaborative laboratories, strategic partnerships, and living labs, in a multidisciplinary and multicultural learning community.

Margarida Marques from AE Miguel Torga (PT) presented her Institution. Agrupamento de Escolas Miguel Torga (AEMT) is located in Bragança, an inland town, in the north of Portugal, with low population density and little diversity in terms of cultural offer. It was built in in the historical area and consists of 3 buildings:
2 in the town, 1 in the countryside. It is attended by 650 students, aged between 3 and 17, who learn English from the 1st year of primary school, French from year 5 and Spanish from year 7. There are 80 teachers with a permanent position working here together with 60 other who are in mobility due to own and family health problems. It is an inclusive institution that develops a culture of integration and humanism associated with the search for academic success in the different training offers: regular courses and Dance Course in association with the Conservatory of Music and Dance of Bragança.

Gisela Texeira from Centro Social Santa Clara (PT) presents her institution. The Social Center of Santa Clara is a Private Institution of Social Solidarity (PISS) under the tutelage of the Congregation of The Reparative Franciscan Servants of Jesus Sacramentates. The Institution integrates the social responses of Daycare – Preschool Education and Leisure Activity Center. It has cooperation agreement with the Institute of Social Security, IP, District Center of Bragança. Ministry of Social Solidarity of Portugal. The preschool education is under the tutelage of the Ministry of Education of Portugal. It is integrated in the social solidarity network of preschool education (Low 5/97).

Martina Lunardi from IC Bartolomeo Sestini (IT) presents her institution. Sestini Comprehensive Institute is a school dealing with education and training of pupils aged from 3 to 14 years. At strategic level, priorities of the school are outlined in the Three-Year Training Offer Plan (PTOF) and in the 2022/2025 Improvement Plan: the Sestini Comprehensive Institute aims to continue a progressive and gradual transition from a traditional and rigid teaching scheme to a more open, flexible, dynamic training system. The objective is matching the school system of didactic planning, based on innovative and collaborative approaches, with methods of high quality and training courses in full coherence with the Curriculum for Competences.

Alan Bruce from Universal Learning Systems (IE) presented his Institution. UNIVERSAL LEARNING SYSTEMS –

ULS - is an international consultancy firm specializing in research, education, training and project management. ULS undertakes projects for a number of clients in the educational, development and management sectors. It has a leading profile in EU distance learning and e-learning innovation networks. It has particular experience in project evaluation and quality assurance. It has developed an extensive range of e-learning courses and has experience of working with schools in developing enhanced engagement with teachers, communities and parents. UNIVERSAL LEARNING SYSTEMS has a core team of consultants plus a range of contract specialist staff. It works with several Irish kindergartens and with learners in a variety of educational settings: adult, VET, secondary and university. A key focus is training of trainers and teachers, diversity management and language learning expertise.

Andreea Ionel form EuroEd (RO) presents the Institution she represents. EuroEd Primary School includes a Kindergarten founded in 1995 and a primary school founded in 1997. Both are accredited by the Romanian Ministry of Education.It promotes the European dimension of education which has become part of the ethos and culture of the school. Therefore, it mainly encourages multiculturalism and multilingualism by providing education to children of different nationalities or belonging to different ethnic groups. Thus, even since the preschool age, by getting acquainted with cultural and linguistic diversity, the children acquire new skills which will help them to adapt to different contexts and situations. Without being a big school in terms of size (there are only 173 children in the school and about 100 in the kindergarten and 35 teachers) the institution boasts a very innovative methodological approach and is appreciated for its school ethos.

Elisabetta Delle Donne from Pixel (IT) presents the institution. Pixel was created in 1999, it is an education and training institution based in Florence (Italy). Pixel's mission is to promote an innovative approach to education, training and culture; this is done mostly by trying to exploit the best potential of ICT for education and training. Pixel training offer focuses on selected main areas: information and communication technologies, quality business management, language learning and European cooperation. The target groups of such activities are: schools, university, tourism organizations and public bodies.

Introduction to the project context and background

Background

The motivation that backs up the "Early Years Digital Portfolio" EYDP project is related to the challenge felt by early childhood educators and kindergarten teachers in performing appropriate documentation and evaluation of the learning progresses in early childhood education and in cooperating with the families on the matter.
Early childhood educators and kindergarten teachers (see needs analysis) do not feel sufficiently prepared and motivated to provide appropriate visibility of the children's learning process to be shared with their families.

Aims

The "Early Years Digital Portfolio" EYDP project has the aim to create a more effective and transparent communication pattern among childhood education and care systems and families with the purpose to document, evaluate and assess the progress of each child according to a holistic view of the child's development and learning.

The project, therefore, intends to innovate and support the transformation of early childhood education institutions and the

qualification of their professionals, towards a more digital future of education.

Target Groups

The target groups of the project are identified as:

- Early childhood educators
- Kindergarten teachers
- Early childhood education institutions (kindergartens and nursery schools) through their managerial staff.

Activities and Results

The following activities will be implemented:

- Development of a digital handbook addressed to kindergarten educators providing them with the the pedagogical basis and framework for the construction of documentation processes of children's learning and performance.
- Creation of an online training package that will provide practical training on pedagogical documentation and assessment
- Production of a Digital Portfolio Management System (DPMS) for uploading digital documents related to children documentation and assessment

Work Package 1 - Management

Priorities

- Inclusion Dimension:
  - o Improving the outreach to people with fewer opportunities (disable people, rural areas, etc)
- Digital Dimension:
  - o Digital technologies in education
- Environmental Dimension:
  - o Memorandum of understanding

Lorenzo Martellini from Pixel presented the Memorandum of Understanding (MoU) on environmental actions that will be taken by the partnership.

Deadline: Partners will get the MoU by email as annexe of the minutes and have time until <u>19 December 2022</u> to give feedback to Pixel.

Quality Assurance

Pixel, in charge of the quality assurance, presented the Quality Plan which defines the procedures for the quality assessment and the quantitative and qualitative indicators for each WP.

Deadline: The Quality Plan is an annex of the Minutes and partners have until <u>19 December</u> to send any feedback.

Online Meetings

Project partners will participate in 2 online meetings:

- 12 December 2022
- 6-7 March 2023 (?)
- November 2025

Actions and Deadlines

Deadline	Results	Partner	Template and Tools
12 December 2022, November 2025	Participation in Online Partners' Meetings	All partners	
22 December 2022	Send feedback on the quality plan Send feedback on the Memorandum of Understanding	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT)	Quality Plan Memorandum of Understanding
30 December 2022	Finalisation of the of the Quality Plan	Pixel (IT)	
First report: together with the 1st progress report Second Report: 30 November 2025	Carry out the narrative activity report on the web site	All partners	WP1.B - Activity to be carried out directly on the project website
First report: together with the 1st progress report Second Report: 30 November 2025	Financial report	All partners	WP1.C - Guidelines for financial management WP1.D - Templates for financial management

Work Package 2 – Handbook for Children Documentation and Assessment

- Each partner should perform a **preliminary needs analysis** in the partner countries assessing how kindergarten teachers document and evaluate the children and what knowledge they have about pedagogical documentation.
- Each partner should collect at least 50 questionnaires from kindergarten teachers and early childhood educators.

Template: WP2.A - Questionnaire

Partners have time to review the template and give any feedback by 19 December 2022.

- Each partner should produce a **national needs analysis report**

Templates: WP2.B - Table of Contents for national reports – WP2.C - Guidelines for the national report production

<u>All the partners agreed to prepare a report of one country to be presented at the meeting in Florence in March 2023.</u>

Second Partners Meeting
Partners agreed to have the second meeting (face to face or in hybrid mode) in Florence on 6 – 7 March 2023.

Actions and Deadlines

Action	Deadline	Status
IPB (PT), Pixel (IT) Creation of the templates needed for carrying out the activities	30 November 2022	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) Provide IPB with feedback on the questionnaire	19 December 2022	
IPB (PT) Provide Pixel with the final version of the questionnaire	22 December 2022	
Pixel Creation of the English online version of the questionnaire	22 December 2022	
IPB (PT) Produce the template for the national report	16 January 2023	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) Translation of the questionnare in national language and collection of 50 filled-in questionnaires	31 January 2023	

Action	Deadline	Status
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) Production of the national needs analysis reports	28 February 2023	
IPB (PT), ULS (IE) Definition of the proposal of the table of contents for the handbook	28 February 2023	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) Provide IPB and ULS with feedback on the table of contents for the handbook	10 March 2023	
IPB (PT) Production of the transnational needs analysis reports	31 March 2023	

Action	Deadline	Status
IPB (PT), ULS (IE) Definition of the final version of the table of contents for the handbook	31 March 2023	
IPB (PT), ULS (IE) Definition of the draft version of the contents for the handbook	31 May 2023	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) Send feedback related to the contents of the handbook	30 June 2023	
IPB (PT), ULS (IE) Definition of the final version of the contents for the handbook	31 July 2023	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) Translation of the handbook in the national languages	30 September 2023	

Action	Deadline	Status
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) • Collect 20 evaluation questionnaires from the representatives of the target groups • Sending of the National Testing Report	31 December 2023	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT) Send the declaration of the target groups involvement	31 December 2023	
Pixel (IT) Production of Transnational Testing Reports	31 January 2024	

Final Remarks

Lorenzo Martellini from Pixel (IT) presents all the deadlines foreseen for the project. It is agreed that all the partners have a week in order to propose changes to deadlines. The reviewed calendar of activities and calendar of deadlines will be enclosed to the meeting minutes as annexes.

Any Other Business

Since there are no further matters for discussion, Lorenzo Martellini from Pixel (IT) thanks all participants for attending the meeting and he then declares the end of the meeting.

Meeting Evaluation

Carlo Rais from Pixel (IT) sent an online evaluation form to all the partners once the meeting ended.

Annexes:
Annex 01 Project presentation
Annex 02 Calendar of Activities
Annex 02 B GANTT
Annex 03 Calendar of Deadlines
Annex 04 Quality Plan_Issue 01
Annex 05 Memorandum of Understanding
Annex 06 WP2.A – Questionnaire template
Annex 07 ULS Presentation
Annex 08 EuroEd Presentation
Annex 09 CSSanta Clara Presentation
Annex 10 Pixel Presentation
Annex 11 IPB Presentation
Annex 12 Miguel Torga Presentation