**Skype Meeting 13:00 UK time**

**TBVT (Oriol Marimon –OM), SMS (Leanne Gunn – LG, Wendy Sadler -WS, David Price- DP and Bethan Parkes) and Isabel Ruiz Mallen (IRM)**

*Italics* **=** *Agenda Points,*Normal = Minutes, *Blue = ACTIONS*

*Focus groups (already done in 4 core schools)*

* *Analysing the results of the focus groups*
  + TBVT will be analysing the results of the focus groups and will send to SMS and TRACES at the end of July/beginning of August
  + SMS have developed PERSEIAs and will be delivering in July at just the 4 core school and in September at 10 other schools. Results from FG will be incorporated in PERSEIAS delivered in the second round- September for SMS, November for TBVT
  + ACTION: OM to share FG results by end July/ beginning August

*PERSEIA delivery (to be done in 10-12 schools)*

* *Online questionnaires- problem with email addresses*
  + OM will contact Paul and Celine to find out how they did the evaluation and what solution they found with Eric and Team. OM to let SMS know so they can use the same method.
  + WS suggested we could use identifying number for each pupil
  + Link to questionnaire has been received by LG and can see questions and answers. LG will give to schools once there is a new system that does not use e-mail addresses.
  + ACTION: OM to contact Paul and Celine next week and relay information to SMS. LG to share link with schools once method has been established
* *Build in results from the focus groups*
  + Will use the results from FG to modify PERSEIAs for second round (see above)
  + ACTION: DP/LG to modify PERSEIAs once they have FG results (August)
* *Use evaluation of PERSEIA performances to improve them* 
  + Both performances and surveys will be evaluated. This will be worked on this over the summer and see if this changes in September.
  + Analysis to be done by TBVT
  + Need to include questions in the survey about the shows specifically if we want the surveys to be used to inform future performances of PERSEIAs. Pre survey OK, but post survey would need to be modified.
  + SMS to compile some open ended questions for evaluation by presenters on all case studies. This reflective study on what they did/changes will form part of the guidelines in the deliverable.
  + ACTION: WS/LG/DP Compile a list of questions for presenter evaluation and share with OM and TRACES

Participatory workshops (to be done in the 4 core schools)

* *Structure of participatory workshops*
  + SMS need to ascertain how long to spend in each school to set expectations for teachers and are concerned that pupils will not work on their PERSEIAs outside of the scheduled sessions
  + Expected format is 5x2h sessions (max 15h total) with the 5 key areas from WP2 included
  + OM will work on the structure of participatory workshops in July/August and share this with SMS so they can input. Any drafts to be shared ASAP.
  + ACTION: OM will share drafts of participatory workshops with SMS
* *Who is leading?* 
  + Researcher to participate in workshops for 5-10 hours depending on availability and sessions will be lead by SMS. SMS to assist the researchers with their preparation which will be included in the design of the workshop.