



REPORT OF ESHA EB MEETING, UTRECHT, FEBRUARY 6-7, 2004

1. Getting acquainted with VVO and AVS

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2. Welcome

President Antonino Petrolino welcomes the EB members present in Utrecht: Jorma Lempinen, Kate Griffin, Allan Stockley, and Jan Gispen. Anne Gilleran will join the meeting later on.

3. Report EB in Amsterdam, December 2003. Check on decisions

Minutes are accepted. EB checks on decisions made in Amsterdam:

- New constitution – Jan Gispen explains that the solicitor needs signatures (his own and Antonino Petrolino's).
- Israeli membership – Israeli representatives have been invited for the Budapest meeting. As yet no answer has been received.
- Rulebook – The adapted rulebook has been e-mailed to the EB members. Allan Stockley did not receive it. The documents e-mailed on December 18th will be e-mailed again (this time to the following address: headteacher@landywood.staffs.sch.uk).
- Letter to Eli Vinje – Eli Vinje's letter has not yet been answered; Jan Gispen will attend to it.

4. Report GB Toulon. Check on decisions

Minutes are accepted.

5. Membership

Antonino Petrolino announces that a letter has been received from a Spanish (Basque) association, expressing a wish to join ESHA.. **EB decides:** the Basque association will be invited for the Budapest meeting. They will be required to pay the fee. Jan Gispen inquires after the full name and address of the Basque association (e-mail address: webmaster@bine.net).

EB discusses possibilities of approaching associations in countries which as yet are not members and associations ESHA lost contact with. There have been no recent contacts with the associations in Macedonia, Slovenia, Croatia, Cyprus, and Malta. **EB decides:** in order to revitalise contacts, all members will be invited for the Budapest meeting. At the Budapest meeting the situation as to active membership will be checked.

Membership Israel: **EB decides:** to repeat the invitation for the Budapest meeting.

9. Stavanger Conference 2004

Preliminary programme

The preliminary programme on leadership in the future in Stavanger is scheduled for one and a half day before the Stavanger Conference itself. The preliminary programme probably needs 50 participants. **EB decides:** in order to attract 50 people, delegates will be selected from the list of participants of the Stavanger Conference. Some kind of flyer will be included in the papers for the Conference.

EB discusses the possibility of supporting the participants of the preliminary programme financially, in view of the costs of two extra nights hotel accommodation. **EB decides:** Jan Gispen will check whether ESHA has the means to support the participants financially.

7. Preparation of the Budapest meeting

EB decides: the project Open Science (Hannu Salmi) will be put on the agenda for Friday, ESNL for Sunday morning.

Theme: Inclusion

Kate Griffin is responsible for the first theme (inclusion). The theme will be introduced by her; in the parallel sessions after the introduction the actual situations in different countries, characteristics of inclusive schools, and barriers and levers for inclusion will be discussed. **EB decides:**

- Theme and discussion will be pre-announced in the agenda.
- Kate Griffin will make a questionnaire and a background paper, based on Judy W. Kugelmass' small scale study *Inclusive Leadership; Leadership for Inclusion*.
- Saturday morning: 30 minutes introduction, two hours discussion, questionnaire and answers, plenary report back.
- Sunday morning: 30 minutes summary and conclusions.
- Kate Griffin will write up the position paper, which could be placed on the web site, later.

Financial report

Jan Gispen will make the financial report (information on the spending so far). Members have been requested to send in two page national reports, for which they have received a format. **EB decides:** to repeat the request for these national reports, before the Budapest meeting.

Presidential report

Jan Gispen will take care of the presidential report.

Agenda for Sunday

After the summary of the theme of inclusion:

- Presidential report (10 minutes)
- Financial situation (10 minutes)
- Business matters: next meetings
- Projects (for instance: PISA)
- Miscellaneous and conclusions

Conference on PISA, Utrecht, November 26-27 2004

Jan Gispen announces that the Dutch association VVO is organising an Conference on PISA, subsidised by the Dutch government (in connection with the Dutch EU Chairmanship during the second half of 2004), which takes place on the 26th and 27th of November, in Utrecht. VVO has started research on the role of school heads on educational results, the results of which will be presented at the Conference and used as discussion material for the parallel sessions.

Guido van de Brink, staff member of VVO for international policy, gives a short explanation of the Conference plans and distributes the provisional agenda. The Conference will be spread over two full days (arrival on Thursday evening; departure on Sunday morning). Jorma Lempinen is requested to supply a speaker from Finland, Antonino Petrolino a speaker from Italy. The Conference aims at formulating a mission statement on the "ideal school of the future". Number of participants: about 100-120 from some 30 countries, mainly European countries and Canada. The participants will be invited via the professional associations (about 4 of each country: school heads, researchers, inspectors, government officials). In parallel sessions items of the research results will be discussed by mixed groups.

Professor Scheerens is doing the research; he is planning to make a questionnaire for school heads and to interview a number of school heads in their own country. VVO has promised to ask ESHA:

- to facilitate the setting out of the questionnaire among school heads,
- to supply a number of school heads to be interviewed, and
- to supply about 100 participants for the Conference.

The EB members are enthusiastic about the Conference plans, but have misgivings about the questionnaire. Guido van de Brink will inquire whether Professor Scheerens insists on using a questionnaire. **EB decides:** to present the Conference plans at the Budapest meeting. Jan Gispen will need about 30 minutes for this.

Workplan 2004

The Workplan 2004, which is based on the Developmentplan, adopted for the next three years, is distributed among the EB members and the main topics are discussed:

- Policy statement – Allan Stockley will make a draft policy statement.
- Web site – The “hot seat” will rotate among the EB and GB members; Jorma Lempinen will make a list of persons; the GB members will be approached on this matter in Budapest.
- Membership – Jan Gispen gives the actual situation; several suggestions are given for contacting Greek establishments.
- Vision papers – Inclusion: see under ‘Theme’; Kate Griffin responsible?. Leadership of the future: the target date is questionable. School autonomy (the term is meant in its widest sense, covering the whole range): target date is 2005. Quality assessment: target date is 2006; Jorma Lempinen responsible. School autonomy has priority (spring 2005); at the Stavanger meeting information will be collected.

6. Collaboration with EUN

In preparation of the meeting with Anne Gilleran, EB discusses several topics concerning the collaboration with EUN. The main topics to discuss with Anne Gilleran are: the ESHA web site, the content (materials) of the ESLN project, and the financial arrangements of the project. The topics are taken up after Anne Gilleran’s arrival:

ESHA website

Anne Gilleran has updated the ESHA web site. **EB decides:** both the Manifesto and the new Statutes will be reproduced on the web site (the new Statutes will be sent by e-mail to Anne Gilleran).

The site has no facilities for registering as participants of the Stavanger Conference; Anne Gilleran will reproduce material on the Conference on the site. The course of the ECN project will be described and the Conference pre-announced.

ESLN project: content (materials)

(Rinny van der Horst has joined the meeting; he describes his role in the project as that of a critical friend.)

Anne Gilleran promises to “chase up” John and Maria, to ensure that the materials are available in the beginning of April. EUN wants the project to run smoothly. As to the division of tasks: ESHA is responsible for organising three conferences. The University of Cyprus having been approached, proved itself fully willing to take on the evaluation task. Possibly, Petros could take over Maria’s task of developing the material, which would entail the necessity of a contract adaptation. Anne will liaise with Petros on how to make an evaluation plan (validation model).

Jan Gispen stressing the necessity of a timeline for what has to be done before September, Anne Gilleran promises to make a timeline, which could be modified at the next meeting. It is necessary to make a description for future participants and collect material to hand out at the Budapest meeting.

The consortium has to decide whether participants have to do all modules, when joining a course. (Will be sent by e-mail to all EB members.)

After the first materials have arrived, a meeting will be organised. Anne Gilleran promises that the first materials can be expected round about the 9th of April.

Financial aspects

Anne Gilleran distributes a financial scheme for the ESLN budget partners. She explains that the devise budget has been broken down into several partial budgets. EUN will distribute the new rules to all interested partners, asking for their agreement. According to the new rules, personell costs will be funded for 56%; travel and other (that is direct) costs for 100%, and general costs (overhead) will not be funded. (Anne Gilleran promises to send the exact rules to VVO.) General costs have to be shown, but are not funded. Some shifting is possible between travel and other costs. Funding of personell costs will be as a lump sum. No accounting of the personell costs with persons' names is necessary, but for the audit timesheets will have to be produced. It is advisable to make timesheets with names and the way how the costs are calculated.

There are four figures in the contract which can't be changed: the totals of personell (331, 48.00), travel (75,000.00), other (39,700.00), and general costs (33,583.00). In terms of personell costs a re-split has been made, EUN taking less and the remainder having been redistributed among all the consortium. Anne Gilleran asks the consortium to discuss this redistribution.

Jan Gispen announces that there is no certainty whether Strangnas is still a partner. According to Anne Gilleran, in stead of Strangnas the Swedish government could become a partner. **EB decides:** if Strangnas withdraws as a partner, Anne Gilleran will approach the Swedish government directly.

Travel costs: probably there will be little flexibility. Shifting is possible within the sum total, but travel costs have to match reports. It is advisable not to spend all travel money in one year.

The scheme applies to the years 2003-2006; all money has to be spent before September 2006. (The dates are in the contract.) After agreement on the budget, the first instalment will be transferred to the partners. Ranking of the projects: it depends on how much you get.

Role of ESHA in the project

ESHA will announce the project at the Budapest meeting. Agreements on how to select participants have to be made. The idea being to get the participants of the Budapest meeting to recruit others, there have to be very clear instructions.