

TOOL

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A summarising or evaluation workshop

Objectives:

- ✓ Summary of the results of the working group.
- ✓ Collecting new ideas for the continuation of SPB.

Techniques:

- ⚙️ Completing the “river” of the project – creating a timeline
- ⚙️ Discussion

Duration:

- 🕒 55 minutes

This template is based on the example of:

School participatory budget – tips for beginners (Szkolny budżet partycypacyjny – wskazówki dla początkujących), **The Field of Dialogue Foundation** (Fundacja Pole Dialogu), **The Shipyard Foundation** (Fundacja Stocznia)

Duration:

5 min

Description

Open the meeting, introduce yourselves, state the objectives of the meeting.

Invite participants to introduce themselves.

Propose rules for cooperation. Make sure everyone accepts them.

Details

Examples of working rules:

- One person speaking at a time.
- Ask people not to use other devices and to focus on what is happening in the workshop.
- There are no wrong answers, each can be inspiring. It is always worth speaking up.
- But remember to allow others to have a chance to have their say.
- A strong request to switch on webcams (in case of an online meeting).
- Your suggestions?

40 min

Description

The river of the school budget

Show or draw a so-called 'river' of the process. At one end put a card "first information about the school budget", at the other end put a card "wrap-up meeting".

The participants have to write down on separate cards everything that happened between these two dates.

The group then checks that they have not forgotten anything and then discusses the different elements of the "river".

Ask the participants what the group would do differently from today's perspective and what they are proud of. Older students can be asked to write words on paper, the younger ones can add sad or happy faces to the elements and explain why they put them there. The teacher writes down the conclusions of the conversation on the board or in some other visible place.

Details

The river of the process can be marked out with a line using painter's tape on the floor (or connected tables) or made in any mind map software (e.g. Coggle, Jamboard).

For younger children you can prepare drawing symbols in advance to mark the successive elements of the process. It is important that the participants themselves identify and name the stages).

If the school has already carried out an evaluation survey, the results can be discussed before the river is drawn and included in the cards.

10 min

Description

Summary

Invite participants to sit in a circle and ask them to reflect on what their participation in the school budget has given them. Invite people who feel ready to contribute to the discussion to do so.