

## Agenda for the Campus & ESCPH Board Meeting

Date: Thursday 23 September 2021  
Time: 16:30 - 18:30  
Venue: Staff Lounge, 2<sup>nd</sup> Floor, European School Copenhagen  
Members: Jens Kramer Mikkelsen (Chair Campus & SAG Boards), Jonas Christoffersen (Chair ESCPH Board, Deputy Chair Campus Board), Sofie Seidenfaden (Copenhagen City Council), Marianne Zibrandtsen (External Member, SAG Board), Søren Nielsen (EEA), Nynne Dalå (SAG Parent), Karsten Vestergaard (SAG Parent), Christen Bagger (ESCPH Parent), Rikke Karlsson (ESCPH Parent), Caroline Warner (ESCPH Parent), Eskil Berg Kappel (ESCPH Parent), (External Member, SAG Board), Hans Bruyninckx (Deputy Chair, ESCPH Board), Nynne Dalå (SAG Parent), Vestergaard (SAG Parent), Neeni Lomborg Rasool (ESCPH Parent), Rikke Karlsson (ESCPH Parent), Caroline Warner (ESCPH Parent), Eskil Berg Kappel (ESCPH Parent), Laura Grønlund (SAG Student), Dwaj Prakash Jethani (ESCPH Student), Alice Malmberg (ESCPH Student), Julius Sort (SAG Student), Rasmus Hornecker (ESCPH Staff), Johan Lindell (ESCPH Staff), Stine Hvitved Leather (ESCPH Staff), Edward Pedersen (SAG Staff), Allan Severin (SAG Staff), Christina Strandby Krog Jensen (SAG Staff), Anette Holst (Principal ESCPH & SAG), Julie Rørdam Thom (Deputy Principal ESCPH);  
Guests: Helle Bjerre Degn (Head of Primary ESCPH), Hella Helvig Jensen (Head of Administration ESCPH & SAG), Thomas Yung (Deputy Head of Secondary ESCPH), Mogens Halten (Leder af Sangskolen SAG), Martin Christiansen (Vicerector Gymnasiet, SAG)  
Excuses: Hans Bruyninckx (Exec. Director EEA & Deputy Chair ESCPH Board), Malene Wegener Knudsen (Leder af Folkeskolen SAG), Christen Bagger (ESCPH Parent)  
Minutes: Stine Hvitved Leather

### Joint meeting of the Campus and ESCPH Boards

#### Agenda:

- 1. Approval of the agenda (decision) - 1 min.**
  - 1.1 Annex - Agenda Campus & ESCPH Board Meeting 23092021 Final
- 2. Approval of the minutes from the joint meeting of the Campus, SAG & ESCPH Boards (decision) - 1 min.**
  - 2.1 Annex - Referat for strategiseminar 090621



### **3. Various updates and information - 10 mins.**

- 3.1 Status on the separation of SAG & ESCPH:  
Annex - Proces for adskillelse af Europaskolen i København og Sankt Annæ Gymnasium 080921
- 3.2 Briefing on the attorney-led investigation of possible violations at SAG
- 3.3 Admissions update SAG & ESCPH

### **4. Accounts status report - 5 mins.**

- 4.1 Annex - Accounts Status SAG Gymnasiet 31.08.2021
- 4.2 Annex - Accounts Status SAG Folkeskolen 31.08.2021
- 4.3 Annex - Accounts Status ESCPH and ASC 31.08.2021
- 4.4 Annex - Accounts Status Upper Secondary 31.08.2021

## **ESCPH Board Meeting**

### **Agenda:**

### **5. Approval of the agenda (decision) - 1 min.**

- 5.1 Annex - Agenda Campus & ESCPH Board Meeting 23092021

### **6. Approval of the minutes from the last meeting (decision) - 1 min.**

- 6.1 Annex - Minutes European School Board meeting 09062021 EN

### **7. Various updates and information - 10 mins.**

- 7.1 School start 2021/22 incl. Covid-19 update
- 7.2 S6/S7 initial accreditation audit Nov 2021 and new school management system (MySchool)

### **8. ESCPH board annual meeting plan (decision) - 1 min.**

- 8.1 Annex - Annual Board Meeting Plan 2020-21\_draft  
Comment: Draft plan for the Board meetings in the 2021-22 school year for approval by the Board.

### **9. Evaluation of the strategic focus points from 2020-21 (decision) - 30 mins.**

- 9.1 Annex - Strategic Focus Points 2020-21 Evaluation
- 9.2 Annex - Strategic Focus Points 2021-22 Approved 09062021  
Comment: Julie Rørdam Thom and Helle Bjerre Degn will present the evaluation of the strategic focus points from 2020-21.

### **10. Programme for the annual school meeting on 3<sup>rd</sup> November (decision) - 10 mins.**

- 10.1 Annex - Annual School Meeting Programme 03112021\_draft  
Comment: Seeking approval from the Board for the proposed programme for the annual school meeting.



**11. Hearing of the Board in relation to the Municipality's proposed new bylaws for the Board of the European School Copenhagen (discussion) - 30 mins.**

11.1 Annex – Brev om høring vedrørende vedtægtsændringer

11.2 Annex – Udkast til vedtægt for ESCPH

11.3 Annex – ENG Udkast til vedtæft for ESCPH

Comment: The Municipality has drafted new bylaws for the Board of the European School Copenhagen and the Board can make comments.

**12. Procedure for changing language section (decision) – 5 mins.**

12.1 Annex – Draft procedure for change of language section/L1

Comment: Changes in L1/language section are exceptionally and rarely accepted in the European Schools. ESCPH needs a clear procedure for dealing with requests from parents to change their child's language section

**13. Various updates and information - 15 mins.**

13.1 Information from management

13.2 Information from the staff

13.3 Information from the students

**14. AOB – 5 mins.**

*The next ESCPH Board meeting is on 9<sup>th</sup> December (if required, an additional meeting will be held via Teams to discuss ESCPH/SAG separation).*

*The next Campus and SAG Board meeting is on 6<sup>th</sup> December.*

## Referat for Strategiseminar med Campus, SAG og ESCPH's Afdelingsbestyrelser

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Dato: 9. juni 2021  
Tid: 16.30 – 20.30  
Sted: **Europaskolen, Ny Carlsberg Vej 99, 1799 København K**

Mødedeltagere: Jens Kramer Mikkelsen, Jonas Christoffersen, Hanne Løngreen, Peter Langdal, Hans Bryuninckx, Anne Boukris, Rikke Karlsson, Christen Bagger, Rasmus Hornecker, Eskil Kappel, Caroline Warner, Tim Ford, Nynne Dalå, , Edward Pedersen, Allan Severin, Christina Strandby Krog Jensen, Arne Holm, Karsten Vestergaard, Elevrep. SAG GY - Julius Sort, Elevrep, Elevrep. SAG FO – Laura Grønlund, Elevrep. ESPCH GY - Dwaj Jethani, Stine Hvidtved Leather, Julie Rørdam Thom, Helle Bjerre Degn, Martin Kristiansen, Hella Helvig Jensen, Malene Wegener Knudsen, Mogens Halken, Anette Holst.

Afbud: Sofie Seidenfaden, Marianne Zibrandtsen, ESPCH FO – Alice Malmberg, Eskil Kappel.

Referent: Anne-Grethe Ussing / Stine Hvitved Leather

### Fælles del i kantinen på ESCPH:

**KL. 16.30 - 17.00**

#### 1. Godkendelse af dagsordenen

1.1. Bilag – Dagsorden for Strategiseminar med Campus, SAG og ESCPH's bestyrelser den 9. juni 2021

*Dagsordenen blev godkendt*

#### 2. Godkendelse af referat fra Campus- og SAG afdelingsbestyrelsesmøde fra den 24. marts 2021

2.1. Bilag – Referat fra Campus- og SAG afdelingsbestyrelsesmøde fra den 24. marts 2021.

*Referatet blev godkendt*

#### 3. Meddelelser og orientering

3.1. Orientering om Juridisk adskillelse af SAG og ESCPH

3.1.1. Bilag. Notat om proces for adskillelse af Europaskolen og Sankt Annæ Gymnasium

Anette Holst orienterede nærmere om Forvaltningens notat om processen for adskillelsen af Europaskolen og Sankt Annæ Gymnasium.

Anette Holst oplyste, at den foreløbige tidslinje for adskillelsen af Europaskolen og Sankt Annæ Gymnasium ser således ud:

- Forvaltningen er i gang med at udarbejde et udkast til vedtægter til vores første bestyrelsesmøde i september 2021.
- I efteråret 2021 kommer vedtægterne for henholdsvis Europaskolen og Sankt Annæ Gymnasium til høring
- Folketinget vil vedtage lovforslaget inden julen 2021, hvor borgerrepræsentationen derefter skal godkende adskillelsen i første kvartal 2022.

Anette Holst supplerede med, at Europaskolen og Sankt Annæ's økonomi og ledelsesstruktur allerede er adskilt

Mogens Halken kommentar: I de nye vedtægter vil vi gerne have tilføjet at Sankt Annæ Gymnasium er en sangskole og et musikgymnasium for at fremtids sikre skolen.

Bestyrelsen tog orienteringen til efterretning.

#### Afdelingsopdelte emner:

Kl. 17.00 – 19.30

**Separate program for hhv. Sankt Annæ Gymnasium og Europaskolen Campus- og SAG bestyrelsesmøde er i et klasseværelse (oplyses på dagen). ESCPH bestyrelsesmøde er i Stafflounge på 2. sal.**

#### Dagsorden - Sankt Annæ Gymnasium

##### 4. **Meddelelser og orientering v/Anette Holst:**

Anette Holst meddelte, at Sankt Annæ Gymnasium har afholdt en Coronasikker sidste skoledag for 9.klasserne og gymnasiet. Grundet retningslinierne blev gymnasiets gallamiddag afholdt om eftermiddagen, hvor eleverne ankom til gallamiddagen på den røde løber i skolegården og 1.g og 2.g eleverne var tilskuere og interviewede og tog billeder. Det nye koncept fik stor ros af eleverne. Anette Holst oplyste, at der i år næsten kan afholdes almindelig dimission. Der bliver afholdt to dimissioner for gymnasiet og én dimission for Folkeskolen grundet restriktioner på et max. deltagerantal på 500 personer.

##### 5. **Nyt fra elevrådene**

Næstformand for folkeskolens elevråd, Thune Schmidt informerede om, at de har afholdt et elevråd for to måneder siden, da alle elever var tilbage efter hjemsendelsen. På mødet talte de om hvordan det er at være tilbage og hvordan de kan øve sig i at være tilbage og resocialisere sig igen. Malene Wegener Knudsen oplyste i samme henseende, at Københavns Kommune har oprettet en hotline til forældre som kan ringe ind om mistrivsel af deres børn.

##### 6. **Det nye Musikhus – optagelse af lån**

Bilag – Finansiering af nyt musikhus

Anette Holst gennemgik finansieringen af det nye musikhus nærmere og oplyste, at der mangler 1,2 millioner i finansieringen af det nye musikhus.

Anette Holst informerede om, at årsagerne til der mangler 1,2 millioner i finansieringen er dels at:

- der er prisstigninger på byggematerialer på markedet
- rådgivningsfirmaet har underestimeret deres tidsforbrug, da det er et komplekst byggeri

Anette Holst oplyste desuden om de årlige afdrag ved forskellige lånebeløb og nævnte, at ledelsen har lavet denne indstilling til bestyrelsen om at optage et lån på 7 millioner og finde de sidste 200.000 kr. på driftsbudgettet i 2021.

Kommentarer fra henholdsvis Karsten Vestergaard, Arne Holm og Nynne Dalaa om, at vi ikke skal gå på kompromis med standen af det nye musikhus og de indstiller til, at vi låner 7,2 millioner kr. i banken til den lave rente for at fremtidssikre flere prisstigninger på markeder i stedet for at tage det fra driftsbudgettet.

Mogens Halken orienterede bestyrelsen om kvalitetssikringen af projektet af det nye musikhus og Anette Holst supplerede hertil, at Claus Texel Schmidt er tilbage som byggeleder på projektet af det nye Musikhus.

**Beslutning:**

*Bestyrelsen gav bemyndigelse til ledelsen om, at de må låne 7,2 millioner kr. end den oprindelige indstilling - med forbehold for overvejelse om, at lærerne skal høres.*

**7. Behandling af udkast til nye vedtægter for SAG's afd. bestyrelse – udsættes til næste bestyrelsesmøde**

**8. Kodeks for digital adfærd – til godkendelse**

8.1. Bilag - Kodeks for digital adfærd

Martin Kristensen informerede nærmere om kodekset for digital adfærd samt implementeringen heraf. Martin Kristensen oplyste, at kodekset for digital adfærd er et udløb af et tidligere fokusområde – Digital dannelse og eleverne i folkeskolen og gymnasiet har været med til at formulere kodekset som efterfølgende er blevet godkendt i elevrådene.

Nynne Dalaa kommentar: Godt gennemarbejdet og fint med one page format.

**Beslutning:**

*Kodeks for digital adfærd blev godkendt af bestyrelsen.*

**9. Politik for røgfri skoletid på Sankt Annæ Gymnasium**

9.1. Bilag – Politik for røgfri skoletid på Sankt Annæ Gymnasium – **til godkendelse**

Martin Kristensen orienterede om baggrunden for politikken for røgfri skoletid og oplyste, at ledelsen har talt med ansatte samt elever om den kommende implementering af røgfri skoletid på Sankt Annæ Gymnasium pr. 31/7-21 samt tilbud via KK om hjælp til rygestop som vil blive delt til personale og elever på Lectio og Aula. Elevrådene har været inddraget i processen omkring implementeringen af røgfri skoletid.

Hanne Løngreen kommentar: Skal sanktioner kun gælde for eleverne og ikke ansatte?

Hella Helvig Jensen svarede dertil, at alle ansatte er ansat under Københavns Kommunes regler.

**Beslutning:**

*Der skal laves en note nederst i politikken for røgfri skoletid, hvor der skal stå at ansatte er underlagt Københavns kommunes regler.*

*Politik for røgfri skoletid på Sankt Annæ Gymnasium blev godkendt*

**10. Mødeoversigt for bestyrelsesmøder 2021/2022 – til godkendelse**

10.1. Bilag - Mødeoversigt 2021/2022

**Beslutning:**

*Mødeoversigten blev godkendt.*

**11. Elevernes ferieplan 2022/2023 – til godkendelse**

11.1. Bilag - Ferieplan 2022/2023

**Beslutning:**

*Ferieplanen blev godkendt.*

**12. Gymnasiet**

12.1. Bilag - Retningslinier for virtuel undervisning - **til godkendelse**

Martin Kristensen orienterede om baggrunden for udarbejdelsen af retningslinierne for virtuel undervisning og meddelte, at der ikke var noget regelgrundlag for afvigelse af den virtuelle undervisning. Af den årsag er der lavet et bilag som skal ind under studieordningens regler. Martin Kristensen oplyste desuden, at de må lave 20 % af undervisningen som virtuel undervisning.

Karsten Vestergaard kommentar: Forslag til at sektionsopele dokumentet.

**Beslutning:**

*Martin Kristensen retter dokumentet til ift. sektionsoptdeling.*

*Retningslinierne for virtuel undervisning blev godkendt.*

12.2. Orientering om brug af midler til faglige løft mm.

Martin Kristensen informerede om at Sankt Annæ Gymnasium har modtaget en pulje fra Undervisningsministeriet til fagligt efterslæb efter Corona hjemsendelsen.

Puljen til fagligt efterslæb er brugt til følgende tiltag:

- For at sikre det faglige løft har alle klasser fået 2 -2 1/2 ugers ekstra undervisning
- De praktiske fag som musik og fysik har fået flere timer for at indhente det tabte under Corona hjemsendelsen.
- Der er lavet eftermiddagsseancer på fremmedsprog for de elever der har haft behov.
- I faget musik har vi haft et samarbejde mellem GY og MGK om en to-lærerordning.
- Der er ansat ca. 10 tidligere elever som undervisningsassistenter så der er dobbeltlærere på i undervisningen. Det har været en stor succes.

Martin Kristensen oplyste i samme henseende, at gymnasiet har haft en trivselsmæssig aktivitet i foråret for at fremme trivslen blandt eleverne efter nedlukningen.

Martin Kristensen nævnte desuden, at der er kommet en meddelelse fra UVM om, at hvis puljen for fagligt efterslæb ikke er opbrugt, er der nu mulighed for at bruge penge efter sommerferien indtil november 2021.

Karsten Vestergaard kommentar: Godt initiativ at bruge gamle elever som undervisningsassistenter til at undervise nuværende elever samt for at bevare SAG kulturen.

Malene Wegener Knudsen oplyste, at der også er to-lærerordning i folkeskolen og folkeskolens pulje til fagligt efterslæb kan bruges frem til november 2021.

Allan Severin delte en bekymring blandt lærerne om nødundervisningen i år og pensumskrav til næste år. Malene Wegener Knudsen svarede dertil, at der mangler en afklaring fra ministeriet omkring dette.

Jens Kramer Mikkelsen kommentar. Stor respekt og ros fra bestyrelsen fra lærernes indsats.

Bestyrelsen tog orienteringen om brug af midler til faglige løft til efterretning.

### **13. Opfølgning på evaluering af MGK - Høringssvar**

Mogens Halken informerede om sidste nyt på evalueringen af MGK høringssvaret.

Mogens Halken meddelte følgende:

- Der har været en omfattende evaluering af alle otte MGK centre i DK.
- Alle MGK centre har indsendt deres høringssvar.
- MGK kontrakten med Kulturministeret er for én 4 årig periode og den udløber til udgangen af december i år.
- SAG har fået stor ros – bl.a. for vores lave frafaldsprocent
- Kunstfonden og Kulturministeret lægger op til en ny fordeling af pengene for MGK centrene
- Der er indkaldt til møde i morgen i Kulturministeriet sammen med alle centerlederne for MGK og Kulturministeren, hvor der skal drøftes nærmere om kriterierne for fordelingen af den samlede pulje på 42 millioner kroner.

### **14. Afdelingernes fokusområder – til drøftelse og godkendelse**

#### **14.1. Bilag - Udkast til Fokusområder 2021/2022**

Anette Holst orienterede om det fælles fokusområde SAG profil.

Hella Helvig Jensen informerede om fokusområdet for det administrative fællesskab. Bestyrelserne blev opdelt i grupper, hvor ledergruppen orienterede om de enkelte fokusområder for 2021/2022.

Karsten Vestergaard kommentar: Positivt at udvikling af SAG profil er med i fokusområderne for 2021/2022.

#### **Beslutning:**

*Fokusområderne for 2021/2022 blev godkendt.*



15. Lukket punkt.

16. Evt.

*Næste Campusbestyrelsesmøde er den 23. september 2021*

*Næste SAG Afd. bestyrelsesmøde er den 16. september 2021*

**Dagsorden - European School**

- See attached agenda

**Fælles del:**

**Kl. 19.30 - Spisning i kantinen - ESCPH**



Annex 3.1

## Notat

### Proces for adskillelse af Europaskolen i København og Sankt Annæ Gymnasium

8. september 2021

Sagsnummer  
2021-0143628

Dokumentnummer  
2021-0143628-1

Europaskolen i København (ESCPH) er etableret i organisatorisk tilknytning til Sankt Annæ Gymnasium (SAG) og oprindeligt var det tanken, at de to skoler skulle samlokaliseres i Carlsberg Byen, hvilket dog ikke lykkedes. Efter henvendelse fra formanden fra Campusbestyrelsen for SAG og ESCPH og skolernes rektor er Børne- og Ungdomsforvaltningen (BUF) blevet bekendt med ønsket om adskillelsen af de to skoler, hvorfor der kom en politisk sag herom i 2018.

I den politiske sag blev det vedtaget, at borgmesteren i Børne- og Ungdomsforvaltningen skulle henvende sig til undervisningsministeren med henblik på at afsøge muligheden for at ændre lovgivningen for at kunne adskille SAG og ESCPH organisatorisk. Der kom dermed en positiv politisk tilkendegivelse i forhold til at adskille SAG og ESCPH.

På baggrund af dialog med undervisningsministeriet er der nu et lovudkast omkring adskillelse af SAG og ESCPH i proces. Grundet Corona er processen forsinket, men det forventes, at lovforslaget kommer på lovprogrammet ved Folketingets åbning i efteråret 2021. Herefter kommer der en formel politisk sag i Børne- og Ungdomsudvalget samt Borgerrepræsentationen i Københavns Kommune forventeligt i første kvartal i 2022. Og såfremt der er politisk opbakning til detaljerne for adskillelsen af SAG og ESCPH i en sag i det nye år, vil de to skoler fremover have selvstændige bestyrelser og ledelse.

Jf. den politiske sag fra 2018, vil de to skoler fortsat arbejde sammen og indgå i et administrativt fællesskab om:

- Studieadministration af både gymnasier, folkeskole, sangskole, europaskole og KKFO
- Økonomi, løn og personale
- Diverse indberetninger til Københavns Kommune, Undervisningsministeriet og EU.
- It-support, tekniske serviceopgaver samt rengøring
- Diverse administrative opgaver

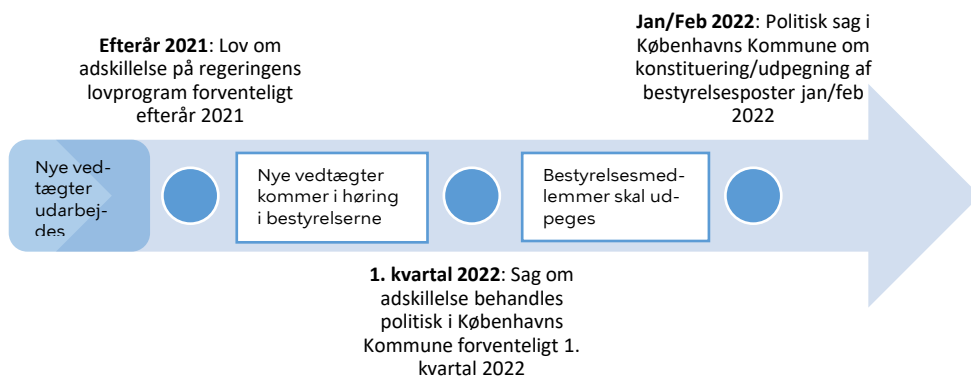
Center for Politik og HR  
Fagligt Indhold og Kvalitet  
Gyldenløvesgade 15  
1600 København V

EAN-nummer  
5798009371201

## Annex 3.1 continued

**Opgaver i forbindelse med kommende proces**

Figur 1: Kommende proces for adskillelse



Bestyrelserne for ESCPH og SAG varetager en række opgaver i henhold til folkeskoleloven, gymnasieloven og lov om institutioner for almen-gymnasiale og almen voksenuddannelse mv. Derudover er der fastsat rammer af Europaskolens Øverste Råd, Accredited European Schools, ministeriet og Borgerrepræsentationen i København, som skolerne skal følge. Til sammen skal bestyrelserne fremme ESCPH og SAG's fremadrettede virke.

Der vil i forbindelse med adskillelsen af de to skoler opstå forskellige opgaver med involvering af bestyrelse og forvaltning.

- Frem mod den politiske sag i Københavns Kommune om adskillelsen udarbejdes nye vedtægter. Bestyrelserne vil få nye vedtægter i høring i efteråret med høringsfrist den 7. oktober.
- Når sagen om adskillelsen forventeligt godkendes politisk, skal der udpeges bestyrelsesmedlemmer til skolerne. Som det fremgår af figur 1, vil der primo 2022 komme en politisk sag om Københavns kommunes repræsentation i bestyrelser mv. Borgerrepræsentationen og forvaltningen udpeger bestyrelsesmedlemmer, derudover udpeges af forældre samt af elevråd.

I forbindelse med den endelige beslutning om adskillelse af skolerne skal de nye vedtægter godkendes.

Der udarbejdes et dokument, der beskriver opgaver og ledelseskompetencer mm. i det administrative fællesskab.

Annex 4.1

Sankt Annæ Gymnasium  
- Gymnasieafdelingen

pr. 31.08.2021

GY	Regnskab 2020	Budget 2021	Revideret budget 2021	Forbrug 1. kv.	Forbrug 2. kv.	Forbrug Juli	Forbrug August	Total forbrug pr. 31.08.2021	Forbrug ifht. Budget i %
<b>Betalinger fra Staten</b>	52.580.885	54.053.052	54.053.052	21.877.471	14.347.640	3.022.963	3.022.963	42.271.036	
Tilskud fra Undervisningsministeriet			54.053.052	73.178	161.592	0	0	234.770	
Særtidskud til rengøring			73.178	189.054	0	0	0	189.054	
Censuraifregning 2020			213.358	213.358	0	0	0	213.358	
Efteruddannelsesmidler 2021			3.864	0	3.864	0	0	3.864	
Særtidskud til elevråd			655.146	0	581.961	73.185	0	655.146	
Særtidskud til fagligt løft og trivselsindsatser			153.429	0	153.429	0	0	153.429	
Særtidskud til kvalitetsudvikling			200.217	0	200.217	0	0	200.217	
Særtidskud til test-opgaver									
<b>Ufordeit</b>	<b>52.580.885</b>	<b>54.053.052</b>	<b>55.541.298</b>	<b>22.353.061</b>	<b>15.448.703</b>	<b>3.096.148</b>	<b>3.022.963</b>	<b>43.920.874</b>	<b>79%</b>
				31	7.354	3.189	-7.716	2.858	
Undervisningens gennemførelse	39.556.794	42.346.985	42.446.985	9.378.119	11.057.166	3.631.310	3.552.207	27.618.802	65%
Personaleudgifter lærere (inkl. Pædagogikum)	517.560	440.000	440.000	102.556	32.457	0	36.862	171.874	39%
Undervisningsmidler (6xxx + 68xx)	2.203.905	1.900.000	2.200.000	431.908	226.570	37.507	314.245	1.010.230	46%
Elevaktiviteter (67xx)	214.316	400.000	400.000	44.297	57.314	1.600	5.450	108.662	27%
Lejrskoler (Studieture)	645.821	300.000	300.000	0	44.940	0	6.454	51.394	17%
EAT - bod	0	0	100.000	-7.110	35.768	-4.945	-9	-11	
Interne projektkonti (SPS, censur)	10.000	0	0	0	0	0	3.683	27.397	0%
Eksternfinansierede projekter	111.479	0	0	0	0	0	0	0	0%
<b>Undervisningens gennemførelse total</b>	<b>43.259.875</b>	<b>45.386.985</b>	<b>45.886.985</b>	<b>9.949.771</b>	<b>11.454.214</b>	<b>3.665.470</b>	<b>3.918.892</b>	<b>28.988.347</b>	<b>63%</b>
Bygningsdrift	5.090.203	5.023.000	5.023.000	785.784	515.583	134.396	158.416	1.594.179	32%
Bygningsdrift total	<b>5.090.203</b>	<b>5.023.000</b>	<b>5.023.000</b>	<b>785.784</b>	<b>515.583</b>	<b>134.396</b>	<b>158.416</b>	<b>1.594.179</b>	<b>32%</b>
Ledelse og administration	2.454.529	2.707.068	2.707.068	584.869	643.620	216.460	197.994	1.640.943	61%
Ledelse & Administration	577.766	756.300	756.300	166.929	60.231	22.449	9.989	259.597	34%
<b>Ledelse- og administration total</b>	<b>3.032.295</b>	<b>3.463.368</b>	<b>3.463.368</b>	<b>751.798</b>	<b>707.851</b>	<b>238.908</b>	<b>207.982</b>	<b>1.900.540</b>	<b>55%</b>
Ekstern finansierede projekter			100.000	6.117	5.304	0	15.602	27.023	
EUSO				52.394	-28.780	0	0	23.614	
WSDC			655.146	1.008	102.737	90.603	0	194.348	30%
Fagligt løft og trivselsindsatser			200.217	0	58.872	24.208	0	83.081	41%
Test-opgaver									
<b>Eksterne projekter total</b>	<b>51.382.372</b>	<b>53.873.353</b>	<b>55.328.716</b>	<b>11.546.872</b>	<b>12.809.781</b>	<b>4.153.586</b>	<b>4.300.893</b>	<b>32.811.131</b>	<b>59%</b>
<b>Hovedtotal</b>	<b>1.198.512</b>	<b>179.699</b>	<b>212.582</b>						
<b>Resultat</b>	<b>5.030.302</b>	<b>6.426.502</b>							

8 måneders forbrug svarer til

67%

MIGK	Regnskab 2020	Ansøgt budget 2021	Revideret budget 2021	Forbrug 1. kv.	Forbrug 2. kv.	Forbrug Juli	Forbrug August	Total forbrug pr. 31.08.2021	Forbrug ifht. Budget i %
<b>Betalinger fra Staten</b>	5.218.241	5.600.000	5.433.416	2.716.708	1.358.354	0	0	4.075.062	75%
Tilskud fra Kulturstyrelsen			5.433.416	2.716.708	1.358.354	0	0	4.075.062	73%
Undervisningens gennemførelse	4.583.953	5.050.000	4.990.000	1.023.324	1.220.962	406.799	351.392	3.002.477	60%
Løn	205.059	240.000	200.000	74.082	55.450	8.961	8.474	146.967	73%
Honorar til censorer/eksterne undervisere	56.632	90.000	58.000	5.616	6.216	0	0	11.832	20%
Personaleomkostninger (inkl. fleksjobordh.)	58.972	70.000	60.000	1.189	897	2.456	18.639	23.182	39%
Undervisningsmidler	45.803	80.000	60.000	33.324	0	3.000	0	36.324	61%
Elevaktiviteter	67.557	60.000	60.000	16.233	16.660	334	682	33.910	57%
Administration	2.577	10.000	5.000	1.123.354	1.335.356	421.551	379.187	3.259.449	95%
Censur				2.911	1.847	0	0	4.757	60%
<b>Total</b>	<b>5.020.553</b>	<b>5.600.000</b>	<b>5.433.000</b>	<b>1.123.354</b>	<b>1.335.356</b>	<b>421.551</b>	<b>379.187</b>	<b>3.259.449</b>	<b>60%</b>
<b>Resultat</b>	<b>197.688</b>	<b>0</b>	<b>416</b>						
<b>Overført fra tidligere år</b>	<b>-135.604</b>	<b>62.084</b>	<b>62.084</b>						

Annex 4.2.

Regnskabsopfølgning 2021

Sankt Annæ Gymnasium

- Folkeskoleafdeling

pr. 31.08.2021

FO	Regnskab 2020	Budget 2021	Revideret budget 2021	Runde 4	Runde 7	Runde 9	Forventet udmelding	Bemærkning
Indtægter	34.517.892	35.570.522	34.482.526	33.123.827	33.208.828	33.190.845		
Tilskud								
Kompetencecenter								
Resultat 2020		-312.488	152.833	1.294.453	1.294.453	1.294.453		
Korrektion af resultat 2020 pga. Corona		509.040		152.833				
Skoleflex		334.676						
BUFlex								
EAT				133.333	183.333	183.333		
Ejendom - Fast (Køjd)				100.672	201.343	201.343		
Forsyning	15.875.610	15.902.813	16.266.976	77.169	77.169	77.169		Miniflex (Scoop - UV-midler) udmeldt i R7 - Ikke dispn. Der er udmeldt x2 ved en fejl
Forsyning				1.025.179	1.025.179	1.025.179		
Elevkørsel	853.262		853.262					
Indtægter - Co-teaching forløb				154.000	154.000	154.000		Disponeret på løn
Indtægter - Aktionsføringsløb				300.000	300.000	300.000		Disponeret først i 2022 (Budgetteret overskud 2021)
Kommunal trivelsopbakke				165.528	165.528	165.528		Disponeret på løn og undervisning
Statslig trivelsopbakke				272.343	272.343	272.343		Disponeret på løn og undervisning
Statslig trivelsopbakke - Elevråd				8.447	8.447	8.447		Disponeret på løn og undervisning
Ekstra midler til udsol og daglighed				160.625	160.625	160.625		Disponeret på løn og undervisning
Regulering af "Stryker udsolingsindsats"				-136.117	-136.117	-136.117		Disponeret på løn - Nedjusteret pga omprioritering i BUU
<b>Indtægter i alt</b>	<b>51.248.784</b>	<b>52.859.851</b>	<b>53.789.049</b>	<b>53.119.098</b>	<b>53.249.940</b>	<b>53.231.957</b>	<b>569.864</b>	
Sangskole								
Indtægter i alt	102.495.548	52.859.851	65.613.008	64.943.057	65.073.899	65.055.916		
<b>Omkostninger</b>								
Uforbrødt (Corona)				1.430	1.380	8.973		
Løn undervisning (inkl. Teknisk rengøring)	27.868.985	29.039.075	29.156.958	7.091.902	7.551.260	2.509.344	19.408.952	67%
Personaleomkostninger (15x)	99.291	116.200	3.479	4.542	39.891	79.891	51.649	45%
Undervisningsmidler (løn) inkl. kompetencecenter	1.618.733	1.590.000	1.860.000	229.401	83.234	85.273	634.776	34%
EAT				77.169	0	0	14.378	19%
Elevaktiviteter (1701)	3.691	4.000	4.000	0	0	0	0	0%
Lærstoler (1702)	70.901	156.000	156.000	7.133	20.088	0	27.221	17%
<b>Undervisningens gennemførelse total</b>	<b>29.661.601</b>	<b>30.864.275</b>	<b>31.669.327</b>	<b>7.331.915</b>	<b>7.824.460</b>	<b>2.636.380</b>	<b>20.136.976</b>	<b>65%</b>
Bygningsdrift	1.551.262	1.200.000	1.200.000	320.198	258.840	14.496	219.412	68%
Vedligehold (VD-194400001-00007+10)	2.406.182	2.155.262	2.155.262	2.406.182	2.406.182	2.406.182	2.406.182	68%
Bygningsdrift total	3.957.444	3.355.262	3.355.262	3.806.380	4.812.362	219.412	812.947	68%
Løn ledelse og administration	200.503	330.000	330.000	53.286	17.251	6.290	105.454	32%
Ledelse og administration total	2.606.684	2.948.995	2.948.995	708.322	220.901	200.977	1.775.572	60%
<b>Hovedtotal</b>	<b>33.819.548</b>	<b>35.013.270</b>	<b>35.518.322</b>	<b>8.297.416</b>	<b>8.791.632</b>	<b>3.056.769</b>	<b>22.725.495</b>	<b>65%</b>
Særlige omkostninger								
Ejendom - Fast (Køjd)	15.875.610	15.902.813	16.266.976	3.951.732	4.025.271	1.333.917	1.670.118	64%
Ejendom - Forsyning (VD-194400001-00015)	1.010.827	1.019.827	1.019.827	361.869	107.340	98.615	623.385	61%
Elevkørsel	853.262	853.262	853.262	235.646	206.442	221.716	670.535	100%
<b>Hovedtotal</b>	<b>50.598.420</b>	<b>52.780.172</b>	<b>53.481.012</b>	<b>12.846.667</b>	<b>13.130.745</b>	<b>4.018.861</b>	<b>34.699.009</b>	<b>66%</b>
<b>Total</b>	<b>51.947.128</b>	<b>79.680</b>	<b>308.037</b>					

Bemærkninger

Budget Forsyning er flyttet fra drift til særlige omkostninger, da bevillingen reguleres til akkurat forbrug

Indtægter - Aktionsføringsløb: Beløbet disponeres først i 2022

Sang	Regnskab 2020	Budget 2021	Revideret budget 2021	Runde 4	Runde 7	Runde 9	Total forbrug	Forbrug iht. Budget
Tilskud	11.667.190	11.823.959	11.823.959	11.823.959	11.823.959	11.823.959	11.823.959	
<b>Indtægter i alt</b>	<b>11.667.190</b>	<b>11.823.959</b>	<b>11.823.959</b>	<b>11.823.959</b>	<b>11.823.959</b>	<b>11.823.959</b>	<b>11.823.959</b>	
Undervisningens gennemførelse								
Løn	10.834.543	11.111.959	2.946.046	2.962.168	923.447	912.390	7.744.051	70%
Personaleomkostninger	6.746	50.000	3.096	3.096	0	16.420	26.466	53%
Undervisningsmidler (inkl. tonarisk bistand)	568.316	560.000	6.950	88.111	0	81.593	199.135	36%
Administration	113.328	100.000	633	6.065	0	1.582	8.280	8%
<b>Undervisningens gennemførelse total</b>	<b>11.522.932</b>	<b>11.823.959</b>	<b>2.983.060</b>	<b>3.059.440</b>	<b>923.447</b>	<b>1.011.985</b>	<b>7.977.933</b>	<b>67%</b>
<b>Over/underskud</b>	<b>144.258</b>	<b>0</b>	<b>0</b>					

Bemærkninger

8 måneders forbrug svarer til 67%

## European School Copenhagen Accounts Overview

Indtægter / income	Regnskab		Budget		Revideret budget		Round		Round		Round		Forventede			
	2020	2021	2021	2021	1. kv.	2. kv.	3. kv.	4. kv.	1. kv.	2. kv.	3. kv.	4. kv.	pr. 31.08.2021	udmeldinger		
Tilskud	36.132.247		35.656.748	37.210.883	26.045.818			37.661.412					37.638.203	-450.031		
Resultat 2020		-11.470						5.200.000					5.200.000			
Særbevilling Europaskole		5.200.000	83.333	83.333	83.333			83.333					83.333			
Skoleflex		83.333	101.036	101.036	101.036			101.036					101.036			
Bufflex		31.394.185	1.327.157	1.653.076	1.327.157			32.304.873					32.304.873			
Ejendom - Fast (Køjd)		85.325	85.325	23.352	23.352			1.653.076					1.653.076			
Ejendom - El og varme		603.534	611.564	611.564	611.564			611.564					611.564			
Elevkørsel								170.732					170.732			
Madskole tilskud								193.572					193.572			
Kommunal trivelsespakke								8.447					8.447			
Statslig trivelsespakke								184.124					184.124			
Statlig trivelsespakke - Elevråd								-103.338					-103.338			
Ekstra midler til trivsel og faglighed																
Regulering af "Styrket udskolingsindsats"																
<b>Indtægter i alt</b>	<b>68.335.501</b>	<b>74.346.842</b>	<b>77.641.654</b>	<b>59.563.093</b>	<b>78.068.831</b>	<b>78.068.831</b>	<b>78.068.831</b>	<b>78.068.831</b>	<b>78.068.831</b>	<b>78.068.831</b>	<b>78.068.831</b>	<b>78.068.831</b>	<b>78.068.831</b>	<b>-426.679</b>		
<b>Omkostninger</b>	<b>Regnskab 2020</b>	<b>Budget 2021</b>	<b>Revideret budget 2021</b>	<b>1. kv.</b>	<b>2. kv.</b>	<b>3. kv.</b>	<b>4. kv.</b>	<b>1. kv.</b>	<b>2. kv.</b>	<b>3. kv.</b>	<b>4. kv.</b>	<b>1. kv.</b>	<b>2. kv.</b>	<b>3. kv.</b>	<b>4. kv.</b>	<b>Expenditures to date v. anticipated total expenses in %</b>
Etableringskonto				95.900	84.517	107.974	0	84.517					95.900			
Ufordelt (Corona udgifter)				31.708	26.241			26.241					31.708			
Løn undervisning (inkl. reng., teknik)	27.977.509	31.991.841	32.367.235	7.241.898	8.348.272	2.379.077		7.241.898					7.241.898			64%
Personaleomkostninger undervisning	168.924	200.000	400.000	79.856	91.627	15.186		79.856					79.856			49%
Fælles undervisningsmidler	1.491.757	1.400.000	1.570.732	195.736	246.167	24.982		195.736					195.736			40%
Undervisningsmidler Primary	431.622	430.000	430.000	33	76.943	2.150		33					33			18%
Undervisningsmidler lower secondary	450.296	450.000	450.000	7.212	201.038	458.447		7.212					190.862			56%
Lejerskoler / Studieture			400.000	0	168.480	0		168.480					168.480			0%
Puile til holdninger/SWAL		1.200.000	1.200.000	0	0	0		0					0			0%
Madskole indtæknings af over/underskud	298.983	517.377	700.000	89.334	226.343	90.769		89.334					58.934			66%
<b>Undervisningens gennemførelse total</b>	<b>30.819.091</b>	<b>36.189.211</b>	<b>37.526.414</b>	<b>7.614.069</b>	<b>9.268.590</b>	<b>2.539.164</b>		<b>9.268.590</b>					<b>9.268.590</b>			<b>60%</b>
Bygningsdrift	109.918	950.000	1.200.000	232.632	-568.100	9.789		232.632					699.859			31%
Vedligehold	426.655	950.000	1.200.000	232.632	-568.100	9.789		232.632					699.859			31%
<b>Bygningsdrift total</b>	<b>536.573</b>	<b>950.000</b>	<b>1.200.000</b>	<b>232.632</b>	<b>-568.100</b>	<b>9.789</b>		<b>232.632</b>					<b>699.859</b>			<b>31%</b>
Ledelse og administration	2.765.907	2.791.445	2.791.445	639.626	594.979	197.482		639.626					218.821			59%
Ledelse og administration (4xxx)	392.698	490.000	490.000	60.255	97.305	21.691		60.255					208.800			43%
<b>Ledelse og administration total</b>	<b>3.158.605</b>	<b>3.281.445</b>	<b>3.281.445</b>	<b>699.881</b>	<b>692.284</b>	<b>219.173</b>		<b>699.881</b>					<b>248.371</b>			<b>57%</b>
<b>Hovedtotal</b>	<b>34.514.268</b>	<b>40.420.663</b>	<b>42.007.859</b>	<b>8.546.582</b>	<b>9.392.774</b>	<b>2.768.125</b>		<b>9.392.774</b>					<b>4.212.586</b>			<b>59%</b>
Særlige omkostninger																
Bygningsdrift	31.514.395	31.394.185	32.304.873	7.977.056	5.637.037	2.314.769		7.977.056					2.200.639			56%
Ejendom - Husleje (KEI)	1.629.449	1.327.157	1.653.076	-493.004	1.049.197	65.684		1.049.197					55.782			41%
Ejendom - El og varme	85.325	85.325	23.352	0	1.858	0		1.858					21.494			100%
Elevkørsel	603.534	611.564	611.564	0	0	0		0					0			0%
Madskole	66.717.522	73.838.894	76.600.724	16.030.633	16.080.866	5.148.578		16.080.866					6.490.501			<b>57%</b>
<b>Hovedtotal</b>	<b>1.617.979</b>	<b>507.948</b>	<b>1.040.930</b>	<b>16.030.633</b>	<b>16.080.866</b>	<b>5.148.578</b>		<b>16.080.866</b>					<b>6.490.501</b>			<b>57%</b>

## Bemærkninger

Budget  
Der er stadig poster der mangler at blive udmeldt i budgettet fra kommunen.  
Der er ikke disponeret over de kommunale og statslige trivelsespakker

Ejendom - Selv  
Der er flyttet bevilling fra KKFO til skolen i marts måned

8 måneders forbrug svarer til

67%

Indtægter / income	Regnskab		Budget		Revideret budget		Round		Round		Round		Forventede			
	2020	2021	2021	2021	1. kv.	2. kv.	3. kv.	4. kv.	1. kv.	2. kv.	3. kv.	4. kv.	pr. 31.08.2021	udmeldinger		
Madskole - Løn	1.806.528	2.037.525	2.037.525	471.103	513.612	147.534		471.103					151.290			63%
Madskole - Øvrige udgifter	1.360.001	1.469.453	1.469.453	173.222	326.290	-5.801		173.222					95.859			40%
<b>Madskole udgifter total</b>	<b>3.166.529</b>	<b>3.506.977</b>	<b>3.506.977</b>	<b>644.325</b>	<b>839.902</b>	<b>141.733</b>		<b>644.325</b>					<b>247.149</b>			<b>53%</b>
Madskole - Grundtilskud	603.534	611.564	611.564	152.891	152.891	50.964		152.891					50.964			67%
Madskole - Øvrige indtægter	2.264.012	2.378.036	2.378.036	402.101	460.668	0		402.101					137.252			42%
<b>Madskole indtægter total</b>	<b>2.867.546</b>	<b>2.989.600</b>	<b>2.989.600</b>	<b>854.992</b>	<b>1.074.571</b>	<b>50.964</b>		<b>854.992</b>					<b>188.216</b>			<b>47%</b>
<b>Madskole total</b>	<b>-298.983</b>	<b>-517.377</b>	<b>-517.377</b>	<b>-89.334</b>	<b>-226.343</b>	<b>-90.769</b>		<b>-226.343</b>					<b>-58.934</b>			<b>90%</b>

8 måneders forbrug svarer til

67%

Regnskabsopfølgning 2021

Annex 4.3.

European School Copenhagen - After School Care accounts overview

	Regnskab 2020	Budget 2021	Revideret budget 2021	Round 4	Round 7	Round 9	Forventede udmeldinger
Indtægter							
Tilskud	7.877.703	8.148.139	8.148.139	8.148.139	8.150.847	8.191.614	
Resultat 2020	-110.459	-110.459					
Ejendoms omkostninger	362.341	386.615	386.615	596.123	383.907	386.615	
Forventet refusion for stud pæd		71.000	71.000		33.196	73.028	
Nye elever aug. 2021		293.938	293.938				
Kommunal trivselspakke		13.276	13.276		13.276	13.276	
<b>Indtægter i alt</b>	<b>8.240.041</b>	<b>8.789.233</b>	<b>8.912.968</b>	<b>8.744.262</b>	<b>8.581.226</b>	<b>8.664.533</b>	<b>0</b>
<b>Omkostninger</b>							
Beskæftigelse	7.224.653	7.534.221	7.708.076	1.941.712	577.368	642.129	5.203.535
Løn	415.906	450.000	463.276	41.515	91.290	28.017	207.005
Beskæftigelse	208.844	210.000	210.000	201.077	2.486	2.170	208.049
Mad	78.549	80.000	80.000	38.913	2.859	-10.441	42.998
Personaleomkostninger	362.341	596.123	386.615	596.123	0	-209.508	386.615
Vedligehold	60.210	65.000	65.000	3.044	1.349	3.929	15.665
Administration							
<b>Hovedtotal</b>	<b>8.350.503</b>	<b>8.935.344</b>	<b>8.912.967</b>	<b>2.872.384</b>	<b>675.353</b>	<b>456.296</b>	<b>6.063.867</b>
<b>Total</b>	<b>-110.459</b>	<b>-146.112</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>68%</b>
							<b>Expenses to date v. anticipated total expenses in %</b>
							<b>pr. 31.08.2021</b>
							<b>68%</b>
							<b>45%</b>
							<b>99%</b>
							<b>54%</b>
							<b>100%</b>
							<b>24%</b>

8 måneders forbrug svarer til

67%

Bemærkninger

Budget

Underskud 2020 på kr. 110.459 er taget ud af budgettet. Beløbet er disponeret på løn i det reviderede budget. Det oprindelige overskud på 63.396 kr. er disponeret på løn i det reviderede budget.

Mad

Den forventede kommunale trivselspakke på kr. 13.276 er disponeret på beskæftigelse i det reviderede budget.

Ejendom - Selv

Der er betalt eftermiddagsmad til madskolen for 2021 i marts måned.

Bevillingen til vedligehold er flyttet til skolen.

## Europaen School Copenhagen - Upper Secondary

Pr. 31.08.2021

## Accounts overview

	Regnskab 2020	Budget 2021	Revised budget 2021	Grant		Grant July	Grant August	Total Pr. 31.08.2021	
				1.kvt.	2.kvt.				
Grant									
Grant from UVM + EB Basic subsidy	1.701.020	6.801.897	6.801.897	2.875.937	1.380.430	115.078	115.078	4.486.522	
Særligskud til rengøring		10.783	10.783		10.783			10.783	
Særligskud til elevråd		3.863	3.863		3.863			3.863	
Særligskud til fagligt løft og trivselsindsatser		13.002	13.002		13.002			13.002	
Særligskud til test-opgaver		18.148	18.148		18.148			18.148	
Grants from the Municipality	2.500.000	2.200.000	2.200.000						
Total revenue from the municipality and the state mm.	4.201.020	9.001.897	9.047.693	2.875.937	1.426.226	115.078	115.078	4.532.318	
	Regnskab 2020	Budget 2021	Revised budget 2021	Expenses 1. kv.	Expenses 2. kv.	Expenses July	Expenses August	Total expenses Pr. 31.08.2021	Expenses v. anticipated total expenses in %
Teaching costs (Undervisningens gennemførelse)	1.540.370	6.050.000	6.050.000	1.054.782	1.202.611	375.203	564.232	3.196.828	53%
Salaries teaching (incl. cleaning, tech)	13.187	200.000	200.000	4.606	15.554	86	11.111	31.357	16%
Teaching realted staff expenses	273.150	646.750	646.750	66.270	276.876	8.358	244.808	596.312	92%
Teaching materials	10.216	150.000	150.000	1.380	2.384	0	1.207	4.971	3%
Student Activities	90.687	75.000	75.000	15.300	37.720	48.989	0	102.009	136%
Study trip (Studieture)	0	25.000	25.000	0	0	0	0	0	0%
Projects	1.927.609	7.146.750	7.146.750	1.142.338	1.535.145	432.635	821.359	3.931.478	55%
Undervisningens gennemførelse total	271.904	375.000	375.000	7.017	15.309	2.513	14.209	39.048	10%
Building costs	271.904	375.000	375.000	7.017	15.309	2.513	14.209	39.048	10%
Building costs									
Building costs total	741.133	1.215.000	1.215.000	217.646	233.114	73.431	98.733	622.923	51%
Management and admin. costs (Ledelse og administration)	165.984	249.000	249.000	68.575	46.983	1.124	5.203	121.884	49%
Management and admin. total	907.117	1.464.000	1.464.000	286.220	280.097	74.554	103.935	744.807	51%
Management and admin. total									
Fagligt løft og trivselsindsatser		13.002	13.002	0	4.970	0	0	4.970	38%
Test-opgaver		18.148	18.148	0	0	0	0	0	0%
Eksterne projekter total	3.106.631	8.985.750	9.016.900	1.435.576	1.835.521	509.702	939.503	4.720.303	52%
Total	1.094.389	16.147	30.793						
Resultat									
Over/underskud									
									67%

8 måneders forbrug svarer til





## Minutes from the European School Copenhagen School Board Meeting

Date: Wednesday 9<sup>th</sup> June 2021  
Time: 17:00 – 19:30  
Venue: Staff lounge, 2nd floor, European School Copenhagen  
Members: Jonas Christoffersen (Chair), Hans Bruyninckx (Deputy Chair), Christen Bagger (Parent Rep), Rikke Karlsson (Parent Rep), Caroline Warner (Parent Rep), Rasmus Hornecker (Staff Rep), Stine Hvitved Leather (Staff Rep), Anette Holst (Principal), Julie Rørdam Thom (Deputy Principal)  
Guests: Helle Bjerre Degn (Head of Primary), Hella Helvig Jensen (Head of Administration), Uri Harlam (Head of After School Care), Charlotte Høirup (Deputy Head of Primary)  
Excuses: Alice Malmberg (Student Rep), Eskil Berg Kappel (Parent Rep), Tim Ford (Staff Rep), Dwaj Jethani (Student Rep)  
Minutes: Stine Hvitved Leather

### 1. Approval of the agenda (decision) – 1 min.

1.1 Annex – Agenda European School Board meeting 09062021

#### Decision:

- The Board decided to allow time to discuss point 7 and for Rikke Karlsson to share important news about the EB/DK grade conversion under AOB.
- The Board approved the agenda.

### 2. Approval of the minutes from the last meeting (decision) – 1 min.

2.1 Annex - Minutes ESCPH Board meeting 22042021

#### Decision:

- The Board approved the minutes of the April Board meeting.

### 3. Election of staff representatives to the Board (information) – 3 mins.

HBD informed the Board of the results of the election of staff representatives to the Board. Stine Leather and Rasmus Hornecker were re-elected to the Board in 2021/22 and Johan Lindell will replace Tim Ford as representative for the Upper Secondary. The Board thanked Tim Ford for his contribution to the Board.

#### Decision:

- It was suggested that the staff elect a deputy staff representative to the Board and the Board decided that the election of deputies should be stated in the new bylaws.

Annex 6.1. Minutes European School Board meeting 09062021 EN



#### **4. Strategic Focus Points 2021-22 (decision) - 60 mins.**

##### 4.1. Annex – Draft Strategic Focus Points 2021-22

The school's management presented the draft strategic focus points for input and approval by the Board. Each manager is responsible for a focus point:

##### Uri Harlam - One Whole School:

After the lockdown there is an even greater need to create a strong common identity at the school. In support of this, management has decided to move away from a strict departmental management structure and will assume more responsibilities across the organisation. Plans to enhance collaboration and unity across the departments also include more activities for all staff, all-school events, transition events and traditions, etc.

Jonas Christoffersen suggested that the evaluation include more specific improvements to the everyday life of the students.

##### Charlotte Høirup - Pedagogical Learning Centre (PLC) and Resource Centre (RC):

This focus point is about ensuring close cooperation between Primary and Secondary with a particular focus on the PLC and RC. The purpose is to develop an inclusive and supportive learning environment in which the students can reach their potential. The school plans to establish a library for Secondary as well as a 'book basement'.

The Board members discussed the need for support in different subjects, including language support, and reading support teachers for the different language sections. Currently the school has a reading support teacher for the Danish language section and uses external resources for the other language sections; longer-term the plan is to bring it all in-house.

##### Helle Degn - Harmonised didactic approach/learning progression:

This focus point is about teaching strategies to enhance student learning e.g. classroom observations, action learning, co-teaching, etc. Our teachers can contribute with many different skills (e.g. visible learning and classroom management) and can learn a lot from each other. It was suggested that these best practices be celebrated and incorporated in the MUS (Staff Development /Performance) Conversations.

##### Julie Thom - BAC implementation:

The school must prepare for the BAC exams in S7, the initial accreditation audit in November and the implementation of SMS MySchool. It has been a difficult year to create a 'youth culture', social events and traditions, student exchange/international travel, etc. in Upper Secondary due to Covid and this is therefore a priority in 2021/22. The school needs to create a narrative to recruit new students for S5 and S6 and retain existing S4 students.



The school will create information for S3/S4 about the upper secondary and will also ensure that parents and students in the French and English language sections receive information about the importance of their L3 choice in S1 if they wish to continue studying in Denmark.

#### Hella Helvig Jensen - The administration:

When SAG and ESCPH officially separate, the two schools will still have a shared administration. The shared administration needs to support the core function (kerneopgave) of the schools and the focus is therefore on quality assurance and coherence. After the separation of the two schools, it is also important that there is focus on maintaining a good working environment and inclusion/integration of the administration in the schools. It was therefore suggested that the administration also be considered in the focus point about the creation of One Whole School.

#### Decision:

- *The Board suggested further work to the evaluation/success criteria, and it was decided that the final strategic focus points for 2021/22 would be presented to the Board for approval in September.*

### **5. Proposed meeting dates in 2021-22 (decision) - 5 mins.**

5.1. Annex - Draft meeting plan 2021-22

#### Decisions:

- *The Board approved the Board meeting dates for 2021/22. The Board decided to agree an additional virtual meeting between the September and December Board meetings in case there is a need to discuss bylaws and other preparations for the separation of SAG and ESCPH.*
- *The Board decided on the 3<sup>rd</sup> November for the Annual School Meeting.*

### **6. Plans for the annual school meeting (decision) - 10 mins.**

*The Board discussed plans for the annual school meeting and were in favour of continuing the teacher presentations which have worked well previously. Among the topics suggested were:*

- *Student well-being*
- *UNICEF Rights School*
- *Coding/digital strategy*
- *What have we learnt from Covid and how do we move forward?*
- *Harmonised assessment*
- *PLC/RC*
- *Upper Secondary*
- *8 key competences*
- *Growth mindset*



There was support for using what we have learnt from Covid as a main topic. It was suggested that parents' capabilities be utilised more e.g. by creating a "parent station" or "parent bank" of parents who can help with internships, expert knowledge on particular topics, etc. It was also suggested to involve the Parents Association in the organising of the annual school meeting.

Decisions:

- *It was decided that the meeting should be held later in the afternoon or early evening so more parents can attend and for the event to have a social element to bring people together.*
- *It was decided that the school's management will talk to the teachers and prepare a proposal for approval at the September Board meeting.*

## **7. Consideration of the new proposed bylaws for the Board of the European School Copenhagen (discussion) - 30 mins.**

The Municipality will be drafting a new set of bylaws in time for the Board meeting in September, and the Board therefore decided to take the opportunity to raise issues that they would like the Municipality to consider in the drafting of the new bylaws. These included:

- *The Board's role and areas of competence*
- *The election of directors and deputies to the Board, including the*
  - *The composition of the Board e.g. ensuring representation of all the different departments, staff, student and parent groups*
  - *The Board term limits (currently 4 years for parents, 1 year for staff and students)*
  - *The competencies and experience of external members. The Board is keen to ensure that a third external members is appointed soon with the competencies and experience that the Board has previously suggested to the Municipality.*

Decision:

- *The Board members have until 1 July to share further suggestions with Julie Thom, who will share them with the Municipality.*

## **8. Status on learning and well-being post-lockdown (information) – 10 mins.**

Julie Thom and Helle Degn gave a status on the education and well-being of the students following the Covid lockdown/restrictions.

Julie Thom - Secondary:

A survey among the secondary teachers returned the following results:



- The teachers have largely met the learning goals and have only adjusted the curriculum where necessary. Practical experiments in science and in-depth teaching have obviously been difficult.
- Most of the teachers said that the students had progressed and had shown commitment. The teachers also generally believe that most students can catch up, some students have really thrived during online teaching and others have found it really challenging but not necessarily due to Covid.
- JRT will be meeting with the teachers to discuss how best to help the students who have been negatively impacted by Covid.

#### Helle Degn - Primary:

- Overall, there are no major concerns about the impact of Covid on learning in Primary.
- The students are doing well in both Math and L1. The P5 students scored very well in the national tests and most of the Primary students performed significantly better than usual in a recent reading test.
- The biggest gap is L2. This is an important subject and will therefore be allocated additional resources and get a lesson boost for the last few weeks of school.
- In the other subjects, many topics are repeated in the curriculum next year so there is a good opportunity to catch up.
- Additional resources will also be given to SEN students, some of whom have had a difficult time during lockdown.

### **9. Update on the staff satisfaction survey (information) - 10 mins.**

#### 9.1. Annex - TU21 Summary Results

Julie Thom briefly presented the results of the staff satisfaction survey conducted in the spring. Overall, the results are up on all counts since the last survey and better than the average for all schools in Copenhagen. The areas that had the lowest scores were professional development and team collaboration (arbejdsfællesskaber), both of which are being addressed in the strategic focus points.

The technical and administrative staff (TAP) have also participated in the survey and will be working with an external consultant to look at issues of trust and communications.

#### Decisions:

- *The Board took note of the survey results and were pleased to see the improvement in the results for the school.*
- *The TAP survey summary results will be shared with the Board with the minutes.*



## **10. Various updates and information - 15 mins.**

### Various information from management

- Planning for next school year: Allocation of teachers' hours and schedules are being finalised for next year.
- New staff/recruitment: Interviews are being held for the deputy head of secondary position tomorrow. More than eight teachers have been hired for the new school year and the school is currently. We are currently seeking a new French nursery class teacher as Virginie is moving back to France. We are also looking to fill various hours for swimming, book storage, etc.
- Admissions status: The new S1FR class has been filled. Screening of applicants for rolling admission in the existing classes has started. We are also still getting more applications for Secondary 5. In Primary, the classes are being filled to 26 students to allow for late EEA arrivals. In Secondary 4 we will fill the classes up to 28 students.

### Information from the staff

- The administration has hired a new secretary as the school is growing. The new person will primarily be responsible for Upper Secondary.
- There has been a lot of focus on the results of the staff satisfaction survey and we have had some workshops to look at the areas that are important to us and have not worked so well.
- The teachers and pedagogues recently had a Pedagogical Day where they could plan for next year and everyone is excited to be able to have a staff summer party.

### Information from the students

None of the student representatives were in attendance.

The students have been very busy with their B tests. Before the end of the year, the students will be joining different committees so we can start organising a lot of new and exciting events and activities for the students in upper secondary.

## **11. AOB - 5 mins.**

### Grade conversion/Bac equivalence

Rikke Karlsson informed the board that the European Commission has opened infringement proceedings against Germany and Denmark over the conversion of the grades of the European Baccalaureate.

Decision:

- *The board took note of the information and will follow the case closely.*



## Annual Plan for the European School Board 2021-22

Meeting date	Planned agenda items
23 September 2021	<p>Decision/discussion points:</p> <ul style="list-style-type: none"> <li>• Evaluation of the strategic focus points 2020/21</li> <li>• Annual school meeting programme</li> <li>• Annual plan for the ESCPH Board</li> <li>• New policies and procedures (Change of L1)</li> </ul> <p>Information points:</p> <ul style="list-style-type: none"> <li>• From the school/after school care:               <ul style="list-style-type: none"> <li>○ Accounts status</li> <li>○ Audit 2021</li> <li>○ School start 2021/22</li> <li>○ Admissions status</li> <li>○ New staff/recruitment</li> </ul> </li> <li>• From the staff</li> <li>• From the students</li> </ul>
9 December 2021	<p>Decision/discussion points:</p> <ul style="list-style-type: none"> <li>• Strategic focus point 1 - status, discussion and input</li> <li>• Holiday plan 2022/23</li> <li>• Home country language as L2</li> <li>• Budget for Upper Secondary 2022 (ESCPH Board approval and submission to Campus Board)</li> <li>• Any new policies and procedures</li> </ul> <p>Information points:</p> <ul style="list-style-type: none"> <li>• Information from the school/after school care:               <ul style="list-style-type: none"> <li>○ SAG/ESCPH separation</li> <li>○ The Municipality's Quality Report (if ESCPH included)</li> <li>○ Feedback regarding the audit</li> <li>○ BAC preparations</li> <li>○ Admissions in 2022-23 incl. information evenings and visitor days</li> <li>○ New staff/recruitment</li> </ul> </li> <li>• From the staff</li> <li>• From the students</li> </ul>

Meeting date	Planned agenda items
24 February 2022	<p>Decision/discussion points:</p> <ul style="list-style-type: none"> <li>• Strategic focus point 2 + 3 - status, discussion and input</li> <li>• Any new policies and procedures</li> </ul> <p>Information points:</p> <ul style="list-style-type: none"> <li>• From the school/after school care: <ul style="list-style-type: none"> <li>○ SAG/ESCPH separation</li> <li>○ Election of new Board members</li> <li>○ The Municipality's Quality Report (if ESCPH included)</li> <li>○ BAC preparations</li> <li>○ Audit report/accreditation</li> <li>○ Admissions status</li> <li>○ New staff/recruitment</li> </ul> </li> <li>• From the staff</li> <li>• From the students</li> </ul>
7 April 2021	<p>Decision/discussion points:</p> <ul style="list-style-type: none"> <li>• Strategic focus point 4 + 5 - status, discussion and input</li> <li>• Previous year's accounts and next year's budget (ESCPH Board approval and submission to Campus Board)</li> <li>• Any new policies and procedures</li> </ul> <p>Information points:</p> <ul style="list-style-type: none"> <li>• From the school/after school care <ul style="list-style-type: none"> <li>○ SAG/ESCPH separation</li> <li>○ Election of new Board members</li> <li>○ BAC preparations</li> <li>○ Admissions status</li> <li>○ Employee satisfaction survey</li> <li>○ New staff/recruitment</li> </ul> </li> <li>• From the staff</li> <li>• From the students</li> </ul>



Meeting date	Planned agenda items
9 June 2022  (Strategy seminar with Campus and SAG Boards followed by ESCPH Board meeting)	Decision/discussion points: <ul style="list-style-type: none"> <li>• New strategic focus points 2022/23</li> <li>• Evaluation of the strategic focus points 2021/22</li> <li>• Board meeting dates in 2022/23</li> <li>• Date and programme for the annual school meeting in 2022/23</li> <li>• Process for election of members on the Board (parent representatives elected every four years)</li> </ul> Information points: <ul style="list-style-type: none"> <li>• From the school/after school care:               <ul style="list-style-type: none"> <li>○ BAC preparations</li> <li>○ Admissions status</li> <li>○ New staff/recruitment</li> </ul> </li> <li>• From the staff</li> <li>• From the students</li> </ul>

**Additional ad hoc items for decision/approval include:**

- Policies & procedures
- Vision/mission/values/objectives
- Admission criteria
- Recruitment of senior management

**Items for information, which do not occur every year:**

- National student well-being survey (Ministry of Education) - ESCPH is currently excluded from this survey
- Employee Satisfaction Survey (Municipality of Copenhagen) - every 2 years (expected spring 2021)
- Audit/Accreditation (European Schools Inspection) - normally every 3 years
- Quality Report (Municipality of Copenhagen) - every 2 years (expected 2021/22 school year)
- Election of members to the Board - every four years (expected spring 2022)

# **EVALUATION**

# **Strategic Focus Points**

# **2020-2021**



**Focus Point 1 - Implementation Upper Secondary**

<b>Description:</b>	<b>Objective:</b>	<b>Success criteria:</b>
<p>Supporting new Upper Secondary staff by communicating clearly and creating virtual and physical structures that support their work with students, colleagues and management.</p>	<p>Maintaining satisfied Upper Secondary staff</p> <p>Quality of B-test and assessments is the same across Language Sections</p> <p>Teachers use Visible Learning and Signs of Learning as a tool to support learning focus</p>	<p>Upper Secondary staff feel supported and satisfied with working conditions (very satisfied according to TU/Employee Satisfaction Survey)</p> <p>Upper Secondary elects Union Representative. Johan Lindell has been elected.</p>
<p>Harmonisation and assessment of Upper Secondary B-tests</p>	<p>Teachers use Visible Learning and Signs of Learning as a tool to support learning focus</p>	<p>Students and teachers experience B-tests as being harmonised. (Making progress but this is still a focus point - not fully harmonised in i.e. L2 GE/DE).</p>
<p>Supporting students to the best of their ability by using visible Learning/Signs of Learning</p>	<p>Feedback on students' learning progression is used to support focus for learning</p>	<p>Students experience clear feedback which supports their learning progression. (The students find their teachers approachable, and many find that the teachers give them useful feedback)</p>
<p>Developing Feedback Culture on Students' Learning Progression</p>	<p>A strong knowledge sharing culture supports understanding of coherence amongst staff and quality of curriculum and tests</p>	<p>Teachers express that they experience a knowledge sharing culture between colleagues. (Yes, according to TU/Employee Satisfaction Survey)</p>
<p>Supporting knowledge sharing culture amongst Upper Secondary teachers</p>	<p>S5 students feel welcome as the young adult students they are</p>	<p>S5 students express that there is room for the development of a youth culture at ESCPH. (Some students like the freedom that they have, and students have expressed that they like the new student initiative groups)</p>
<p>A Youth Culture is developed at ESCPH</p> <p>Student wellbeing is supported by professional development of</p>	<p>A learning culture with a focus on well-being as a central ingredient supports the students' personal and professional development</p>	<p>Students express coherence between good well-</p>

Focus Point 1 - Implementation Upper Secondary		
upper secondary staff	Developing a study counselling environment at ESCPH	being and learning outcome.  S5 students express that they can get help with personal and professional challenges. <b>Students find the teachers approachable, and the homework café is often visited by many students.</b>

Focus Point 2 - Challenge pupils to the best of their ability		
<b>Description:</b>	<b>Objective:</b>	<b>Success criteria:</b>
Curriculum in Secondary	All Secondary and Upper Secondary teachers work together to develop harmonised curriculum and B-tests	Secondary and upper Secondary teachers experience better knowledge of their subjects' curriculum. <b>Yes, and the planned subject group meetings throughout the year also address this.</b>
Continuous use of visible learning and signs of learning	All Secondary and Upper Secondary teachers work on developing an assessment and feedback culture across language sections	Secondary and Upper Secondary teachers experience that working together enhances the quality of curriculum, tests and assessments.
For P and S: Lower students' absence	Teachers develop their skills within the use of data and feedback on students' learning progression	Students meet more harmonised information about tests with regards to content and form.
Ensure high attendance rate amongst students	In order to achieve and maintain	Secondary and Upper Secondary teachers use Visible Learning as a Formative Feedback Factor in classes and themes

Focus Point 2 - Challenge pupils to the best of their ability		
	<p>the high academic standard all students must attend school without any unauthorized absence</p> <p>Ensure that students meet on time and are ready for learning</p>	<p>Secondary and Upper Secondary teachers use Signs of Learning in their feedback on learning progression to students.</p> <p>Primary teachers have continued visible learning. The work with signs of learning, data and feedback will be increased next school year.</p> <p>The absence for the school year 2020/21 is 15 % lower in our registration system KMD. Primary has focused on absence beginning of the school year and have experienced a reduction in the students' absence. The focus will remain beginning of school year 21/22.</p> <p>Beginning of school year 21/22 Primary management has been addressing late attendance by standing outside the school building and via email to parents. As a consequence, most Primary students now meet on time.</p>

**Focus Point 3 - Professional development**

<b>Description:</b>	<b>Objective:</b>	<b>Success criteria:</b>
<p>Development of teachers' professional knowledge and practice through regular in-service training</p> <p>Evaluation and regular exchange of experiences among teachers</p>	<p>To create a professional development policy.</p> <p>To implement the policy for all staff.</p> <p>To make a professional development programme for the school year 2020/21</p>	<p>The Pedagogical Development Group (PDG) has made a professional development policy and plan for all staff which is well suited for an international department of staff. <b>This will be followed up by a new program for the school year 21/22.</b></p> <p>The development programme has supported the focus point on data and feedback. <b>Due to Covid this will be a continued focus area in 21/22.</b></p> <p>Dedicated meeting times is provided for exchange of experiences and knowledge sharing between staff <b>Both Primary and Secondary now have dedicated meeting times in the school calendars.</b></p>

**Focus Point 4a - One whole school**

<b>Description:</b>	<b>Objective:</b>	<b>Success criteria:</b>
<p>Build traditions and a feeling of unity and involvement among all students, teachers, parents, administration and management.</p>	<p>Strengthen the collaboration between Primary and Secondary teachers and Primary teachers and Pedagogues</p> <p>Develop common traditions for all students from KKFO/Nursery to Upper Secondary</p> <p>Harmonised assessments and continuous focus on transition to support a high academical level and progression for all students all years</p>	<p>All staff members experience that the agenda at all staff meetings are relevant for everybody <b>All staff meetings were cancelled due to Covid-19. The focus continues this school year.</b></p> <p>Collaboration between teachers and pedagogues is not based on individual relationships but on common guidelines in the organization.</p> <p><b>A concept of collaboration between Primary teachers and pedagogues has been introduced and two coordinators have been appointed to guide the process.</b></p>
<p>Strengthen transition from P5 to S1 in terms of parental and student understanding of the difference between the two sections e.g. a handbook/guide for students and a parent-teacher transition meeting.</p> <p>Create a physical space and structure for the different youth groups to co-exist.</p> <p>Democratic involvement of students in school development.</p>	<p>Students experience common guidelines and harmonisation across the language sections</p> <p><b>Meeting times, break times and canteen times have now been coordinated to ensure physical space for all students from the different departments.</b></p> <p>Parents and students in P5 feel informed about the implications of transitioning to S1 through written information and Parents meeting where future teachers are present.</p> <p><b>With the new transition policy implemented in spring 2021 both students and parents felt much more prepared.</b></p>	<p>Students experience common guidelines and harmonisation across the language sections</p> <p><b>Meeting times, break times and canteen times have now been coordinated to ensure physical space for all students from the different departments.</b></p> <p>Parents and students in P5 feel informed about the implications of transitioning to S1 through written information and Parents meeting where future teachers are present.</p> <p><b>With the new transition policy implemented in spring 2021 both students and parents felt much more prepared.</b></p>

Focus Point 4b - The European Dimension		
Description:	Objective:	Success criteria:
<p>Develop the school in a European School Spirit, bringing European culture into our global environment.</p>	<p>Extend knowledge of the ES system.</p> <p>Create contacts from different ES schools to ESCPH at school level.</p> <p>Establish and maintain L2 as a core subject at ESCPH.</p> <p>The subject European Hours gets a more central role at ESCPH.</p> <p>Develop a structured and harmonized way of using Portfolios as a mandatory tool in the Europeans School system.</p>	<p>Management visit Den Haag to establish professional relationship which should be attached to school not to individual staff members. <b>Postponed due to Covid-19. The visit will now be in 21/22.</b></p> <p>The Professional development plan will include visits online or IRL from other European schools. <b>Spring 2021 all Primary teachers attended an online training session with teachers from the European schools in Tallin and Helsinki. The theme was "Online teaching", and the training was hosted and arranged by ESCPH.</b></p> <p>Students have experienced a focus on different languages during the school year (Student Councils).</p> <p><b>In P4 and P5 all the students improved their English skills when they rehearsed and took part in the school musical, which was only conducted in English.</b></p> <p>Parents (PC) will feel more informed about L2 choice (Parents Council). <b>The L2-teacher and staff representative in the Parents Council has attended all Parents Council meetings, answering questions from the parents and adjusting the L2 Parents guide accordingly. The L2 coordinator has also adjusted the information given at the parents meetings.</b></p> <p>Plan for permanent L2 classroom for each L2 language – or equivalent - is made. <b>Primary L2 rooms established for 2021-2022.</b></p> <p>We will see less changes of L2 students in 2020/21 compared to 19/20.</p>



**Focus Point 4b - The European Dimension**

	<p data-bbox="309 1617 336 1700">Audit</p> <p data-bbox="261 232 360 1382">We have seen less changes and less requests in 20/21. Less than 5 students have applied, and no one has changed L2. Parents have received guidance on how to support their children in their current L2.</p> <p data-bbox="379 394 406 1382">Emphasis in crossing over to L2 for cross-section language traditions.</p> <p data-bbox="477 170 544 1382">A plan for European Hours all year levels covering all required subjects and methods are made, tried, evaluated and trusted by the end of the year (JEAA).</p> <p data-bbox="563 259 662 1382">Has unfortunately not been possible due to emergency teaching during Covid. However, the plan has been developed and is ready for trial and evaluation this school year.</p> <p data-bbox="729 349 756 1382">European Hours will be more visible at assemblies or via other channels.</p> <p data-bbox="775 1155 802 1382">Same as above.</p> <p data-bbox="873 253 940 1382">ESCPH will be accredited again (Management). The accreditation for N-S4 was renewed.</p>
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**Focus Point 5 (ESCPH & SAG) - Shared Administration**

<b>Description:</b>	<b>Objective:</b>	<b>Success criteria:</b>
<p>A shared administration has been established for SAG and ESCPH, and the workflows and tasks are in the process of being defined and described.</p> <p>The aim is to strengthen the management and performance of tasks in the shared, but physically separated administration.</p>	<p>Continue the good work in the shared administration to create greater coherence and synergy between the two schools.</p> <p>To support and enhance knowledge sharing and engagement in the administration, across the two schools.</p> <p>To ensure management and quality performance of the tasks in the shared administration while maintaining a good working environment.</p>	<p>Process descriptions developed to support the performance and management of tasks and ensure quality assurance.</p> <p>Good employee well-being in the shared administration (evaluated in TRIO).</p> <p>Management feel they receive administrative support with a focus on quality assurance and delivering on the schools' core tasks (kerneopgaver).</p> <p>The administration has not had enough time to work on this focus point in 2020/21 due to COVID-19. The focus point will therefore continue in the school year 2021/22.</p>

# Strategic Focus Points for European School Copenhagen 2021/2022

Dept.	Focus point	Background - why?	Objective(s) – what?	Lead/stakeholders – who?	Actions – how?	Key dates – when?	Successes / evaluation*
All	1. <b>One Whole School (Continued from 2020/21)</b>	Following the lockdown and while the school continues to grow, there is a need to focus on cohesiveness and creating a common identity.	All stakeholders perceive the school as one and there is a strong common European school identity	Uri Harlam	<ol style="list-style-type: none"> <li>1. Management to assume different interdepartmental areas of responsibility (e.g. Charlotte - Resource Centre)</li> <li>2. Organise staff activities involving all staff groups</li> <li>3. Organise activities involving all departments sharing knowledge from each other's departments</li> <li>4. Organise all-school event/party involving the PC and the PA</li> <li>5. Organise transition events and establish new traditions</li> <li>6. Collaborate across departments to address problem areas identified in the employee satisfaction survey</li> <li>7. See also activities relating to 2. PLRC and 3. Harmonisation</li> </ol>		<p>Staff experience that there is a greater sense of community at the school e.g. at relevant all-school meetings.</p> <p>Students in P1, S1, S4 and S6 express being supported in their transition, both socially and academically e.g. in relation to new subjects and working methods.</p> <ul style="list-style-type: none"> <li>- Primary 5 teachers could visit S1 students within a week in Secondary</li> <li>- Secondary 5 class teachers and students could evaluate the introduction week</li> </ul> <p>Well-being surveys among staff</p> <p>APV (workplace survey) made in the Autumn</p> <p>Unicef Rights Survey among students</p> <p>MUS (include questions regarding Whole School)</p>
All	2. <b>PLC and RC (Pedagogical Learning Center and Resource Center)</b>	As Secondary doesn't have a PLC, we want to <b>create a common PLC for Primary and Secondary</b> to further <b>develop our inclusive learning environment</b> .  We would also like to <b>increase collaboration</b> between Primary and Secondary resource persons in both <b>PLC</b> and <b>RC</b> to ensure we utilise the resources in the best possible way.	As a result of a better physical environment and organisation of the PLC, and increased collaboration between resource persons in Primary and Secondary including RC, the students have an inspiring, supportive, and inclusive study / learning environment where they can achieve their potential.  It should also lead to fewer cases ending in the RC from Lower Secondary.	Charlotte Høirup	<ol style="list-style-type: none"> <li>1. Plan process for expansion and organisation of the PLC/RC</li> <li>2. Integrate resources like ICT, reading support counsellor, educational support in the PLC</li> <li>3. PLC to support teachers and offer a variety of learning activities</li> <li>4. Inspire and disseminate experience and knowledge to pedagogical staff</li> <li>5. Establish a Secondary Library/Study Centre</li> <li>6. Purchase and register books for the School Library</li> <li>7. Establishment and operation of book storage room/basement</li> <li>8. Lower Secondary team structure is supported by meeting structure and co-work with Pedagogical Development Consultant Stine Lykke Nielsen</li> <li>9. More teachers from Lower Secondary are allocated into educational support and study café</li> </ol>		<p><u>Questionnaire to be developed for pedagogical staff and students - objectives/success criteria achieved:</u></p> <p>Teachers' teamwork and collaboration around classes, with PLC and RC is experienced by teachers and students as supporting the students' learning progression and well-being in the school.</p> <p>Students are engaged and motivated to learn, and the school meets the different needs by offering a variety of learning activities and specific support. Fewer cases require RC support.</p> <p>Teachers express loan and return of books is working smoothly and the School Library and PLC support the teaching they do in class.</p> <p>Lower Secondary teachers and students express satisfaction with educational support.</p>

Dept.	Focus point	Background - why?	Objective(s) – what?	Lead/stakeholders – who?	Actions – how?	Key dates – when?	Successes / evaluation*
All	3. Harmonised didactic approach / learning progression	We wish to support best practice sharing and staff development to ensure high academic progression among students and close any potential learning gaps post-lockdown. Among other things by introducing ES 8 key competencies, action-oriented learning and co-teaching.	To underpin our values and mission to foster high academic standards, curious and independent thinking students, lifelong learners and responsible global citizens.	Helle Degn / Pedagogical Development Group	<ol style="list-style-type: none"> <li>1. Common focus and discussion of ES learning objectives / 8 key competences</li> <li>2. B-tests are identical across language sections</li> <li>3. Follow up on learning and well-being post-lockdown</li> <li>4. Organise co-teaching/"balkort"</li> <li>5. Feedback and data</li> <li>6. Assessment and grading are the same from teacher to teacher</li> <li>7. Action-oriented learning</li> <li>8. Portfolios</li> <li>9. Transition</li> <li>10. Deliver the professional development plan</li> </ol>		<p>In Primary, teachers express that the possibility to collaborate about academic progression outside and in the classrooms have increased.</p> <p>Primary teachers express having common tools and language by using the different elements from the action plan.</p> <p>In the S6 Audit, ESCPH scores high on the 'European Dimension' and the implementation on the 8 key competences</p> <p>In the Lower and Upper Secondary departments, teachers and students express satisfaction with identical tests on S4-S6 across language sections.</p> <p>Lower and Upper Secondary students feel that their teachers grade and assess identically.</p> <p>Teachers have identified and closed any gaps in the learning in general.</p> <p>Upper Secondary teachers express that they have a wider variety of feedback and assessment methods to use with students</p> <p>Upper Secondary students express that they understand feedback given by teachers – and their learning progression</p>
Upper Secondary	4. BAC implementation (Continued from 2020/21)	In August 2021, our students enter the European Baccalaureate cycle and it's important that we comply with all the EB regulations and achieve initial accreditation of S6 and S7.	A successful audit. The creation of a growing and beneficial social and study environment.	Julie Thom / Hans Bolvinkel	<ol style="list-style-type: none"> <li>1. Plan for successful audit process</li> <li>2. Implement SMS MySchool</li> <li>3. Recruit new students for S5 and S6 / retain and ensure good transition of existing S4 students</li> <li>4. Highlighting the benefits of the EB with regards to choice of subjects and exams</li> <li>5. Create a good social and study environment, traditions and student exchange/ international travel</li> <li>6. Develop ES support and study counselling programme</li> </ol>		<p>Teachers express satisfaction with SMS Myschool with regards to school reports.</p> <p>25-50% more students choose to continue from S4 to S5 compared to 2021.</p> <p>25-50% more external students choose the S5 at ESCPH.</p> <p>Students express satisfaction with study guidance and career planning.</p> <p>S5 and S6 students express satisfaction with new learning- and social areas.</p>
Administration (Group Administration = SAG & ESCPH administration)	5. SAG og ESCPH – Coherence and quality assurance in the Group Administration	The objective of the group administration is to support the schools' core function (kerneopgave) in the best possible way and the focus is	Knowledge sharing and involvement across the departments, working in close collaboration with the professional management groups.	Hella Helvig Jensen/ Technical & Administrative Staff, Management at ESCPH & SAG	<ol style="list-style-type: none"> <li>1. Update job descriptions and annual task plans (årshjul)</li> <li>2. Prepare procedures to support performance of the tasks and create transparency.</li> <li>3. Hold meetings with management regarding the tasks, output and quality.</li> </ol>		<p>TRIO evaluates that the working environment/ well-being of the group administration is good.</p> <p>At a joint meeting, the administrative staff assess that collaboration with the</p>

Dept.	Focus point	Background - why?	Objective(s) – what?	Lead/stakeholders – who?	Actions – how?	Key dates – when?	Successes / evaluation*
		therefore on quality assurance and coherence.	Quality output and high professionalism, while maintaining a good working environment. Continuity between the different subject areas.				professional/dept. managers has improved, and there is greater clarity about the tasks.  Management at SAG and ESCPH find that there has been good administrative support for the core function and a focus on quality assurance.

\* staff, student council and PC will be invited to evaluate briefly against each focus point (improved/better, no change, less/worse)



# The Board of the European School Copenhagen cordially invites all parents to the Annual School Meeting 2021

## Theme: One whole school

3 November 2021

17:00-19:00 (doors open 16:30)

In the sports hall

### Programme:

- Welcome / Anette Holst & Julie Rørdam Thom
- Introducing the Board and the Board's agenda for 2021-22 / Jonas Christoffersen
- Information from the Student Councils, Parents Council & Parents Association
- One whole school - plans for the 2021-22 school year / Julie Rørdam Thom & Helle Degn
- Teacher-led workshops for:
  - Lower Secondary parents: Upper Secondary / The EB - Julie & Hans
  - Lower Secondary parents: Student well-being - Maddy & Thomas
  - Upper Secondary parents: Feedback and assessment - Des & Daniela
  - Lower and Upper Secondary parents: Practical art workshop - Rasmus
  - Primary parents: 8 key competences - Chloé & Suzanne
  - Primary parents: Rights Respecting Schools - Louise, Charlotte & Rights Council

**Please register your attendance on Aula.**

#### COVID-19 precautions:

There are currently no COVID-19 restrictions. However, we kindly ask all parents to show consideration and follow good hygiene rules. If you have symptoms or have been in contact with an infected person, please stay home.





Europaskolen  
Ny Carlsberg Vej 99,  
1799 København  
Att: Skolebestyrelsen

## **Vedr. høring om vedtægtsændring**

Kære Skolebestyrelse

Undervisningsministeriet har i sommer haft et lovforslag i høring, som giver mulighed for en organisatorisk adskillelse af Sankt Annæ Gymnasium og Europaskolen. Det forventes, at lovændringen er en del af efterårets lovprogram i Folketinget.

Adskillelsen af de to enheder kræver både en lovændring og en politisk beslutning i København.

Hvis ønsket om en adskillelse af Sankt Annæ Gymnasium og Europaskolen bliver realiseret, skal der godkendes nye vedtægter for henholdsvis Sankt Annæ Gymnasium og Europaskolen.

For at sikre, at vedtægterne er på plads, så snart der er juridisk grundlag for det, har forvaltningen sammen med repræsentanter for Sankt Annæ Gymnasium og Europaskolen hen over foråret og sommeren været i dialog om de nødvendige ændringer af vedtægten.

Der er nu udarbejdet et udkast til den nye vedtægt, som forvaltningen hermed sender i høring hos jer, Skolebestyrelsen.

Skolebestyrelsen bedes fremsende evt. bemærkninger til forvaltningen på mail til: [arc@buf.kk.dk](mailto:arc@buf.kk.dk) senest fredag d. 9. oktober 2021.

**10. september 2021**

Sagsnummer  
2021-0287896

Dokumentnummer  
2021-0287896-5

Administrativt Ressourcecenter  
Administrativt Sekretariat, Jura  
og Processer  
Gyldenløvesgade 15  
1600 København V

EAN-nummer  
5798009386229

[www.kk.dk](http://www.kk.dk)

Annex 11.1 Continued

Indtil lovgivningen og den samlede proces med adskillelsen er på plads, vil det være den nuværende vedtægt, der er gældende.

Hvis I har spørgsmål til dette brev, er I meget velkomne til at tage kontakt til: [arc@buf.kk.dk](mailto:arc@buf.kk.dk)

Med venlig hilsen  
Jakob Tønners  
Chefjurist



## Vedtægt for European School Copenhagen (ESCPH)

### Kapitel 1: Navn, hjemsted og formål

§ 1. European School Copenhagen er en international skole kommunal skole med hjemsted i Københavns Kommune.

§ 2. European School Copenhagen er en akkrediteret Europaskole. European School Copenhagen varetager sine opgaver inden for rammer fastsat af Europaskolernes Øverste Råd, Accredited European Schools (AES), Undervisningsministeriet, Københavns Kommunes Styrelsesvedtægt samt dele af folkeskoleloven og lov om institutioner for almengymnasiale uddannelser og almen voksenuddannelse.

§ 3. Institutionens formål er at udbyde henholdsvis gymnasie- og grundskole uddannelser inden for Europaskolesystemet.

### Kapitel 2: Bestyrelsens sammensætning

§ 4. European School Copenhagen ledes af en bestyrelse på 12 medlemmer med stemmeret. Medlemmer med stemmeret skal være myndige, dog med undtagelse af elevrepræsentanter.

Stk. 2. Flertallet af medlemmer med stemmeret skal være forældre og andre eksterne medlemmer med de kompetencer, der fremgår af stk. 3. Bestyrelsen består af

- 3 eksterne medlemmer udpeget efter principperne i stk. 3.
- 4 forældrevalgte medlemmer.
- 3 medarbejdervalgte medlemmer.
- 2 elevvalgte medlemmer.

Stk. 3. Bestyrelsens medlemmer skal tilsammen have kompetencer, der bidrager til at fremme European School Copenhagens aktuelle og fremadrettede virke med en dynamisk udadvendt profil. Det er samtidig en vigtig opgave for bestyrelsen at udvikle skolen med sin unikke internationale profil. Det er desuden vigtigt for bestyrelsen at medvirke til udviklingen af en samarbejdskultur. Bestyrelsens medlemmer forudsættes desuden tilsammen at have professionserfaring fra den videregående uddannelsessektor, erhvervslivet, det internationale miljø.

Stk. 4. Bestyrelsen vælger en formand blandt de eksterne, ikke forældrevalgte medlemmer.

Stk. 5. Der kan ydes vederlag til formand og næstformand efter regler der fastsættes af Undervisningsministeriet.

Stk. 6. Skolens director er bestyrelsens sekretær og deltager i bestyrelsens møder uden stemmeret. Endvidere kan øvrige ledere på European School Copenhagen deltage når det er relevant i bestyrelsens møder uden stemmeret. Bestyrelsen kan tillade, at andre relevante personer deltager i møderne uden stemmeret.

§ 5. Bestyrelsens funktionsperiode er på 4 år og følger valgperioden for kommuner.

Stk. 2. Genudpegning kan finde sted flere gange.

## Annex 11.2

Stk. 3. Hvis et medlem ikke længere opfylder betingelserne for at være medlem, jf. § 17 i lov om institutioner for almen- og gymnasiale uddannelser og almen voksenuddannelse m.v., skal medlemmet udtræde af bestyrelsen øjeblikkeligt. Den udpegningsberettigede skal hurtigst muligt udpege et nyt medlem for den resterende periode.

Stk. 4. Hvis en medarbejder eller en deltager i uddannelsen ved institutionen ikke længere opfylder betingelserne for at blive udpeget som medlem af bestyrelsen, ophører medlemskabet øjeblikkeligt. Den udpegningsberettigede skal hurtigst muligt udpege et nyt medlem for den resterende del af funktionsperioden.

**§ 6.** Valg af forældrerepræsentanter til bestyrelsen følger retningslinjerne for valg af forældre til folkeskolernes bestyrelser og tilpasses skolens særlige karakter.

Stk. 2. Skolens director fastsætter retningslinjer for valg af elevrepræsentanter i bestyrelsen efter dialog med eleverne.

Stk. 3. Skolens director fastsætter retningslinjer for valg af medarbejderrepræsentanter i bestyrelsen efter dialog med medarbejderne. Medarbejderne på skolen vælger 3 repræsentanter til bestyrelsen.

**§ 7.** Repræsentanterne for eleverne må ikke overvære behandling af sager vedrørende enkeltpersoner og har ikke stemmeret i disse sager.

### **Kapitel 3: Bestyrelsens opgaver og ansvar**

**§ 8.** Bestyrelsen udøver sin virksomhed inden for de mål og rammer, som fremgår i medfør af kapitel 1.

Stk. 2. Bestyrelsen fastsætter, for så vidt angår folkeskolen og under hensyntagen til skolens egenart, principper for skolens virksomhed. Bestyrelsen har det overordnede ansvar for, at skolen fungerer i henhold til det lovmæssige grundlag mv.

Stk. 3. Bestyrelsen fastlægger European School Copenhagen's målsætning og strategi for uddannelserne på skolen og kan fastsætte overordnede principper for skolens faglige, administrative og pædagogiske virksomhed, herunder skolens directors virksomhed.

Stk. 4. Bestyrelsen indstiller budget og regnskab til godkendelse efter indstilling fra director.

Stk. 5. Bestyrelsen fastlægger skolens ferieplan.

Stk. 6. Ved ansættelse og afskedigelse af skolens director følger European School Copenhagen Københavns Kommunes generelle retningslinjer herom.

Stk. 7. Bestyrelsen kan afgive udtalelse og stille forslag til Børne- og Ungdomsudvalget om alle spørgsmål, der vedrører European School Copenhagen. Bestyrelsen skal afgive udtalelse om alle spørgsmål, som Borgerrepræsentationen og Børne- og Ungdomsudvalget eller borgmesteren forelægger den.

### **Kapitel 4: Bestyrelsens arbejde**

**§ 9.** Formanden (og i dennes fravær næstformanden) indkalder til og leder bestyrelsens møder.

Stk. 2. Der holdes møde så ofte som formanden eller 1/3 af medlemmerne finder det nødvendigt, almindeligvis 6 møder årligt.

Stk. 3. Formanden leder møderne og drager omsorg for, at beslutningerne indføres i et referat. Et mindretal kan forlange at få sin afvigende mening indført i referatet og medsendt bestyrelsens udtalelser. Referatet underskrives af samtlige bestyrelsesmedlemmer.

Stk. 4. Bestyrelsen er beslutningsdygtig, når mindst halvdelen af de stemmeberettigede medlemmer er til stede.

Stk. 5. Beslutningerne træffes ved almindeligt stemmeflertal. Ved stemmelighed er formandens stemme udslagsgivende.

Stk. 6. Til beslutning om ændring af vedtægten kræves, at mindst 2/3 af samtlige stemmeberettigede bestyrelsesmedlemmer stemmer herfor.

Stk. 7. Bestyrelsen nedsætter forretningsudvalg. Rammerne for dets nedsættelse, sammensætning og funktion skal fastlægges i forretningsordenen. Forretningsudvalget kan ikke tillægges beslutningskompetence i spørgsmål, der henhører under bestyrelsens kompetence.

Stk. 8. Bestyrelsen fastsætter selv forretningsordenen.

## **Kapitel 5: Institutionens daglige ledelse**

**§ 10.** Skolens director er overordnet ansvarlig for ledelsen af European School Copenhagen og varetager den administrative og pædagogiske ledelse af European School Copenhagen med ansvar over for skolens bestyrelse og Borgerrepræsentationen.

Stk. 2. På det ledelsesmæssige plan fastlægger skolens director den interne kompetencefordeling på skolen.

## **Kapitel 6: Ikrafttræden**

**§ 11.** Vedtægten træder i kraft ved underskrift. Vedtægten revideres senest med udgangen af XX.

Stk. 2. Denne vedtægt ophæver tidligere vedtægter for bestyrelsen ved European School Copenhagen.

Godkendt af Borgerrepræsentationen d. XX.

## **Byelaws in respect of the European School Copenhagen (ESCPH)**

### **Part 1: Name, registered address and object**

1. The European School Copenhagen is an international municipal school with registered address in the City of Copenhagen, Denmark.
2. The European School Copenhagen is an accredited European school. The European School Copenhagen discharges its duties within the frameworks set out by the Governing Body of the European Schools, Accredited European Schools (AES), the Danish Ministry of Children and Education, the City of Copenhagen's Government Byelaws, together with parts of the Danish act on primary and lower secondary education as well as the Danish act on institutions for general upper secondary education and general adult education.
3. The object of the institution is to provide upper secondary and basic general education, respectively, within the scope of the European School system.

### **Part 2: The composition of the governing body**

4. (1) The European School Copenhagen is governed by a body of 12 members entitled to vote. To be entitled to vote, members shall be of legal age, albeit with the exception of student representatives.
  - (2) The majority of members entitled to vote shall be parents and other external members of such competences as are set out under 4 (3). The governing body comprises
    - 3 external members appointed pursuant to the principles set out in 4 (3)
    - 4 members elected from among the parents.
    - 3 members elected from among the employees.
    - 2 members elected from among the students.
  - (3) Together, the members of the governing body shall have competences that will contribute to the promotion of European School Copenhagen's current and future activities through a dynamically outward looking profile. At the same time, one of the governing body's principal duties is the development of the school's unique international profile. In addition, it is important that the governing body contribute to the development of a collaborative culture. Moreover, the members of the governing body are assumed to possess professional experience from the further-education sector, the business sector and the international environment.
  - (4) The governing body shall appoint a chairman from among its external, not parental, representatives.
  - (5) Chairman and deputy chairman may be remunerated pursuant to the rules set out by the Ministry of Children and Education.
  - (6) The director of the school, who shall be the governing body's secretary, shall attend the meetings of the governing body in a non-voting capacity. When relevant, other European School Copenhagen leaders may also attend meetings in a non-voting capacity. The governing body may permit the attendance at meetings of other relevant persons without voting rights.
5. (1) The governing body's term of office shall be 4 years, following the municipal electoral period.

## Annex 11.3

(2) Reappointment may occur several times.

(3) Should a representative no longer meet the conditions for being a member of the governing body, cf. s. 17 of the act on act on institutions for general upper secondary education and general adult education etc., this member shall retire from the governing body forthwith. The person entitled to make appointments shall at the soonest appoint a new member to sit for the remainder of the period.

(4) If an employee or a participant in the education provided by the institution no longer meets the conditions for being appointed to the governing body, his or her membership shall expire forthwith. The person entitled to make appointments shall, at the soonest, appoint a new member to sit for the remainder of the function period.

6. (1) The guidelines for election of parental representatives to the governing body shall be similar to those applying in respect of the election of parents to the boards of the Folkeskole and be adapted to the particular nature of the school.

(2) Pursuant to a dialogue with the students, the school's director shall set out guidelines for the election of student representatives to the governing body.

(3) Pursuant to a dialogue with the employees, the school's director shall set out guidelines for the appointment of employee representatives to the governing body. The school's employees shall elect 3 representatives to the governing body.

7. The student representatives shall not be permitted to attend the handling of matters concerning individuals just as they shall have no voting rights in such matters.

### **Part 3: The duties and responsibilities of the governing body**

8. (1) The governing body shall perform its functions in pursuance of the objects and frameworks set out in part 1.

(2) With regard to the Folkeskole, and taking the school's specific nature into consideration, the governing body shall stipulate the principles for the functions of the school. The governing body shall have the overall responsibility in respect of the school's activities being in pursuance of the legislative foundation etc.

(3) The governing body shall set out the European School Copenhagen's object and strategy pertaining to the educations provided by the school, and it may stipulate overall principles for the school's academic, administrative and pedagogic functions, comprising the school's director function.

(4) Upon the director's recommendation, the governing body shall submit budget and accounts for approval.

(5) The governing body shall lay down the school's holiday planning.

(6) In respect of the appointment and dismissal of the school's director, the European School Copenhagen shall follow the City of Copenhagen's general guidelines thereon.

(7) The governing body may issue statements and proposals to the Children and Youth Administration in all aspects concerning the European School Copenhagen. The governing body shall be under an obligation to issue statements in all such matters as the Copenhagen City Council, the Children and Youth Administration, or the mayor may present before the governing body.

#### **Part 4: The work of the governing body**

9. (1) The chairman (and in his or her absence, the deputy chairman) shall call and chair the meetings of the governing body.

(2) The governing body shall convene as often as the chairman or one third of the members shall consider necessary, generally 6 annual meetings.

(3) The chairman shall chair the meetings and see to it that decisions are entered in minutes of the meeting. A minority may require its dissenting opinion to be entered in the minutes and attached to the opinions issued by the governing body. The minutes shall be signed by all members of the governing body.

(4) The governing body shall be legally competent when at least one half of its members are present.

(5) Decisions are made by simple majority of votes. In the event of a parity of votes, the vote of the chairman shall be decisive.

(6) In respect of amendments to these present byelaws, at least two thirds of all members entitled to vote shall vote in favour thereof.

(7) The governing body shall appoint an executive committee. The frameworks of the committee's appointment, composition and function shall be set out in the rules of procedure. The executive committee cannot be awarded decision-making powers in matters concerning the competence of the governing body.

(8) The governing body shall on its own lay down the rules of procedure.

#### **Part 5: The day-to-day management of the Institution**

10. (1) The school's director shall have the major responsibility for the management of the European School Copenhagen, and he or she shall be in charge of the administrative and pedagogic management of the European School Copenhagen, being accountable to the school's governing body and the Copenhagen City Council.

(2) In terms of management, the school's director shall lay down the school's distribution of internal competences.

#### **Part 6: Commencement**

11. (1) These present byelaws shall come into force upon the signing thereof. The byelaws shall be revised no later than at the end of XX.

(2) These present byelaws shall revoke all previous byelaws pertaining to the governing body of the European School Copenhagen.

Approved by the Copenhagen City Council on XX.



## Procedure for changing L1/language section

Below is described in detail how the European School Copenhagen deals with requests to change L1/language section. The procedure is based on Language Policy of the European Schools, Annex 3, p. 3, as well as the Procedure for Change of Language Section in the European School Brussels III.

### Language section change requests processed by ESCPH

Changes in L1 are exceptionally and rarely accepted at the European School Copenhagen.

In the European School system, the choice of L1/language section is particularly important because it accompanies the student throughout his/her schooling. Therefore, to avoid a change of L1/language section, the choice of language section is made at the beginning of the child's schooling in agreement with the parents/carers and on the basis of a language screening before admission to the school.

A change of L1/language section can impact the child both academically and socially and can also affect the cohesion in the class. In any decision regarding a change of language section, the school will therefore always consider what is best for the child.

### Procedure for change of L1/language section

In case parents/carers wish to change their child's L1, they must send a written request to the relevant Head of Department explaining their reasons. As all the changes in L1 can only be made in the beginning of the school year, this request must be sent to the school before the end of the month of April.

Upon receipt of a request to change L1, the school will follow the procedure below:

- The student will be tested by the teacher in the language requested and the teacher will make a written report.
- The current class teacher will write a report on the child's current L1.
- The Deputy Head will compile the reports and discuss the matter in the Class Council in June.
- The Class Council will make a judgement.
- Relevant resource persons in the Municipality and the national inspector may be consulted.
- The Director of the school will receive the judgement of the Class Council and will take into consideration all the aspects of the matter in the final decision.



- The parents are notified in writing of the decision and the reasons for it.

**The following considerations will be taken into account:**

- **Language profile**

The language profile of a student considers the languages the student is exposed to in their daily life. It is recommended that the student maintains the languages spoken in the home as their L1 and L2 (where appropriate and can be accommodated by the school).

- **Change of circumstances**

The following circumstances may be considered as reasons for a change of L1/language section, if other criteria are also met:

- The student has chosen a language section contradictory to languages they are already exposed to at home, and as a result this may have a negative impact on the student's academic progression.
- The student's parents/carers anticipate a posting to another country where an alternative L1 is a dominant language within the next nine months. The posting must be documented.

- **The student's academic level and the student as a learner**

In collaboration with management, the Class Council (in Primary the class teacher, L1, Math and L2 teacher) will gauge the student's suitability to the change of language section. The team will form a holistic picture of the student as a learner and evaluate the student's overall approach to their academic studies and their understanding of responsibility as a learner (i.e. are they self-motivated, are they capable of self-directed study and independent organisation of schoolwork?) in order to ensure that the student is capable of meeting the challenges associated with a change of language section/L1, a new class and new teachers.

- **The school's opportunity to meet the request**

In the event that the change in L1 is authorised but there is no availability of a space in the desired language section, the student must continue in their current language section until a place becomes available. Parents who wish to move their child to the Danish language section also have the option of sending their child to a Danish school.