

## European School Board meeting - Minutes

	<b>Date</b>	Thursday, February 4 2015 16.00 – 17.30hrs	
	<b>Present</b>	Jonas Christoffersen (JC), Poul Toftdahl (PT), Caroline Warner (CW), Henriette Vollmers-Hansen (HVH), Jens Trapp Jeppesen (JTJ), Sylvia Linehan (SL), Anette Holst (AH), Hanne Schmidt (HS)	
	<b>Excuses</b>	Hans Bruyninickx (HB),	
	<b>Guests</b>	N/A	
	<b>Minutes</b>	Maria Østergaard (MOE), Line Lykke Mortensen	
			<b>Responsible</b>
1.	<b>Welcome and approval of the agenda</b>	<p><b>General introduction;</b></p> <p>New staff member, Line, introduced herself and will be part of the administration at SAG as well as ESCPH during an internship.</p> <p><b>Agenda was approved with</b></p> <p>Minutes</p> <p>Rules of agenda should have been approved but has been postponed. JC, AH and Jens Kramer will meet up and it will be on the agenda at another meeting.</p> <p>Furthermore, there was a discussion regarding the issues that are dealt with at the school board meetings:</p> <p>JC explained that there need to be a standard procedure concerning which issues are relevant for the school board to deal with. It was suggested that the Board might follow the example of SAG, with a parent's board that might meet up before the actual school board and discuss subjects that are less relevant for the school board meeting.</p> <p><b>Minutes were approved.</b></p>	JC
2.	<b>Audit – Approval of documents (Two inspectors from the European School system will during the week of 23. – 27. February 2015 inspect the school with regards to final</b>	<p><b>Self Evaluation Plan:</b></p> <p>AH explained the two documents. They are compulsory to fill out and send to the inspectors prior to the audit. PT wanted the distinction between BUF and the administration to be more exact. Furthermore, the expression “the city of Copenhagen” is used, which can cause a somewhat confusion. PT proposed a different wording i.e. “the Municipality”.</p> <p><b>Conclusion:</b></p> <ul style="list-style-type: none"> <li>• Renaming “The City of Copenhagen” to “Municipality of Copenhagen”</li> <li>• “School system” should be changed into “Danish school system”</li> </ul> <p><b>School development Draft:</b></p> <p>JC suggested that the focus of the board should be more overall and in general, thus not being so specific.</p> <p>AH explained that the draft is not nearly as concrete as she would like it to be. However, it was concluded that, in regards to the upcoming audit, it is better to make the draft more comprehensive, not risking that the inspectors will find any gaps. After the audit, it will be possible to focus on the details and make a priority list.</p>	AH, JC

		<p><b>The document was discussed briefly page by page;</b></p> <p>Page 4: the meaning of SWAL was explained, being: students without a language section.</p> <p>Page 5: pillar 2: NC</p> <p>5: A comment was made in regards to the "School Ethos" / Gender issues:</p> <p>In the Lucia parade in December, it was only girls who were invited to join the parade. This can be seen as gender discriminating. HS explained that school was under a lot of time pressure, thus the parade was organized as a last minute event, which made it difficult for everyone to take part, thus choosing an only girls parade this year. However, it will change next year. It was thereby decided that everyone should be offered the possibility to join the parade. In order to avoid any form of gender discrimination issues, it was suggested and approved that the word "gender equality" should figure in the plan.</p> <ul style="list-style-type: none"> <li>• BUF has to be changed to BUU (children and youth committee)</li> </ul> <p>The inspectors want to meet a board member. It was decided and approved that they will meet JC. Furthermore, the inspectors want to meet parents. It was suggested, and approved, that the inspectors will meet with CW and HSV. MOE will arrange the meetings.</p>	
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3.	<b>Approval of budget 2015</b>	<p>A new, corrected version was handed out.</p> <p>JC and CW went to the campus board where the responsibility of the budget was discussed. It was concluded that the School Board is not responsible for the school budget, thus AH has the overall responsibility. When she puts it before the board, it is to be commented on and to be agreed on. But strictly speaking, it is AH's responsibility.</p> <p>The budget was presented by AH:</p> <ul style="list-style-type: none"> <li>• It is hard to make and predict a budget for ESCPH due to the fact that the school will grow every year and the budget is based on the number of students. AH will return in august in terms of which adjustments will be needed when two more classes start.</li> <li>• In regard to the new teachers that will be hired for next year, AH commented, that it is very difficult to predict a budget due to the fact that the teachers are paid by skills and right now, it is unclear which teachers will be hired next year, thus not knowing their qualifications and pay. Furthermore, it was presented, that the plan is to hire both teachers and administration for next year.</li> <li>• AH explained the high number of money used on the establishment, which is due to the fact that a lot of extra equipment (Ipads, computers etc.) has been purchased.</li> <li>• HST explained that the classroom furniture will be moved to the SIS school but not to the new ESCPH school. When ESCPH moves to Carlsberg, there will be a budget for furniture.</li> <li>• AH explained page. 2: Some confusion regarding the budget, due to the fact that there is a difference in regards to how much the school pays for the secretaries they have in common i.e. Gymnasiet, Folkeskolen and escph. AH explained that the figures are based on the number of children.</li> </ul> <p>Hearing of budget 2015 – take into consideration.</p>	AH
4	<b>Application process screening for summer 2015</b>	<p>HS: ESCPH has received a lot of applications. Discussion regarding the screening process;</p> <p>HS explained; due to the fact that ESCPH is not a language school, there need to be a language screening. The municipality sets these guidelines.</p> <p>Moreover, the issue of siblings was discussed. There is such thing as a sibling's advantage. However, the siblings still have to undergo the same screening. Thus, they are prioritised but they will have to meet the standards i.e. being eligible for the school both in regards to age and language.</p> <p>Furthermore, Hanne explained, that the issue of age is very much being discussed at the school. Both in terms of being too young</p>	HS

		<p>as well as being too old. A problem that arises due to the international profile. JC explained that the management is very well aware of it and will review it continuously.</p> <p>It was concluded, that it is very important that the parents do not feel any form of discrimination, thus it is important that there are clear and stated rules about the language screening process. Basically, there need to be emphasis on the rules of the system and that these rules need to be followed. Furthermore, it is decided that the age gap is generally looked upon when creating classes.</p>	
5	<p><b>For information – Status update</b></p>	<p><b>5.1 Handbook about ESCPH:</b></p> <p>It was presented, that the handbook is still under process. It is based on general things; entailing policies for teachers, parents and students. This draft will also need to be approved by the School Board.</p> <p>Conclusion: The issue about the handbook will be on the agenda at the next Board meeting.</p> <p><b>Traffic situation and communication between parents and Københavns Kommune</b></p> <p>The issue was presented by CW and HVH:</p> <p>BUF is still in the process of making some arrangements with the owner of the parking house. Furthermore, BUF I still working on a road bump with a full stop for cars and is also looking into getting a green arrow for right turning traffic by the intersection at Scandic.</p> <p>Moreover, it was suggested, that it might be an idea for the parents to volunteer in helping out in morning traffic. However, it was mentioned, that this would have to be in cooperation between ESCHP and Sydhavnen skole. HSV and CW will talk to the SIS board regarding this.</p> <p>HSV talked to Kate Obeid – she encouraged the parents to invite Pia Allerslev and Frank Jensen to show them the traffic situation.</p> <p>Decision: This is a parent’s initiative and they will look in to the matter.</p> <p><b>Danish classes in the English section (Parents request on extra-curricula)</b></p> <p>HST mentions that the Danish class will start twice a week in nursery class. There is no qualified teacher at the moment.</p> <p>Decision: Parents will contact their network.</p> <p><b>Choir- possibility of afternoon choir classes (Parents request on extra-curricula)</b></p> <p>Kulturskolen has offered to do choir classes for the ESCPH. MOE will receive an email</p> <p>In regard to choir activities at SAG: AH explained that they are working on a plan to get some teachers to participate. This year, the teachers have been fully booked, but the plan is to make it</p>	

		<p>part of the normal school day from next year.</p> <p><b>Recruitment</b></p> <p>Recruitment will begin after the audit. A discussion regarding what would be the best criteria to look for when recruiting – suggested and approved that parents take part in the recruitment process.</p>	
6	<b>Miscellaneous</b>	<p><b>KKFO</b></p> <p>There is a mutual board for the KKFO and for the SIS. It is suggested that a committee is set up. HVH talked about the meeting between parents for SIS and ESCPH; the ESCPH parents feeling that they are not wanted. Parents commented on the problem that they do not have any influence on the KKFO, not being able to be part of the SIS board. Management at KKFO has clearly stated that ESCPH parents will not be part of the SIS board.</p> <p>Hence, it was suggested, that the KKFO could make a new council, thus getting some representatives from ESCPH.</p> <p><b>Parents representatives:</b></p> <p>It needs to be set up.</p> <p>Conclusion from the board to the parent representatives: Get the parent representatives from the four classes to take initiative in terms of creating a parents association. It was suggested that the representatives could borrow space at the school to host the meetings. The meetings can then create the forum to discuss the issues not relevant to be discussed at the school board meetings.</p> <p>Substitutes for the parent representatives cannot participate in the board meetings, but are welcome to visit a single board meeting.</p>	
7	Evt.	<p>JC wraps up the meeting. Talk about how to deal with the small problems, which are somewhat irrelevant for the school board to deal with. It was hereby suggested to arrange some informal meetings, creating a forum for the parents and staff to discuss these non-board relevant issues.</p>	JC