



Minutes ESCPH Board Meeting

Date: Tuesday 13 December 2022
Time: 16:30-18:30
Venue: Staff Lounge, 2nd Floor, European School Copenhagen
Members: Jonas Christoffersen (Chair ESCPH Board, Deputy Chair Campus Board), Christen Bagger (ESCPH Parent), Margo Rachat Nielsen (ESCPH Parent), Stéphanie Horion (ESCPH Parent), Laure Conte (ESCPH Parent), Maya Chang Hansen (ESCPH Student), Harry Møller Hansen (ESCPH Student), Sebastian Leiholt (ESCPH Student), Johan Lindell (ESCPH Staff), Stephanie Lambert (ESCPH 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), Madelaine Kirk (Deputy Head of Secondary ESCPH), Hans Bolvinkel (Bac Coordinator - Upper Secondary)
Apologies: Caroline de la Porte (External Member), Rasmus Hornecker (ESCPH Staff), Hans Bruyninckx (Exec. Director EEA & Deputy Chair ESCPH Board)
Minutes: Helene Kristensen

ESCPH Board Meeting

Agenda:

1. Approval of the agenda (decision) - 1 min.

Annex 1.1 - Agenda ESCPH Board Meeting 20221213

Jonas Christoffersen informed the board that he will be leaving as chairman. He thanked the boards of ESCPH and SAG for all the years of good work and co-operation.

Jonas Christoffersen invited all members of the board to introduce themselves.

Decision:

- The agenda was approved by the board.

2. Approval of the minutes of the ESCPH board meeting 21 September 2022 (decision) - 1 min.

Annex 2.1 Campus and ESCPH Board Meeting Minutes 20220921

Decision:

Annex 2.1 ESCPH Board Meeting Minutes 20221213

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- The board approved the minutes from the Campus and ESCPH Board meeting on September 21st, 2022.

3. Budget for Upper Secondary 2023 (decision)

Annex 3.1 Budget Upper Secondary 2023

Purpose: The board needs to review and approve the budget for Upper Secondary for 2023 and submit it to the Campus Board (Hella Helvig Jensen presents)

Jonas Christoffersen clarified that it is not the board's decision how the budget is structured and how it is spent. However, management have always run it by the board.

Hella Helvig Jensen presented the 2023 budget for the Upper Secondary.

Key points:

- The general principles and most important assumptions the budget is based on were stated, and it was highlighted that the budget has the character of a future assessment and that the Finance Act for 2023 has not yet been enacted.
- Upper Secondary is expected to admit 80 students in the 3 new S5 classes in August 2023, and the total number of full-time students in 2023 is therefore expected to be 183.
- The distribution key for the Upper Secondary is changing due to the fact that the Upper Secondary has not yet been fully phased in, and because the distribution keys are calculated based on the number of students.
- 42 students are expected to graduate this summer
- With all the grants combined, a total revenue of DKK 20 million is expected.
- The Upper Secondary is not covered by the municipality's rules on limited transfer access of the operating result between the financial years. Therefore, the Upper Secondary can build up equity in the same way as the self-governing institutions.
- All in all, the budget for 2023 will result in a surplus of DKK38.761.

Johan Lindell asked a question regarding the increase in teaching salaries and the decrease in budgeting for teaching materials/teaching related staff expenses from 2022 to 2023. Hella Helvig Jensen responded that the increase in salaries is based on an assessment of the need of additional teachers. The decrease is due to the budget being tight.

Margo Rachat Nielsen asked about the transfer of budgets between departments. Anette Holst explained the different funding in Primary and Lower, who are funded by the Municipality alone, and Upper, who are also funded by the state. The deal the school has made with the Municipality regarding payment for EEA students was also discussed in this connection.

Christen Bagger suggested that the budget could contain key figures from e.g. 2021 and up in order to have historical figures for comparison.



Decision:

- The board approved the 2023 budget for Upper Secondary.

4. Discussion of the role and effective function of the ESCPH board - 15 mins.

Purpose: To make it clear what the responsibility of the board is, but also what is not directly relevant for the board and should be discussed in other forums within the organisation. (Jonas Christoffersen presents)

Jonas Christoffersen presented an organisational model that shows how the different stakeholders work in relation to ESCPH and the board, and how they contribute and are involved.

The board's role and involvement:

- Strategic responsibility; creation of new strategic focus points every year
- Setting the vision, mission, and values for the school
- Establishment of procedures and policies when relevant (e.g. for mobile phone usage, code of conduct)
- The holiday plan
- Involvement in staff recruitment
- No responsibility in relation to budgets, but opinion can be voiced to management

There was a discussion regarding what the board can do if staff well-being is considered bad. Jonas Christoffersen responded by explaining that it is of the board's concern but it is not our responsibility. The board can e.g. look into changing policies and procedures.

5. Promotion of the EB - 15 mins.

Purpose: To discuss how to better promote the EB. (Julie Thom and Hans Bolvinkel)

Hans Bolvinkel presented the current work the school is doing in order to promote the EB. The EB can now be found on Uddannelsguiden.dk which is a huge step. An informational flyer about the EB to send to educational institutions has been created.

Jonas Christoffersen suggested that it might be nice for students who apply via 'kvote 2' to send along the flyer explaining the EB. Stéphanie Horion added that she will inform Københavns Universitet.

6. APV 2022 presentation of results - 15 mins.

Purpose: To inform the Board of the results of the APV survey. (Julie Thom)

Julie Thom presented the results of the 2022 APV survey.

Key points:

- KKFO: Noise and physical conditions were less good.



- Primary: Noise and physical conditions were less good. Clear goal on working tasks, but do not always feel they have enough time.
- Lower: They feel safe at work which is good. However, workload and time pressure is a challenge. Madelaine Kirk is currently dealing with well-being of staff, including MUS and other close interactions with teachers.
- Upper: Physical conditions and technical equipment is a challenge. They feel like they do not have enough time to accomplish their work within the time frame.
- TAP: Challenged by physical conditions.
- Overall, there are things that can be worked on, and it is a general focus. There needs to be good communication across sections, and also between staff and management and MUS are important.
- It is a focus point for us to make sure that teachers feel like they have enough time to do their work.

Stéphanie Horion asked whether staff has been informed of the results. Julie Thom responded that in each department, the AMR and manager go through the answers and identify three focus points to work with.

Christen Bagger asked whether the municipality sets all the questions. Julie Thom responded that there is a dialogue with the municipality, but we set the questions ourselves.

Sebastian Leiholt inquired about APV's for students. Anette Holst responded that there is an undervisningsmiljøvurdering every three years about student well-being. Julie Thom suggested that the student councils could do their own surveys as an addition to undervisningsmiljøvurderingen.

7. Code of Conduct - 15 mins.

Annex 7.1 DRAFT Code of Conduct

Annex 7.2 Code of Conduct Sexual Harassment Procedure ESCPH

Purpose: To inform the Board about the Code of Conduct that was created after reviewing the results of the sexual harassment survey (Julie Thom presents)

Julie Thom presented the Code of Conduct that has been created by a working group after reviewing the results of the sexual harassment survey (11 out of 33 respondents had experienced sexual harassment). An all staff meeting as well as a staff workshop has been held in August and November respectively, and these resulted in good discussions. The document is an overview of options if you experience harassment.

Johan Lindell added that the working group has tried to clarify the process and take all the existing information and policies from the Municipality and apply it to an international working environment.

Jonas Christoffersen ended the discussion by summing up that it is suggested the code of conduct is kept as a working document for now, and it is to be on the agenda at a future board meeting before summer.



8. Admission criteria and processes – 10 mins.

Purpose: To inform the Board about the admission criteria and processes at ESCPH. (Helle Bjerre Degn presents)

Helle Bjerre Degn informed the board of admission criteria and processes.

- Category a students are entitled to admission, and in nursery, all the screening invitations are often given to category b1
- In Denmark there is a legal age requirement for when you can begin in nursery
- Siblings are always invited for screenings but have no admittance guarantees
- It is only possible to apply for one language section. The language needs to be anchored in the everyday life of the child as we are a mother tongue school.
- The children are screened for academic level, language level and school readiness.
- Social screening is being done now, it is new but has proven to be successful.
- Screenings are discussed within management, then the admission committee makes a decision. There is no feedback on screenings.
- Reasons for rejections: No available spaces, child did not meet the criteria and would be challenged, language level in classes must be ensured.

Laure Conte asked about the status of Danish as L2. Helle Bjerre Degn responded that L2 Danish will be possible for those who apply for the new nursery classes. No confirmation from the European Schools yet, but it is expected to come soon.

9. Student attendance and absence policy – 10 mins.

Annex 9.1 Attendance and Absence Policy Primary and Lower Secondary

Purpose: To inform the Board about the student attendance and absence policy in Primary and Lower Secondary. (Helle Bjerre Degn presents)

Helle Bjerre Degn explained that the school should ensure that the Board knows absence policies. Especially regarding the three-month work-related leave. There has been challenges regarding leave, but we are working with the Municipality on this.

Jonas Christoffersen pointed out that the first sentence should be changed as it is incorrect. Parents have a legal obligation to provide education, not a legal obligation for school attendance.

Decision: The board approved the policy subject to technical revision of the first sentence.

10. Various updates and information – 10 mins.

Information from the students:

- Upper students are currently busy with tests. The student council is working on finishing the design for the Danish 'studenterhuer'. Representatives from the student council have recently been in Strasbourg to meet with student councils



from other accredited European Schools. It is high on the council's priority list to be represented within this forum and to secure funding for this.

- In Lower Secondary there has recently been a successful Christmas craft day, football match, Culture day, and Halloween bake sale. There is also a gala event coming up.

Information from the staff:

- Upper Secondary teachers are currently busy marking B tests and preparing pre-bac tests for January. It is busy, but everything is going well.
- The first Values mascots have been presented in Primary, and that the rest will follow after Christmas. It is the plan to make the mascots part of everyday life for Primary.
- The S4's are halfway through their B tests. Study trip is being planned in Lower for the S4's. The S3's and S4's will be having 'praktik' week in week 5 and 6.

11. Information from management - 15 mins.

- Staff trip to Brussels was successful, and we now have many contacts at the European School in Uccle that might be helpful with regards to the Bac exams.
- The new website was launched on December 12. We are now separated from SAG online which will hopefully make us more visible and attract new students.
- There has been a student-planned International Evening with focus on different cultures, foods, and costumes in the Upper Secondary that was successful
- Kira Peter-Hansen spoke at an assembly, and this has opened the doors for possible student internships in Brussels
- There is an Orientation Evening in the Upper Secondary coming up in January
- Admissions update - the school is currently focusing on rolling admission. There have been many screenings, but we have had issues with people not showing up. The plan to improve the screening process by sitting down with screening teachers and administrative staff.
- Admissions update - Admission is looking good for the French classes in Lower Secondary.
- Admissions update - A few students have left the Upper Secondary, but that the spaces have been filled again.

12. AOB - 5 mins.

Julie Thom thanked Jonas Christoffersen for their great collaboration, his support in building the school, and invited him to the first European Baccalaureate graduation ceremony this summer.

Christen Bagger thanked Jonas Christoffersen for his dedication and hard work.

Jonas Christoffersen thanked the board and stated that he is proud to have been part of this school throughout its history.