



## Agenda for the European School Copenhagen School Board Meeting

Date: Thursday 7 February 2019

Time: 16:30 - 18:30

Venue: Meeting room 5 (2<sup>nd</sup> floor), European School Copenhagen, Ny Carlsberg Vej 99, 1799 København V

Members: Jonas Christoffersen, Søren Nielsen (deputy for Hans Bruyninckx) Christen Bagger, Rikke Karlsson, Eskil Berg Kappel, Caroline Warner, Suzanne Hampson, Rasmus Hornecker, Anette Holst, Hanne Schmidt

Guests: Mette Sophie Skærlund

Excuses: Hans Bruyninckx, Poul Toftdahl, Uri Harlam

Minutes: Stine Hvitved Leather

### Agenda:

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

1.1. Annex - Agenda for the European School Board Meeting on 07.02.2019 v2

#### 2. Approval of the minutes from the last Board meeting (decision)

2.1. Annex - Final approved minutes from the European School Board meeting 27.11.2018

#### 3. The Board's working methods and tasks and a discussion of competences on the Board (decision) - 60 mins.

#### 4. Phasing plan and update on the start of Upper Secondary and French section (information) - 15 mins.

4.1. Annex - Phasing plan from the Municipality of Copenhagen 18.05.2017 and status 30.01.2019

#### 5. Accounts status (information) - 5 mins.

#### 6. Employee satisfaction survey by the Municipality of Copenhagen (information) - 5 mins.

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Annex 1.1. Agenda for the European School Board meeting on 07.02.2019 v2



- AGENDA CONTINUED -

**7. School Year 2018/19 (information) - 20 mins.**

- Recent school events and activities
- Road safety (information from the parents)
- Admissions
- After School Care
- Recruitment committee and process
  - 7.1. Annex - Recruitment committee and process 30.01.2019
- French L2 status
- Nationalities
- Marketing budget
- [SAG Årsskrift \(SAG Year in Review\)](#)

**8. Staff information - 5 mins.**

**9. AOB - 5 mins.**



## Minutes from the European School Copenhagen School Board Meeting

Date:	Tuesday 27 November 2018
Time:	16:30 - 18:15
Venue:	Meeting room 5, 2 <sup>nd</sup> floor (next to the health clinic), European School Copenhagen, Ny Carlsberg Vej 99, 1799 København V
Members of the Board:	Jonas Christoffersen, Poul Toftdahl, Christen Bagger, Rikke Karlsson, Caroline Warner, Eskil Berg Kappel, Suzanne Hampson, Rasmus Hornecker, Anette Holst, Hanne Schmidt, Søren Brostrup Nielsen (deputy for Hans Bruyninckx),
Guests:	Mette Sophie Skærlund, Neeni Lomborg Rasool, Henriette Vollmers-Hansen
Excuses:	Hans Bruyninckx, Uri Harlam
Minutes:	Stine Hvitved Leather

### MINUTES:

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

##### 1.1. Annex - Agenda European School Board Meeting 27.11.2018

Jonas welcomed the newly elected parent representatives on the Board - Christen Bagger, Rikke Karlsson, Eskil Berg Kappel and Caroline Warner as well as the new deputies Neeni Lomborg Rasool and Henriette Vollmers-Hansen. Jonas asked the Board if for the first meeting Rikke Karlsson could join the meeting via telephone to which the members agreed. Generally, however, when members can't be present, the deputies will attend in their stead. Then there was a brief round of introductions for the new members.

Eskil asked why a discussion of competences of external Board members was not included on the agenda as this had been decided at the last meeting. Jonas explained that the item had not been forgotten but could wait until the next meeting. For this first meeting, it was considered important to have the discussion about how the Board would work together in the future.

*Decision: The Board approved the agenda.*

#### 2. Approval of the minutes from the last board meeting (decision)

##### 2.1. Annex - Minutes European School Board Meeting 13.09.2018

The Board discussed how in a previous meeting they had decided that minutes should be approved via email, so they could be approved and shared on the website faster.

*Decisions:*

*The Board decided that minutes would be approved via email following the meetings. When the minutes have been issued, the Board members will have a week's notice before following up with Jonas for final approval.*

*The Board approved the minutes from the last meeting.*

Annex 2.1. Final approved minutes from the European School Board meeting on 27.11.2018.



### **3. Election of and welcome to new parent representatives on the Board (decision) - 10 mins.**

#### **3.1. Annex – European School Board election result**

The Election Committee must enter the results of the election in a form and send it to the Municipality. Jonas explained that the vote counting process showed a discrepancy of five votes, but this discrepancy is not enough to change the outcome of the election. The rules from the Municipality stipulate that everyone must vote for four persons, which meant that some votes had to be rejected. The form was signed by Jonas, Anette and Henriette.

According to the rules, the new Board must establish an Executive Committee. An Executive Committee can be used when there is a need to make a fast decision but so far there has not been a need for it. The members of the Executive Committee are Hans and Jonas. Jonas suggested that the parent members decide who should represent the parents on the Committee.

Rikke said this item should have been on the agenda so parents had had the opportunity to discuss it in advance. Jonas suggested that the parents discuss it during the break and try to decide. Otherwise, the decision can be postponed.

Jonas explained that the parents with the most votes also represent the parents on the Campus Board. Christen Bagger will represent Primary and Rikke Karlsson will represent Secondary.

Anette said that it should also be discussed at the next Campus Board meeting whether a new parent member should be chosen for the Executive Committee of the Campus Board.

Jonas and Anette thanked Henriette for her time as parent representative on the Board for the last four years.

*Decisions:*

*The four parent representatives on the Board decided that they would all be represented on the Executive Committee for a year at a time, starting with Rikke Karlsson.*

*Anette/Jonas will find out who will be the substitutes on the Campus Board.*

### **4. Feedback from the school meeting on 2 October (information) - 5 mins.**

Anette said that this year's school meeting was a bit different from the previous year because it was dominated by the election of parent representatives to the Board.

Christen Bagger thought it was a good meeting but said it would be great to have time for some information about the school next time. He also added that it was interesting how many people ran for the Board while it is so hard to get members for the Parents Council. He suggested that perhaps we need to do more to communicate what the Parents Council does.

Neeni said she thought it was good to see so many people turn out for the meeting and the level of commitment by candidates and parents.

Jonas said the Board can discuss the format of the next meeting later in the year.



## **5. Official opening ceremony for the new school building (information) - 10 mins**

### **5.1. Annex - Invitation and programme for the official opening of the school**

Anette explained that the opening ceremony will be a very official event, not very child-friendly but all the classes will be involved in some way e.g. by greeting the guests with flags, singing in the sports hall, etc. Parents are also invited and there are still available seats for those who wish to come.

The day after the official opening ceremony, there will be an event for the children, repeating parts of the official programme including a speech by students.

## **6. Move to Carlsberg and sharing with Sankt Annæ Gymnasium (information) - 5 mins.**

Hanne gave an update on the recent move to Carlsberg Byen. The move went better than last time due to helpful movers and good organisation by the staff. We still have a few issues with the new building, however, e.g. doors that won't open/close, room temperatures, but the list of issues is reducing.

Caroline expressed concern about road safety. Anette said the school has raised the issue with the Municipality. A parent representative from SAG has also contacted the Municipality and has been told that they can't do anything. Access from Pile Alle/Valby Langgade is of particularly great concern. Sankt Annæ (SAG) would like to set up a skolepatrulje/student safety patrol but have been told by the Municipality/police that this is not possible due to the heavy traffic and because there are no warning lights or a traffic island in place. It is also not safe for staff or the school's responsibility to ensure road safety.

While it is not currently an option to have a skolepatrulje/student safety patrol due to safety concerns, Rikke Karlsson suggested that ESCPH set one up in the longer term amongst the Secondary students to assist the younger pupils and to give them responsibility.

The Board members agreed that a joint effort to improve road safety would be the most effective with a letter addressed to the Municipality signed by both parents and the Board. Rikke suggested the letter be addressed both to the Municipality of Copenhagen and the Municipality of Frederiksberg due to the location of the school.

Hanne said that Carlsberg Byen had been very helpful on the issue, with meetings and communications about the building works. Søren suggested that perhaps Carlsberg Byen has a budget for road safety measures and the parents said they would approach them.

Neeni raised concerns from Secondary students that some of the students from SAG are not looking after the new school. Anette explained that as Principal of both schools, she would deal with such issues if/when they arise. A lot is being done to coordinate and align rules between the two schools.

### *Decision:*

*Anette will connect the SAG parent with the parent representatives from ESCPH, so they can join up in the effort on road safety.*

*The Parents Council and the Board, with the assistance of Jonas as Chairman, will write a letter to the Municipalities of Copenhagen and Frederiksberg expressing serious concerns about the traffic in and around the school and the need for them to ensure safe access to the school.*



## **7. School Year 2018/19 (information) – 20 mins.:**

- Recent school events and activities

At the end of October, all the students celebrated Halloween with a parade around the school. Students in Primary, who take German as their foreign language, celebrated Laternenfest. This week we marked Children's Rights Day as we are an Ambassador School for Save the Children.

- Admissions and orientation evening

Hanne: The school held its annual orientation evenings last Monday – first for Primary and Nursery, then for Secondary. The orientation evening is for parents, who are interested in applying for a place at the school, and nearly 500 people showed.

The school is opening two new nursery classes in the English and Danish language section and four new classes in a French language section (nursery, Primary 1, Secondary 1 and Secondary 2). There has been a lot of interest, also in the French section.

The admissions process itself has been delayed due to problems with the admissions system provided by the Municipality. The admissions process will now open on 7th December 2018 and the deadline has been extended to 28th January 2019.

Mette Sophie added that the school is planning another orientation evening on 14th January for upper secondary as the school plans to open for admission to Secondary 5 (equivalent to 1.g.). The deadline for applications is 1st March 2019.

- New canteen and culinary school

The culinary school will finally start on Monday 3rd December. Hanne explained that it has been a lot of work getting the kitchen ready and encouraged everyone to pass on the message, as it is important to get as many children as possible to sign up to learn the culture. The sign-up process has been communicated on Intra and the price adjusted for the short month of December.

- New morning drop-off procedure

Hanne said that the new morning drop-off procedure has been a success from the teachers' point of view. It gives them the opportunity to focus on the children. However, it has been difficult with the kiss and ride parking and drop-off, especially due to issues with the door coming up from the carpark.

- Rules for use of school facilities outside hours

Anette said the school had received a lot of emails and requests to use the school's facilities after hours.

The school will follow the rules of the Municipality. This means that the school cannot be used for private parties but only in connection with class / school events and therefore must be coordinated with the teacher. If parents wish to organise other activities at the school after 5 p.m., this is only possible if they do so through a registered foundation/association and they get the permission of Kultur- og fritidsforvaltningen.



Parents indicated that it is very valuable for both parents and children to be able to use school facilities after hours for birthday parties and other social activities to enhance wellbeing among students.

At the request of the school, Kultur- og fritidsforvaltningen will not open for use of the school's facilities until the new year to ensure the school has fully functioning doors, etc.

Hanne added that the only exceptions to these rules are: mother tongue tuition, Danish as a second language and school chess.

Caroline said it was her impression that it was easier to get access to the school's facilities at Skolen i Sydhavnen. The situation there was different as they had a hall (Sansesalen) located separate to the school. At our school it is more difficult to allow access as all the functions are integrated into the building. Anette added that the school does not have the resources or the appropriate key system at this time, but this may change in the future.

#### **8. The new Board - how we work together (discussion) - 45 mins** (members discuss how best to collaborate and work together)

Jonas invited the Board members to make suggestions for how the new Board should work together.

Henriette made three recommendations:

- 1) Management should consider the parents as resources e.g. in the opening of the French section. Parents can be given tasks such as translation, etc.
- 2) As an international school, the Board should have representation from all the language sections. There should be more international profiles on the Board.
- 3) Members should only be elected for a two-year rather than four-year period to ensure energy.

Christen Bagger made the following suggestions:

- The Board members should not be motivated by personal issues/motives and while sometimes challenging management also respect and support the school's management.
- Parents can help with wellbeing surveys (trivselsundersøgelser), traffic concerns and other matters.
- While the Board should follow formal procedures, it is that there is good time to talk about and address important issues.

Neeni said she'd like to know what the school's management would like from the Parent Representatives. She supported Henriette's idea of international representation on the Board to ensure diversity and a good understanding of the different cultures. She also stressed the importance of the values and said she hoped the SDGs (Sustainable Development Goals) could be introduced at the school.

Søren said he thought accountability was important. He also mentioned that there should be a clear distinction and understanding of what the Parents Council does and what the Board does. He said he understood the eagerness of parents but also the issues of staff. The Board should perhaps focus more on the external dimension than the day-to-day running of the school.



Caroline supports the need for international voices on the board and pointed out that there are two members with English as their first language. She tries to listen both to the quiet and loud voices. She supported the notion that the Board should challenge but certainly also support management.

Eskil suggested that the meeting minutes should include critical decision points with a due date and responsible person to ensure good follow-through. He suggested that the Board should guide management and lay out principles for the role of the Board.

Rikke said she supported the idea of using parents as a resource, tapping into their knowledge, skills and connections. Subgroups could be established, preparing items for future meetings, etc. She also said it should be stressed that we are not a Folkeskole but a European School.

Neeni and Christen added that the staff representatives were core to the Board as they are the glue between the staff and the Board.

Eskil asked which of the parent representatives would attend the Parents Council meetings. It was suggested that this should be agreed between the Parent Representatives, but it would make sense if Rikke attends the Secondary Parents Council meetings as she is also representing Secondary on the Campus board.

Suzanne said the teachers also need a forum for raising their concerns sometimes.

Jonas thanked the members for their input. He said it was clear that role clarity is important and the need to delve deeper into some issues. We also need to ensure more communication between parents and Board members about what issues can be raised where, e.g. the more day-to-day things in the Parents Council versus the more formal issues at the Board. He committed to putting issues on the agenda to allow for proper debate and use the meetings in the best way possible.

*Decisions/actions:*

*The discussion regarding how the Board should be working together will be continued at the next meeting and captured in a 'living document' and briefly discussed at the end of each meeting.*

*It was decided that the parent representatives on the Board should agree who will attend the Parents Council meetings.*

## **9. AOB - 5 mins.**

- Parents Councils

Eskil asked how the decision was made to have two rather than one Parents Council and why the Board was not involved in the decision. Anette said the school's management made the decision and Jonas added that the decision had been confirmed by the Board.

- Parking concern among staff

The staff representatives said the lack of parking at the school is a big concern among staff. The issue has been raised with the Municipality, but the staff could do with the support of the Board. Anette has raised the issue with the Municipality.





*Decision/action:*

*Anette said she would speak with the Municipality again to see if parking spaces could be made available for staff at the school.*

# Indfasningsplan

Annex 4.1. Phasing Plan from the Municipality 18.05.2017 and status 30.01.2019

Indfasningsplan	Dansk	Engelsk	3. spor	Klasser på skolen		
<b>Forslaget til nyt udkast til indfasningsplan - der igangsætter allerede pr. 1. aug. 2018 inden Carlsberg Skolen er afleveret. Første student 2022.</b>						
1.8.2018	N1, P1, P2, P3, P4, P5 N1, P1, P2, P3, P4, P5 S3, S5	S1, S2	N1, P1, P2, P3, P4, P5 N1, P1, P2, P3, P4, P5 S1, S2, S3, S5	S1, S2	N1, P1	16
1.8.2019	N1, P1, P2, P3, P4, P5 S3, S4, S5, S6	S1, S2, S3, S4, S5, S6	N1, P1, P2, P3, P4, P5 N1, P1, P2, P3, P4, P5 S1, S2, S3, S4, S5, S6	S1, S2, S3, S4, S5, S6, S7	N1, P1, P2	24
1.8.2020	N1, P1, P2, P3, P4, P5 S3, S4, S5, S6	S1, S2, S3, S4, S5, S6	N1, P1, P2, P3, P4, P5 N1, P1, P2, P3, P4, P5 S1, S2, S3, S4, S5, S6, S7	S1, S2, S3, S4, S5, S6, S7	N1, P1, P2, P3, P4, P5	30
1.8.2021	N1, P1, P2, P3, P4, P5 S3, S4, S5, S6, S7	S1, S2, S3, S4, S5, S6, S7	N1, P1, P2, P3, P4, P5 N1, P1, P2, P3, P4, P5 S1, S2, S3, S4, S5, S6, S7	S1, S2, S3, S4, S5, S6, S7	N1, P1, P2, P3, P4, P5	36
1.8.2022	N1, P1, P2, P3, P4, P5 S3, S4, S5, S6, S7	S1, S2, S3, S4, S5, S6, S7	N1, P1, P2, P3, P4, P5 N1, P1, P2, P3, P4, P5 S1, S2, S3, S4, S5, S6, S7	S1, S2, S3, S4, S5, S6, S7	N1, P1, P2, P3, P4, P5	

# Indfasningsplan

Annex 4.1. Phasing plan from the Municipality 18.05.2017 and status 30.01.2019

## Status 30.01.2019

Date	Danish	English section *	French	No. Of Classes
1.8.2018	N1, P1, P2, P3, P4, P5 <b>S1, S2</b>	N1, P1, P2, P3, P4, P5 <b>S1, S2</b>		<del>16</del> 15
1.8.2019	N1, P1, P2, P3, P4, P5 <del>S5</del>	N1, P1, P2, P3, P4, P5 <del>S5</del>	<b>N1, P1</b> <b>S1, S2</b>	<del>24</del> 21
1.8. 2020	N1, P1, P2, P3, P4, P5 <del>S4, S5, S6</del>	N1, P1, P2, P3, P4, P5 <del>S4, S5, S6</del>	N1, P1, P2 S1, S2, S3	<del>30</del> 27
1.8. 2021	N1, P1, P2, P3, P4, P5 <del>S4, S5, S6, S7</del>	N1, P1, P2, P3, P4, P5 <del>S4, S5, S6, S7</del>	N1, P1, P2, P3, P4, P5 S1, S2, S3, S4	<del>36</del> 34
1.8.2022	N1, P1, P2, P3, P4, P5 S4, S5, S6, S7	N1, P1, P2, P3, P4, P5 S4, S5, S6, S7	N1, P1, P2, P3, P4, P5 S1, S2, S3, S4, S5	37

### Notes

- There were not enough qualified applicants to start S2 in the English language section in August 2018
- Start of Upper Secondary (gymnasium) now expected August 2020
- Application deadline for new French classes opening in August 2019 was 28th January 2019



## Recruitment committee and process

The European School Copenhagen follows the recruitment procedures set by the Municipality of Copenhagen, and all the school's vacant positions are advertised on the Municipality of Copenhagen job portal.

### Board involvement in the recruitment process

The parent representatives on the Board of the European School Copenhagen are invited to take part in the process of selecting and interviewing candidates for vacant positions at the school.

For each vacancy, the parent representatives on the Board selects a parent representative for the recruitment committee. If the parent representative is unable to participate in the recruitment process, then an alternative parent representative can attend in his/her place. The school decides a timeline and meeting times for candidate selection and interview according to the school's other tasks, during the daytime.

### Composition of the Recruitment Committee

The members of the Recruitment Committee will vary depending on the vacancy. For high level management positions, for example, members of the Campus Board are also invited to join the Recruitment Committee. See examples in appendix 1, page 3.

### The recruitment process

- When it is time to advertise a vacant position, the school's management puts together a timeline for candidate selection and interview and shares it with the Recruitment Committee.
- The school advertises the vacant position and members of the recruitment committee read and rank all the applications received through the Municipality of Copenhagen job site.
- The Recruitment Committee members discuss selection of candidates for interview via email, phone call or meeting.
- The school sets up the interviews and sends an interview schedule to the members of the Recruitment Committee.
- The Committee members interview candidates and select their preferred candidate. All members can make suggestions, but the Head of the School makes the final decision.
- The Head of the School offers the preferred candidate the vacant position, pending satisfactory references and documentation.
- The school obtains references and necessary certificates and police/criminal background checks.
- Preferred candidate accepts position and references/required documentation are satisfactory.
- The Recruitment Committee is notified that the candidate is hired and when he/she will start.
- The school notifies unsuccessful applicants.

**Confidentiality**

The recruitment process is confidential. All discussions by the recruitment committee, selection of and personal information about the candidates is confidential.

**Conflicts of interest**

Members of the recruitment committee must declare a conflicts of interest and excuse themselves from the Committee. Conflicts of interest may occur when a member of the committee has a close relationship to a candidate, or a vested interest in the recruitment process.

**Advice and decision**

The recruitment committee has an advisory function. Members can make suggestions and recommendations. However, the school's management makes the final decision regarding recruitment.



## **APPENDIX 1 - RECRUITMENT COMMITTEE COMPOSITION EXAMPLES**

### **Example 1: Teacher**

- Head of Primary or Head of Secondary (depending on the vacancy)
- 1 parent representative
- 1 union / staff representative (depending on the language section)

### **Example 2: Head of department or Head of administration**

- Head of the School (Anette Holst)
- 1 representative from BUF/Municipality of Copenhagen
- Head of Primary or Head of Secondary (depends on the vacancy)
- 1 parent representative
- 1 staff representative

### **Example 3: Head of Primary or Head of Secondary**

- Head of the School (Anette Holst)
- 1 representative from BUF/Municipality of Copenhagen
- 1-2 parent representatives
- 1-2 staff representatives

### **Example 4: Principal of ESCPH**

- Chairman of the Board (Jonas Christoffersen)
- 1 representative from BUF/Municipality
- 1-2 parent representative
- 1-2 staff representatives

### **Example 5: Principal of both schools (ESCPH/SAG)**

- Chairman of the Campus Board (Jens Kramer Mikkelsen)
- Deputy Chairman of the Campus Board (Jonas Christoffersen)
- 1-2 representatives from BUF/Municipality
- 4 parent representatives (2 from each school)
- 2 management representatives
- 2 staff representatives