



Minutes ESCPH Board Meeting

Date: Thursday 18 April 2024
Time: 16:30-18:30
Venue: 214, 2nd Floor, European School Copenhagen
Members: Tinne Hoff Kjeldsen (External Member), Margo Rachat (ESCPH Parent), Stéphanie Horion (ESCPH Parent), Laure Conte (ESCPH Parent), Johan Lindell (ESCPH Staff), Rasmus Hornecker (ESCPH Staff), Blanka Erös (ESCPH Student), Dakshayini Manoghna Potluri (ESCPH Student), Julie Rørdam Thom (Director ESCPH)
Guests: Hella Helvig Jensen (Head of Administration), Helle Bjerre Degn (Head of Primary), Hans Bolvinkel (Deputy Head of Upper Secondary)
Apologies: Kira Peter-Hansen (MEP and External Member), Christen Bagger (ESCPH Parent), Laura Rosenvinge (Copenhagen City Council), Andreas Manville (EEA and External Member)
Minutes: Helene Kristensen

ESCPH Board Meeting

Agenda:

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

Annex 1.1 - Agenda ESCPH Board Meeting 20240418

Tinne Hoff Kjeldsen bid the board welcome and chaired the meeting in Kira Peter-Hansen's absence.

Julie Rørdam Thom suggested to switch items 6 and 7 on the agenda.

Decision:

The agenda was approved by the board with the suggestion of switching items 6 and 7.

2. Approval of the minutes of the ESCPH board meeting 22 February 2024 (decision) - 1 min.

Annex 2.1 - Draft ESCPH Board Meeting Minutes 20240222

Decision:

The minutes were approved by the board.

3. 2023 accounts for Upper Secondary (decision) - 15 mins.

Annex 3.1 - Årsrapport 2023_ESCPH Upper Secondary_Til underskrift



Annex 3.2 - ESC - Statusprotokol 2023 (Final)_Til underskrift

Purpose: Hella Helvig Jensen will present the 2023 accounts for the Upper Secondary for approval by the board.

Hella Helvig Jensen presented the annual report and the 2023 accounts for the Upper Secondary. There are two annexes, the annual report that we compose, and the audit report.

The annual report

- The ESCPH Board and the Campus Board that was dissolved on 31st of July 2023 are both listed in the report as it has been a transitional period after the separation from SAG.
- The auditors deemed the report true and fair and they did not have any remarks to the accounts.
- We budgeted for 182 annual students while we only had 178.
- Despite budgeting for more students, Upper Secondary comes out with a surplus of DKK 90,689.
- The key numbers show the gradual increase in students along with the full-year equivalent jobs. The school uses its resources well.

The audit report

- The audit report confirms that the auditors have provided the annual report with an unmodified audit opinion and have issued a statement on the management review without comments.
- The audit report confirms that they follow the legal standards for auditor independence, they have received all information requested, the government grants are spent according to the terms given, and that reimbursements and basis for the grants have been assessed according to applicable rules.
- It is emphasized that we are under the Municipality of Copenhagen's accounting and financial policies.
- Their audit did not give rise to any remarks.

4. Staff relocation (orientation) - 10 mins.

Julie Rørdam Thom informed the board that management have worked on allocation of hours following the budget for Primary and Lower Secondary, which is significantly tighter compared to previous years. During this process, it became clear that 2.3 teachers must be relocated.

This has been done in a way that ensures the same workload and quality of teaching, and MED and TR's have been involved in the process. The municipality are assisting with the relocation process for the affected teachers.

Staff have been informed at meetings with management and allocation of hours is an on-going process. Management and TR's are supporting the affected teachers.



5. The board's rules of procedure (decision) – 10 mins.

Annex 5.1 – Rules of procedure_2024

Annex 5.2 – Rules of procedure_2024 adjustments

Purpose: To adjust the board's rules of procedure following the separation of SAG and ESCPH.

Julie Rørdam Thom presented the adjustments that have been made to the board's rules of procedure. The rules of procedure have been corrected as to align with the structure of the board following the separation from Sankt Annæ Gymnasium and subsequent closure of the Campus Board, as these were still mentioned in the document.

Annex 5.2 provides an overview of the adjustments that have been made.

Julie Rørdam Thom presented §3 on the board's sphere of competence, where the majority of the changes have been made. The section has been split into items for approval and information, and further into whole school and departments.

Decision:

The board approved the rules of procedure that will take effect from today's date.

6. Strategic Focus Point 4 and 5 (discussion) – 30 mins.

Annex 7.1 – Strategic Focus Points 2023-2024

Purpose: Discuss updates and inputs for strategic focus point 4, European School Copenhagen is a European School in its own right, and for strategic focus point 5, continuous development of the Upper Secondary.

Hans Bolvinkel presented the process for the continuous evaluation of the strategic focus points.

Certain members of staff are responsible for certain focus points. In December, management decide who will evaluate. For example, a teacher in Lower Secondary is responsible for the aim on B-tests and is therefore also responsible for the evaluation. The evaluation is a discussion with both students, teachers, and head of departments. Hans Bolvinkel collects everything in a form to send out to staff members to answer. The teachers who are in charge receives the feedback. The strategic focus points are also discussed at managements meetings and in the pedagogical development group.

Hans Bolvinkel presented strategic focus point 5, continuous development of the Upper Secondary. We want to make sure the department grows and becomes better and better.

Key points:

- We are working on developing the Upper Secondary part of the website with information for both current and future students.
- We have worked on recruitment of S3 and S4 students, and we have been present at parent meetings and S6's have visited their classes.
- We are working on making the physical space in Upper Secondary better, and especially on having a clean area. There is a lack of space during breaks.



- We have focused on motivational teaching with guest speakers, field trips, and students experiencing learning in other environments.
- We are working on the AI policy for the Code of Conduct.
- A class teacher programme has been worked on. In S5, they have a 45-minute period each week with their class teachers. Working on expanding to S6 and S7 with fewer periods.

Julie Rørdam Thom presented strategic focus point 4, European School Copenhagen is a European School in its own right.

Key points:

- We received very good feedback during our Audit in October 2023 on the European dimension.
- Primary has European Week where art was the common theme. The children worked across language sections.
- We are working on our links in the European school system by joining networks and events. Management have been in Alicante at a meeting for all European schools.
- Students in the Upper Secondary student council are taking part in the student council for all European Schools and AES.
- We are working on attending more European Schools initiatives such as writing fest – where students write in their L2s – and EuroSports, which is a huge event.
- We celebrate Europe Day.
- We are working on being part of Erasmus+ and we will apply again next year after receiving feedback on our latest application.
- Primary teachers have attended professional development in Alicante about a Primary assessment toolkit.
- Upper Secondary teachers have attended a Bac correction workshop, where they learn more about the EB, curriculum changes etc.
- We have held great student-driven International Evening/International Morning in Lower Secondary and Upper Secondary.
- We are successfully part of the mobility programme with other European Schools.
- We are part of MUN and would like to do it on a larger scale.

7. Code of Conduct (Upper Secondary) with AI policy (decision) – 10 mins.

Annex 6.1 – Code of Conduct March 2024

Purpose: To approve the Code of Conduct for the Upper Secondary with the addition of the AI policy.

Julie Rørdam Thom made clear to the board that this item takes the form of a discussion rather than a decision.

Julie Rørdam Thom presented the additions that have been made to the Upper Secondary Code of Conduct regarding AI as of now. She made it clear that more discussion with teachers, students, and other professionals is needed in order to shape the AI policy.



Margo Rachat asked about the reasoning behind including the passage that states that it is not permitted to influence or encourage others to adopt extreme or fundamentalist views and/or behaviors. Julie Rørdam Thom explained that we need to include this passage although it is not an issue we have experienced.

8. Admission (orientation) - 15 mins.

Helle Bjerre Degn presented the new Nursery admissions process to the board. The process began medio-November with the information evening and goes on until medio-April. The new classes are now finalized.

It has been clear that the process and challenges keep changing year by year. This year, we worked on attracting applicants for the French section with a French open house, targeted online marketing, and physical flyers. This paid off for the French class. However, there was a challenge in the Danish section. Many of the students that were screened did not meet the language criteria even though we screened all category B1 students. The case has been the opposite in the English section, where many applicants were successful after the screening.

It was suggested that the school, going forward, communicates clearly that there is a chance of admission in all categories.

The Municipality of Copenhagen have decided that there will only be 26 and not 28 students in P0 - P2 going forward. This means that we will fill up the classes with up to 24 students to save space for category A students.

In Lower Secondary, we have worked on aligning the tests for all the language sections. Rolling admissions will be an ongoing process until summer. This is the first year where we have a full French class moving up from Primary, so we have not had to make a new Danish/French S1 class for the first time.

Julie Rørdam Thom presented the admissions process in Upper Secondary to the board. Upper Secondary has seen around the same number of applicants as last year. However, we have had more external but less internal applicants. So far, there will be around 20 students in each class with some L1 French students. We will continue filling up the classes until the summer holiday. We will receive our 2nd priorities soon.

It was discussed why we have less internal applicants, as Lower Secondary students are ensured a space. It was suggested that students in this age groups often realise they can make their own decisions, and that they follow trends set by their classmates. A lot of students also go to efterskole.

When it comes to external applicants, we compete with the IB gymnasiums where the students do not need their L2 to get accepted.

9. Various updates and information - 10 mins.

Information from students

Lower Secondary

- The students feel that the end of the school year is getting closer, especially for the S4s who are graduating.
- The Student Council is organising Lower Secondary gala on 30th of April.

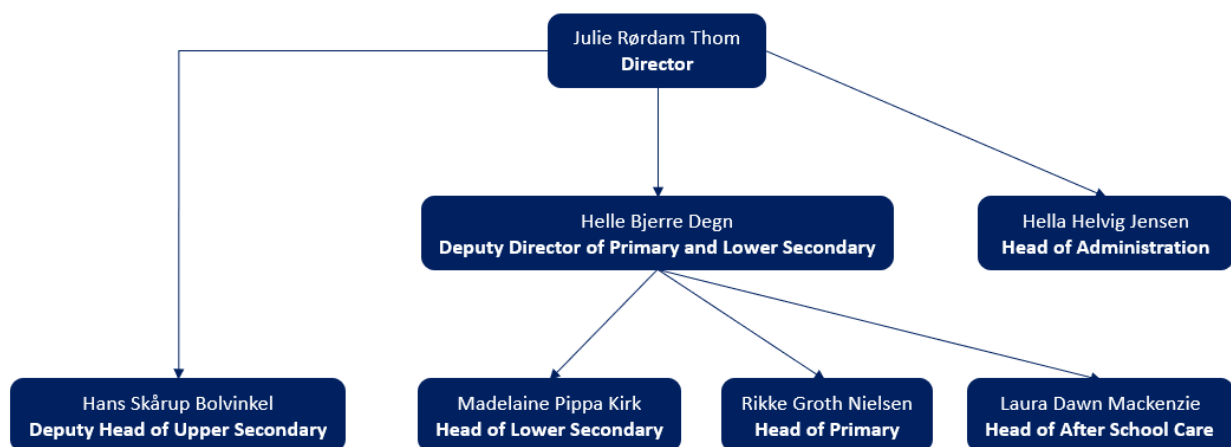
Upper Secondary

- The Upper Secondary have their prom next week, where the students will be dancing lanciers and wearing formal attire. Teachers are invited.
- The S7s are very focused on the Bac already, and the last day of school is getting closer.

Information from management

Julie Rørdam Thom informed the board that management structure will change from next school year. Helle Bjerre Degn will become Deputy Director of Primary and Lower Secondary, Madelaine Kirk will be Head of Lower Secondary and Rikke Groth Nielsen will be Head of Primary. See new organizational chart below.

This change will support Primary and Lower Secondary and ensure even more coherency and collaboration between the departments. It is expected that it will ease many processes, and management have already received positive feedback from the departments.



There is a conference for Accredited European Schools in Tyrol in September with representatives from management, students, staff, and parents.

Proclamation is on June 28th, and invitations are sent out soon.

Management have finished the informational pamphlet for the EEA with information for parents about what the school can and cannot offer in order to ensure clear communication.

Information from staff



Primary and Lower Secondary:

Rasmus Hornecker informed the board that it has been a few intense months in Primary and Lower Secondary following the recent budget announcement. He emphasised that the staff group is now on the other side of this period, and that it has been dealt with in the best way it could be.

Upper Secondary:

Johan Lindell informed the board that the relocation of staff has also affected the Upper Secondary, and that they are now settling again. Allocation of hours and Bac preparations take up a lot of time. It is the 2nd year of the Bac, which means that we have some experience - but there is still plenty left to learn. S6 have just been on their study trip to Athens. All teachers are looking forward to prom.

10. AOB - 5 mins.

Laure Conte inquired about the possibility of study trips for the students in Primary. Julie Rørdam Thom responded that it is not the right financial time to look further into study trips for Primary at the moment. We encourage parents to arrange something outside of the school.