



Agenda for the European School Copenhagen School Board Meeting

Date: Tuesday 31 March 2020
Time: 17:00 – 18:00
Venue: Meeting room 5 (214), European School Copenhagen
Members: Jonas Christoffersen, Hans Bruyninckx, Christen Bagger, Rikke Karlsson, Eskil Berg Kappel, Caroline Warner, Suzanne Hampson, Rasmus Hornecker, Tim Ford, Anette Holst, Julie Rørdam Thom, Dwaj Prakash Jethani, Shireen Noor Rasool Elahi Panah
Guests: Mette Sophie Skærlund
Excuses:
Minutes: Stine Hvitved Leather

Agenda:

- 0. Welcome to new deputy director Julie Rørdam Thom – 2 mins.**
- 1. Approval of the agenda (decision) – 2 mins.**
 - 1.1 Annex – Agenda European School Board meeting 31.03.2020
- 2. Approval of the minutes from the last meeting (decision) – 1 min.**
 - 2.1 Annex – Minutes from the European School Board meeting 07.11.2019
- 3. Strategic focus point 3: Funding and organisation of lower and upper secondary (discussion) – 40 mins.**
 - 3.1 Annex – Strategic focus points 2019-20
 - 3.2 Annex – Up Sec Board Presentation_26.03.2020

Comment: Mette Sophie, Anette and Julie will provide an update on the funding and organisation of the lower and upper secondary departments. The Board members are invited to comment and make suggestions.
- 4. Conversion of the new EB grading scale to the Danish scale (decision) – 10 mins.**
 - 4.1 Annex – Background on the conversion of the new EB scale to Danish grading scale 10.03.2020
 - 4.2 Annex - Email from EEB1 parents 23.01.2020

Comment: We have agreed a meeting with representatives from the Ministry of Higher Education and Science (UFM) and the Ministry of Education (UVM) on 15th April 2020 to discuss conversion of the new EB scale to the Danish grading scale. Please see Annex 4.1. and 4.2.
- 5. AOB – 5 mins.**

Annex 1.1. Agenda European School Board meeting 31.03.2020



Minutes from the European School Copenhagen School Board Meeting

Date: 7 November 2019
Time: 17:00 – 18:30
Venue: Meeting room 5 (214), European School Copenhagen
Members: Jonas Christoffersen, Christen Bagger, Rikke Karlsson, Eskil Berg Kappel, Caroline Warner, Suzanne Hampson, Rasmus Hornecker, Tim Ford, Anette Holst, Dwaj Prakash Jethani, Shireen Noor Rasool Elahi Panah, Neeni Lomborg Rasool
Guests: Mette Sophie Skærlund, Uri Harlam, Søren Nielsen (EEA), Charlotte Høirup
Excuses: Poul Toftdahl, Hans Bruyninckx, Eskil Berg Kappel
Minutes: Stine Hvitved Leather

Minutes

0. Welcome new staff representative on the Board, Tim Ford – 2 mins.

There was a brief round of introductions to welcome new staff representative on the Board Tim Ford. Tim is a teacher in Secondary.

1. Approval of the agenda (decision) – 2 mins.

1.1 Annex – Agenda European School Board meeting 07.11.2019

Rikke Karlsson requested time for a matter to be discussed under AOB.

Decision:

- The Board approved the Agenda.

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

2.1 Annex – Minutes from the European School Board meeting 24.09.2019

Decision:

- The Board approved the minutes from the meeting on 24th September 2019.

3. Revision of Parents Council Rules of Procedure (decision) – 5 mins.

3.1 Annex – Parents Council Rules of Procedure_Draft 29.10.2019

AH explained that the Rules of Procedure developed for the Primary Parents Council had been discussed at the last Secondary Parents Council meeting and there is a need to revise them to include Secondary.

RK suggested that the Parents Councils should have time to discuss the proposed revisions before they are adopted by the Board.

Minutes European School Board meeting 07.11.2019_approved 10.12.2019



Decision:

- The Board decided to postpone this agenda item to the February board meeting to allow the Parents Councils to discuss changes to the Rules of Procedure first.

4. Focus point: Team collaboration, sparring and knowledge sharing (discussion and decision) - 45 mins.

4.1 Annex – Strategic Focus Points 2019-20_Aproved 24.09.2019

MSS and CH presented the initiatives that have been implemented or are in the planning to enhance collaboration, sparring and knowledge sharing in the teams.

As a new and growing department, Secondary is still focused on development. After discussions with staff, it has been decided to have more structured team meetings to discuss harmonization and planning and develop new policies. Etc.

As Primary is more established, the focus is now more on discussion and knowledge sharing regarding pedagogy and didactics. More responsibilities have been assigned to coordinators and teams and the meeting structure has been adjusted to further harmonisation across the language sections and a good transition between year levels.

The Board discussed to what degree there should be harmonisation across the language sections and how much should be written down.

It was also felt that it was important that the teachers had the freedom and room for creativity. The teachers bring a lot of experience and generally share the same values. The teachers will need to use different approaches depending on the class and the students are very good at adapting to the different approaches of the teachers.

SN suggested that “compassion” should be the overarching principle to create an environment where everyone can learn and thrive.

RK added that the school should have a focus on transition from P5 to S1 so students, teachers and parents know what to expect.

Decision:

- The Board took note that the school is still in a process of development and agreed that the school should try to establish an overall pedagogical line/DNA for the school while at the same time appreciating the individual experience and creativity of the teachers.

5. Quality report 2019 (decision) - 10 mins.

5.1 ESCPH Quality Report 2019_DRAFT 05.11.2019

JC explained that every two years the Municipality writes a quality report for each of the schools in Copenhagen. The report has been developed to measure the quality



and progress of 'Folkeskolen' and is therefore not as relevant to ESCPH. As an international school, our students cannot participate in the national student well-being survey or national tests for example.

The school has received a draft report from the Municipality and has filled in the required information. The draft report does not yet have all the data from the Municipality but overall the school is performing well against the metrics available.

The Board members discussed the report and made a few suggestions:

- The school's diversity should be emphasized as a strength and opportunity under the section on Equal Opportunities.
- It should be added that many of the students are multilingual not just bilingual.
- Under Pupil Absenteeism, it should be added that the school days at ESCPH are longer than previously to adjust for the shorter school year. Our low absenteeism may in part be because our students are still quite young.

Decision:

The Board decided on the following summary for the Board's section of the report: 'The Board took note that there are several metrics in the Municipality's quality reports that are not available for ESCPH, because it is an Accredited European School rather than a Folkeskole. However, the Board believes the school is performing very well and the Board has adopted four strategic focus points for 2019/20 to support the ongoing development of the school.'

6. Various information from the school - 20 mins.

- Update from staff

RH followed up on the communications policy adopted by the Board at the last Board meeting. As discussed at the last Board meeting, it is important that the parents take ownership of the policy and help roll it out. The plan is therefore that the Parents Council representatives communicate the policy to the parents at the parents meetings in the spring. The school will produce a document that they can talk to.

TF said that the staff in Secondary are under pressure as they have to spend a lot of time on school development and harmonisation.

- Update from students

Shireen informed the Board that the new phone policy for Secondary is coming along and Dwaj mentioned that there had been a case of bullying, and he was encouraged to report it to the relevant teachers.



- Start of Upper Secondary (S5/1g)

AH informed the Board that the Municipality has confirmed that the Upper Secondary department can open in August 2020. AH and MSS are meeting with the Municipality tomorrow (8/11-2019) to discuss plans for recruitment etc.

- Admission 2020/21 and information evenings

The school is organising an information evening on Monday 25th November for parents, who are interested in knowing more about the school and the admissions process. Caroline and Eskil will attend as the parent representatives on the Board.

- Recruitment of new Head of Primary

AH informed the Board that the school has appointed Helle Bjerre Degn as new Head of Primary starting 1st December 2019.

- Feedback from the annual school meeting

JC said the meeting went well and it worked well with RK presenting the communications policy. There were not as many parents as hoped for and this was a shame as the teachers did some really good presentations. RH added that it was also a very busy time for the teachers just before the autumn break.

Decision:

- It was agreed to look at a better time for the event next year perhaps link it to another event to have more parents there.
- Aula roll-out

URH gave an update on Aula, the school's new communications platform. The school has not heard much from parents, which suggests a smooth transition from Intra to Aula. However, the staff are having a few issues, which will be reported to the persons responsible for developing the platform.

7. AOB - 5 mins.

RK expressed concerns that the school might have breached GDPR rules in its handling of a situation involving some students causing trouble in a local store.

Decision:

- The Board decided that the school should report the concern to the data authority in the Municipality of Copenhagen. (The DPO subsequently concluded that there had not been a breach of GDPR).

***Approved by the Board of the European School Copenhagen
via email on 10th December 2019***

Strategic Focus Points 2019/20 – ESCPH



Focus Point 1: Team collaboration, sparring and knowledge sharing			
<p>Description:</p> <p>We need to continue to support collaboration in and across teams to enhance pedagogical and didactic reflections and discussions as well as planning and harmonisation.</p>	<p>Objective:</p> <p>To enhance the quality of teaching and ensure the students experience a holistic academic approach.</p> <p>To harmonise the education and jointly plan for the exams.</p> <p>To boost sharing of best practice and knowledge.</p> <p>To enhance pedagogical and didactic discussions and sparring through structured team meetings.</p> <p>To ensure close cooperation between management and teams to spar and discuss practices.</p> <p>To improve employee satisfaction through a focus on didactic development of and greater collaboration in the teams.</p>	<p>Action plan:</p> <p>The school management will facilitate cooperation and sharing of best practice through structured meetings and other initiatives:</p> <ul style="list-style-type: none"> • Implement structured team meetings in Primary with a focus on mutual sparring and development in relation to learning goals, feedback and progression (LDS). The team meetings should be across language sections and include both teachers and pedagogues to ensure a holistic approach and continuous day. • Implement structured team meetings in Secondary with a focus on harmonisation and planning, including harmonisation of exams in Secondary 4. • Teachers and pedagogues participate in the development of plans and initiatives to promote the students' learning. <p>The draft policies for transition from Nursery to Primary and from Primary to Secondary should be further developed and implemented.</p> <p>Management to visit in the classes on a regular basis to spar with teachers, observe practices and class dynamics, and get to know all the students.</p>	<p>Evaluation</p> <p>Many joint initiatives and greater coordination of teaching in the different subjects across the sections.</p> <p>The teachers and pedagogues experience a better understanding of each other's skills, professionalism and contribution.</p> <p>The students experience a more holistic and coherent academic approach across the sections and departments, e.g. in the se use of subject concepts, themes and learning goals. (based on interview with students in the Student Council).</p>

Strategic Focus Points 2019/20 – ESCPH



Focus Point 2: Evaluation and assessment to ensure academic progression of all students			
<p>Description:</p> <p>We need to evaluate and assess student performance to ensure the academic progression of all students.</p> <p>The school needs to develop tools and techniques to assess teaching methods and monitor the students' performance in order to address potential areas of concern.</p>	<p>Objective:</p> <p>To develop evaluation strategies for assessing the students' learning, performance and progression.</p> <p>To attain and use data to identify potential areas for development and implement the right educational/pedagogical initiatives.</p> <p>To equip teachers and pedagogues with guidelines and tools for giving feedback to the individual students and help them progress.</p>	<p>Action plan:</p> <p>The school's management will be attending a two-year management course (Oslo-skolen) for school managers in the Municipality of Copenhagen with a focus on "ledelse for øget læring" (leadership for increased learning), including among other things the use of data, to improve the students' learning.</p> <p>The school will develop and pilot harmonised/standardised assessments across the language sections, especially in L1 and Maths (in Secondary, also in Science).</p> <p>Implement "Læring der ses" project from the Municipality of Copenhagen ("visible learning" initiative), where a coordinator (didaktisk vejviser) facilitates discussions in the teams regarding learning goals, progression and feedback to students.</p>	<p>Evaluation:</p> <p>Harmonised/standardised assessments developed and piloted.</p> <p>Closer collaboration between management and class teams to assess student performance through data.</p> <p>Coordinator (didaktisk vejviser) facilitates "læring der ses" discussions in the section team meetings with a view to develop guidelines.</p> <p>Should the school assess wellbeing among the students and organise a survey?</p>

Strategic Focus Points 2019/20 – ESCPH



Focus Point 3: Funding and organisation of Lower and Upper Secondary			
Description:	Objective:	Action plan:	Evaluation:
<p>The school is planning to open the Upper Secondary department in August 2020 pending funding from the Municipality and Ministry for Education. The school will need to provide input to the budget discussions and clarify the budget requirements for establishing a quality education in Secondary to the Municipality and Ministry for Education.</p> <p>The school must also prepare for the opening of the Upper Secondary by developing new admissions and other procedures, recruiting teachers and students, etc.</p>	<p>To develop a financial overview of the budget requirements for establishing a quality education in Secondary, in accordance with the European Schools' curriculum and standards.</p> <p>To be prepared for the opening of the Upper Secondary department in August 2020, pending agreement on the funding.</p> <p>To recruit qualified applicants for the Upper Secondary (three classes: 1 English S5, 2 Danish S5).</p>	<p>Provide input to a) a budget model for Secondary in cooperation with the Municipality and b) a budget model for Upper Secondary in cooperation with Ministry for Education and the Municipality.</p> <p>Develop and implement a strategy for recruitment and admission of students in Upper Secondary (using optagelse.dk) and integration of the new students.</p> <p>Implement the ES rules for special needs support for the BAC exams in collaboration with the Municipality.</p> <p>Organise the languages and subjects in cooperation with the EURSC.</p> <p>Select a communications platform that meets the needs of the Upper Secondary students and staff (can't use Aula; Lectio only in Danish) and develop an implementation plan.</p> <p>Plan and implement recruitment of new teachers and staff as we expand Lower Secondary and open Upper Secondary.</p> <p>Evaluate the start of the Secondary French language section.</p>	<p>Most important policies and procedures specific to Upper Secondary developed.</p> <p>Communications platform for Upper Secondary has been selected and an implementation plan developed for school start.</p> <p>Admissions process and system (optagelse.dk) in place for opening of Upper Secondary.</p> <p>Procedure in place for students' applications for special needs support for exams.</p>

Strategic Focus Points 2019/20 – ESCPH



Focus Point 4: Communications			
<p>Description:</p> <p>To ensure close cooperation between all members of the school community and a thriving school, we must communicate effectively with each other and in accordance with the school's values.</p>	<p>Objective:</p> <p>To improve school/home communications and provide clarity regarding expectations.</p> <p>To roll out the new communications platform, Aula, which replaces Intra.</p> <p>To raise awareness regarding digital communication and online safety.</p>	<p>Action plan:</p> <p>Finalise communications policy and code of conduct and implement it together with staff, students and parents.</p> <p>Work with parents to develop an A-Z guide covering practical information, expectations and policies at the school, and update the website.</p> <p>Develop a welcome pack for new parents/students containing the most important practical information and expectations before school start.</p> <p>Work with the student councils to develop and implement initiatives to ensure everyday-communication is in accordance with the values.</p> <p>Develop a plan to introduce Aula, the new communications platform, to staff and (contact) parents and ensure they know how to use it.</p>	<p>Evaluation:</p> <p>A-Z guide created and communicated to all stakeholders and website updated.</p> <p>Communications policy and code of conduct approved and shared with all stakeholders.</p> <p>Parents and staff have clarity regarding expectations for school/home collaboration. It is easier for everyone to find the information they need.</p>



European
School
Copenhagen



BOARD PRESENTATION 31/3-2020

UPPER SECONDARY/GYMNASIUM

PLANNING AND PREPARATION

Julie Rørdam Thom



Presentation of Julie Rørdam Thom

- Teaching qualification, Primary & Secondary, Danish, English, PE and Christianity, 2002
 - Master in Danish and English Language and Literature, 2006
 - Upper Secondary Teacher at SAG in Danish and English, 2007-2015
 - Development Coordinator, SAG, 2013-2015
 - UVM: English Written Exam Commission STX A and B Level, 2013-2015
 - Head of Pedagogical Development, Rysensteen Gymnasium, 2015-2020
-
- Currently studying for a Master of Public Governance at CBS – graduating Jan 2021
 - Privately: Married to David (Scottish), three children, living in Frederiksberg

A woman in a dark blue dress is speaking at a podium on a stage. She is holding a microphone. In the background, there is a large screen displaying a presentation and a European Union flag. The audience is seated in the foreground, looking towards the stage.

Preparation, information & marketing

What have we done so far?

- Information evening and Q&A day
- New Facebook page
- Information on escph.dk
- FB FAQ concerning upper secondary
- Admission guidance for international applicants
- Hotline concerning optagelse.dk

Admission and screening - round 1



- 38 applicants via optagelse.dk
- Approx. 25 applicants have been screened in EN/FR, Maths and Danish (we have used and translated the Danish UPV's + teachers have developed tests in some subjects)
- Still some applicants to screen abroad due to international school closures, etc.
- 2020/21: Two classes - S5DK (majority) + S5EN

Admission and screening - round 2

- We've extended the application deadline to May 15th
- Extra push to communicate vacant spaces planned when all the gymnasiums send out their admission letters end of April as some won't get their first choice
- Using FB + social media + escph.dk
- Different expat communities have been contacted
- Please help spread the word 😊



Information to new parents in May



Introduction to the ES cycles: Optional courses, choice of maths levels, etc.



Different policies



Meeting the (few) teachers



Seeing the school



Socialising



**S5 School
start in
August**

- School begins August 17
- Café and eating together Friday during the first week
- Trip to Berlin with social and subject related activities in September – all students away together
- Forming student council + social council

Academics, motivation and well-being

- EEA – cooperation and projects on sustainability
- Differentiated teaching
- Educational support when needed
- Language competition – II Competition
- ES science competition in Brussels
- Student counselor – UU-Copenhagen
- Etc.



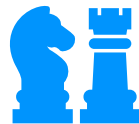
Extra-curricular, cultural and social activities in the first year + future events



Musical
activities



Sports
activities



Chess



Film Club,
Cafés, etc.



Christmas
Crafts Day

Organisation of studies

Mette Sophie Skærlund



Organisation of studies in cycle 2 (S4-S5)

- Cycle 2 in the ES-system = Secondary 4 and Secondary 5.
- Students have more options in cycle 2.
- Choices are binding for two years and affect the options in S6 and S7 (the orientation cycle).
- It's a requirement that a student has followed a course in S4 and S5 if he/she wants to study the subject in S6 and S7.

Compulsary subjects - what is new?

- Integrated subjects from cycle 1 (Secondary 1-3) are subdivided into courses of two periods (2P).
- Integrated science => Biology (2P), Physics (2P) and Chemistry (2P)
- Human Science => History (2P) and Geography (2P)

Maths options

- Students must choose between an advanced or standard level of maths
- Standard level (4 periods per week) in S4 and S5
- Advanced level (6 periods per week) in S4 and S5

Level of maths

- Maths is compulsory in all cycles and the choice in Secondary 4 has consequences for Secondary 6 and 7.
- Advanced maths in S4-S5 + S6+S7 = Level A (in the Danish system)
- Advanced maths in S4-S5 + Standard maths in S6-S7 = Standard maths (level B in the Danish system)
- Standard maths in S4-S5 + S6-S7 = Level B (standard maths).



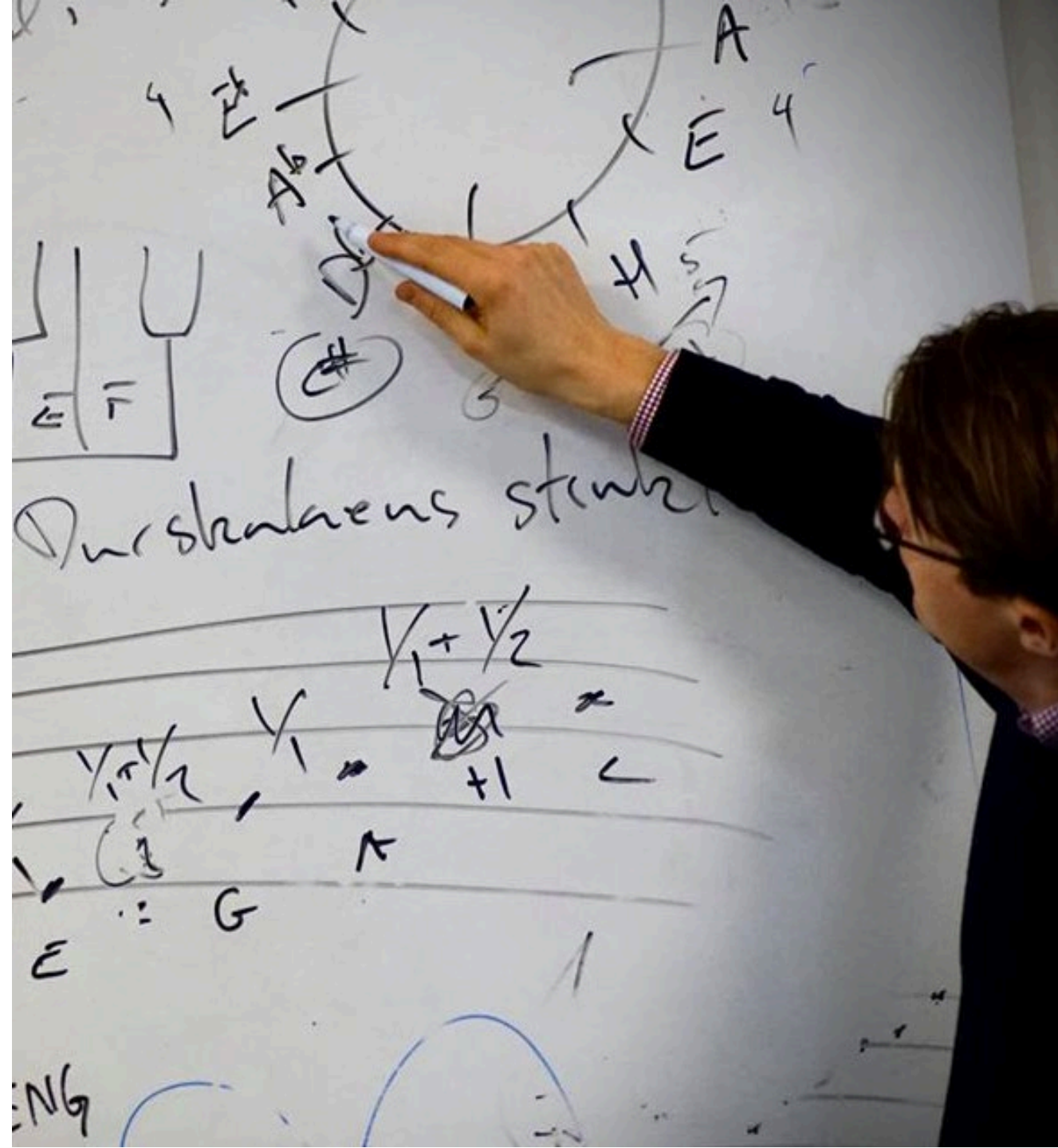
Options - a new language (L4)

- Students can choose a new language at beginners level (French, German or Spanish).
- The course is 4 periods per week.
- Students can choose to continue with their L4 after Secondary 5.

Creative subjects are optional

Students can choose the following subjects:

- Art – 2 periods per week
- Music – 2 periods per week
- ICT – 2 periods per week
- Students can continue taking the subjects in Secondary 6-7 and will obtain the level A.



Organisation of studies - compulsory subjects

	Number of periods per week
	Secondary 4 and 5
Language 1	4
Language 2	3
Math	4 or 6 lessons
Language 3	3
History	2
Geography	2
Biology	2
Chemistry	2
Physics	2
Physical Education	2
Religion/Ethics	1
TOTAL	27 or 29

Minimum and maximum number of lessons

The minimum number of lessons in S4-S5 is 31 and the maximum is 35.
Students must select 4-8 periods from the following subjects:

Optional subjects:	
Language (third foreign language)	4
Art	2
Music	2
ICT (computing)	2

Study guidance

- There will be an information evening in *May* for all parents and students about options in Secondary 4.
- Parents and students will have the possibility to discuss their maths option with their maths teacher.



Useful links



In the links below you can find:

- All syllabuses for all subjects in all cycles
- Subjects and options in Secondary 6 and Secondary 7 (the Baccalaureate) for the English Section and the Danish Section
- A description of the levels in the EB-system and how it corresponds to the Danish system in "Eksamenshåndbogen"

FUNDING

Anette Holst



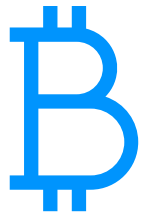
Funding process and end result

- Since Nov 2018, UVM and the Municipality have been in negotiations over who would fund the additional costs that are associated with the EB programme compared to the Danish STX. In the autumn 2019, they reached an agreement.
- When ESCPH has been fully established with three classes in each year level, these additional costs will amount to DKK 6.2 million and will be split evenly between UVM and the Municipality.
- The numbers are based on there being nine classes with 29 students per class and no drop-outs.
- The additional grant is not regulated. The Ministry's grant is a fixed EB grant, which will be phased in over three years.

Starting up in 2020

- In 2020, UVM will contribute 0.4 mill. and the Municipality 2.5 mill. on top of STX allocation.
- We may have to renegotiate the contribution from Municipality if we only have two S5 classes, but many costs are the same.
- We have requested 0.5 million for extra salary, marketing and other costs this spring.
- We will present a budget at the next Board meeting

Lower secondary



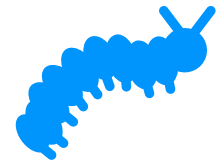
We've been in discussions with the Municipality about additional funding for S1-S4. We have many small language classes, which require extra teaching resources of up to 500 hours in S4.



We've agreed that UU lessons (understøttende undervisning) may be utilised for extra language classes, where the class is divided.



ESCPH students' compulsory school hours are slightly below the compulsory school hours in Folkeskolen.



The Municipality is now also looking at the funding of Primary where the number of compulsory school hours is also lower than in the Danish Folkeskole.



Conversion of the new EB grading scale to the Danish grading scale

We have agreed a meeting with representatives from the Ministry of Higher Education and Science (UFM) and the Ministry of Education (UVM) on 15th April 2020. One or two parent representatives from the Board are welcome to attend the meeting with Jonas Christoffersen, Julie Rørdam Thom and Mette Sophie Skærlund.

In connection with the European Schools' introduction of a new grading scale, a new conversion to the Danish scale must be made before the summer. The school's management and the chairman of the Board recommend to the Board that we work for the introduction of a bonus for an extra subject at advanced (A) level, on a par with Danish students.

A report has been prepared, outlining the mathematical basis for the current conversion. It is a complex matter. If the parents would like to express their views in this regard, they are of course welcome to do so at the meeting in the Ministry.

Annette Holst & Jonas Christoffersen

10.03.2020

Annex 4.1. Conversion of new EB scale to Danish grading scale 10.03.2020



Email from parent representatives of the Danish language section at EEB1 - received 23rd January 2020

Dear Board Members of the European School Copenhagen,

For your information, the parents of the Danish language section at the European School in Brussels (EEB1) have requested the Permanent Secretary of the Danish Ministry of Higher Education and Science to adjust the conversion table for the European Baccalaureate (EB) grades to the Danish grading scale in order to ensure equal treatment of EB graduates and Danish secondary school graduates with comparable qualifications (cf. the e-mail below and the attached note in Danish and English).

With the imminent opening of the upper secondary level (S5-S7) at the European School in Copenhagen, your future graduates will be directly affected by the Danish conversion table's negative discrimination against EB graduates. We therefore hope that you will actively support our request for an adjustment of the EB conversion table preferably before 15 March 2020, which is the formal deadline for EB students' application for admission to Danish universities in 2020.

Do not hesitate to contact us if you have any questions or need further information about the EB-conversion issue (line.fredslund-volkers@ec.europa.eu, karin.hundeboll@ec.europa.eu).

Yours sincerely,

Line Fredslund Volkers og Karin Hundebøll

Parents representatives of the Danish language section at the European School in Brussels (EEB1)

Annex 4.2. Email from EEB1 parents 23.01.2020