



Agenda for the ESCPH Board Meeting

Date: Monday 27 February 2023
Time: 16:30-18:00
Venue: Staff Lounge, 2nd Floor, European School Copenhagen
Members: Hans Bruyninckx (Executive Director EEA & Deputy Chair ESCPH Board), Kira Peter-Hansen (MEP and External Member), Christen Bagger (ESCPH Parent), Margo Rachat Nielsen (ESCPH Parent), Stéphanie Horion (ESCPH Parent), Laure Conte (ESCPH Parent), Maya Chang Hansen (ESCPH Student), Sebastian Leiholt (ESCPH Student), Johan Lindell (ESCPH Staff), Rasmus Hornecker (ESCPH Staff), Stephanie Lambert (ESCPH Staff), Anette Holst (Principal ESCPH & SAG), Julie Rørdam Thom (Deputy Principal ESCPH)
Guests: Hella Helvig Jensen (Head of Administration ESCPH), Helle Bjerre Degn (Head of Primary ESCPH), Madelaine Kirk (Head of Lower Secondary ESCPH)
Apologies:
Minutes: Helene Kristensen

ESCPH Board Meeting

Agenda:

- 1. Approval of the agenda (decision) - 1 min.**
Annex 1.1 - Agenda ESCPH Board Meeting 20230227
- 2. Approval of the minutes of the ESCPH board meeting 13 December 2022 (decision) - 1 min.**
Annex 2.1 - ESCPH DRAFT Board Meeting Minutes 20221213
- 3. Strategic focus points 2022/23 – Develop network with external collaborative partners (discussion) – 30 mins.**
Annex 3.1 – Strategic Focus Points ESCPH 2022_2023
Purpose: To discuss the strategic focus point on developing network with external collaborative partners.
 - Mobility Programme
 - Staff trip to Brussels
 - Lower Secondary work experience
 - Carlsberg
- 4. 2023 budget for Primary, Lower Secondary and After School Care (decision) - 15 mins.**



Annex 4.1 – 2023 Budget for Primary, Lower Secondary and ASC DA

Annex 4.2 – 2023 Budget for Primary, Lower Secondary and ASC EN

Purpose: Hella Helvig Jensen will present the 2023 budget for Primary, Lower Secondary and After School Care for endorsement by the Board before it is submitted to the Campus Board for final approval.

5. Admission

6. Various updates and information – 10 mins.

- Information from the students
- Information from the staff

7. Information from management - 15 mins.

- Bac preparations – exams and proclamation
- New staff/recruitment
- SAG/ESCPH separation
- Parents Association

8. AOB – 5 mins.



DRAFT 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.



The overall objectives 2022-2025

1. ESCPH is committed to high academic standards for all students

ESCPH cultivates students' personal, social and academic development and prepares them for their next stage of education. All students can develop to the best of their abilities and excel academically and socially as a member of a global community. Student wellbeing is prioritised as the foundation of academic progression ensuring students are 'ready to learn'. Staff collaborate with management across departments of the school to develop an engaging learning community for all students at ESCPH.

2. ESCPH aims for sustainable growth in an organisation with high professional standards

A sustainable organisation is the foundation for optimal learning conditions for all students. This includes both economical, environmental and well-being sustainability for all members of the organisation. The continuous development and growth of the school requires our pioneering spirit, ingenuity and energy but also structures and processes to ensure the growth is sustainable and that high professional standards are maintained. Staff involvement when making sustainable solutions is key in this process.

3. ESCPH is focused on strengthening its European specificity, local anchoring and global responsibility

ESCPH is first and foremost a European School with a strong focus on learning European languages, history, and culture. The European specificity is therefore an ongoing focus of the school. However, our students are not just citizens in Europe, they are also citizens of the world living in Denmark. All these aspects are important in our thinking and identity as a school and are strengthened by building relationships with other European and international schools, ESCPH parents and local partners.



Department	Focus point	Purpose of focus point	Actions	Aim and evaluation * staff and students will be invited to evaluate briefly against each focus point (improved/better, no change, less/worse)
Whole School	Sustainable learning progression for all students	<i>To ensure that all students experience continuous learning and well-being progression.</i>	<ul style="list-style-type: none"> • PLC develops into a well-structured and well-known learning support central for both teachers and students. • Feedback on learning progression and harmonised didactic approach to be discussed and developed on professional development meetings in the Upper Secondary • Common focus and discussion of ES learning objectives / 8 key competences in both Primary and Lower • Pair teachers for balkort visits to support “Open door to your classroom” policy • Co-teaching “pilotprojekt” starts up in Primary and Lower with teams • Teachers develop and maintain knowledge sharing and common practice • Creating and strengthening common learning areas for lower and upper secondary students • Upper Secondary class teachers follow a class teacher programme • Lower Secondary team structure is supported by meeting structure and co-work • B-tests are identical across language sections • S5+S6 class teachers follow developed programme with regards to develop and maintain class community and student well-being • Development programme for teachers and class teachers in the lower secondary with regards to consistency in communication with parents and teacher-parent conversations • ES-learning and 8 key competences are approached in the same way in Primary and Secondary 	<ul style="list-style-type: none"> • Students and teachers express that students’ learning outcomes have grown via use of PLC • Students express knowledge of the 8 key competences • Teachers express that working together by Open door, balkort and co-teaching support the common language and harmonisation. • Teachers express co-teaching makes their planning and teaching more effective. • Teachers express that co-teaching support inclusion and differentiation. • Students express that co-teaching support inclusion and learning. • All students must feel that they have a place at the school and that they belong at ESCPH • • Upper Secondary teachers express that team structure support the common didactic approach and subject group work on questions for pre-bac and oral exam is in place. • Upper Secondary Teachers develop a common approach and language on assessment, grading, and feedback to students on their learning and Upper Secondary Students express that the feedback given from teachers is harmonised. • S5, S6 and S7 students express that they experience a higher sense of class community and wellbeing due to the class teacher program. • Lower and Upper Secondary students and teachers express that the students’ learning outcomes have grown via use of the common learning areas • Lower Secondary teachers express that they experience a more structured meeting and co-work culture • Lower Secondary Students and teachers express that assessment and grading is transparent and consistent. • Lower Secondary Teachers express that they experience exact guidelines for parents’ communication.



Department	Focus point	Purpose of focus point	Actions	Aim and evaluation * staff and students will be invited to evaluate briefly against each focus point (improved/better, no change, less/worse)
Whole School	Whole School	<p><i>To ensure that ESCPH staff and students know each other across departments and feel that they are important in the continuous development of the school as a global community</i></p>	<ul style="list-style-type: none"> • Plan the year so that European Special days are for all sections • Whole school Sustainable Day in December as a recurring event • Student physical areas and focus on well-being is strengthened in all sections • Staff well-being (onboarding for new staff, support, and open-door policy for existing staff) • Use parents as resources • Management continues managing different cross school areas • Organise activities involving all departments sharing knowledge from each other's departments • Continue developing ESCPH SoMe profile with responsible teachers, students and administration • Organise all-school event/party involving the PC and the PA • Organise transition events and establish new traditions • Involvement of administration staff in more whole school projects with students. Fx assemblies. • Introductory days in S% and information evening about the Upper Secondary for S4 classes in the Upper Secondary is provided • To mix students across the language sections • Develop ES introductory programme and handbook for all teachers 	<ul style="list-style-type: none"> • Students in all departments can mention central traditions at ESCPH • Teachers experience a greater sense of European school community for the whole school • Sustainability Day in December is being evaluated by staff and students as a whole school success – students from all departments working together – and as a day that creates awareness of sustainability (each student should be able to name at least one sustainable initiative from this day. • At least one concrete sustainability project per section at ESCPH continues after the sustainability day • All managers are managing at least two cross school areas. • Staff express that onboarding handbook is a help when starting at ESCPH • All new teachers express feeling welcomed and that they understand the ES system when asked September 1st • Staff express that they feel supported by management. • Staff expresses that management is visible and accessible • Both staff and parents express that they have knowledge about the function of the board, the parents council and PA. • Staff express that there is more collaboration and knowledge sharing across the departments. • Staff express that they are part of an attractive working place and 50% of staff will recommend ESCPH as a workplace • Staff experience knowledge of each other's departments when asked to name one new activity in another department of the school • Staff express that they feel coherence in tasks across sections (e.g. purchase, registering and borrowing of PLC materials) • An increase in the number of stories shared on SoMe platforms • An increase in engagement on SoMe channels – clicks and likes for example • PC and PA express that they are more involved in the development of the school than in previous years • Parents are involved as a resource in at least one activity per department per year. • Students in both Primary and Secondary express that they have knowledge of transition traditions because they are visible for the whole school. • Students in both Primary and Secondary express that they have knowledge of at least 3 common traditions/events across departments. • Students from all departments can name at least one activity where they collaborated with a student from another language section • S4 students express satisfaction with knowledge of the Upper Secondary

Department	Focus point	Purpose of focus point	Actions	Aim and evaluation * staff and students will be invited to evaluate briefly against each focus point (improved/better, no change, less/worse)
Whole school	Develop network with external collaborative partners	<i>To strengthen the European dimension and the local anchoring of ESCPH</i>	<ul style="list-style-type: none"> Develop network with other European Schools for students, teachers and management Develop collaboration with Bruxelles 1 with regards to exchange programme and study trip in S4 – programme should start in S2 and continue over S3 Develop Praktikforløb with KP Develop collaborations with Carlsberg city which could strengthen local identity and relationship To further involve the EEA in our school events, such as holding an EEA focused careers day Formal celebrations of Europadagen / Schuman Day, including parents and EEA 	<ul style="list-style-type: none"> Staff are all on a professional development trip to a Type I European School in Bruxelles in the Autumn of 2022 Management has established contact for both management and teachers with a European School in Bruxelles by the end of the school year ESCPH S4 students have been at a successful exchange trip to EEB1 and ESCPH has hosted EEB1 students in the spring of 2023. We aim to welcome more national and international external visitors from educational institutions Interns at ESCPH is experienced by staff as a fruitful part of the school community EEA has been involved in at least one whole school project by the end of the school year
Upper Secondary	Continuous development of the Upper Secondary	<i>To ensure quality education for the first graduate students of ESCPH in 2023</i>	<ul style="list-style-type: none"> Focus on the intake of students in S5, S6 and S7 Develop ES introductory programme and handbook for all new upper secondary students Strengthening the physical learning environment in the Upper Secondary Implement the Baccalaureate programme Develop traditions with staff, students and parents such as Proclamation with keynote speaker, prom with Les Lanciers etc) Information including relevant data on the conversion from EB grades into Danish grading system for EB students going to Danish Universities is described by ESCPH management All students participate in S6 study trip and feel informed about how they can apply for financial help if needed Develop an inclusive social and study environment for the upper secondary students Develop a programme for student exchange/ international travel – including looking into the option of smaller scale exchange – singular or two weeks at a time – could also involve virtual collaboration with another ES class (at another ES school) and then students go visit Thursday-Friday – best in the spring S5. Develop ES support and study counselling programme Continue alcohol free initiatives also at parties and cafes, 	<ul style="list-style-type: none"> Upper Secondary management count a total number of more students by the beginning of 2022 than in 2021 New Upper Secondary students express satisfaction with their welcome and students express that the student handbook is a help for their understanding of the EB system when asked on September 1st ESCPH students and teachers express that the physical environments now support more focused and varied learning and that there are more areas that can be used for breaks Students express that they are informed of where to seek for financial help for study trips if needed Students express satisfaction with exchanges at other ES schools (both ESCPH students visiting and ES students visiting ESCPH) Students in need of SEN express satisfactory help and support Upper Secondary students express satisfaction with the involvement in planning of ESCPH Bac traditions Establishing procedures for the oral examinations, the Proclamation of results and the graduation ceremony including a keynote speaker Establishing procedures (management and teachers) for the pre-bac and baccalaureate exams Establishing a number of info sessions on important deadlines/events for teachers, students and parents, such as 1) structure of S7 including calculation of GPA, proclamation, 2) registration and choice of exams, 3) pre-bac, 4) oral and written exams. All S7 students express overall satisfaction with the Bac programme at ESCPH and with the support given to applications to international universities Establishing a procedure for giving students predicted grades and assisting them with applications for tertiary educations. ESCPH students express that they understand the EB grades and the conversion into Danish grading system An explanatory folder of the EB conversion and management visiting classes to explain the conversion is carried out in the autumn of 2022.
Administration	SAG and ESCPH – Coherence and quality assurance in the Group Administration	<i>To ensure that the core tasks of the two schools are supported by the administration.</i>	<ul style="list-style-type: none"> Update job descriptions and annual task plans (årshjul) Prepare procedures to support performance of the tasks and create transparency. Hold meetings with management regarding the tasks, output and quality. 	<ul style="list-style-type: none"> TRIO evaluates that the working environment/ well-being of the group administration is good. At a joint meeting, the administrative staff assess that collaboration with the professional/dept. managers has improved, and there is greater clarity about the tasks.



Department	Focus point	Purpose of focus point	Actions	Aim and evaluation * staff and students will be invited to evaluate briefly against each focus point (improved/better, no change, less/worse)
				<ul style="list-style-type: none"> Management at SAG and ESCPH find that there has been good administrative support for the core function and a focus on quality assurance.



Budget 2023

European School Copenhagen



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Budgetforudsætninger og budgetprincipper

Generelt

De vigtigste forudsætninger, som budgettet er baseret på, er beskrevet nedenfor.

Budgettet er baseret på ledelsens forventninger til skolens fremtidige drift, herunder tilføjelse af nye klasse.

I budgetmodellen er skolens økonomi bygget op om en grundbevilling, en aktivitetsbevilling og en fordeling efter socioøkonomi.

Grundbevillingen gives til dækning af basisomkostningerne på skolen: Ledelse, administration og ressourcecenter/pædagogisk læringscenter. Der kan blive ydet særbevillinger/puljebevillinger udover de oplyste i løbet af året.

Vi er som bekendt blevet enige med kommunen om nogle særlige principper for Europaskolen, hvilket betyder at vi få en særbevilling på 5.4 mio. om året til at dække de ekstra udgifter, vi har, fordi vi følger Europaskolernes regler og pensum.

Budgettet er udarbejdet på baggrund af ledelsens forventninger til den fremtidige drift. Budgettet har karakter af en fremtidsvurdering, hvorfor det ikke kan forventes, at alle forudsætninger kan opfyldes, ligesom der kan indtræffe uforudsete begivenheder og hændelser.

Omkostninger

I budgetoverblikket er vist en samlet oversigt over udgifter fordelt på den kontodetaljering, som er stillet til rådighed af kommunen, bilag 1.

Lønbudgettet er lagt på baggrund af de faktiske lønudgifter til de enkelte medarbejdere. Der er indlagt midler til vikardækning, udbetaling af 6. ferieuge mm. De generelle lønstigninger i 2023 er udregnet i henhold til gældende overenskomster. Der er taget højde for de nyansættelser der forventes at komme, også den nye afdelingsleder.

Der er foretaget mindre justeringer for driftsomkostninger og andre omkostninger forbundet med undervisning, faglig udvikling, IT, administration, daglig drift og ledelse.

For at sikre en mere nuanceret budgetopfølgning, har kommunen oprettet 3 nye konti til henholdsvis, IT, Copydan, Inventar og rengøring.

Der er på nuværende tidspunkt ikke meldt budget ud til driftsomkostninger til husleje, el og varme og elevtransport, hvorfor der heller ikke er lagt budget på disse poster. Da posterne dækkes én til én af kommunen, har det ingen betydning for budgettet.



Fordeling af fællesudgifter

Delte faste udgifter fordeles på baggrund af elevtal som følger:

Fordelingsnøglen for

- Primary, Lower Secondary er 80 %
- Upper Secondary er 20%

Appendix 1 Budget overview ESCPH

ESCPH		Budget 2022	Accounts 2022	Budget 2023
Income	Base grant (tilskud)	40.704.018	40.876.368	42.844.136
	Result	738.696	738.696	1.735.488
	Special appropriation European School (særbevilling)	5.302.960	5.302.960	5.449.852
	Skoleflex (support vulnerable students)	141.667	263.382	
	BUFFlex		250.310	
	Frikøb af ressourcer på skolen til co-teaching forløb		300.000	
	Udskoling - Feed back samtaler		105.000	
	Screening af elever for dysleksi		19.069	
	Nedjustering af Covid-19 rengøring		-366.628	
	Besparelse på specialområdet		-353.675	
		46.887.341	47.135.482	50.029.475
	Building fixed costs (Kejd)		28.183.770	
	Building - energy costs (el., heating)		1.656.599	
	Student transport (elevkørsel)		95.910	
	Tolkebestand		3.690	
	Ukraine relateret udgifter		49.670	
	Culinary school grant (madscole tilskud)	622.439	622.439	639.599
			30.612.078	639.599
Income total	Indkomst total	46.887.341	77.747.560	50.669.075
EXPENDITURE				
Teaching costs	Salaries teaching (Incl. cleaning., tech)	37.879.607	36.677.769	39.334.311
(Undervisningens gennemførelse)	Teaching related staff expenses	500.000	700.397	500.000
	Educational materials - Shared	1.500.000	1.345.219	900.000
	Educational IT			300.000
	Copy dan mv			250.000
	Educational materials - Primary	450.000	548.580	550.000
	Educational materials - Secondary	460.000	164.919	460.000
	Lejrskoler / Studieture	300.000	120.000	300.000
	BUF- og Skoleflex		513.692	
	Allocation for language groups/SWALS	1.200.000		1.200.000
	Culinary school - to cover deficit/surplus	455.435	751.897	860.401
Teaching costs total		42.745.042	40.822.473	44.654.711
Building running costs	Building - school costs (vedligehold mv)	1.000.000	1.421.520	800.000
	Building - school costs (inventar)			600.000
	Building - Cleaning			237.400
Building costs total		1.000.000	1.421.520	1.637.400
Management and administration	Salaries management and admin	2.611.904	2.662.328	2.632.503
	Management and admin	490.000	493.674	490.000
Management and administration total		3.101.904	3.156.002	3.122.503
MAIN TOTAL excl. particular costs		46.846.946	45.399.994	49.414.614
Particular costs				614.861
Building running costs	Building fixed costs (Husleje)		28.183.770	
	Building - energy costs (el., heating)		1.656.599	
Transport	Student transport (elevkørsel)		95.910	
	Tolkebestand		3.690	
	Ukraine relateret udgifter		49.670	
Base grant for Culinary School	Culinary school	622.439		639.599
MAIN TOTAL		47.469.385	75.389.633	50.054.214
TOTAL		40.395	1.735.488	614.861

ESCPH Culinary School (Madsolen)	Culinary School	Budget 2022	Regnskab 2022	Budget 2023
	Culinary School - Salaries	1.977.874	1.724.185	2.100.000
	Culinary School - Fødevarer	1.300.000	1.814.167	1.800.000
	Culinary School - Other expenses	200.000	545.629	400.000
	Culinary School - Expenses total	3.477.874	4.083.981	4.300.000
	Culinary School - Base grant	622.439	622.439	639.599
	Culinary School - Other income	2.400.000	2.709.645	2.800.000
	Culinary School - Income total	3.022.439	3.332.084	3.439.599
	Culinary School Total	-455.435	-751.897	-860.401



Appendix 2 Budget overview After School Care

After School Care (ASC)		Budget 2022	Regnskab 2022	Budget 2023
Income	Base grant	8.340.052	8.614.363	8.984.571
	Result	-51.479	-51.480	364.202
	Building costs	448.679	213.786	422.997
	Anticipated rebate for trainee pedagogues		74.786	
	Klippekort for pædagoger		3.600	
	Særlig midler fra BUF		250.000	
Income total		8.737.252	9.105.055	9.771.770
EXPENDITURE				
Salaries	Salaries	7.632.147	7.550.827	8.244.255
Activity	Activities	300.000	160.974	300.000
	Food	216.000	215.885	225.000
	Staff expenses	80.000	93.335	200.000
	Building - ASC costs (selv)	448.679	628.456	422.997
	Administration	56.000	30.763	60.000
MAIN TOTAL		8.732.826	8.680.240	9.452.252
TOTAL		4.426	424.815	319.518



Budget 2023

European School Copenhagen



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Budget Assumptions and Principles

General

The most important assumptions on which the budget is based are described below.

The budget is based on management's expectations for the future operations of the school, including the addition of new classes.

In the budget model, the school's finances are built around a base grant, an activity grant, and a socioeconomic distribution.

The base grant covers the basic costs of the school: Management, administration, and resource center/pedagogical learning center. Additional special grants besides those that are listed may be given during the year.

As you know, we agree on some special principles with the Municipality of Copenhagen, which means that we have a fixed appropriation of DKK 5.4 million a year to cover the extra expenses we have because we follow the European Schools' rules and curriculum.

The budget is based on management's expectations for future operations. The budget has the character of a future assessment, which is why it cannot be expected that all preconditions can be met, just as unforeseen events and incidents may occur.

Expenses

The budget includes a comprehensive overview of expenses that are itemised in accordance with the financial accounts system provided by the Municipality, see Appendix 1.

The salary has been calculated based on the school's current salary expenses for the individual employees. Funds have been allocated for substitute teachers, payment of the 6th holiday week etc. The general salary increases in 2023 have been calculated in accordance with current collective agreements. Recruitment of new staff has been taken into account, also for the new head of department.

Minor adjustments have been made for operating costs and other costs associated with teaching, professional development, IT, administration, day-to-day operations, and management.

In order to assure more nuanced budget control, the municipality has created 3 new accounts for IT, Copydan, inventory and cleaning.

At this point in time, a budget for operating costs for rent, electricity, heating, and student transport has not been announced, for which reason a budget has not been stated for these items. Since the items are covered on a one-to-one basis by the municipality, this has no impact on the budget.



Europaskolen Budget 2023

Allocation of Shared Expenses

Shared overhead expenses are allocated based on student numbers as follows:

Distribution key for:

- Primary, lower secondary is 80 %
- Upper secondary is 20%

Appendix 1 Budget overview ESCPH

ESCPH		Budget 2022	Accounts 2022	Budget 2023
Income	Base grant (tilskud)	40.704.018	40.876.368	42.844.136
	Result	738.696	738.696	1.735.488
	Special appropriation European School I (særbevilling)	5.302.960	5.302.960	5.449.852
	Skoleflex (support vulnerable students)	141.667	263.382	
	BUFFlex		250.310	
	Frikøb af ressourceer på skolen til co-teaching forløb		300.000	
	Udskoling - Feedback samtaler		105.000	
	Screening af elever for dysleksi		19.069	
	Nedjustering af Covid-19 rengøring		-366.628	
	Besparelse på specialområdet		-353.675	
		46.887.341	47.135.482	50.029.475
	Building fixed costs (Kejd)		28.183.770	
	Building - energy costs (el., heating)		1.656.599	
	Student transport (elevkørsel)		95.910	
	Tolkebistand		3.690	
	Ukraine relateret udgifter		49.670	
	Culinary school grant (madskole tilskud)	622.439	622.439	639.599
			30.612.078	639.599
Income total	Indkomst total	46.887.341	77.747.560	50.669.075
EXPENDITURE				
Teaching costs (Undervisningens gennemførelse)	Salaries teaching (Incl. cleaning., tech)	37.879.607	36.677.769	39.334.311
	Teaching related staff expenses	500.000	700.397	500.000
	Educational materials - Shared	1.500.000	1.345.219	900.000
	Educational IT			300.000
	Copy dan mv			250.000
	Educational materials - Primary	450.000	548.580	550.000
	Educational materials - Secondary	460.000	164.919	460.000
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