



Agenda ESCPH Board Meeting

Date: Thursday 22 February 2024
Time: 16:30-18:30
Venue: Staff Lounge, 2nd Floor, European School Copenhagen
Members: Kira Peter-Hansen (MEP and External Member), Tinne Hoff Kjeldsen (External Member), Andreas Manville (EEA and External Member), Margo Rachat Nielsen (ESCPH Parent), Stéphanie Horion (ESCPH Parent), Christen Bagger (ESCPH Parent), Laure Conte (ESCPH Parent), Johan Lindell (ESCPH Staff), Rasmus Hornecker (ESCPH Staff), Blanka Erös (ESCPH Student), Dakshayini Manogha Potluri (ESCPH Student), Julie Rørdam Thom (Director ESCPH)
Guests: Hella Helvig Jensen (Head of Administration), Helle Bjerre Degn (Head of Primary), Laura Mackenzie (acting Head of After School Care)
Apologies: Laura Rosenvinge (Copenhagen City Council)
Minutes: Helene Kristensen

ESCPH Board Meeting

Agenda:

- 1. Approval of the agenda (decision) - 1 min.**
Annex 1.1 - Agenda ESCPH Board Meeting 20240222
- 2. Approval of the minutes of the ESCPH board meeting 18 December 2023 (decision) - 1 min.**
Annex 2.1 - Draft ESCPH Board Meeting Minutes 20231218
- 3. 2023 preliminary accounts for Primary, Lower Secondary, and KKFO (decision) - 10 mins.**
Annex 3.1 - 2023 preliminary accounts for Primary, Lower Secondary, and KKFO
Purpose: Hella Helvig Jensen will present the 2023 preliminary accounts for Primary, Lower Secondary, and the KKFO for approval by the board.
- 4. 2024 budget for Primary, Lower Secondary, and KKFO (decision) - 10 mins.**
Annex 4.1 - 2024 budget for Primary, Lower Secondary, and KKFO
Purpose: Hella Helvig Jensen will present the 2024 budget for Primary, Lower Secondary, and the KKFO for approval by the board.



5. Correction of prices in culinary school 2024 (decision) – 10 mins.

Annex 5.1 – Correction of prices in culinary school 2024

Purpose: To decide whether the school should raise the price per meal in culinary school in order to support their economy.

6. New opening hours in the KKFO (decision) – 10 mins.

Annex 6.1 – Proposal of new KKFO opening hours

Annex 6.2 – BUF – Kortere åbningstid i dagtilbud

Purpose: Decision regarding the Children and Youth Committee's decision to cut back on opening hours in day-care and after school care facilities in connection with the budget agreement for 2024.

7. Strategic Focus Point 2 and 3 (discussion) – 25 mins.

Annex 7.1 – Strategic Focus Points 2023-2024

Purpose: Discuss updates and inputs for strategic focus point 2, ESCPH whole school environment is a continuous focus point, and strategic focus point 3, ESCPH should be an environmentally sustainable school with green initiatives.

8. ChatGPT/AI policy (discussion) – 10 mins.

9. Choice of L2 (discussion) – 10 mins.

Annex 9.1 – Choice of L2

10. Collaboration with the EEA (orientation) – 10 mins.

11. Various updates and information – 10 mins.

- Information from students
- Information from staff
- Information from management
 - Holiday plan 2024-2025
(Annex 11.1 – ESCPH Holiday Plan 2024-2025)

12. AOB – 5 mins.



DRAFT Minutes **ESCPH Board Meeting**

Date: Monday 18 December 2023
Time: 16:30-18:00
Venue: Staff Lounge, 2nd Floor, European School Copenhagen
Members: Kira Peter-Hansen (MEP and External Member), Tinne Hoff Kjeldsen (External Member), Andreas Manville (EEA), Laura Rosenvinge (Copenhagen City Council), Margo Rachat Nielsen (ESCPH Parent), Stéphanie Horion (ESCPH Parent), Laure Conte (ESCPH Parent), Blanka Erös (ESCPH Student), Dakshayini Manogghna Potluri (ESCPH Student), Julie Rørdam Thom (Director ESCPH)
Guests: Hella Helvig Jensen (Head of Administration), Helle Bjerre Degn (Head of Primary), Caroline Warner (ESCPH Parent)
Apologies: Christen Bagger (ESCPH Parent), Rasmus Hornecker (ESCPH Staff), Johan Lindell (ESCPH Staff)
Minutes: Helene Kristensen

ESCPH Board Meeting

Agenda:

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

Annex 1.1 - Agenda ESCPH Board Meeting 20231218

Kira Peter-Hansen opened with a welcome to Laura Rosenvinge at her first board meeting followed by a round of presentations of members of the board.

Decision:

The agenda was approved by the board.

2. Approval of the minutes of the ESCPH board meeting 21 September 2023 (decision) - 1 min.

Annex 2.1 - Draft ESCPH Board Meeting Minutes 20230921

Decision:

The minutes were approved by the board.

3. 2024 budget for Upper Secondary (decision) - 15 mins.

Annex 3.1 - 2024 budget for Upper Secondary



Purpose: The board needs to review and approve the 2024 budget for Upper Secondary (Hella Helvig Jensen presents).

Hella Helvig Jensen presented the 2024 budget for the Upper Secondary.

Key points:

- The Finance Act for 2024 has been passed, which means this is accounted for in the 2024 budget.
- The 2024 budget for the Upper Secondary is tight but realistic.
- The 2023 budget was optimistic regarding the total number of full-time students. This year, it has been adjusted to an expected number of 70 students in the new S5 classes in August 2024.
- There are collective bargaining negotiations in 2024 for the public sector which we do not know the outcome of yet. This has been accounted for with a buffer in the budget for salaries.
- 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.
- The 2024 budget includes an estimated budget for 2025 which is based on an estimated number of 200 full-time students. However, because of an annual special grant of DKK 21 million for upper secondary schools from the Finance Act 2020, the rates are written down with 2%.
- All in all, the budget will result in a surplus of DKK 2.476.

Laura Rosenvinge inquired about the budgeting for SPS that is set to be less than in 2023. Julie Rørdam Thom responded that this is because there is a good procedure around SPS, and that it is therefore not an indication of cost-cutting measures.

Decision:

The board approved the 2024 budget for the Upper Secondary.

4. Revision of holiday plan 2024/2025 (decision) - 5 mins.

Annex 4.1 - Revised ESCPH Holiday Plan 2024-2025

Purpose: The board needs to approve the revised holiday plan for the school year 2024/2025.

Julie Rørdam Thom presented the revised version of the holiday plan for the school year 2024/2025. The Christmas holiday in 2024 is not generous, which is why management want to suggest a working day on a Saturday, in order to extend the Christmas holiday period to 3 January 2025.



Decision:

The revised holiday plan for 2024/2025 was approved, and it was decided that management will discuss the working day on a Saturday with TR's and staff and communicate back to the board at the next meeting.

5. Strategic Focus Points 2023/2024 – Focus point 1: ESCPH aims for continuous progression for all students' learning (discussion) – 30 mins.

Annex 5.1 – Strategic Focus Points 2023-2024

Purpose: To discuss strategic focus point 1: ESCPH aims for continuous progression in all students' learning.

Helle Bjerre Degn presented the school's progress and work with strategic focus point 1, "*ESCPH aims for continuous progression in all students' learning*". One of the aims is a strong collaboration between teachers and pedagogues, which we do through continuous focus on collaboration and knowledge-sharing as well as co-teaching for teachers and pedagogues, among other things.

Helle Bjerre Degn explained that knowledge-sharing and planning can be challenging due to working hours and scheduling, but this year, four common meetings are planned, which works very well. We also have a full pedagogical working day in November. The meetings consist of planning, pedagogical discussions, and team building.

Helle Bjerre Degn presented the school's work with co-teaching for teachers and pedagogues and the different co-teaching models, as this is a strong focus for collaboration between teachers and pedagogues.

Laura Rosenvinge added that co-teaching is a main topic of conversation in the municipality, and asked about whether there is any data or results to show yet. Helle Bjerre Degn informed that there is not necessarily any documentation yet, but it will be interesting to look at in the time to come.

Helle Bjerre Degn informed the board that we have also worked with the aim of lowering students' absence and lateness. Class teachers follow up on absence every month and management and a social worker go through absence four times a year. The school must notify the municipality when a student has 15% or more unauthorized absence.

It was discussed that absence is often seen in connection with holidays. It is difficult to regulate as we already have 14 days extra holiday compared to other schools.



6. L2 (discussion) – 20 mins.

Annex 6.1 – L2

Purpose: The development in choice of L2 following the possibility of L2 Danish.

Helle Bjerre Degn presented the discussion regarding development in choice of L2 following the possibility of choosing L2 Danish. We can see that the number of students choosing French and German has decreased significantly, and it is concerning because it threatens the existence of French and German L2. Furthermore, it also takes away from our European School identity, as the school will become Danish/English if this pattern continues; and even more so in Lower Secondary where the students will have multiple subjects taught in L2 Danish.

Helle Bjerre Degn presented three suggestions to balance the students' L2 choices: Offering specific Danish activities in the After School Care, making it more visible that L3 Danish grants access to Danish universities, and making it possible to change your L2 in Lower Secondary (S1) to Danish. This would be possible for many fluent speakers of Danish.

Tinne Hoff Kjeldsen asked about the reason for introducing L2 Danish. Helle Bjerre Degn informed that it has been requested by parents since the school was established.

Stéphanie Horion and Laure Conte highlighted the importance of L2 Danish for families with one or no Danish parents.

It was agreed that suggestions to balance the students' L2 choices will be discussed further at a future board meeting.

7. Various updates and information

• Information from students

Lower Secondary:

Parents Association and the Lower Secondary are currently working on organising a winter flea market for fundraising. This also highlights the school's focus on sustainability.

Upper Secondary:

The Upper Secondary are currently working with Parents Association on establishing baby-sitting services and tutoring services for students who are interested in a job. The S5's have been introduced to B-tests, the S6's are having B-tests in January, and the S7's are slightly overwhelmed by upcoming pre-bacs.

• Information from staff

There were no staff representatives present at the meeting.



- **Information from management**

- Follow-up on survey on working culture in terms of sexist culture and behaviour (Annex 7.1 - Resultatrapport_2023_-_European_School_Copenhagen_-_2023_(22-11-23))

Julie Rørdam Thom informed the board about the follow-up on the municipality's survey on working culture in terms of sexist culture and behaviour. We have a high number of respondents in the survey, and there is nothing critical to be found. It is, of course, problematic that incidents are happening at all, and it is concerning that our TR's and AMR's have not heard of these problems. We have previously addressed how staff can communicate to TR's and AMR's, but we will discuss this further in January.

Helle Bjerre Degn informed the board that initiatives are being implemented in order to attract more students for the new nursery class in the French section. There will be an open house on 16 January 2024 and flyers have been made to hand out at relevant places. Stéphanie Horion added that she will bring flyers to the Belgian Embassy, who will also post about it online.

8. AOB - 5 mins.

Stéphanie Horion gave the board an update on the efforts to complain to the municipality regarding traffic safety around the school. There has been an open dialogue, and communication is constructive yet complicated. Since the complaint, there has been an increased police presence in the mornings which has hopefully made a change.

Regnskabsopfølgning 2023

European School Copenhagen accounts overview

pr. 30.01.2024

		Regnskab	Godkendt budget	Revideret budget		Round	Forventet udmelding	
ESCPH		2022	2023	2023		15		
Indtægter	Tilskud	40.876.368	42.844.136	42.906.777		42.910.027		
	Resultat 2022	738.696	1.735.488	1.735.678		1.735.678		
	Særbevilling Europaskole	5.302.960	5.449.852	5.449.852		5.449.852		
	Skoleflex	263.382		100.000		100.000		
	BUFFlex	250.310		430.367		430.367		
	Støttetimer			157.170		157.170		
	BUU besparelse 2023 (17. maj)			-274.636		-274.636		
	Intensiv matematikindsats SYKL			17.464		17.464		
	Frikøb af ressourcer på skolen til co-teaching forløb	300.000						
	Nedjustering af Covid-19 rengøring	-366.628						
	Udskoling - Feed back samtaler	105.000		105.000		105.000		
	Besparelse på specialområdet	-353.675						
	Screening af elever for dysleksi	19.069						
			47.135.482	50.029.475	50.627.672		50.630.922	
	Ejendom - Fast (Kejd)	Ejendom - Fast (Kejd)	28.183.770		19.708.597		29.869.379	
Ejendom - El og varme		1.656.599		820.067		1.318.246		
Elevkørsel		95.910		76.879		103.790		
Tolkebistand		3.690				0		
Ukraine relateret udgifter		49.670				0		
Madskole tilskud		622.439	639.599	639.599		639.599		
			30.612.078	639.599	21.245.142		31.931.014	
Indtægter i alt		77.747.560	50.669.074	71.872.814		82.561.936		
		Regnskab	Godkendt budget	Revideret budget	Forventet forbrug	Total expenses	Expenses to date v. anticipated total expenses	
Omkostninger		2022	2023	2023	2023	2023	in %	
	Etableringskonto	3.130.646				697.448		
Undervisningens gennemførelse	Løn undervisning (Inkl. reng., teknik)	36.677.769	39.334.311	39.334.311	39.400.000	39.366.447	100%	
	Personaleomkostninger undervisning	700.397	500.000	500.000	200.000	176.981	35%	
	Fælles undervisningsmidler	1.345.219	900.000	900.000	800.000	787.840	88%	
	Undervisningsmidler - IT		300.000	300.000	150.000	28.194	9%	
	Undervisningsmidler - Copydan		250.000	250.000	50.000	228.335	91%	
	Undervisningsmidler Primary	548.580	550.000	550.000	550.000	520.012	95%	
	Undervisningsmidler secondary	164.919	460.000	460.000	700.000	605.418	132%	
	Lejrskoler / Studieture	120.000	300.000	300.000	200.000	362.895	121%	
	Pujle til holddelinger/SWAL	0	1.200.000	1.200.000	400.000	0	0%	
	BUF- og Skoleflex	513.692	0	687.537	687.537	530.368	77%	
Madskole inddækning af over/underskud	751.897	860.401	860.401	758.573	681.506	79%		
Undervisningens gennemførelse total	Undervisningens gennemførelse total	40.822.473	44.654.711	45.342.248	43.896.110	43.287.997	95%	
Bygningsdrift	Vedligehold	1.421.520	800.000	800.000	500.000	1.292.124	162%	
	Inventar		600.000	600.000	600.000	523.830	87%	
	Rengøring		237.400	237.400	20.000	-2.375	-1%	
Bygningsdrift total	Bygningsdrift total	1.421.520	1.637.400	1.637.400	1.120.000	1.813.579	111%	
Ledelse og administration	Løn ledelse og administration	2.662.328	2.632.503	2.632.503	2.550.000	2.014.020	77%	
	Ledelse og administration	493.674	490.000	490.000	400.000	441.667	90%	
Ledelse- og administration total	Ledelse og administration total	3.156.002	3.122.503	3.122.503	2.950.000	2.455.687	79%	
Hovedtotal	Hovedtotal ex. Særlige omkostninger	45.399.994	49.414.614	50.102.151	47.966.110	47.557.262	95%	
Særlige omkostninger						3.073.660		
Bygningsdrift	Ejendom - Husleje (KEjd)	28.183.770		19.708.597		29.869.379		
	Ejendom - El og varme	1.656.599		820.067		1.318.246		
Befordring	Elevkørsel	95.910		76.879		103.790		
	Tolkebistand	3.690				0		
	Ukraine relateret udgifter	49.670				0		
	Madskole tilskud	0	639.599	639.599		639.599		
Hovedtotal	Hovedtotal	75.389.633	639.599	21.245.142	-	31.931.014		
Total		1.735.488	50.054.214	71.347.293	47.966.110	79.488.276		
			614.861	525.520	2.661.562	3.073.660		

2.476.858 3% der kan overføres

Regnskabsopfølgning 2023

ESCPH Culinary School		Regnskab	Godkendt budget	Revideret budget	Forventet forbrug	Total expenses	Expenses to date v. anticipated total expenses
		2022	2023	2023	2023	pr. 30.01.2024	in %
	Madskole						
	Madskole - Løn	1.724.185	2.100.000		2.100.000	2.045.325	97%
	Madskole - Fødevarer	1.814.167	1.800.000		1.983.960	1.900.756	106%
	Madskole - Øvrige udgifter	545.629	400.000		400.000	391.507	98%
	Madskole udgifter total	4.083.981	4.300.000	-	4.483.960	4.337.588	101%
	Madskole - Grundtilskud	622.439	639.599		639.599	639.599	100%
	Madskole - Øvrige indtægter	2.709.645	2.800.000		3.085.788	3.016.483	108%
	Madskole indtægter total	3.332.084	3.439.599	-	3.725.387	3.656.082	106%
	Madskole total	-751.897	-860.401	0	-758.573	-681.506	79%

Regnskabsopfølgning 2023

European School Copenhagen - After School Care accounts overview

KKFO		Regnskab	Godkendt budget	Revideret budget		Round	Forventede
		2022	2023	2023		15	udmeldinger
Indtægter	Tilskud	8.614.362	8.984.571	9.091.858		9.091.858	
	Resultat 2021 / 2022	-51.479	364.202	364.202		364.202	
	Ejendoms omkostninger	213.786	422.997	381.646		381.646	
	Forventet refusion for stud pæd	74.786		12.154		12.154	
	BUU besparelse 2023 (17. maj)			-50.874		-50.874	
	Praktikanter			75.967		75.967	
	Klippekort for pædagoger Lokal bufferpulje	3.600 250.000					
Indtægter i alt		9.105.055	9.771.770	9.874.953		9.874.953	0
		Regnskab	Godkendt budget	Revideret budget	Forventet forbrug	Total expenses	Expenses to date v. anticipated total expenses
Omkostninger		2022	2023	2023	2023	2023	in %
Beskæftigelse	Løn	7.550.827	8.244.255	8.244.255	7.200.000	7.340.440	89%
	Beskæftigelse	160.974	300.000	300.000	850.000	897.205	299%
	Mad	215.470	225.000	225.000	225.000	216.041	96%
	Personaleomkostninger	93.335	200.000	200.000	125.000	98.368	49%
	Vedligehold	628.456	422.997	381.646	381.646	381.646	100%
	Administration	30.763	60.000	60.000	70.000	65.534	109%
Hovedtotal		8.679.825	9.452.252	9.410.901	8.851.646	8.999.233	96%
Total		425.231	319.518	464.052	1.023.307	875.720	189%

296.249 3% der kan overføres



Budget 2024

European School Copenhagen



Indholdsfortegnelse

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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 oplistede 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 5.5 mio. om året til at dække de ekstra udgifter, vi har, fordi vi følger Europaskolernes regler og pensum.

Den generelle pris- og lønfremskrivning (PL) som er udmeldt af KL er på løn 4,07 % og på drift 4,26 % Pris- og lønfremskrivningen for 2024 er efterfølgende justeret som følge af efterreguleringen af PL-satserne vedrørende 2023 med -0,15 pct. point til 3,92 pct. for løn og med 2,55 pct. point til 6,81 pct. for drift.

P/L-fremskrivning	Løn	Drift/indtægt
Generel fremskrivning	4,07pct.	4,26 pct.
PL-sats inkl. justeringer vedr. 2023 (fuld)	3,92 pct.	6,81 pct.
Tværgående korrektioner i BUF 2024	-1,19 pct.	-1,46 pct.
Reduceret PL-fremskrivning i alt	2,73 pct.	5,35 pct.

Kommunen har indarbejdet tværgående besparelser vedrørende 2024 i pris- og lønfremskrivningen svarende til -1,19 pct. for løn til 2,73 pct. og -1,46 pct. for drift til 5,35 pct. Besparelsen forventer at udgør ca. 115,9 mio. kr.

Kommunen har anvendt pris- og lønfremskrivning (PL) af skolens budgetter med 2,73 pct. for løn og 5,35 pct. for drift.

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 2024 er udregnet i henhold til gældende overenskomster. Der er taget højde for de nyansættelser der forventes at komme.

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

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, grundskole er 80 %
- Upper sekundær er 20%

Appendix 1 Budget overview ESCPH

ESCPH		Budget 2023	Accounts 2023	Budget 2024
Income	Base grant (tilskud)	42.844.136	42.910.027	43.313.386
	Result	1.735.488	1.735.678	2.476.858
	Special appropriation European School (særbevilling)	5.449.852	5.449.852	5.598.794
	Ressourcecenter - indsatsplan			300.944
	Intensiv matematikindsats SYKL		17.464	24.450
	Udskoling - Feed back samtaler		105.000	105.000
	Udskoling - Uddannelsesambassadører			14.176
	Skoleflex (support vulnerable students)		100.000	
	BUU besparelse 2023 (17. maj)		-274.636	
	Støttetimer		157.170	
	BUflex		430.367	
		50.029.476	50.630.922	51.833.608
	Building fixed costs (Kejd)		29.869.379	
	Building - energy costs (el., heating)		1.318.246	
	Student transport (elevkørsel)		103.790	
	Tolkebistand			
	Ukraine relateret udgifter			
	Culinary school grant (madskole tilskud)	639.599	639.599	549.994
		639.599	31.931.014	549.994
Income total	Indkomst total	50.669.075	82.561.936	52.383.602
EXPENDITURE				
Teaching costs (Undervisningens gennemførelse)	Salaries teaching (Incl. cleaning., tech)	39.334.311	39.366.447	43.622.253
	Teaching related staff expenses	500.000	176.981	250.000
	Educational materials - Shared	900.000	787.840	800.000
	Educational IT	300.000	28.194	200.000
	Copy dan mv	250.000	228.335	250.000
	Educational materials - Primary	550.000	520.012	550.000
	Educational materials - Secondary	460.000	605.418	500.000
	Lejrskoler / Studieture	300.000	362.895	350.000
	Allocation for language groups/SWALS	1.200.000		
	BUF- og Skoleflex		530.368	
	Culinary school - to cover deficit/surplus	860.401	681.506	815.534
Teaching costs total		44.654.711	43.287.996	47.337.788
Building running costs	Building - school costs (vedligehold mv)	800.000	1.292.124	800.000
	Building - school costs (inventar)	600.000	523.830	400.000
	Building - Cleaning	237.400	-2.375	350.000
Building costs total		1.637.400	1.813.579	1.550.000
Management and administration	Salaries management and admin	2.632.503	2.014.020	2.511.261
	Management and admin	490.000	441.667	430.000
Management and administration total		3.122.503	2.455.687	2.941.261
MAIN TOTAL excl. particular costs		49.414.614	47.557.262	51.829.049
Particular costs		614.862	3.073.660	4.559
Building running costs	Building fixed costs (Husleje)		29.869.379	
	Building - energy costs (el., heating)		1.318.246	
Transport	Student transport (elevkørsel)		103.790	
	Tolkebistand			
	Ukraine relateret udgifter			
Base grant for Culinary School	Culinary school	639.599	639.599	
MAIN TOTAL		50.054.214	79.488.236	51.829.049
TOTAL		614.862	3.073.660	4.559

ESCPH Culinary School (Madskolen)	Culinary School	Budget 2023	Regnskab 2023	Budget 2024
	Culinary School - Salaries	2.100.000	2.045.325	2.205.528
	Culinary School - Fødevarer	1.800.000	1.900.756	1.800.000
	Culinary School - Other expenses	400.000	391.507	360.000
	Culinary School - Expenses total	4.300.000	4.337.588	4.365.528
	Culinary School - Base grant	639.599	639.599	549.994
	Culinary School - Other income	2.800.000	3.016.483	3.000.000
	Culinary School - Income total	3.439.599	3.656.082	3.549.994
	Culinary School Total	-860.401	-681.506	-815.534



Appendix 2 Budget overview After School Care

After School Care (ASC)		Budget 2023	Regnskab 2023	Budget 2024
Income	Base grant	8.984.571	9.091.858	9.005.605
	Result	364.202	364.202	296.249
	Building costs	422.997	381.646	405.892
	Anticipated rebate for trainee pedagogues		12.154	
	Klippekort for pædagoger			
	Praktikanter		75.967	
	BUU besparelse 2023 (17. maj)		-50.874	
Income total		9.771.770	9.874.953	9.707.746
EXPENDITURE				
Salaries	Salaries	8.244.255	7.340.440	8.483.778
Activity	Activities	300.000	897.205	300.000
	Food	225.000	216.041	225.000
	Staff expenses	200.000	98.368	200.000
	Building - ASC costs (selv)	422.997	381.646	405.892
	Administration	60.000	65.534	66.000
MAIN TOTAL		9.452.252	8.999.233	9.680.670
TOTAL		319.518	875.720	27.076

Correction of prices in culinary school

Following the presentation of the 2024 budget for Primary and Lower Secondary, management and members of MED at ESCPH suggest that we raise the prices to 35kr per meal for students P0-S7 and to 40kr per meal for staff in order to support the economy of the culinary school.

This proposal is supported by all members of MED at ESCPH as agreed on the MED meeting on 8 February 2024.

We suggest that this happens as soon as possible.

/Julie Rørdam Thom

	Mandag			Tirsdag			Onsdag			Torsdag			Fredag			i alt
Present opening hours January 2024																
Morning opening hours	06:30	-	08:05	06:30	-	08:05	06:30	-	08:05	06:30	-	08:05	06:30	08:05	7,92	
Afternoon opening hours	13:25	-	17:00	13:25	-	17:00	13:25	-	17:00	13:25	-	17:00	13:25	17:00	17,92	
Total															25,83	

Proposals

	Mandag			Tirsdag			Onsdag			Torsdag			Fredag			i alt
Proposal A opening hours - May 2024																
Morning opening hours	06:30	-	08:05	06:30	-	08:05	06:30	-	08:05	06:30	-	08:05	06:30	08:05	7,92	
Afternoon opening hours	13:25	-	17:00	13:25	-	16:45	13:25	-	16:45	13:25	-	16:45	13:25	16:45	16,92	
Total															24,83	

	Mandag			Tirsdag			Onsdag			Torsdag			Fredag			i alt
Proposal B opening hours - May 2024																
Morning opening hours	06:30	-	08:05	06:30	-	08:05	06:30	-	08:05	06:30	-	08:05	06:30	08:05	7,92	
Afternoon opening hours	13:25	-	17:00	13:25	-	17:00	13:25	-	17:00	13:25	-	16:30	13:25	16:30	16,92	
Total															24,83	

	Mandag			Tirsdag			Onsdag			Torsdag			Fredag			i alt
Proposal C opening hours - May 2024																
Morning opening hours	06:30	-	08:05	06:30	-	08:05	06:30	-	08:05	06:30	-	08:05	06:30	08:05	7,92	
Afternoon opening hours	13:25	-	17:00	13:25	-	17:00	13:25	-	17:00	13:25	-	17:00	13:25	16:00	16,92	
Total															24,83	

* school collaboration- pædagog hours from 13:25-13:43

	Mandag			Tirsdag			Onsdag			Torsdag			Fredag			i alt
Vacation opening hours																
Present	07:00	-	17:00	07:00	-	17:00	07:00	-	17:00	07:00	-	17:00	07:00	17:00	50,00	
Proposal 1	07:00	-	17:00	07:00	-	17:00	07:00	-	17:00	07:00	-	17:00	07:00	16:00	49,00	
Proposal 2	07:00	-	17:00	07:00	-	17:00	07:00	-	17:00	07:00	-	17:00	07:30	16:30	49,00	

Morning opening from 6:30-8:05 - can not be changed.

Pædagog - hours from 13:25 - 13:43 covered by pædagog hours in school

KORTERE ÅBNINGSTID I DAGTILBUD

Kort resumé: Forslaget indebærer, at kommunens dagtilbud på 0-6 års området og skolernes KKFO'er gennemsnitligt skal have en times kortere åbningstid om ugen.

Fremstillende Børne- og Ungdomsforvaltningen
forvaltning:

1. Beskrivelse af forslag (fremgangsmåde og effekt)

I dag tildeles institutionerne på 0-6 års området midler til en åbningstid i intervallet 47 - 55 timer pr. uge. Inden for dette interval kan bestyrelsen eller forældrerådet fastlægge åbningstiden i den enkelte institution ud fra de lokale behov. For KKFO'er gælder det, at de får budget til at holde åbent gennemsnitligt 17,25 t./uge.

I dag har 0-6 års institutionerne gennemsnitligt åben 50 timer/uge fordelt med 10 timer hver dag. Hovedparten (ca. 65%) af institutionerne ligger i et interval på 49-51 timer/uge. Der er ganske få institutioner, som ligger i yderpunkterne af det nuværende interval.

Forvaltningen har ikke præcise data for KKFO'ernes gennemsnitlige åbningstid. Men umiddelbart er det forvaltningens vurdering, at de fleste KKFO'er ligger tæt på de 17,25 timer/uge, som svarer til det budget, de får tildelt. I ferieperioder har KKFO'erne længere åbningstider, men i disse perioder får KKFO'erne også budget til en gennemsnitlig åbningstid på 50 timer/uge.

Åbningstiden fastlægges pr. enhed i klyngen/institutionen. Hvis institutionen ønsker at reducere åbningstiden inden for det besluttede interval, skal det godkendes af forældrebestyrelsen. Denne godkendelse skal varsles for forældrene mindst 6 uger i forvejen.

Forslaget indebærer, at åbningstiden reduceres med en time pr. uge til et interval på 46 - 54 timer pr. uge. På KKFO'erne reduceres det ugentlige timetal til 16,25 timer/uge og 49 timer/uge i ferieperioder. En sådan reduktion vil medføre en besparelse på 23,8 mio. kr. årligt, når den mistede forældrebetaling er fratrukket.

Her angives om forslaget udspringer af et innovationsforslag:

Ja

Nej

2. Økonomi

Beregningen af besparelsen er baseret på, at alle 355 0-6 års institutioner (dvs. både de selvejende og kommunale) og alle 60 KKFO'er i kommunen gennemsnitligt holder 1 times kortere åbningstid. Beregningen er baseret på, at det er en ydertime, der skæres væk, og bemanningen derfor er på gennemsnitligt 3 pædagogiske medarbejder pr. gruppe (dette er et gennemsnit for både dagtilbud og KKFO'er). En gennemsnitlig institution har seks grupper, og i ydertimerne vil der typisk være børn svarende til to grupper tilbage i institutionen. Samlet for både 0-6 års institutioner og KKFO'er er effektiviseringspotentialet 23,8 mio. kr. (når faldende forældrebetaling er fratrukket).

I 2024 indføres den nye gennemsnitlige åbningstid fra maj 2024 med henblik på at give institutionerne et halvt år fra vedtagelsen af budget 2024 til at tilpasse åbningstiden, varsle forældre og medarbejdere mv. Derfor er besparelsen i 2024 kun baseret på de resterende 8 måneder af 2024, hvilket giver 15,9 mio. kr.

Tabel 1. Forslagets samlede økonomiske konsekvenser

1.000 kr. 2024 p/l	Styrings- område	2024	2025	2026	2027	2028	2029
Varige ændringer (effektiviseringer og drift)							
Besparelse ved 1 times kortere åbningstid	Service	-15.900	-23.800	-23.800	-23.800	-23.800	-23.800
Samlet varig ændring		-15.900	-23.800	-23.800	-23.800	-23.800	-23.800

Noter til alle tabeller: Forslaget skal udarbejdes i 2024 p/l.

Alle *besparelser* er angivet med negativt (-) fortegn.

3. Opfølgning

Opfølgningsmål	Hvordan måles opfølgningsmålet?	Hvem er ansvarlig for opfølgning?	Hvornår gennemføres opfølgningen?
Realisering af effektiviseringer			
Besparselsen realiseres gennem kortere åbningstid og dermed lavere gennemsnitlige budgetudmeldinger til institutionerne	Ved budgetudmelding til institutionerne	BUF	Dec. 2023

4. Risikovurdering

En reduktion i åbningstiden vil betyde et lavere serviceniveau for forældrene. Erfaringen viser, at en del forældre ønsker lange åbningstider – og det kan særligt være en udfordring for forældre, der har lange arbejdsdage eller "skæve" arbejdstidspunkter.

Forslaget vil ikke få konsekvenser for normeringerne i institutionerne, såfremt bestyrelserne vælger at reducere åbningstiden. Bestyrelsen i den enkelte institution vil fortsat kunne fastlægge åbningstiden efter de lokale behov.

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.

WORKING DOCUMENT 2023/2024

Focus Point 1: ESCPH aims for continuous progression in all students' learning	
Purpose: All students (P0-S7) should experience academic and social well-being while learning	
Aims	Actions
Primary & KKFO	
<i>Strong collaboration between teachers and pedagogues</i>	<ul style="list-style-type: none"> • Continuous focus on collaboration and knowledge sharing/TUS between teachers and pedagogues • Teachers' collaboration in year level teams • Co-teaching for teachers and pedagogues
<i>More transparency for professional development</i>	<ul style="list-style-type: none"> • Ensure that the professional development policy is activated and known by everyone
<i>Lowering students' absence and lateness</i>	<ul style="list-style-type: none"> • Guideline for systematic follow-up and action plans
Lower Secondary	
<i>PLC as a learning area</i>	<ul style="list-style-type: none"> • Development areas for the year to be described
<i>Strong collaboration between teachers</i>	<ul style="list-style-type: none"> • Continuous focus on collaboration and knowledge sharing among teachers • Staff meetings to be used for collaboration and working • Implementation of year level coordinators
<i>UU</i>	<ul style="list-style-type: none"> • Development of UU network for students who do not speak Danish

Strategic Focus Points 2023/2024

<i>B-tests</i>	<ul style="list-style-type: none"> • Implement new S4 B-test frames with B-tests twice a year in teachers' own teaching
<i>Learning Conversations</i>	<ul style="list-style-type: none"> • Exploring frames for students to work with the goals they set in Learning Conversations
<i>More transparency for professional development</i>	<ul style="list-style-type: none"> • Ensure that the professional development policy is activated and known by everyone
<i>Lowering students' absence and lateness</i>	<ul style="list-style-type: none"> • Guideline for systematic follow-up and action plans
Upper Secondary	
<i>Teachers' collaboration</i>	<ul style="list-style-type: none"> • Continuous focus on collaboration and knowledge sharing among teachers • Send out materials and surveys, and ask questions in advance of meetings so meetings can be used for collaboration and working
<i>Feedback on students' work and students' learning process</i>	<ul style="list-style-type: none"> • Feedback should be varied, and students must be active in working with feedback and their own learning process • Give students time to prepare and no new information or hand-ins two weeks before B-test/exams
<i>Teaching evaluation</i>	<ul style="list-style-type: none"> • Teachers evaluate teaching once orally and once written per year
<i>More transparency for professional development</i>	<ul style="list-style-type: none"> • Ensure that the professional development policy is activated and known by everyone
<i>Lowering students' absence and lateness</i>	<ul style="list-style-type: none"> • Guideline for systematic follow-up and action plans

Focus Point 2: ESCPH whole school environment is a continuous focus point	
Purpose: All students and staff feel as an important part of the whole school environment	
Aims	Actions
All departments	
<i>Collaborations across departments</i>	<ul style="list-style-type: none"> • Teacher to teacher lesson observation across departments and/or teachers try to teach in another department • Cross-departmental activities such as Christmas Craft Day • Common social events for staff • Upper students teaching Lower/Primary students or Lower/Primary students visiting Upper teaching • Transition from P5 to S1 should be given continuous focus and activities should continue such as buddies from S3 for S1 students and visits from P5 class teachers in S1 • Transition from S4 to S5 should be given continuous focus throughout the year with visits and social events between the students and through teachers' collaboration around subjects
<i>Definition of whole school</i>	<ul style="list-style-type: none"> • New definition of whole school is decided by all staff (or representatives) in order to align expectations across departments

Strategic Focus Points 2023/2024

<i>Social arrangements for the whole school</i>	<ul style="list-style-type: none"> • Assemblies for whole school with songs in English, Danish, and French
<i>European School Copenhagen song</i>	<ul style="list-style-type: none"> • Collaboration across the school as to write a verse for an ESCPH song in one of the section languages and with at least one verse representing one department (Primary, Lower, Upper)
<i>Communication and sharing space</i>	<ul style="list-style-type: none"> • Shared space e.g., the canteen • Tidying up after oneself in common areas • Work on common rules in shared spaces • Respect for students and staff from all departments
<i>School website</i>	<ul style="list-style-type: none"> • Updated with information and calendars • Teachers describe themselves as profiles for the website
<i>Write / visualize school history</i>	<ul style="list-style-type: none"> • Student councils (Primary, Lower and Upper) write school history
<i>Academic Honesty</i>	<ul style="list-style-type: none"> • Policy developed including guidelines for ChatGPT/AI
<i>SoMe</i>	<ul style="list-style-type: none"> • One coordinator from each department to continue the good work from 2022/2023
<i>Welcome new staff</i>	<ul style="list-style-type: none"> • Onboarding handbook • Management visit teaching within the first month
<i>School policies</i>	<ul style="list-style-type: none"> • Revisit school policies
<i>Common pedagogical and academic approach amongst teachers and pedagogues</i>	<ul style="list-style-type: none"> • Lower/Primary afternoon meetings

Focus Point 3: ESCPH should be an environmentally sustainable school with green initiatives	
Purpose: Students at ESCPH experience that environmental sustainability is part of their education as life-long learners	
Aims	Actions
All departments	
<i>Students and staff identify themselves as part of a green school</i>	<ul style="list-style-type: none"> • Management and pedagogical development group describe what ESCPH already does • Lower and Upper student councils write a Green School Policy • A green activity plan will be presented beginning of the school year and followed throughout the year • S5 students participate in the Climate Action Day in September (Klimahandledag) organised by Danske Gymnasier
<i>ESCPH as a green school</i>	<ul style="list-style-type: none"> • An increased focus on and use of green areas in the neighbourhood and on the school premises • Consultants from the Municipality will contribute to the activity plan and inspire staff throughout the year • Focus on consumption on ESCPH: food waste, electricity, water and heating.
<i>Collaboration with EEA</i>	<ul style="list-style-type: none"> • Sustainability Day: EEA presents cases to be solved by students
<i>Use real data pedagogically for students to work with</i>	<ul style="list-style-type: none"> • In theme weeks and on Sustainability Day use CPH Municipality for data on energy use at ESCPH etc.

Focus Point 4: European School Copenhagen is a European School in its own right	
Purpose: All staff members, students, and parents feel that ESCPH is <i>their</i> European School with their European Dimension	
Aims	Actions
All departments	
<i>Collaboration with the community</i>	<ul style="list-style-type: none"> • Halloween parade in collaboration with Carlsberg
<i>European Dimension</i>	<ul style="list-style-type: none"> • Europe Day on May 9th followed by MUN in the Upper Secondary • MUN in Malmö for Upper Secondary students • Involve EEA staff in different school activities over the year • Show your country/colours day as part of language week in Lower and Upper Secondary • Theme speakers invited • Participate in EU competitions on learning-corner.learning.europa.en • Visit European institutions in CPH • Have lots of ESCPH European visual communication to show the inspectors at the Audit in October 2023

Focus Point 5: Continuous development of the Upper Secondary	
Purpose: To ensure a quality ES baccalaureate exam for all students	
Aims	Actions
Primary & KKFO	
<i>Knowledge of Upper Secondary</i>	<ul style="list-style-type: none"> • Primary students invited into Upper Secondary teaching activities • Upper Secondary students teach Primary and Lower Secondary students
Lower Secondary	
<i>Recruitment of students for S5</i>	<ul style="list-style-type: none"> • Upper Secondary students visits classes in S2+S3+S4 and tell about student and academic life in the Upper Secondary • S4 joins café with Upper Secondary in the spring of 2024
<i>Knowledge of Upper Secondary</i>	<ul style="list-style-type: none"> • S5 and S6 students visit S3 and S4 classes to explain what it is like to be a student in the Upper Secondary • Gather statistics about which Universities Upper Secondary students choose nationally/internationally
Upper Secondary	
<i>Website</i>	<ul style="list-style-type: none"> • Bac sub site on the website with all relevant information on the Bac and the grading conversion from EB GPA to STX

Strategic Focus Points 2023/2024

<p><i>Physical environment</i></p>	<ul style="list-style-type: none"> • Use values to make physical environment more accessible. Make it clearer where and when students can work • All teachers support that students tidy up after themselves • Decorations of the halls on the 3rd and 4th floor in the Secondary building
<p><i>Motivational teaching</i></p>	<ul style="list-style-type: none"> • Excursions • Involve students in wishes for different ways of teaching • Being part of CPH:DOX and other initiatives for gymnasiums in Copenhagen
<p><i>Students' participation in competitions</i></p>	<ul style="list-style-type: none"> • All subject groups try to engage in at least one competition and one excursion/guest speaker per half year
<p><i>Students not knowing/not following Upper Secondary Code of Conduct</i></p>	<ul style="list-style-type: none"> • Clear communication with students about consequences of physical and written absence • Clear communication with students about consequences of the use of ChatGPT or other means of plagiarism
<p><i>Supporting class environment in the Upper Secondary</i></p>	<ul style="list-style-type: none"> • Following class teacher programme • Class teacher time in S6, S6, and S7. Weekly in S5, monthly in S6, and quarterly in S7.
<p><i>Staff workload</i></p>	<ul style="list-style-type: none"> • Besides the three to four individual MUS, have two short (10-15 minutes) meetings with focus on staff knowledge sharing on ideas to save time

Strategic Focus Points 2023/2024

<i>Values</i>	<ul style="list-style-type: none">• Value work from Upper Secondary assembly and SC seminar need to be implemented
<i>Students joining ESCPH later in S5 and S6</i>	<ul style="list-style-type: none">• Set up students with a buddy from the same class from the beginning• Check-in talk with teacher the first week and after a week

L2 choice first year with home country language L2 Danish

L2 in P1	August 2022	August 2023
English	19	16
English	20	16
Danish	Not available	15
Danish	Not available	15
German	13	4
French	17	4

This school year 2023/24 was the first school year where P1 students could choose L2 Danish.

The result:

2 Danish classes with 16 students in each. We had expected to have one class only.

2 smaller English classes, they are normally between 20-25

A very small number of students have chosen German and French, normally it takes 7 students to make a class.

Concerns:

French and German L2 are obviously threatened and so is the European School Identity

The school will become a Danish/English school

When students reach Lower, many subjects are to be taught in L2 Danish, so the school will be even more "Danish"






















Suggestion:

Make it possible to change L2 in Lower secondary S1 to home country language Danish L2:

As Danish is the home country language, it will be possible to change to L2 Danish in S1, instead of choosing it already in P1. This will be possible for many Danish fluent speakers.

Make It more visible that L3 will also give access to university

KKFO will facilitate Danish speaking workshops in the afternoon for Danish speaking students not choosing L2 Danish.

	L1	L2	L3
1			 <i>L3 German is a possibility, but we strongly recommend to select L3 English</i>
2			 <i>L3 French is a possibility, but we strongly recommend to select L3 English</i>
3			 or 
4			 <i>L3 German is a possibility, but we strongly recommend to select L3 Danish</i>
5			 <i>L3 French is a possibility, but we strongly recommend to select L3 Danish</i>
6			 <i>L3 German is a possibility, but we strongly recommend to select L3 Danish</i>
7			<i>This combination does not allow having both English and Danish, and is, therefore, not a good fit.</i>



SCHOOL & AFTER SCHOOL CARE HOLIDAY DATES 2024-25

Holidays	School closed (both days included)		After School Care opening hours during the school holidays
	From	To	
Summer holiday 2024	Mon July 1 2024	Fri Aug 16 2024	Open 7-17
Autumn	Mon Oct 14 2024	Fri Oct 18 2024	Open 7-17
Free Day	Fri Nov 15 2024	Fri Nov 15 2024	Closed
Christmas	Mon Dec 23 2024	Fri Jan 3 2025	Closed from 23 December until 1 January (both days included)
Winter	Mon Feb 10 2025	Fri Feb 14 2025	Open 7-17
Easter	Mon April 14 2025	Fri April 25 2025	Closed on the public holidays
1 May	Thu May 1 2025	Thu May 1 2025	Closed
Ascension Day/Kristi Himmelfart	Thu May 29 2025	Fri May 30 2025	Closed
Grundlovsdag/Constitution Day	Thu June 5 2025	Thu June 5 2025	Closed
Pentecost / Whitsunday	Mon June 9 2025	Mon June 9 2025	Closed
Summer holiday 2025	Mon June 30 2025	Fri Aug 15 2025	Open 7-17

Approved by the Board of European School Copenhagen on 18 December 2023

ESCPH and ASC Holiday Plan 2024-2025