

European School Board meeting - Minutes

	Date	May 12 2015 16.00 – 17.30hrs	
	Present	Jonas Christoffersen (JC), Hans Bruyninckx (HB), Poul Toftdahl (PT), Caroline Warner (CW), Henriette Vollmers-Hansen (HVH), Jens Trapp Jeppesen (JTJ), Sylvia Linehan (SL), Anette Holst (AH), Hanne Schmidt (HS)	
	Excuses	N/A	
	Guests	N/A	
	Minutes	Maria Østergaard (MOE)	
			Responsible
1.	Welcome and approval of the agenda	<p>The agenda was approved with the following comments</p> <p>There was a discussion regarding the issues that are dealt with at the school board meetings:</p> <p>JC explained that there need to be a standard procedure concerning which issues are relevant for the school board to deal with. It was suggested that the Board might follow the example of SAG, with a parent's board that might meet up before the actual school board and discuss subjects that are less relevant for the school board meeting.</p>	JC
2.	Minutes from previous meeting (February 5, 2015)	<p>Decision.</p> <p>The board approved the Minutes.</p>	AH, JC
3.	Rules of procedure for ESCPH – for approval and signature	<p>The rules of procedure were approved with the following comments:</p> <ul style="list-style-type: none"> ● Poul Toftdal again emphasized the differentiation within the City of Copenhagen. <ul style="list-style-type: none"> ● KK: The Municipality of Copenhagen ● BR: Copenhagen City Council (Borgerrepræsentationen) ● BUU: The Committee for Children and Youth ● BUF: The administration of Children and youth. ● BUU and BUF are two separate instances. ● It was discussed that the Rules of Procedures are to be linked to SAG. <p>The school bylaws were also discussed under this item on the agenda. Everybody agreed that the bylaws are unclear, but they are also politically decided in the Municipality and can't be changed by the school board</p> <p>Decision:</p> <p>The board adopted the rules of procedure with the above corrections</p> <p>The board encourages JC, AH, and Jens Kramer to suggest the Municipality to evaluate the board structure after two years with the AH Annex 2.1. purpose of making relevant adjustments and clarify the bylaws and rules of procedure.</p>	AH
4	Audit – For orientation	The Audit took place during the week of 22-27th February 2015. Ms. Linde van Der Bosch and Ms.	HS

		<p>Karin, the two auditors, visited the classrooms, met with the teachers, met with Caroline Warner and Jonas Christoffersen. The temporary report was presented at the meeting.</p> <p>It was agreed that an audit development plan should be made, with all issues that has been mentioned in the report.</p> <p>The final audit report will not be until mid 2015.</p> <p>Decision: The board took note of the information.</p>	
5	For information – Status update	<p>5.1 Admission of new students:</p> <p>Interest in the European School is still very big and there are many applicants for all classes. The majority of places have been allocated and there are still screenings going on. Rasmus Hornecker (teacher in the Danish section) has taken all the screenings for the Danish section and Nicole Adler (teacher in English Nursery) has taken all Nursery screening for the English section.</p> <p>5.2 The move</p> <p>The move into the new school will take place in phases. The SIS will move their administration first followed by the classes. The European School are to move all classes and administration on June 28th when the children are on holiday. The KKFO will remain at the pavilions until mid summer holiday where they will move to the new building. All children will start school in the new building. The European School is assigned the third floor.</p> <p>5.3 Hiring of new staff</p> <p>The recruitment process is on-going and very talented candidates have been hired.</p> <p>5.4 Study Trip to Bruxelles</p> <p>All the teachers and Hanne are going to Bruxelles on May 28th and 29th. The classes are covered by substitutes the children know and that the school has used before. Maria will stay back and be in the office. There has been made arrangement with the European School in Bruxelles to come and see the school, see the different classes across the different language sections.</p> <p>5.5 European School Parents council</p> <p>The parents council consists of a parents representative from each class. There are approx. six meetings yearly where day-to-day issues are discussed. These are issues that do not require school board involvement.</p> <p>5.6 Draft handbook</p> <p>This will be discussed during the next board meeting.</p> <p>Decision: The board took note of the information.</p>	
6	Miscellaneous	<ul style="list-style-type: none"> - The board was given a guided tour of the new school building - Hans suggested that the school should receive Mormur, the newspaper intended for international people in 	

		Copenhagen. Caroline Warner will contact them.	
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Approved and signed

Jonas Christoffersen (JC)