



## Minutes from the European School Copenhagen School Board Meeting

Date: Wednesday 24 April 2019

Time: 16:30 - 18:00

Venue: Meeting room 5 (2<sup>nd</sup> floor), European School Copenhagen, Ny Carlsberg Vej 99, 1799 København V

Members: Jonas Christoffersen, Hans Bruyninckx, Christen Bagger, Rikke Karlsson, Caroline Warner, Suzanne Hampson, Rasmus Hornecker, Anette Holst, Hanne Schmidt

Guests: Mette Sophie Skærlund, Uri Harlam, Neeni Lomborg Rasool (deputy parent representative)

Excuses: Poul Toftdahl, Eskil Berg Kappel

Minutes: Stine Hvitved Leather

### Agenda:

#### 1. Approval of the agenda (decision)

- 1.1. Annex - Agenda for the European School Board meeting on 24.04.2019 v2

There was a request to include time for an update on admission next school year and re-admission of children, whose parents need to go on work assignments abroad.

- **Decision:** The Board approved the agenda.

#### 2. Approval of the minutes from the last Board meeting (decision)

- 2.1. Annex - Minutes from the European School Board meeting 07.02.2019

Hans Bruyninckx requested a change to the minutes, p.3., to include that the EEA also sent a letter to the Minister for Education.

Jonas enquired about the list of issues from the parents and Rikke said the list would be sent to Jonas by Eskil Berg Kappel.

- **Decision:** The Board approved the minutes with the addition that the EEA also sent a letter to the Minister for Education expressing dissatisfaction that the Ministry and Municipality had not reached agreement about the funding of the Upper Secondary department.



### **3. The Board's working methods in relation to the school's values and a discussion of competences on the Board (decision) - 45 mins.**

3.1. Annex - Values approved by the Board on 26 June 2017

- **Decision:** The agenda item was postponed to the June Board meeting.

### **4. Accounts 2018 and Budget 2019 (approval and submission to the Campus Board) - 10 mins.**

4.1. Annex - Accounts 2018 (4072\_R-opfølg 12.18\_inkl. resultat)

4.2. Annex - Budget oversigt 2019\_2019.04.09\_Til bestyrelse

#### Accounts 2018

Anette presented the accounts and explained that they are still preliminary until the Municipality has finalised the budgets. Two costs stand out:

- The building running costs are very high because the school moved in to a new school building during the school year, but the costs are always evened out to 0 by the Municipality at the end of the year.
- Spending on teaching materials (undervisningsmidler) is also higher than budgeted but the school has additional "school establishment" funds to cover this.

Both the school and After School Care (KKFO) came in under budget, by 2% and 5,43% respectively. The school can automatically carry the school's 2% surplus over to next year's school budget, whereas permission is required to carry over more than 4%. The Campus Board discussed this in their last meeting and decided to write to the Municipality to ask permission to carry the KKFO's full amount over to next year's budget.

Hans raised the following concerns:

- The accounts and budget documents should be in English to allow the Board to have oversight.
- It is unacceptable that the Municipality can't clarify the income side/budget until after it has been spent and this should be raised in the letter from the Campus Board to the Municipality.
- It is also a concern that the Municipality didn't know who the EEA should pay their education cost contributions to.

Jonas explained that the concerns regarding the Municipality's budgets were also discussed at the Campus Board meeting and it was decided to raise them in a letter to the Municipality.



### Budget 2019:

Anette explained that the budget for 2019 is very tight. The salary costs are expected to increase as the school is hiring an additional six teachers, an AKT (behavior, contact, wellbeing) pedagogue and an employee in the PLC (library).

Secondary is about 25-30% more expensive to run than similar classes in a Danish school and we are therefore negotiating with the Municipality for an increase in funding. Similar discussions are taking place regarding funding of the Upper Secondary /Gymnasium.

**Decision:** The Board decided that

- the budget and accounts should be provided in English in the future to allow all members of the Board proper oversight.
- it would support a letter from the Campus Board to the Municipality requesting permission for all the money underspent by the KKFO in 2018 to be carried over to the 2019 budget. The letter will also express the Board's opinion that the Municipality's budgets are unsatisfactorily presented.

### **5. Conversion of EB grades to the Danish grading scale (information) - 5 mins.**

5.1. Annex - Rapport-den-europaeiske-studentereksamen

5.2. Annex - Svar fra UVM og UFM vedr. EB omregning 27.03.2019

Mette Sophie informed the Board that the discussion regarding the conversion scale is not new and the Ministry of Education has published a report on the issue (Annex 5.1.), which shows there is no reason to change the conversion scale as it is not unfair.

Both the ES and Danish grading scales are up for review and the Ministry of Education and Ministry for Research and Education have therefore decided to keep the current conversion scale for the time being.

By the time the first students graduate from the European School Copenhagen, there will be a new conversion scale in place. Therefore, our concern should not be with the current scale but rather to make sure we are involved in the process to develop the new conversion scale.

Rikke mentioned that parents still have concerns about the current conversion scale and it is important that parents are kept informed of developments, including reports like Annex 5.2.

- **Decision:** The Board noted that the conversion scale is not a concern right now, but it is important that the school is heard during the process to change the conversion scale. It was therefore decided to accept the Ministry's offer of a meeting and those on the Board, who are interested, can attend.

## 6. School Year 2018/19 (information) – 15 mins.

- Admissions update

Hanne informed the Board that the English and Danish nursery classes are now full. Due to the high number of applicants, the school has only been able to screen b1 applicants and sibling applicants.

Unfortunately, due to a human error, 47 applicants wrongly received an offer of admission. The offer was retracted the next day and an apology was sent to the families involved. The management has also spoken to or met with many of the persons affected.

There are currently only 20-22 students in the new Nursery and Primary 1 class in the French section and the school has therefore decided to open the admissions process again.

Mette Sophie updated the Board on the new French Secondary classes. Despite a dispensation from the Municipality to open a Danish/French combination class, the screening showed that a lot of applicants did not have the required level of English as a foreign language (L2). Admission is therefore still open.

Rikke sought clarity on the meaning of the Danish/French combination class. Mette Sophie said it was essentially like a Danish class with French SWAL students and that this combination had been approved by the Municipality as there were not enough applicants to create a full French class or an English/French combination class.

**Decision:** The Board took note that the school had expressed regret that some applicants had received an offer of admission in error and that the school would ensure such a mistake can't happen again. The school will also ensure that parents receive clear information about the way in which the French classes are organised.

- New classes in the French language section

See the admissions update above.

- Recruitment status

Mette Sophie informed the Board that the school is advertising for L1 teachers and science teachers in Secondary and that parents on the Board will be represented at the interviews. Rikke said that the parents had not been invited to the candidate selection process and only given very short notice of the interviews. The school regretted not following the recruitment guidelines and it will coordinate better next time.

Hanne said the school had hired an AKT pedagogue (inklusionspædagog), who will start 2<sup>nd</sup> May. The Primary department has also hired a new L2 English teacher, a new



French L1 teacher and a new L2 French teacher. An additional L1 French teacher is required for the new French nursery class.

- Parent event regarding children and digital media

The school has organised an event for parents on Thursday 25<sup>th</sup> May. A representative from Save the Children will give a talk about 'children and digital media' and parents will also have the option to attend a brief tour of the school. The Parents Association will organise coffee/tea/cake.

- After School Care

Uri informed the Board that the ASC will be organised differently during the summer holidays. For three of the weeks, our After School Care will also have children from three other schools in the area. Next year it is possible that our children will have to go to one of the other schools. All the parents have been informed.

#### **7. Staff information - 5 mins.**

Rasmus informed the Board that the staff appreciated the note that was sent out by two of the parent representatives to encourage a better tone and communication between school/home. However, it was felt that it would have been an even stronger signal if it had been signed by all four parent representatives. Staff members still experience a very hard tone from parents and a staff working group has been created to draft a communications policy, which will be ready for the June Board meeting.

There was a discussion regarding the effectiveness of a policy, but it was still considered important to have one. It was mentioned that the school's management has had many meetings with parents on the issue of communications and they are also subject to the hard tone and communications from parents.

- **Decision:** A draft communications policy will be presented to the Board for approval at the June Board meeting.

#### **8. AOB - 5 mins.**

- Preparation for next Board meeting

Jonas asked the Board to think about the values for the Board meeting in June: which 2-3 values are most important for us to keep in mind for as a Board? At the next meeting, there will also be a discussion about the competences we think the third external member of the Board should have. We will also look at the strategic focus points and the parent list of issues.



- Use of school facilities

Christen said parents had expressed an interest in using the school's premises before 5pm. Anette said that this is not possible in the short term due to the locking system but perhaps in the future. Access to the sports hall is always going to be limited as the ASC uses it. Rikke added that it was not only the use of facilities before 5 pm but also after, and parents don't understand why it has to take so long to make it possible or change the locks. She added that it is of big importance to the social life in the classes.

- Next Board meeting date

There was a request to confirm the new meeting date for the June meeting as soon as possible. The school promised to confirm the date as soon as possible (12 June).

- Campus Board meeting materials

It was raised that the parent representatives on the Campus Board had not received the meeting materials. Anette promised to follow up to ensure materials are distributed to all members.

- Road safety

Eskil is talking to Carlsberg Byen and the Municipality regarding the parents' concerns. Particularly the traffic situation in the morning is a concern. Anette explained that unfortunately there isn't anything further the school can do.

- Admission

Rikke enquired about the process for re-admission to the school, e.g. if parents have a work/study assignment abroad and need to take their children out of school for a limited period. Anette explained that this has been discussed with the Municipality and a "leave of absence" can only be allowed if it is work-related, and normally for no more than three calendar months of schooling in a row. One of the problems is that the school loses funding during the student's absence.

*Approved by the Board of the European School Copenhagen on 24.04.2019*