



## Minutes from the European School Copenhagen School Board Meeting

Date: Thursday 13 September 2018  
Time: 16:30 – 18:30  
Venue: Konferencelokalet, Sankt Annæ, Sjælør Blvd. 135, 2500 Valby  
Members: Jonas Christoffersen, Caroline Warner, Henriette Vollmers-Hansen, Suzanne Hampson, Rasmus Hornecker, Anette Holst, Hanne Schmidt  
Guests: Mette Sophie Skærlund, Søren Brostrup Nielsen  
Excuses: Poul Toftdahl, Uri Harlam, Hans Bruyninckx  
Minutes: Stine Hvitved Leather

### MINUTES:

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

- 1.1. Annex – Agenda European School Board Meeting 13.09.2018

Jonas (Chairman) opened the meeting and there was a brief round of introductions for Søren Nielsen, who attended as a substitute for Hans Bruyninckx from EEA. At the request of Henriette, it was decided to include an item under AOB about class sizes, which has been raised as a concern by parents.

*Decision: The Board approved the agenda.*

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

- 2.1. Annex – Minutes European School Board Meeting 07.06.2018

Jonas mentioned that he would make an effort to ensure that the decisions are clearly captured in the minutes.

*Decision: The Board approved the minutes from the meeting on 07.06.2018.*

#### 3. Board Annual Plan 2018/19 (decision) – 5 mins.

- 3.1. Annex – Draft Annual Plan for the ESCPH Board 2018-19

Jonas explained that the annual plan is intended as a rolling document to help the Board get an overview of the issues for discussion and decision during the year.

*Decision: The Board approved the annual plan.*

Final Approved Minutes from the European School Board Meeting 13.09.2018

1



## 4. Evaluation of Strategic Focus Points 2017/18 (decision) – 5 mins.

### 4.1. Annex – Evaluation of the Strategic Focus Points 2017-18

Hanne informed the Board about the evaluation of the strategic focus points 2017/18. An evaluation status was given at the last meeting and there are only a few updates since then:

- 1) Values: Suzanne explained that the teachers are now more focused on the values and try to use them in circle time and whenever there is a conflict to resolve. There is a sense that the children know the values better. Conclusion: Implementation of the values is on track and the work will continue next year.

Henriette added that it is important that the parents also know the values and proposed that they be shared at parents' events. Hanne and Mette Sophie explained that this is a focus for 2018/19.

- 2) New school in Carlsberg: The staff have now seen the school on the inside and have a better idea of the building they will be moving into. The school has completed the recruitment process for Primary and Secondary, including the recruitment of a cook for the culinary school.
- 3) Team work/visible learning: The school has evaluated the training with Fagligt Center. The teachers have generally been positive. While there is a difference between the language sections, it has been important to establish a common platform for didactic discussions in the teams. The school will continue the focus on visible learning through a programme offered by the AP Møller Foundation.

*Decision: The Board expressed high appreciation of the progress made and adopted the evaluation of the focus points 2017/18. It was decided to keep working on the school/parent relationship and share the values with the parents.*

## 5. Update on the future structure of the Boards (information) – 5 mins.

Anette updated the Board on the issue of the future structure of the Boards. In June, the Boards discussed two different models, proposed by the Municipality, which would separate the two schools more and make the Campus Board redundant. Since the meeting, the Ministry of Education has informed us that it will not be possible to adopt either of these models as it would require a change to the law, under which ESCPH must be organised under SAG. The Ministry of Education is willing to change the law, but this will take some time to happen. BUF will now make a formal request to the Ministry to change the law. In the meantime, we will continue with the existing bylaws and they are therefore extended beyond the original term ending December 2017. Henriette requested that the parents be heard when new bylaws are discussed. Anette said that this was only to the extent possible, as the bylaws will be decided by the Municipality.



It was discussed whether the Board would need to elect new external members. As discussed previously, Hans and Jonas will continue as members of the Board, whereas Poul Toftdahl has said that he would like to step down from the Board when another external member has been found. It is the Municipality that decides the external members of the Board, but the Board members can make suggestions to Anette.

*Decision: The Board decided to discuss the competences and process for selection of external members at the November meeting.*

Henriette enquired about the election of students to the Board. Anette explained that as the children in the school are still quite young, it had been decided to wait with the election until August 2019. There will be two student representatives on the Board.

## **6. Process for election of parent representatives on the Board (decision) – 10 mins.**

### 6.1. Annex – Election Process and Campaign

Four new parent representatives and two deputies must be elected to the Board. The election has been announced and there are 10 candidates so far. At the school meeting on 2 October, each candidate will get a chance to introduce themselves. After the formal programme, they will meet to see if they can agree who should take the seats on the Board. If they can't reach agreement, there will be an election in which the parents vote for their preferred candidates.

At the last meeting, it was agreed that the election committee would consist of Anette, Jonas and Henriette. As Henriette has announced that she is running for parent representative on the Board, she is excused from the election committee.

*Decision: The Board decided to follow up in writing after the meeting to determine whether Hans or Poul would be a part of the election committee instead of Henriette.*

## **7. School meeting on 2 October (decision) – 10 mins.**

### 7.1. Annex – Draft Programme and Invitation to School Meeting

Jonas introduced the draft programme for the school meeting. Henriette suggested that the invitation should include information about parking, both for the event and longer term at the new school.

Hanne explained that parents can pay and park in the car park below the school. Carlsberg Station is also nearby. Anette added that the school is in dialogue with the Municipality regarding parking in the basement. There are currently 10 allocated kiss and ride spots for the school where parking is allowed for max. 15 minutes.



*Decisions: It was decided to adopt the overall programme and have the meeting of the candidates at the end of the meeting as planned. The Parents Council should be included among the speakers and information should be added to the invitation.*

*It was agreed that the document from the parent representatives on the Board should be shared with the parents on Intra at the earliest opportunity.*

## **8. School Holiday Plan 2019/2020 (decision) – 5 mins**

### **8.1. Annex – School Holiday Plan 2019/20 Options**

The Board discussed three school holiday plan options - one option with a longer Ascension Day break, one with a longer Easter break and one with a longer Christmas break.

Last year, it was decided to have a shorter school year with two additional weeks of holiday. The reasons for this change was to help the school recruit teachers and for the school's international families to be able to take longer holidays to visit family abroad, without taking their children out of school. One of the extra weeks of holiday is always placed in August and the other week is placed depending on the way the holidays fall.

Hanne explained that the staff are in favour of the longer Easter holiday option, whereas the parents are divided between the long Easter holiday option and the long Christmas holiday option. Management expressed a concern over the long Christmas option, which could result in greater absence with some families taking two extra days off to make it three full weeks of holiday.

*Decision: The Board considered the different options and wishes of the parents and staff and decided on the holiday plan with the Long Easter break, which was felt to be the best option for most people. It was also decided that Easter should continue to be a long holiday going forward. The Board emphasised the need to ensure that there are longer periods of holiday for people to travel, also outside Europe, and stability around holidays in the future. The European Schools generally have two weeks off at Easter and this was also considered important at EEA in accordance with their holiday.*

## **9. Accounts status (information) – 5 mins.**

### **9.1. Annex – ESCPH Accounts Status Aug 2018**

Anette gave a status on the accounts to the Board. The school's accounts look good, with 49% of the budget used so far. The figure under 'Fast ejendom' (real estate) will always be 100% as we receive an allowance to pay for the school building, which is then paid back each month. Anette also explained that the school is purchasing a lot of materials and equipment for the new school, but this comes out of a separate budget.

*Decision: The Board thanked Anette for the update.*



## 10. Preparations for the move to Carlsberg (information) – 5 mins.

Hanne gave an update on the move to Carlsberg. Staff have now visited the school and there is progress every day. The big move happens in week 42 and the doors open to the students on the Thursday in week 43. Henriette enquired if parents could help and Hanne said there might be a need to label books in the PLC, etc, after the move.

Anette informed the Board that Sankt Annæ's Folkeskole will be moving in two weeks later, after which the new school building will be full. SAG's Folkeskole will be there until the end of the school year, and then part of the Gymnasium will move in until their renovation is completed.

*Decision: The Board thanked Hanne and Anette for the update.*

## 11. School Year 2018/19 (information) – 30 mins.:

- School start and Start of Secondary

Hanne informed the Board that the school has had a very good school start. There are now 423 students at the school, 81 of them from Secondary. Space is limited so everyone is excited about the move to the new school. Mette Sophie added that Secondary also had a good school start and has great teacher team. Unfortunately, one teacher decided to leave a week into the school year and the school is therefore in the process of recruiting a new math/science teacher for the Danish section.

- Update from the After School Care (ASC)

Hanne updated the Board on behalf of Uri Harlam. The ASC is lacking space, but this will change when we move to Carlsberg and the older children start attending Club outside the school. The ASC has established good collaboration with Bryggergården Club.

*Action: At the request of Caroline, Hanne will ask Uri if the 4-5 grade children can go to the ASC in the morning and whether they can attend ASC during the school's additional holiday weeks, when the Copenhagen Clubs are closed during the day.*

- Canteen and culinary school & Food Summit 2018

The school has hired a cook, Anne Marie, who has started setting up the canteen and culinary school. The culinary school is not a part of the curriculum but is a part of the learning environment. The children will be taking part in the cooking and there will be a rotation of six children in the kitchen each day. On 30 August, Anne Marie took four children along to the World Food Summit, where they prepared food for all the guests at Christiansborg Parliament.



- Nordplus

Hanne explained that the school has been awarded a 19,000 Euro grant for an education project in collaboration with the European Schools in Tallinn and Helsinki. The project will be for a three-year period and will involve teachers, students and management visiting each other in the different schools. The project is about 'learning to learn' and creating a 'green school' and is expected to end with a science symposium.

Suzanne added that the school is putting on its first musical, Aladdin, which will be performed in English. The 4<sup>th</sup> and 5<sup>th</sup> graders will have an opportunity to audition for the parts.

## 12. AOB – 5 mins.

- Class sizes

Henriette said that class sizes were a concern to some parents. There are currently 28-29 children in the classes and even one class with 30 students. Hanne explained that 28 is the number that we should be, according to the Municipality. Unfortunately, we were informed that some students would leave, but then didn't leave as soon as expected. The new admissions system also created some challenges and sometimes the school must take in additional EEA students, who come late in the year and therefore increase the number. The aim is to have no more than 28 students in the class in future. In the European Schools you can be up to 32 students.

- Phone policy

Caroline asked for clarification regarding the school's phone policy. Students in Primary must hand in their phones for the duration of the school day. Students in Secondary must hand in their phones before class but can use them during the breaks. Mobile phones are only temporarily allowed in the ASC due to the lack of space.

- Use of school facilities

Caroline enquired whether parents would be able to use the school's facilities to host parties, etc. Anette said that this would normally be allowed for school events but not private events. Each time, the school would need to clear it with the Municipality, as there are sports clubs and other associations who will use the facilities too.

- Parents Council

Henriette asked why there wasn't a joint Parents Council for Primary and Secondary. Mette Sophie explained that the two departments will need to discuss very different issues and will grow very quickly, so it makes better sense to have the two separate from the outset.