



Minutes for the European School Copenhagen School Board Meeting

Date: February 9th 2016
Time: 16.30-18.00 hrs
Venue: At Skolen i Sydhavnen, 1st floor, the room next to the library.
Members: Jonas Christoffersen, Hans Bryuninckx, Poul Toftdahl, Caroline Warner, Ieva Tackie (suppleant), Joel Samaha, Rasmus Hornecker, Anette Holst, Hanne Schmidt.
Guests: Hanne Mølgaard
Excuses: Henriette Vollmers-Hansen
Minutes: Liv Gunnarsen

Minutes:

1) Approval of the agenda (decision)

The agenda was approved.

2) Minutes from board meeting 08-12-2015 (decision)

The minutes were approved.

3) Budget 2016 (for decision and submission to Campus Board)

Jonas Christoffersen explained that the board had the chance to comment and ask questions about the budget for 2016 before it is submitted to the Campus Board.

Hanne Mølgaard, the administrative manager at Sankt Annæ and the European School, presented the budget.

She explained that the money allocated to the school is based on the number of pupils. The number in the budget is based on the school's expectations and the number will be adjusted in September. The grant from the Municipality will be based on the number of pupils enrolled at the school by September 5th.

In terms of expenditures, she highlighted three changes that increase expenses:

- The hiring of four new teachers in August, because of the enrolment of two new classes.
- The hiring of a part-time practical help.
- The formalisation of a part-time manager position.

Ieva asks why the pupil number is so low?

Hanne Schmidt explains that it is because the number of pupils is counted on September 5th where some students didn't have CPR numbers yet. And some also arrived later than expected.

Anette added that if a pupil leaves the school during the school year the school still keeps the funds for that student the whole year. That way it mostly adds up.

Hans commented that the employees at the EEA also have problems regarding the CPR numbers.

Jonas comments that he also sees this as a problem, because the classes at the European School are starting up. So the school will lose money because of this. Jonas suggests that they talk to Jens Kramer, the Chairman of the Campus Board, about it and also bring up the issue with the municipality.

Hans asks about the budget and asks why there is such a big increase in administration.

Anette explains that this is because of the formalisation of the part-time manager position and because the European School is paying 12% to Sankt Annæ for administration this year instead of 8 % last year. This covers e.g. some of Anette Holst and Hanne Mølgaards pay.

Hans is satisfied with the explanation but comments that the board should watch the balance between spending on administration and on teaching.

Anette says that this issue was also discussed at the meeting with the municipality (a meeting about the Quality Report). She explains that administration costs will not necessarily rise in proportion with the number of pupils, but that a foundation is needed.

Jonas concludes that the board approves the budget. And that Anette will take up the cpr number issue with Jens Kramer.

4) The school year 2016/2017 (information)

4a) Applications for Nursery School Year 2016/17

Hanne Schmidt told the board that the school had received 100 applications for the English Nursery and 81 applications for the Danish Nursery.

Some of the applicants were too young, especially in the English section. The selection of applicants for screenings is based on the criteria set out by the municipality. Hanne further comments that the admission and screening process is very time consuming.



Ieva raised a question about the screening process. The board discussed different issues and experiences in relation to the screening process and concluded that it is important that the school creates a safe atmosphere and a good mood during the process.

4b) Recruitment of staff

Hanne Schmidt told that the school had hired two new art teachers. Both are qualified art teachers and both understand and speak Danish and English. The English teacher teaches art in the Danish section and the Danish teacher in the English section in order to support the foreign language teaching.

The school will advertise for an administrative manager. A member from the parents and from the staff will take part in the process, preferably a parent from the board. The same process will be used in the hiring of the four new teachers. One of the teachers should be able to teach music.

Hans asks if the music teacher could be from Sankt Annæ?
Anette answers that the music teachers at Sankt Annæ are educated at the Academy of Music and are expensive to hire, but that it might be relevant to consider when the pupils are older.

The board takes note of the information.

5) KKFO for the European School in the future (information)

Anette explained that after the discussion in the Board and the Parents Council things seem to be better in relation to the KKFO. But the management is also talking to the municipality about starting the European Schools own KKFO earlier, already in January next year. This could solve the problems and it would also be positive if the school didn't have to start up a new KKFO at the same time as moving into a completely new school building.

Caroline asks, if this means it would be possible to take in children before August in the KKFO.

Anette answers, that this depends on whether the school has room.

The board took note of the information.

6) New webpage (information)

Liv Gunnarsen presented the look and content of the new webpage for Sankt Annæ and the European School. She explained the objectives for Sankt Annæ and for the European School of focusing the new webpage on potential parents and students and collaborating partners as the primary target group.



She presented the page and the future process: The sag page is up in week 8. The ESCPH part of the page will open later. The administration will work during the spring on moving, adapting and developing content for the new webpage. At the end of the school year the administration will as stated in the strategic focus points plan conduct a survey among the users of the site to determine if it is well functioning and the relevance of the content to the users.

Joel commented that he thinks there should be a part for teachers applying. And a FAQ section.

The board took note of the information.

7) Quality report – final edition (information)

Anette informed that she and Hanne had a quality support meeting with the municipality based on the Quality Report. The main areas of the discussion was how they are going to balance being a European School in a Danish system. The pupil absences for the school are also quite high, but big part of that are absences by 10 pupils in connection with the holidays. It is the school's responsibility to communicate that this is not tolerated. The municipality has opened up for the possibility that in case a student is absent without permission for a longer time – the school can expel the child.

The board took note of the information.

8) Miscellaneous

Ieva said that she talked to Greta Lempel who is setting up a Parents Association after attending a meeting for parents in the European Schools. Greta paid for her trip herself and Ieva says she thinks it is important that the administration supports this kind of work.

Jonas suggested that they as a board could say that the school should support the Parents Association. And maybe the school can pay for the participation. Anette says the management will look into it.

Anette reminded the board that the next meeting is on April 14th and will be a longer strategy meeting, some of the meeting together with the Campus Board.

Ieva asked for news about the new school building. Anette said that there was no news.