



Minutes from the European School Copenhagen School Board Meeting

Date: Wednesday 12 June 2019
Time: 17:15 - 19:30
Venue: Retrorummet, Sankt Annæ Gymnasium
Members: Jonas Christoffersen, Christen Bagger, Rikke Karlsson, Henriette Vollmers-Hansen, Caroline Warner, Suzanne Hampson, Rasmus Hornecker, Anette Holst, Hanne Schmidt
Guests: Mette Sophie Skærlund, Uri Harlam, Lene Pedersen (EEA)
Excuses: Hans Bruyninckx, Poul Toftdahl, Eskil Berg Kappel
Minutes: Stine Hvitved Leather

Minutes

1. Approval of the agenda (decision)

1.1. Annex - Agenda for the European School Board meeting on 12.06.2019

Jonas (chairman) opened the meeting and welcomed Lene Pedersen from EEA, who attended as a substitute for Hans Bruyninckx.

Rikke asked if there had been any developments regarding the Board's concerns regarding the budget discussed at the last meeting. Anette explained that a letter had been sent to the Municipality and a preliminary answer had been received. It was agreed to discuss the budget under item 7. AOB along with the traffic situation around the school.

- **Decision:** The agenda was approved.

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

2.1. Annex - Minutes from the European School Board meeting 24.04.2019

- **Decision:** The Board approved the minutes from the meeting on 24.04.2019.

3. The Board's working methods and tasks in relation to the school's values and competences on the Board (discussion) - 45 mins.

- 3.1. Annex - The values and the Board's working methods and tasks
- 3.2. Annex - Board task diagram February 2019
- 3.3. Annex - Competences on the Board

Values:

Jonas explained that the Board should discuss the tasks and working methods of the Board (see Annex 3.2.) in relation to the school's values.

Each of the Board members wrote down three things that they thought were important for the Board in relation to the school's values. See table below:

Collaboration	Curiosity	Respect	Commitment	Responsibility
<ul style="list-style-type: none"> We are a team who all want to support the school to be the best it can be More focus on the positive story Working groups to progress ideas Improve the cooperation between management and parents. Be conscious of what they want and how they can contribute, e.g. parents could create fundraising groups to support some of the goals of the school, field trips, etc. Help communicate across interest groups Give and discuss feedback that wouldn't surface otherwise Support each other's different tasks and understand viewpoints Collaborate about telling the good story of our school We collaborate to ensure we make use of all the diverse competencies among us To respect different points of view, work together, compromise and reach new opinions. 	<ul style="list-style-type: none"> Allowing curiosity from all parties and giving place to questions and time to reflect, discuss and respond Be open to new ideas and keeping an open mind We are open to the wide variety of people within the school community - staff and families - and listen to voices within the boundaries available Be curious of others' opinions and priorities by having a Board who is diverse. It's annoying with many different opinions, but the result will be much better. This could be assured e.g. by also allowing guests from the Parents Council and substitutes to attend the Board so more international perspectives are heard 	<ul style="list-style-type: none"> We respect each other's differences as well as similarities To have confidence in and show respect for our different roles and functions. Good communication and respect for our tasks. We work towards a respectful environment and lead by example We keep a good tone and listen to each other's perspectives How do we as a Board ensure that the few parents live up to the values Trust each other's decisions and remember we are a team Role clarity and division of tasks between Board (rep) and other management. Keeping an open communication, also whilst issues are being negotiated The Board must help heal the fractured relationship between a small number of our parent body and staff. As a Board we should be the role models/front runners in how we want the parents/staff to communicate with each other with respect 	<ul style="list-style-type: none"> Commitment to achieve our goals but do we have the same goals? What are management evaluated on? What are their goals in their contracts? Working towards new ideas Result orientation (not process/details) Hold the bar high. Help push management to reach for the starts/targets. Commitment to our school values from every angle. Loyalty - are we on the same page? To have strategic discussions and work together according to them. Commitment to live up to our values. Keeping a high standard under difficult circumstances 	<ul style="list-style-type: none"> Do we as a Board have a vision of where we want our school to be? Is it similar? We have the responsibility to help define and empower the overall strategies Look at the school as a learning institute through the whole day - learning and wellbeing go hand in hand

The Board members were then asked to write down what the Board should do more of and less of. See table below:

More of / Do	Less of / Don't
<ul style="list-style-type: none"> Looking ahead and setting common future goals Positive tone and the good story Strategy and focus on vision/task Work with vision More time to discuss or more meetings Voice of all Board members - we all bring something different Respect the professional experience and qualifications of the school staff Stick to agenda Involvement in setting the agenda Workings groups with different stakeholders 	<ul style="list-style-type: none"> Specific cases Interruption Deviation from the agenda Time on "Admin" info and things we can't change Rushing through the agenda Distrust Questions that are not within the tasks of the Board Covering old ground/already covered topics

The discussions showed that there are many things the Board members can agree on but also challenges. Jonas asked the Board members to reflect on this for the next meeting.

- **Decision:** The Board decided that the discussion should be continued at the next meeting. It was also decided that Jonas would talk to some of the Board members individually to prepare the next meeting. Finally, it was decided to follow up with Eskil about the list of issues from the parents, so they can be addressed.

Competences

The Board discussed which competences/experience they would like to see in a new external Board member. The Municipality will need to appoint a new external Board member instead of Poul Toftdahl, who has decided to step down from the Board. The Board can make suggestions to the Municipality.

Jonas and the school's management would like a candidate with experience from the professional sector, e.g. a professionshøjskole (vocational college) or DPU. There was a discussion about the benefits of having a member with links to the City Council or the Ministry for Education. Rikke suggested someone from the business community, e.g. an architectural firm with international employees or one of the businesses that helped fund the school. Henriette suggested a candidate with international experience e.g. at DTU, which would also provide the science perspective.

- **Decision:** The Board decided that they would suggest that the Municipality appoint someone with either professional sector experience or someone with private sector and international experience.



4. Strategic Focus Points 2019-20 (decision) - 45 mins.

- 4.1. Annex – Strategic focus points 2019-20_Draft May 2019
- 4.2. Annex – Strategic focus points 2018-19_Status May 2019

Mette Sophie presented the preliminary strategic focus points for the school year 2019-20. The focus points will be decided at the next Board meeting.

1) Team collaboration, sparring & knowledge sharing

Our recent staff satisfaction/wellbeing survey shows there is need to continue focusing on team work, didactics and planning. In Primary, the focus will be more on progression and feedback, and in Secondary more on harmonisation and planning as the department is still relatively new. Both will have more structured team meetings in smaller groups. We will also continue the work on transition from nursery to primary and primary to secondary, etc.

2) Evaluation and assessment to ensure academic progress

Danish schools have the national tests, but we will need to develop our own standardised assessments. A lot of the groundwork has already been done by the teachers, but we need a framework. There was general agreement on the Board that the school should also develop a common survey on student wellbeing.

Mette Sophie explained that the Bac exams are the only harmonised tests in the European School system, but ESCPH would like test questions translated across the sections as early as possible.

Caroline asked if the school had plans for leaving certificates for students, who leave before they complete the baccalaureate. The school is aware of the issue and in the Danish section the school can just provide a statement, whereas it's more complicated in the other language sections.

3) Upper Secondary funding and organisation

This focus point from 2018-19 is still relevant as the opening of the Upper Secondary department was postponed. The school is in talks with the Ministry of Education and the Municipality regarding funding for the Upper Secondary but also with the Municipality about extra funding for the small language groups in Lower Secondary. There has been a lot of progress in the talks.

4) Communications

This focus point is predominantly about improving school/home communications. We plan to finalise the communications policy and present it to the Board. The school has also started work on an A-Z guide for parents to help clarify expectations and explain what we can and can't do as a school. We are also in the process of finalising welcome packs for students in nursery class, primary and secondary.



Christen suggested that the evaluation of the focus point could be a little more ambitious and Jonas suggested that perhaps we should measure how the relationship between parents/staff has improved.

It was also raised that the website could do with an update and more information.

5. Annual school meeting for all parents in September (decision) – 10 mins.

5.1. Annex – Draft agenda for the annual school meeting 2019/20

The Board discussed topics for the annual school meeting on 10th October. Suggestions included an update on the traffic situation, parents being able to ask questions in advance of the meeting, and more information about projects and topics at the school.

Jonas suggested that the school's focus points and core issues be the focal point. It was discussed how the meeting could be an opportunity to demonstrate how the school intends to work with the focus points and what a great school it is.

- **Decision:** The Board decided to finalise the agenda for the annual school meeting at the Board meeting in September.

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

- Admission update, including admission in the French language section
 - Recruitment status
 - Aula - new platform for school/home communications / school/home relations.
- Admission update

Hanne Schmidt updated the Board on admissions. The English and Danish nursery classes have been filled and the new French Nursery and Primary 1 classes currently each have 20 students and it is still possible to apply for a space.

Mette Sophie said the two new combination French/Danish classes in Secondary (S1 and S2) currently have 22 students in each class and the school is still screening students for admission.

- Recruitment status

The Primary department has recruited four new teachers on a full-time basis. This includes an L2 English teacher replacing Vanessa and three new French teachers. The Secondary department has hired a Danish and English science teacher, a Danish L1 and English L1 teacher as well as teachers for music and math.

- Aula

Hanne explained that all the schools (folkeskoler in Denmark) will replace Intra with a new school/home communications platform called Aula. Our staff have received their



first training and we have heard good feedback from the pilot schools we know. The class contact parents have been invited to an information meeting and will be "trained" as "super users" of the new system so they can help the other parents in their class if needed. Intra will close on 31st July and Aula will start on 1st August (*the Association of Municipalities (KL) has subsequently decided to postpone the roll-out of Aula to after the autumn break in October 201. The school will continue using Intra until then*).

Hanne Schmidt:

Hanne announced that she is leaving her position as Head of Primary after five years at the school but will stay until the end of the school year.

Anette said there would be a recruitment process to fill the position in August. Parent representatives will be part of the recruitment process and Anette will try to set some dates before the summer holiday. There will be a reception for Hanne on Monday 24th June. The Board members thanked Hanne for her dedication and hard work during her time at the school.

7. AOB - 5 mins.

Traffic situation:

Henriette updated the Board on the discussions with Carlsberg and the Municipality regarding the parents' traffic concerns. She has written a paper with a list of things that can be done, e.g. someone from the school can attend the Carlsberg meetings, the school can set up a school patrol at Ny Carlsberg Vej, etc. She also informed the Board that Frederiksberg Kommune is planning to put up signs where the students cross Pile Allé. Rikke suggested that the school ask the police to come and make traffic checks in the morning every so often.

- **Decision:** It was decided that Henriette would send her traffic paper to the school, who will share it with the parents.

Actions and time for discussion at the Board meetings:

Christen suggested that the Board meetings should include time for going through any follow-up actions and Rikke suggested that the Board discuss the need for more meetings at the September meeting.

Budget:

Henriette suggested that the parents (e.g. the Parents Association) help fundraise for projects, school trips, etc.

Approved by the Board of the European School Copenhagen on 24th September 2019