

## Minutes from the European School Copenhagen School Board Meeting

Date: Wednesday 15 November 2017  
Time: 17:00 – 18:30  
Venue: Retrorummet, Sankt Annæ Gymnasium, Sjælør Blvd. 135, 2500 Valby  
Members: Jonas Christoffersen, Poul Toftdahl, Hans Bruyninckx, Caroline Warner,  
Henriette Vollmers-Hansen, Suzanne Hampson, Rasmus Hornecker,  
Anette Holst, Hanne Schmidt  
Excuses:  
Minutes: Stine Hvitved Leather

### AGENDA

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

- 1.1. Annex – Agenda European School Board Meeting 15.11.2017

*The Board approved the agenda and decided to include a few additional items for discussion under AOB.*

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

- 2.1. Annex – Agenda European School Board Meeting 15.11.2017

*The minutes were approved by the Board prior to the meeting via email.*

#### 3. Annual plan for the Board of the European School Copenhagen (decision)

- 3.1. Annex – Draft Annual Plan for the Board of the European School Copenhagen

Jonas explained that at the last meeting, the Board agreed to write an annual plan for the Board meetings, which would list the items for discussion and decision at each Board meeting.

*The Board approved the proposed annual plan for the Board and agreed that it would be a rolling document to be updated and sent out in advance of each meeting.*

#### 4. Revision of the school's overall objectives (final decision)

- 4.1. Annex – Overall Objectives of the European School Copenhagen 2017-2020

Anette explained that the school's overall objectives were discussed at the last meeting and provisionally agreed to by the Board. The objectives were then discussed in the Parents Council and in the MED Committee. The Parents Council suggested that the objectives



should clearly state the influence of parents and pupils and also suggested that the third language section be mentioned under the fourth objective. An amended version of the objectives was therefore put to the Board for approval.

*The Board approved the proposed changes to the overall objectives for 2017-2020.*

## **5. Quality report for the school (decision)**

### **5.1. Annex – Draft Quality Report**

Hanne explained that the school has completed the sections required in the Municipality of Copenhagen's draft quality report for the school. The quality report is written in a standard format for all the public schools (folkeskoler) in Copenhagen. The data in the report on our school is more limited compared to other schools as ESCPH is not a Folkeskole or district school, follows a different curriculum and only offers Nursery to grade 4 at present. When the school starts Secondary, there will be more data available and we will be able to track progress over time. When the inspectors from the European School system have completed the audit report, it will be made available to the Board along with the school's self-evaluation.

*The Board approved the school's draft report to the Municipality and is looking forward to read the school's self-evaluation and the inspectors' audit report. It was agreed that the audit self-evaluation would be issued to the Board before the next Board meeting.*

## **6. School Holiday Plan 2018/19 (decision) – 5 mins.**

### **6.1. Annex – School Holiday Options 2018-19**

The school has applied for a shorter school year (190 days instead of 200 school days), which is more in line with other European Schools, who have 180 school days per year. The school is waiting to hear what the politicians decide at the end of November. If the politicians approve a shorter school year, the school will have an additional 2 weeks (10 days) of holiday. The school is proposing that one of the extra holiday weeks should be held at the end of the summer holiday each year and the other week should be decided upon each year depending on how the holidays fall.

The school presented two holiday plan options for the school year 2017/18 in the event that the politicians approve the shorter school year. Both the Parents Council and MED Committee were in favour of option 2.

*The Board approved holiday plan option 2 for 2018/19 with one extra holiday week at the end of the summer holiday, three extra days at the end of the autumn break and two extra days at the end of the Christmas break.*

## 7. Update and information:

- **Relocation to Kirsebærhavens Skole and preparations for the move to Carlsberg**

Hanne informed the Board that the move to Kirsebærhavens Skole is continuing to impact the school but in particular the After School Care/KKFO. There are not enough restrooms and wardrobes for the KKFO and the 'playground' (outdoor area) is also a major challenge as it is very muddy. The Municipality is looking at solutions for both.

- **Preparations for audit by European School inspectors**

The school will be audited in the second week of December and Hanne explained that there will be three inspectors this time: two for Primary and one for Secondary. As we are starting up Secondary, the Secondary inspector will be focused on the quality of planning for Secondary. The school is currently in the process of hiring a Head of Department for Secondary. The inspectors will visit Jonas Christoffersen as Chairman of the Board and the two parent representatives on the Board as well. The school is currently organising the programme.

- **Starting up Secondary**

The school will be opening S1 and S2 in August 2018 and is currently in the process of hiring a Head of Department for Secondary - expected start date 1 January 2018. The plan is to have an Orientation Evening for parents who are interested in admission for their children at the end of January and the application deadline for Secondary will be 1 March 2018. The school also has to plan recruitment of teachers, etc.

The admission criteria will be the same as for Primary but the screening will not only look at language skills for L1 (the language of the section) but also L2 (e.g. French and German language skills). It may be tough for applicants to meet the language requirements for L2 and the Board discussed how the school and Municipality would need to look at a solution for this. Applicants may have to take extra classes or go through a language fast track programme to catch up.

Concern was expressed regarding space for the new classes and Anette explained that the Municipality is committed to the phasing plan and she is talking to them regarding class rooms.

*It was agreed that the Board would follow the process for starting up Secondary closely. The Annual Plan for the Board should be updated to include the following item for the January*

*meeting: 'starting up secondary including dialogue with the Municipality to ensure appropriate class rooms for expansion'.*

- **Update from the politicians - sibling criteria, third language section and shorter school year application**

Anette explained that the politicians will make a final decision on the criteria, shorter school year and third language section on 30 November. The issues have already been discussed in Børne-og Ungeudvalget and Økonomiudvalget. They have both approved a change to the criteria whereby siblings are no longer considered as their own category but instead are considered and given priority within each of the other categories. They also both approved a shorter school year and recommended French for the third language section.

Økonomiudvalget made a special comment that the Municipality should look into the possibility of cost savings associated with a shorter school year. The Board does not think cost savings are a possibility as the new French/English section requires an extra L1 teacher and the staff hours do not change because of a shorter school year.

The Board discussed how a French/English section would work in practice. Anette explained that priority would be given to French speaking children, but if for example one year there are only 18 French speaking students, it would be filled up with English students. This system works at the European School in Culham.

- **Orientation evening regarding admissions**

The Orientation Evening was held last night at Sankt Annæ Gymnasium (14 November) and was a big draw with more than 300 people attending. There were presentations about the school and after school care, and Q&A with the teachers and staff about admissions. Earlier that day Hanne and Anette gave a presentation to staff at EEA regarding this year's admissions process.

Jonas mentioned that a parent of an applicant has been asking questions about last year's admissions process and raised concern over a possible conflict of interest in the screenings. Jonas has responded that the rules have been followed but if the parent can provide specific cases, the school can investigate further.

Henriette mentioned that it is important that the process is seen as fair. Jonas explained that the school has to work in accordance with the criteria and process set by the Municipality and we can't change that. Caroline mentioned that we must make it clear to applicants that spaces are limited and they should not just apply to our school. The Board agreed that it was important to have a clear and transparent process and respectful communications with all applicants.

## 8. AOB – 5 mins.

### Club

Anette explained that there has been a mismatch of expectations with regard to the Club and therefore a lot of talk among parents. The parents in the English section also have different expectations to the parents in the Danish section. There are certainly issues with the space for the Club, which the school is trying to improve, but the Club was only ever established as a temporary solution at Kirsebærhavens Skole and was never going to be able to offer the same activities or facilities as other Clubs in the City.

The deadline for signing up for a club next school year is 19 December. The Municipality has said it will ensure there is space in the Club near Carlsberg for our current 3<sup>rd</sup> and 4<sup>th</sup> grade students when the school moves to Carlsberg. Caroline expressed concern as to whether the Municipality fully understands the dynamics of taking in potentially 50 English-speaking students in the Club.

*Hanne said that she and Uri Harlam would talk to the Municipality regarding Club options and concerns, and she would provide an update at the next Board meeting.*

### School meeting in September

Hans mentioned that he thought the school meeting was good but perhaps next time we should do more to explain the governance structure in simple terms so everyone is clear on who makes what decisions. It was mentioned that since the last meeting, the school has put a diagram on the school's website that better explains the governance structure and that this has also been communicated to the parents.

### External members or guests with international school expertise

Henriette suggested that the Board would benefit from members or guests with international school expertise

Jonas explained that the Municipality appoints the external members but also said that it might be possible to look at the competences that the members should have when electing new members.

*The Board agreed that it would certainly be a possibility to invite external guests to give input and provide their expertise on special issues.*



### SUMMARY OF ACTIONS AND DECISIONS

AGENDA ITEM	ACTIONS
1. Approval of the agenda	The Board approved the agenda and decided to include a few additional items under AOB.
2. Approval of the minutes from the last meeting	The minutes were approved by the Board prior to the meeting via email.
3. Annual plan for the Board	The Board approved the proposed annual plan for the Board and agreed that it would be a rolling document to be updated and sent out in advance of each meeting.
4. Revision of the school's overall objectives	The Board approved the proposed changes to the overall objectives for 2017-2020.
5. Quality report for the school	The Board approved the school's draft report to the Municipality... It was agreed that the audit self-evaluation would be issued to the Board before the next Board meeting.
6. School holiday plan 2018/19	The Board approved holiday plan option 2 for 2018/19 with one extra holiday week at the end of the summer holiday, three extra days at the end of the autumn break and two extra days at the end of the Christmas break.
7. Update and information	<u>Starting up Secondary:</u> It was agreed that the Board would follow the process for starting up Secondary closely. The Annual Plan for the Board should be updated to include the following item for the January meeting: 'starting up secondary including dialogue with the Municipality to ensure appropriate class rooms for expansion'.
8. AOB	<u>Club:</u> Hanne said that she and Uri Harlam would talk to the Municipality regarding Club options and concerns, and she would provide an update at the next Board meeting.  <u>External members or guests with international school expertise:</u> The Board agreed that it would certainly be a possibility to invite external guests to give input and provide their expertise on special issues.