



Minutes from the European School Copenhagen School Board Meeting

Date: Tuesday 24 September 2019
Time: 16:30 – 19:00
Venue: Meeting room 5 (214), European School Copenhagen
Members: Jonas Christoffersen, Hans Bruyninckx, Christen Bagger, Rikke Karlsson, Eskil Berg Kappel, Caroline Warner, Suzanne Hampson, Rasmus Hornecker, Anette Holst, Dwaj Prakash Jethani, Shireen Noor Rasool Elahi Panah
Guests: Mette Sophie Skærlund, Uri Harlam
Excuses: Poul Toftdahl
Minutes: Stine Hvitved Leather

Minutes:

0. Welcome and presentation of the new student representatives – 3 mins.

The Board welcomed the new student members of the Board and there was a quick round of introductions.

1. Approval of the agenda (decision) – 2 mins.

1.1 Annex – Agenda European School Board meeting 24.09.2019

At the request of EKB, it was agreed to include the following under 10. AOB:

- CAPEEA
- Mobile phone policy in Secondary
- L3 choices in Secondary

Decision:

- The agenda was approved by the Board.
- It was agreed that the parent representatives on the Board would be invited to a separate meeting to discuss a document listing issues raised by parents.

2. Approval of the minutes from the last meeting (decision) – 1 min.

2.1 Annex – Minutes from the European School Board meeting 12.06.2019

Decision:

The Board approved the minutes from the European School Board meeting on 12th June 2019.



3. School holiday plan 2020-21 (decision) - 1 min.

3.1 Annex - School Holiday Plan 2020-21_Draft_May 2019

JC explained that the holiday plan has been drafted based on previously agreed principles. The school has been granted dispensation to have a shorter school year, allowing the school's international students and staff to have two additional weeks of holiday placed at the end of the summer holiday and around Easter. The school will therefore be strict regarding the recording of absence outside the official holidays.

Decision:

The holiday plan was approved by the Board and will be submitted to the Campus Board for final approval.

4. Annual school meeting for all parents in September (decision) - 10 mins.

4.1 Annex - Invitation to the Annual School Meeting 10.10.2019_Draft_Sep 2019

The Board discussed the draft invitation and programme for the upcoming annual school meeting.

Decision:

The Board decided to adopt the proposed programme excluding the update on the development and organisation of the school. It was also decided that the student representatives on the Board would present the work of the Student Council. SHL will update and share the programme with the parents.

5. The future development of the school (information) - 10 mins.

5.1 Annex - ESCPH Development_2019.09.20

Parents have asked about the future organisation and development of ESCPH vis-à-vis Sankt Annæ Gymnasium (SAG) and AH has therefore written a document to inform all the parents.

The school is currently waiting for the Ministry of Education to decide on two important issues that affect the development and organisation of the school:

1. funding of the Upper Secondary department and
2. separation of SAG and ESCPH

1. The Municipality and the Ministry of Education have been in negotiations about the funding of the upper secondary since autumn 2018 and are reportedly making progress. The school hopes to be able to open S5 in August 2020.
2. Originally the plan was for ESCPH and SAG to be co-located in Carlsberg Byen, but since the Municipality has decided not to build a school for SAG in Carlsberg Byen, it no longer makes sense to have a joint campus Board. A separation of the two schools requires a change of law and must be decided by the Minister of Education.



RK asked if a 'meet and greet' meeting had been set up with the Ministry of Education. JC explained that the issue would be decided by the Municipality rather than the school so a meeting would not change that.

Decision:

The Board decided that

- the document should be shared with all the parents and it would therefore not be necessary to give an update about the future organisation and development of the school at the annual school meeting.
- the document should be amended slightly before being shared with the parents, taking out the reference to the appendices and clarifying who makes the decisions regarding the funding of the upper secondary department and the separation of the two schools.
- AH will follow up with the Municipality for a status on the negotiations with the Ministry of Education and will contact HB if it looks likely that an agreement can't be reached.
- the Board will discuss different organisational models when relevant.

6. Strategic Focus Points 2019-20 (decision) - 10 mins.

- 6.1 Annex - Strategic Focus Points 2019-20_Draft_May 2019
- 6.2 Annex - Strategic Focus Points 2018-19_Status_Sep 2019

MSS presented the four strategic focus points proposed for the 2019/20 school year:

1. Team collaboration, sparring and knowledge sharing:
 - The Secondary and Primary departments are at different stages of development, but both need to focus on team collaboration, planning and sharing of knowledge regarding didactics and pedagogy.
2. Evaluation and assessment to ensure academic progression of all students:
 - Learning "targets" are set in the curriculum/syllabuses but there are currently no standardised tests in the European Schools system.
 - It is important that ESCPH can test that these "targets" have been reached.
 - It was suggested that the issue be raised in CAPEEA.
3. Funding and organisation of Lower and Upper Secondary
 - This was also a focus in 2018/19 school year but is still relevant as the opening of the upper secondary was postponed and negotiations regarding funding of the upper secondary is ongoing.
 - RK suggested changing the wording to "suitable applicants" rather than "not enough applicants", page 3.
4. Communications:
 - There is general agreement that school/home communications need to improve, and this was further discussed under item 8.



Decision:

The Board decided to

- adopt the Strategic Focus Points for 2019-20.
- discuss a strategic focus point at each of the Board meetings in 2019/20.
- update and share the phasing plan with the parents when the funding negotiations for upper secondary are finalised.

7. Follow up on the discussion about the Board's working methods/tasks and parents' list of issues (discussion and decision) - 45 mins.

7.1 Annex - Annual Plan ESCPH Board 2019-20_Draft Sep 2019

JC summed up the previous discussions about the Board's working methods and tasks and presented the annual plan for the Board 2019-20. There is agreement to limit information points in the future and allow more time for discussions and decisions.

The Board members discussed the proposed annual plan for the 2018/19 Board meetings. It was suggested that the item 'New staff/recruitment' be changed to 'Staff/recruitment' and that the 'Staff update' be moved up on the agenda to be the first information point and add 'Student update' to the agenda.

Decision:

The Board decided

- to adopt the annual plan for the Board 2019/20 with the proposed changes.
- that JC will redraft the Board's rules of procedure, presenting a first draft at the February 2020 meeting with a view to finalise and agree them at the June 2020 meeting.
- to arrange a separate meeting with the parent representatives to address the list of issues from parents.
- to have two Board meetings in the spring (February and April) instead of the one meeting already scheduled in March. SHL will organise.
- to write to the Board members 3-4 weeks prior to the Board meetings to ask them for suggestions to the agenda.

8. School/home communications (discussion and decision) - 45 mins.

8.1 Annex - Communications Policy Draft_Sep 2019

A list of all the different communications from the school was distributed to the Board members along with examples of written material (brochures). AH encouraged the Board members to share their feedback with MSS and SHL, e.g. if there is anything further the school should be doing. The following feedback was given at the meeting:

- The list could also include all the verbal communications provided by the school at Parents Council meetings, etc.
- EKB suggested that it should also be considered what type of information is distributed, e.g. there is information that hasn't been shared in the past that perhaps should have been.



- Parent request for more consistent way of communicating homework.

It was debated whether there should be more information from the school, e.g. repeated messages across multiple channels to ensure parents receive the information, but it was also argued that people have a responsibility to stay informed themselves.

The Board then discussed the draft communications policy, which has been discussed by staff. HB thought it was a good and short policy and had just a few comments. Concern was expressed that the policy would not be enough to change things, but the document was also considered an important fallback document to be able to reference when issues arise.

Decision:

The Board decided

- to adopt the communications policy with the few minor changes suggested.
- that one of the parent representatives would present the communications policy at the annual school meeting.
- that the communications policy should be discussed in the Parents Councils and the Parents Council representatives asked to help roll out the policy by presenting it to their respective classes.
- that 'communications issues' should be a regular item on the agenda at the coming Board meetings to address any issues if necessary.

9. Various information - 15 mins.

- Results of the Employee Satisfaction Survey 2019
9.1. Annex - Employee Satisfaction Survey Summary Results 2019

MSS explained that the Municipality conducted an Employee Satisfaction Survey in the spring. Overall, the school's results are good and outscore the other schools. However, there are always areas which can be improved. The weaker points include collaboration on shared tasks and a lack of learning and development opportunities. The issues have been discussed with the staff.

- Admission status
9.2. Annex 9.2. Admission New Classes 2019-20_Status 22.09.2019

AH gave an update on the number of students admitted in the new classes that opened in August. A few students dropped out in the nursery classes over the summer resulting in a lower than expected number of students in the nursery classes. Some of the older classes have more students. It was a bit harder to get qualified French applicants so here the numbers are a little lower.

There have been some discussions about the age of some of the students, particularly in the French language section. Some students come from different



school systems, where they start school earlier, but the school must stick to the age criteria set by the Municipality, and this age criteria also applies to the older students.

- Recruitment of new Head of Primary

The school has had 12 applicants for the Head of Primary position and four strong candidates have been selected for interview. The school hopes to be able to have a new Head of Primary starting 1 December 2019.

- Accounts update
9.3. Annex - 4072_R-opfølg_2019.07_EN

AH gave a status on the school's accounts, which are looking good. Eight months into the year, we have spent 67% of the budget. There is still money in the school's establishment account for buying equipment and materials.

- Aula roll-out

URH gave an update on Aula, the new school/home communications platform that will replace Intra on 14th October. The school has organised an information meeting for the class contact parents on Thursday (26/9) and all parents will receive a letter about the change. Unfortunately, there are problems with access for people, who don't have a CPR number, and Aula is only in Danish. Aula is being introduced at schools across the country and will continue to be developed.

- Staff update

RH gave an update from staff. School start in August was a lot less stressful than previous years as the school didn't have to move, but some of the new teachers experienced a lot of difficulties associated with moving to Denmark - issues with CPR numbers, salary, etc. There is also a concern among staff about the lack of classrooms for L2 English, which negatively impacts the teacher and students. This will also affect French L2 next school year. It was suggested that the school seek to optimise use of the facilities and try to find space.

10. AOB - 5 mins.

- Mobile phone policy:

MSS explained that the Student Council is currently working on a draft policy for Secondary. The student representatives explained that they had sent out questionnaires to the students and would also be asking the teachers for their views.

- L3:

The parents would like to know what L3 choices are available in Secondary. MSS explained that it takes minimum seven students to form a language class. There are currently no students in P5 with another L2 than English and this impacts the



choices. The Board decided to add this item to the agenda for the next Board meeting.

- CAPEEA:

EBK asked if the parents had been invited to the European Schools conference at the end of September (Associated European Schools Network Conference) and CAPEEA. AH explained that CAPEEA is an association of Parents Associations at the European Schools and the PA is always invited and have attended in the past.

***Approved by the Board of the European School Copenhagen
on 7th November 2019.***