



Minutes from the European School Copenhagen School Board Meeting

Date: Monday 25 September 2017
Time: 16:30 – 18:00
Venue: Retrorummet, Sankt Annæ Gymnasium, Sjælør Blvd. 135, 2500 Valby
Members: Jonas Christoffersen, Poul Toftdahl, Caroline Warner, Henriette Vollmers-Hansen, Suzanne Hampson, Rasmus Hornecker, Anette Holst, Hanne Schmidt
Excuses: Hans Bruyninckx
Minutes: Stine Hvitved Leather

Minutes:

1. Approval of the agenda (decision)

- 1.1. Annex – Agenda European School Board Meeting 25.09.2017

The Board welcomed new staff representative on the Board, Suzanne Hampson.

It was agreed that two issues raised by Henriette - KKFO/Club and Admissions – and another issue from Jonas would be discussed under AOB.

Jonas explained that the agenda items had been reorganised so that decision items were first and information items last, then the *Board approved the Agenda*.

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

- 2.1. Annex – Minutes European School Board Meeting 18.05.2017

The Board approved the minutes from the last Board meeting and agreed to approve future minutes via email with a week's notice.

3. Evaluation of Strategic Focus Points 2016/17 (decision)

- 3.1. Annex – Evaluation of Strategic Focus Points 2016/17

Hanne explained that the evaluation had been updated to include an evaluation of the teachers' study trip to Luxembourg in May and information regarding the new anti-bullying policy. The teachers believe study trips are a very good idea, but unfortunately the host school in Luxembourg had a change in organiser at the last minute, which meant that the programme on day 2 was not that structured. Hanne explained that management can request a particular programme but it is the host school, which organises things locally.

The Board discussed how it was good to have ambitious focus points and they help set the direction for the school. At the same time, however, it would be entirely acceptable for the school's management to deviate from the focus points if necessary as the primary focus should always be on the everyday running of the school.



The Board approved the evaluation of the strategic focus points 2016/17 and noted that they were very impressed by the progress made by the school.

4. Draft Anti-Bullying Policy (decision)

- 4.2 Annex – Draft Anti-Bullying Policy

Hanne informed the Board that the Anti-Bullying Policy had been developed by the teachers and is based on the Free of Bullying / Save the Children programme. The document is still a working document because it refers to other policies, which are still being finalised. The policy has been uploaded to the school's website as the school must have an Anti-Bullying Policy in place.

The Board approved the Anti-Bullying Policy in principle; the school can make minor adjustments, while major changes need to go back to the Board for approval.

5. Revision to the school's overall objectives (decision)

- 5.1. Annex – Overall Objectives of the European School Copenhagen 2014-17
- 5.2. Annex – Overall Objectives of the European School Copenhagen 2014-17 with suggested changes

Anette informed the Board that the school's current objectives for 2014-17 need to be revised for the coming three years to include preparations for the move to the new school at Carlsberg Byen and plans for starting up Secondary. Jonas mentioned that the objectives could reference the new values.

The Board approved of the proposed revisions in principle, but agreed to wait for the Parents Council hearing before making a final decision at the next Board meeting.

6. Audit by European School inspectors (information)

Hanne explained to the Board that in order to be accredited the school must be audited by inspectors from the European School system every three years. The next audit will take place in the first or second week of December. The inspectors will look at the school's overall objectives and will also be assessing the school's plans for Secondary.

7. Starting up Secondary (information)

Hanne informed the Board that preparations have started for opening up Secondary in August next year. The plan is to open for student applications in the spring and the school is currently advertising for a Head of Department for Secondary to start in January 2018. Recruitment of teachers will also have to start in the spring to build up the new school. The Board discussed how it would need two new parents to represent Secondary on the school Board.

8. Updates and information:

- **Upstart and relocation to Kirsebærhavens Skole incl. traffic conditions, etc.**

Hanne gave an update to the Board regarding the school's move to Kirsebærhavens Skole, which has been extremely challenging for all concerned, not least the staff. The KKFO started on the backfoot as they had to be open throughout the move. Hanne and Anette have explained to the



Municipality that the school cannot accept another moving process like it. The staff representatives supported this view and the parent representatives recognised all the extra effort put in by the staff. Henriette said that the school should not be afraid to tell parents of the pressure staff are under as parents would be supportive.

One particular concern about the move to Carlsberg is that it will have to take place during the school year. It was discussed how if the school's application for a shorter school year is approved, part of the extra holiday could be used for the move.

Jonas said that the effort should now be aimed at ensuring that the next moving process goes well. *The Board agreed to follow the preparations for the next move closely and get involved if needed.*

The traffic conditions around the school have resulted in some dangerous situations and it has been necessary to remind parents to drive slowly and follow the road rules on Intra and at the recent parents meetings. The school has been talking to the Municipality and Kirsebærhavens Skole regarding measures to improve road safety, including opportunities for a crossing at GI Køge Landevej. The school will meet with the Municipality again on 6 October. Henriette asked if parent representatives would be allowed to come and explain the situation, which Hanne said they could.

- **Status and preparations for move to Carlsberg**

Hanne explained that the building of the new school at Carlsberg City district is going well and there was a topping out ceremony on 18 September. The architects have put together a process plan to work with the staff on the different areas of the school, including furniture. The architects have also been to Kirsebærhavens Skole to observe the way the teachers work. Next week, all the staff will go to Carlsberg with the architects to get a sense of the new space.

- **Implementation of the school's values**
 - 7.1. Annex – Final Approved Values

Suzanne informed the Board about the plans for implementation of the new values, including which values to focus on first. The next theme week will focus on the values and the values are already being discussed in the classrooms. Hanne mentioned that the KKFO is also planning to work on the values and the values will be displayed around the school.

- **Update from the politicians – sibling criteria, third language section, shorter school year**
 - 7.3 Annex – SAG School Holiday Plan 2017/18
 - 7.4 Annex – Calendar Holiday Plan 2017/18

Anette informed the Board that the school's sibling criteria, third language section and application for a shorter school year will be decided upon by BUU in October and Borgerrepræsentationen mid-November, which is later than originally planned. The language recommendation is still for a French language section.

Anette informed the Board that if the politicians do not approve the application for a shorter school year, ESCPH would like to adopt the proposed holiday plan for SAG in the school year 2018/19. If the application for a shorter school year is approved, the plan is to extend the summer holiday by a week and each year decide when to have the other additional week of holiday depending on the



way the holidays fall. Rasmus noted that the teachers' and pedagogues' hours do not change as a result of a shorter school year as they will have to work the same hours over fewer weeks.

- **Digitisation of the admissions process**

Hanne informed the Board that the school is working with the Municipality to digitise the admissions process, which has been very time consuming up until now. The plan is for the system to be up and running in time for the admissions process start date mid-November.

- **Feedback from school meeting with all parents, staff and Board**
 - 7.5. Annex - Notes from the School Meeting on 14 September

To clarify the complex way the school is organised and the role of the Board, Anette and Jonas proposed that the school add a diagram and the Board's rules of procedure to the website. It was mentioned that the rules of procedure came from the Municipality and were approved at the time the school was set up.

Rasmus suggested that the school and parents meetings take place earlier next year. It was also suggested to stagger the parents meetings to help parents with multiple children at the school. This is, however, difficult due to organization.

The Board agreed to send parents a link to the diagram and rules of procedure on the website to clarify the role of the Board. At the suggestion of Henriette, the Board also agreed to meet before the next school meeting to plan the meeting together.

- **Accounts status update**
 - 7.6. Annex - 31306 ESCPH Accounts Status 25.08.2017

The Board had no comments to the accounts.

- **Teacher Appreciation Day (Lærernes Dag)**
 - 7.7. Annex – Lærernes Dag Brev til Skolebestyrelserne 2017

Hanne informed the Board that 5 October is 'teacher appreciation day'. It is usually the parents who organise events on this day.

9. AOB

- **Fence at Carlsberg:** Henriette raised a concern from parents regarding the fence plans for the new school building in Carlsberg and she was encouraged to write a letter to the Municipality about the concern. Rasmus said the fence was not a concern among staff.
- **After School Club:** Henriette mentioned that 4th grade parents were concerned about the the Club and would like the children to be able to use the playground on the other side of Kirsebærhaven. Hanne explained that this may be possible on occasion but is not possible all the time as it involves crossing a road and puts pressure on resources. Uri Harlam has invited parents to a meeting next week to talk about ways to improve the Club facilities. It was noted that the Club was established as a temporary solution at Kirsebærhavens Skole and there are no plans to have a club at the school at Carlsberg.



- **Admissions 2017/18:** Henriette enquired about the admissions process for this school year. Hanne explained that all went to plan – the Nursery classes are full and there have not been any complaints about the admissions process.
- **Annual Plan for the Board:** Jonas explained that he would like the Board to have a plan for the meetings this school year. *The Board agreed to draft an annual plan for approval at the next Board meeting in November.*

Summary actions and decisions

Agenda Item	Actions
1. Approval of the agenda (decision)	<i>The Board approved the agenda.</i>
2. Approval of the minutes (decision)	<i>The Board approved the minutes from the last Board meeting and agreed to approve future minutes via email with a week's notice.</i>
3. Evaluation of Strategic Focus Points 2016/17 (decision)	<i>The Board approved the evaluation of the strategic focus points 2016/17 and noted that they were very impressed by the progress made by the school.</i>
4. Draft Anti-Bullying Policy (decision)	<i>The Board approved the Anti-Bullying Policy in principle; the school can make minor adjustments, while major changes need to go back to the Board for approval.</i>
5. Revision to the school's overall objectives (decision)	<i>The Board approved the proposed revisions in principle, but agreed to wait for the Parents Council hearing before making a final decision at the next Board meeting.</i>
8. Updates and information:	<p>Upstart and relocation to Kirsebærhavens Skole: <i>The Board agreed to follow the preparations for the next move closely and get involved if needed.</i></p> <p>Feedback from school meeting for all parents and staff: <i>The Board agreed to send parents a link to the diagram and rules of procedure on the website to clarify the role of the Board. At the suggestion of Henriette, the Board also agreed to meet before the next school meeting to plan the meeting together.</i></p>
9. AOB	Annual plan for the Board: <i>The Board agreed to draft an annual plan for approval at the next Board meeting in November.</i>