

Minutes from the Meeting of the European School Board and the Campus Board Sankt Annæ Gymnasium

Date:	Wednesday 31 January 2018
Time:	16.30 - 18.30
Location:	Sankt Annæ Gymnasium, lærerværelset
Members:	Jens Kramer Mikkelsen (Chair, Campus Board), Jonas Christoffersen (Deputy Chair, Campus Board), Hans Bryuninckx, Caroline Warner, Elsebeth Aller, Nynne Dalå, Rasmus Hornecker, Suzanne Hampson, Edward Pedersen, Allan Severin, Connie Mikkelsen, Anette Holst, Hanne Schmidt
Excuses:	Poul Toftdahl, Henriette Vollmers-Hansen, Birk Silver Breinholdt, Siri Glasdam Jakobsen, Hanne Mølgaard, Martin Kristiansen, Marianne Zibrandtsen, Merethe Emcken
Guests:	Mogens Halken, Mette-Sophie Viuff Skærlund
Minutes:	Stine Hvitved Leather

Minutes:

1. Approval of the Agenda

Annex 1.1. Agenda ESCPH and Campus Board Meeting 31.01.2018

Jens Kramer Mikkelsen welcomed Mette Sofie Skærlund, who is the new Head of Department for Secondary. She introduced herself and there was a short round of introductions.

The agenda was approved.

2. Approval of the Minutes for ESCPH and Campus Board meetings

Annex 2.1. Minutes from SAG and Campus Board meeting 07.12.2017 (Campus Board)

Annex 2.2. Minutes from the European School Board meeting 15.11.2018 (European School Board)

Edward Petersen would like to note to the minutes for the SAG and Campus Board meeting that he does not approve the budget for 2018.

Caroline Warner asked if the Campus Board minutes could be shared so that ESCPH parents can access them.

With those comments, both sets of minutes were approved.

3. Update (Campus Board)

- Revision/extension of the Bylaws for SAG and ESCPH

Annex 3.1. Bylaws for Sankt Annæ Gymnasium with European School Copenhagen

Anette explained that the bylaws for SAG and ESCPH are due for review. Jens has also met with the director of BUF regarding the governance structure for the schools and the function of the campus board now that our two schools will not live together. The Municipality will look into both and will put forward a suggestion for a new structure and bylaws in the spring.

Hans had a comment to the existing bylaws, page 2, regarding the meaning of the sentence: 'Priority can be given to certain candidates'. *It was decided to clarify this in the revised bylaws.* There were no other comments to the bylaws.

- Status on the move to Carlsberg

Hanne informed the Board that construction of the new school building in Carlsberg Byen is going according to plan. Staff are taking part in working groups on the interior spaces and have an opportunity to shape the learning environment. Everyone is really looking forward to having their own school.

- Renovation of SAG and possible re-housing at Carlsberg

Following the last meeting, a letter was sent to Tobias Stax, the director of BUF, regarding the possibility of re-housing part of SAG in the new school building at Carlsberg Byen during the school's renovation, and Anette explained that the school has been given verbal assurances that this will be possible.

The plan is to start the renovations at SAG at the end of 2018. For the first few months of the school year 2018/19, SAG will need some pavilions and music rooms to house the additional Gymnasium classes. Thereafter, they will most likely be re-housed in Carlsberg Byen.

- Budget status

The Municipality has introduced a new accounting system, Kvantum, which puts the entire allocation for SAG and ESCPH into one big pot of money. This makes it very difficult to get an overview of the budget and an understanding of what each school should be getting. It is, however, clear that funding per student has been cut. The budget will be ready for the next meeting in March.

Allan said it was absurd that we have to inform the Municipality by 31 January (today) whether the school has to let teachers go so they can be considered in the transfer round, before we actually know the budget.

- Audit feedback

Annex 3.2. Audit Self-Evaluation Nov 2017

Annex 3.3. Audit Feedback Notes Dec 2017

Hanne explained that ESCPH was audited during the second week of December and it went really well. There were three inspectors, two for Primary and one for Secondary. Prior to the audit, the teachers and Administration completed an audit self-evaluation. The inspectors visited classrooms

and spoke to all the stakeholders, teachers, Board, parents, etc. The school has just received a draft of the audit report, which must now be approved by the Board of Governors. The school has been told that it has passed the audit and will have its accreditation renewed.

Hans and Jonas, who met with the inspectors, congratulated the school and said the inspectors were clearly impressed. Hans offered to help the school with information for the European dimension, including information about climate change, displays, etc.

- Opening Secondary Department

Mette Sophie updated the Boards on the plans for the Secondary department. The admissions process (for S1 and S2, DK/EN) starts tomorrow, 1 February. The Orientation Evening went well and was attended by approximately 70 people, including a few representatives from Novo and Carlsberg. The admissions process will include a written test rather than an oral screening. The test is for L1 and L2 as the students need to know these languages to be able to follow the curriculum. A math test will be included for admission to S5 (high school). It may be hard to get enough applicants with a strong L2.

4. Update (European School Board)

Jonas chaired the rest of the meeting.

- Admissions status

Hanne explained that the school has received 402 applications. 356 of these are applications for Nursery and Primary with school start in August 2018. The majority are for Nursery and the English section. It is a big workload and the new online admissions system has not been without its problems. Given the many applicants, the Board discussed options for expanding the school further but the school at Carlsberg only has room for three classes per year level. *The view was that the high demand for international school places should be raised with the Municipality.*

- Club/After School Care

Hanne explained that the school is working on a solution for After School Club for the 4th and 5th graders. The school will continue to have a Club until the school moves to Carlsberg in the autumn. Thereafter, the children must find another Club, e.g. Bryggergården.

We have been informed that we will have the classrooms opposite the KKFO next school year until we move to Carlsberg. Kirsebærhavens Skole has made a big effort to accommodate our wishes. The KKFO facilities have been improved with more toilets and wardrobes although there have been some issues with the electrics.

- Quality Report

Annex 4.1. Quality Report 2017

Hanne explained that the quality report is written by the Municipality with input from the school and provides the basis for the annual quality and support conversation between the school and the Municipality. The report is designed for Folkeskolen and is linked to the objectives of the school reform. It is difficult to complete and not that relevant to our school as we follow a different

curriculum, sit different exams, etc. The audit report from the European Schools is a much better quality document for our school.

Hans mentioned that the sections and statistics do not make sense for most readers and the Municipality should consider a better framework.

The Board was happy to see the positive results and the school's efforts to improve in areas that need improvement. The Board was also impressed with the audit results. It was noted, however, that the Board would welcome clarification from the Municipality on elements of the report.

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

Annex 4.2. Admissions Criteria and Process

Annex 4.3 Draft Holiday Plan 2018/19

The politicians have decided to approve the school's application for a shorter school year (190 school days rather than 200). This means 1-2 hours more per week for the older students. One of the holiday weeks will be tagged onto the end of the summer holiday in August. The other week will be split so that the school has three more days of autumn holiday in week 43, which will help with the move to Carlsberg, and two days extra for Christmas.

The politicians also decided to change the admission criteria for siblings so that siblings are always offered a screening and they are given priority within their admission category. However, siblings cannot skip a category.

It was the Board's view that the b2 criteria should be discussed with the Municipality as it would make sense to give it higher priority for the Danish language section.

It was agreed that the school should be clear on what the Municipality has decided and explain that while the school has an obligation to screen siblings, this doesn't guarantee them a space due to the many applicants.

The school will prepare statistics on the admissions criteria for the next meeting.

The holiday plan approved in principle at the last meeting can go ahead following the Municipality's decision to agree to a shorter school year.

5. Well-being Policy for Approval (European School Board)

Annex 5.1. Draft Wellbeing Policy

Suzanne and Hanne explained that the wellbeing policy has been discussed in staff meetings with teachers and pedagogues. Suzanne explained that the appendices referred to in the policy are work in progress, and the school is currently working with the children to create an e-safety policy.

The Board approved the policy with the proviso that the Parents Council does not raise any major concerns or issues with it. It was agreed that any minor changes could be agreed to in writing with

the Executive Committee (Chairman of the Board of the European School Copenhagen Jonas Christoffersen and Parent Representative Caroline Warner).

6. Code of Conduct for Approval (European School Board)

Annex 6.1. Draft Code of Conduct

The Board approved the Code of Conduct with the proviso that no significant concerns or issues are raised by the Parents Council. It was agreed that any minor changes could be agreed to in writing with the Executive Committee.

7. AOB

Board elections

All schools have received information about the process for electing new parent representatives for the Board by the end of the school year. Our school has been allowed to organise the elections in September 2018 as the school also needs to elect representatives for the Secondary department, which doesn't open until August.

The election of external members to the Board usually takes place after the election of parent representatives and it has been agreed to postpone this until the new bylaws are in place.

It was agreed to discuss the dates for the Board elections at the next meeting.

March meeting

It was agreed to move the next ESCPH Board meeting to 22 March 2018 from 16:30-18:00.