



Minutes from the European School Copenhagen School Board Meeting

Date: Wednesday 23 September 2020
Time: 17:00 – 19:30
Venue: Staff lounge, ESCPH
Members: Jonas Christoffersen (JC), Christen Bagger (CB), Rikke Karlsson (RK), Caroline Warner (CW), Eskil Berg Kappel (EBK), Rasmus Hornecker (RAHO), Tim Ford (TIFO), Stine Hvitved Leather (SHL), Anette Holst (AH), Julie Rørdam Thom (JRT), Dwaj Prakash Jethani (DPJ)
Guests: Helle Bjerre Degn (HBD), Hella Helvig Jensen (HHJ)
Excuses: Hans Bruyninckx, Andreas Manville
Minutes: Stine Hvitved Leather

Minutes:

Mette Sophie Skærlund (MSS) announced that she will transition into another role as Study Counsellor (see further information under item 11 below).

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

1.1 Annex – Agenda European School Board meeting 23.09.2020

Decision: The Board approved the agenda.

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

2.1 Annex - Minutes European School Board Meeting 09.06.2020

Decision: The Board approved the minutes.

3. Board annual meeting plan (decision) - 1 min.

3.1 Annex – Annual Board Meeting Plan 2020-21

Decisions:

- It was decided to add "Planning for the separation of SAG and ESCPH" to the agenda for the 12 November Board meeting and the annual meeting plan.
- The Board approved the annual meeting plan.

4. School holiday plan 2021-22 (decision) – 2 min.

The holiday plan for 2021/22 follows previously agreed principles for the placement of the school holidays. There are still new parents every year, who would like to have more time off around Christmas. However, the principles for the school holidays were decided by the Board after discussion in the Parents Council and Staff MED Committee and will not be changed.

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Decision: The school holiday plan was approved by the Board.

5. Strategic focus points 2020-21 (decision) - 45 mins.

5.1. Annex - Strategic Focus Points 2020-21

Julie Rørdam Thom and Helle Bjerre Degn explained that they have changed the format of the strategic focus points to include a description, key objectives and success criteria. Action plans follow at the end of the document along with examples of how the school will evaluate each focus point.

The focus points were discussed in smaller groups, and the Board members had an opportunity to ask questions and give feedback. After the meeting, management will review the feedback and adjust the focus points as necessary.

Decision: The Board approved the Strategic Focus Points 2020-21.

6. Student rules and responsibilities in Upper Secondary (decision) - 10 mins.

6.1. Annex - Upper Secondary Study Rules and Code of Conduct

JRT explained that the school is seeking preliminary approval of the Study Rules and Code of Conduct for Upper Secondary, as they are needed both for the students and for the S6-S7 Dossier of Conformity application to the Board of Governors of the European Schools. The document will be presented to staff and members of the Student Council before final approval.

RK commented that the wording could be more positive. JRT explained why the school needs firm rules on absence, extremism, etc. and that these rules are standard in upper secondary schools. JC suggested that the school add an anti-harassment policy to the document.

Decisions:

- *It was decided that the Board would have an opportunity to review the Study Rules and send comments to JRT in the next fourteen days.*
- *It was decided that the Study Rules would be presented to the Board in their final form at a later Board meeting.*
- *The Board approved the Study Rules and Code of Conduct in principle.*

7. EB conversion next steps (decision) - 15 mins.

The Board noted that it is unlikely that the ministry will change the conversion of the EB to the Danish grading scale. Concurrently, the Board believes that the high academic level of the EB should be recognised. The Board will therefore continue to work for this and will evaluate when the current EB students in Brussels and other places graduate with the new EB conversion in the summer of 2021. The school will also promote the EB through the production of information for universities and



potential new students by explaining the benefits of the EB, e.g. the unique language skills that students acquire.

Decisions:

- *The Board approved the proposed information for the website and preliminary leaving certificate for S4 students and the process to develop further materials to promote the EB.*

8. A-Z guide for Primary and Lower Secondary (information) - 10 mins.

8.1. [Annex – A-Z Guide Draft](#)

SHL explained that the school is in the process of developing an A-Z guide with practical information for parents and students in N-S4. The guide is intended as a reference tool and will be reviewed and updated at regular intervals. The A-Z guide will formally “go live” when all the information has been entered on the website and management have had an opportunity to read and approve all the content.

The Board was invited to send SHL suggestions and feedback.

9. Dossier of Conformity for S6-S7 (information) - 10 mins.

To achieve accreditation for S6 and S7, the school must submit a Dossier of Conformity for S6-S7 for approval by the Board of Governors of the European Schools. The school’s management is working on the Dossier in collaboration with the Municipality and the Danish ES inspector in the Ministry of Education. The Dossier primarily explains how the school will meet the ES curriculum and rules but is also an opportunity for the school to ask for exemptions/dispensation.

In accordance with the Dossier of Conformity for N-S5, the school offers mother tongue (L1) tuition only to SWALS¹ students, whose parents work for EU organisations. Other students in N-S5 have access to mother tongue tuition outside school through the Municipality. The Board of Governors have high expectations when it comes to SWALS, but as it is very expensive to offer, the school is proposing that tuition in mother tongue will only be offered in S6-S7 when there is a minimum of five SWALS students.

Because ESCPH is a relatively small school, we have also asked for the opportunity to offer some optional subjects in English, which will give the students more subject choices. RK said she was concerned about any impact on the teaching in the student’s L2.

The school is also seeking a dispensation to follow the Danish curriculum for Religion as we do in N-S5. Finally, the school is seeking dispensation for Dyslexic students to use computers and App Writer as other upper secondary students in Denmark do.

¹ Students Without A Language Section



10. Audit by European School inspectors (information) - 10 mins.

JRT informed the Board that the school will be audited 2-6 November by a team of inspectors from the European Schools system. Prior to the audit, the school is required to submit various documentation, including a self-evaluation report.

The audit process has been streamlined and the inspectors are therefore mostly focused on teaching, subject coordination and harmonisation, as well as educational support. Due to the current travel restrictions and other COVID-19 precautions, it's likely that the audit and class observations will be conducted remotely/virtually.

11. Various updates and information - 20 mins.

Information from management

- Accounts status

HHJ gave a status on the school and after school care accounts. Please see a summary of the key points below:

- The school's budget is very tight this year.
- The school is waiting for extra funds from the Municipality to cover various energy related building costs, which the school has been informed it will receive.
- The building is not very energy efficient, which is why the energy costs are so high.
- The school is spending a lot more on substitutes due to COVID-19 and is still waiting to hear about extra funds to cover the additional costs associated with COVID-19.
- The culinary school will report a loss this year.

- School start

JRT: It has been a good school start in Secondary so far, although very busy. There were a few issues with computers, lockers, etc. JRT has been visiting the classes to talk to the students. HBD said that Primary had a smooth start to the year.

- New staff/recruitment

The school has hired a Danish teacher for S4DK, a Hungarian L1 SWALS teacher as well as two new French pedagogues.

As MSS is changing her role, the school will be advertising for a new Deputy Head of Secondary (Head of Lower Secondary) to start November 2020. JRT explained that the job description will be out soon, and interviews will take place end of October. JRT invited two parent representatives on the Board to join the recruitment committee.

- COVID-19



JRT explained that the school has cancelled the S4DK and S5 study trips because of new recommendations from the Ministry of Education. The school is trying to keep students from different classes separate in mixed classes as much as possible.

There have not been any COVID-19 cases at the school so far, and management has action plans in place in case anyone gets infected with COVID-19 as well as guidelines for emergency teaching. The school is obligated to send schoolwork to students who are at home because they are waiting for a test result or have tested positive for COVID-19. The guidelines will be communicated out to all parents.

- o Admissions update

HBD and JRT gave an update about admissions. In Primary, all the new classes were full at school start except the French class where there are a few spaces. The school has decided to keep a few places open in the short term as there are likely to be more EEA students arriving. The school has also decided to look at rolling admission twice a year in December and May. JRT added that the new S1FR/DK class is nearly full.

Information from the staff

RAHO said it had been a good but busy start to the year in Primary. There is some concern among the teachers that they can't achieve all the learning goals due to the time spent on COVID-19 measures. The teachers have been very busy complying with all the changing guidelines from the Municipality.

TIFO: Secondary and Upper Secondary had a very busy start to the year and there was very little time for planning and also some logistical issues with lockers for students and laptops for teachers, which will be reviewed for next year.

SHL added that it had also been exceptionally busy in the Administration due to the opening of Upper Secondary.

Information from the students

Dwaj explained that the students are bored during breaks and have talked about making some improvements to the students' environment at school. Many students stay after school to spend time with their friends and would like to use the gym if possible. There are not that many students who use the Club anymore. The students are only a little concerned about COVID-19. It was mentioned that the Municipality has a lot of activities on offer through Ungdomsskolen (Youth School).

12. AOB - 5 mins.

There were no issues raised and the meeting was therefore concluded.