

## Minutes from the European School Copenhagen School Board Meeting

Date:	Thursday 30 March 2017
Time:	17.30-19.00 hrs. (5:30 p.m. – 7 p.m.)
Venue:	3.DK class room at ESCPH, Støberigade 1, 2nd Floor
Members:	Jonas Christoffersen, Hans Bryuninckx, Poul Toftdahl, Caroline Warner, Joel Samaha, Rasmus Hornecker, Anette Holst, Hanne Schmidt
Guests:	Ieva Tackie (standing in for Henriette Vollmers-Hansen)
Excuses:	Henriette Vollmers-Hansen
Minutes:	Stine Hvitved Leather

### Minutes

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

##### 1.1. Annex – Agenda Board Meeting 30.03.2017 v2

The agenda was approved with a note to allocate additional time to discuss item 3. Relocation to temporary buildings (information).

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

##### 2.1. Annex – Minutes Board Meeting 08.12.2016

The minutes were approved with a comment to page 3 regarding 'Admissions process and criteria' where the decision was to review the criteria later as part of the Municipality's review process.

#### 3. Relocation to temporary buildings (information)

Hanne and Anette updated the Board on the Municipality's decision to change the relocation plans for the school. The Municipality has explored various options for relocation and have decided to relocate us to Kirsebærhavens Skole. It was stressed that it is not possible for the school to stay at Skolen i Sydhavnen or get a special waiver to move to the originally planned site.

The Board expressed its dissatisfaction with the Municipality's decision. It was mentioned that there have been a lot of reactions from parents too. Concerns include a lack of warning/communication, logistics (people have made decisions about their living arrangements based on location of school) and the reputation of Kirsebærhavens Skole and the surrounding area.



It was mentioned that the teachers have taken the news well and are positive that they can provide a good school for the children.

The Municipality has invited everyone to an information meeting on 26<sup>th</sup> April and it was agreed to prepare for this meeting by collating questions and concerns in advance.

The Board looked at the Municipality's drawings for the relocation at Kirsebærhavens Skolen. It was explained that the school will have the same facilities (number of class rooms, meeting rooms, teacher preparation, etc.) that had been planned originally. Some of the facilities will be inside Kirsebærhavens Skole and some in a nearby pavilion. While it would be nice to have all the classrooms located next to each other, the rooms that are a little further from the pavilion are newly renovated.

The Board agreed to write a letter to the Municipality expressing its disappointment with the Municipality's process and lack of coordination and strategic planning. The letter should note the welcoming approach of and good cooperation with Kirsebærhavens Skole. It was also agreed that the letter would include a request for alleviating measures to create the best possible school environment for ESCPH families and staff, including:

- A bus service to Kirsebærhavens Skole from Sydhavnen (the Municipality has organised a bus service for other schools undergoing renovation)
- Separate playground facilities for the children at ESCPH
- EAT canteen or other similar food offering for ESCPH pupils
- Guarantees that the school can stay at Kirsebærhavens Skole until the new school building at Carlsberg is ready
- Continuation of swimming lessons for some of the classes at Kirsebærhavens Skole where there is a swimming pool

The Board agreed the following actions:

- Write a letter from the Board to the Municipality expressing the Board's disappointment with the decision to change the relocation plans.
- Write a letter to the parents expressing the Board's disappointment with the Municipality's decision but also the need to move forward and collect questions and suggestions for the Municipality prior to the information meeting on 26 April.
- Collect questions and suggestions from parents prior to the Municipality's information meeting on 26 April.

#### **4. After school club for future 4<sup>th</sup> graders (information)**

Hanne explained that the Municipality will make an exception and allow the coming 4<sup>th</sup> graders to stay in the KKFO instead of After School Club. This exception only applies while the school is located at Kirsebærhavens Skole.

It was raised whether the school could have its own Club at Carlsberg and Caroline explained that this option is already being explored by a group of



parents in the Parents Council. The school is supportive and has also talked to the Municipality about this.

The Board took note of the information and that the option of a club at Carlsberg is being investigated by parents and the school administration.

## **5. Accounts 2016 and Budget 2017 (decision and submission to Campus Board)**

### **5.1. Annex – Accounts 2016**

### **5.2. Annex – Budget 2017**

Hanne Mølgaard provided an update on the accounts for 2016 and the budget for 2017.

Hanne explained that the school's result in the 2016 accounts was DKK 800,643 and some of this money can be carried over to next year's budget (DKK 479,590). The school has also purchased computers that haven't been delivered yet but are included in the accounts for 2016. It was discussed whether it would be possible to have a higher carry-over rate from one year's budget to the next but the rules are set at a maximum of 4%.

It was noted that it was hard for the school to use the whole budget as there is nowhere to store the materials until we have our new school at Carlsberg.

Hans mentioned that it was good to see that the biggest increase in costs, 77%, was for teachers rather than last year's increase in administration cost.

It was discussed whether extra resources could be moved to the 2018 budget when the school moves to Carlsberg and needs to establish gym, music room, library and other big cost items. It was mentioned that the school may need expert help to set up the library and there are additional expenses associated with purchasing English language books.

The Board agreed to write a letter to the municipality to be assured there is a process in place to understand the costs and requirements associated with the move to Carlsberg and to enlist the necessary help if required.

The Board approved the accounts but noted concerns about future investment and strategic funding of the school's relocation to Carlsberg.

## **6. Process for development of ESCPH values (information)**

Hanne informed the Board of the process to establish core values for the school and the importance of involving the children, parents and staff so that they feel ownership of the values.

The 'values working group', consisting of three teachers, a pedagogue, Hanne and Stine, has developed and sent out a questionnaire to staff and teacher guidelines to the teachers for values discussions with the children in class.



There was a workshop for staff on 28 March. The goal was to synthesise the input received to date and the outcome of the workshop was 8-10 overarching values terms, which the working group will now seek to develop further.

The next step is a values workshop for the Parents Council on 26 April. The information will then be gathered and presented to the Board in May, and next school year the focus will be on implementation.

The Board expressed appreciation of the process and the importance of hearing the views of staff, children and parents first. The Board is looking forward to hearing more at the next Board meeting.

## **7. Parents Council role (decision)**

### **7.1. Annex – Proposed Changes to Parents Council Document**

Anette and Hanne informed the Board that the Parents Council document, which was approved at the last Board meeting, had been discussed by the Parents Council and some suggestions for changes have been sent to the Board, which they can adopt if considered reasonable.

It was recommended that the document should state that the school's administration will send out a reminder to the Parents Council two weeks before a meeting to invite suggestions to the agenda and that the administration should send out the final agenda a week before the meeting.

It was suggested that the section suggested by the Parents Council about handling complaints and concerns was more informative than the one suggested by the school.

It was noted that the final document will be published on Intra.

The members of the Board agreed to the suggestions put forward by the Parents Council with the school's suggested changes.

## **8. School meeting for all parents (decision)**

Henriette has suggested to the Board that the school should organise a school meeting for all parents in September every year, when new parents start. The option of having a common meeting for the whole school once a year is written in Styrelsesvedtægten.

It was suggested that the school organise an 'extraordinary' meeting in connection with the Municipality's information meeting on 26<sup>th</sup> April but two meetings were considered excessive.

Jonas emphasised that the meeting should be meaningful and that questions should be collected prior to the meeting.

The Board decided to hold an annual common meeting with substance early in the school year where parents can meet the Board.

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## 9. Reading guidelines (information)

9.1. Annex – Reading Guidelines Danish Section: A, B, C

9.2. Annex – Reading Guidelines English Section: A, B

The reading guidelines were created by the teachers and have been sent out to the parents. It has been a long process to create the them and they are different because the two sections each have their own approach to reading.

The Board took note of the reading guidelines and commended the teachers for a job well done.

## 10. The school year 2016/2017 (information)

### - Establishment of KKFO (after school care) for the European School

Hanne informed the Board that the school has hired a new Head of the KKFO, who will start 1 May 2017. His name is Uri Harlam and he has experience from a similar role at another school.

The staff and children in the KKFO will officially transfer over to the European School Copenhagen on 1 May and will change its name to 'European School After Care'.

### - Application for a shorter school year

The school has applied for a shorter school year but have not heard any feedback. A decision is expected at a meeting in June, so it is unlikely that the school will be able to implement a shorter school year before the school year 2018/19.

### - Admissions process

Hanne updated the Board on the admissions process.

There were 251 applications for the nursery classes, with a few more in the English section than in the Danish section.

Seventy applicants have been screened for the Danish section and 66 for the English section.

For applications to the Primary classes, only a few more were screened than there were spaces.

All applicants should receive a letter with the result of their application before Easter.

Hanne explained that the 'siblings criteria' had been ranked low priority in the list of admission criteria (B4), but most sibling applicants also met the B1 and B2 criteria and were therefore invited to a screening. At a meeting in March, the politicians decided to make an exception for the remaining sibling applicants who

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did not meet the high priority criteria and they have therefore also been screened.

All applicants invited to a screening are assessed on their language skills and school readiness.

It was noted that the Board was not consulted before the politicians decided to intervene on the 'siblings criteria'.

The admission criteria will be revised by the politicians for next year's admissions process.

- **Study trip for teachers**

- 10.1. Annex – Request for Authorisation of Study Trip to Luxembourg**

The Board was very supportive of the Study Trip for teachers. It was noted that there may be some concerns among parents about the teachers being away at the same time and the nursery classes closing for the two days.

## **11. AOB**

### **European Medicines Agency (EMA)**

Hans asked if the school and the Municipality were preparing for the eventuality that EMA relocates to Copenhagen in 18-24 months. Denmark is currently bidding to host the agency's headquarters in Copenhagen.

Hanne and Anette confirmed that they were having discussions with the Municipality and that they would be giving a presentation about the school in relation to the Municipality's bid for EMA the following week.

### **Time allocation for meetings**

On behalf of Henriette, Ieva requested that each agenda item be given a time allocation before being sent out. Caroline also mentioned that it would be good to have the possibility of extending the meetings when required.

### **Wellbeing survey**

Henriette requested that the staff wellbeing survey be followed up regularly. The Board noted the request by Henriette but agreed that this is not the role of the Board and the recent staff wellbeing survey was undertaken due to a special situation.

It was agreed that Jonas would talk to Henriette regarding the role of the Board.





## Summary of actions and decisions

Agenda Item	Actions
1. Approval of agenda (decision)	The agenda was approved with a note to allocate additional time to discuss item 3. Relocation to temporary buildings (information)
2. Approval of minutes from last Board meeting (decision)	The minutes were approved with a comment to page 3 regarding 'Admissions process and criteria' where the decision was to review the criteria later as part of the Municipality's review process.
3. Relocation to temporary buildings (information)	The Board agreed the following actions: <ul style="list-style-type: none"> <li>• Write a letter from the Board to the Municipality expressing the Board's disappointment with the decision to change the relocation plans.</li> <li>• Write a letter to the parents expressing the Board's disappointment with the Municipality's decision but also the need to move forward and collect questions and suggestions for the Municipality prior to the information meeting on 26 April.</li> <li>• Collect questions and suggestions from parents prior to the Municipality's information meeting on 26 April.</li> </ul>
4. Accounts 2016 and Budget 2017 (decision and submission to Campus Board)	The Board agreed to write a letter to the municipality to be assured there is a process in place to understand the costs and requirements associated with the move to Carlsberg and to enlist the necessary help if required.  The Board approved the accounts but noted concerns about future investment and strategic funding of the school's relocation to Carlsberg.
5. Parents Council role (decision)	The members of the Board agreed to the suggestions put forward by the Parents Council with the school's suggested changes.
6. School meeting for all parents (decision)	The Board decided to hold an annual common meeting with substance early in the school year where parents can meet the Board.
7. AOB - Wellbeing Survey	It was agreed that Jonas would talk to Henriette regarding the role of the Board.

