

By-laws of Sankt Annæ Gymnasium (SAG) with The European School Copenhagen (ESCPH)

§ 1. Sankt Annæ Gymnasium is the Singing School of the Municipality of Copenhagen with the European School Copenhagen. Sankt Annæ Gymnasium with The European School fulfills its obligations according to Danish legislation for primary and secondary schools as well as adult education etc. and acts within the framework set by the Accredited European Schools (AES), the Ministry of Education, and the Copenhagen City Council.

Chapter 1 Campus Board and joint framework for the School Boards

§ 2. Three school boards are set up, cf. section 2-4.

Section 2. An overall campus board for the entire Sankt Annæ Gymnasium with the European School Copenhagen, cf. § 3-5.

Section 3. A school board for Sankt Annæ Gymnasium with reference to the Campus Board, cf. § 6-8.

Section 4. A school board for the European School with reference to the Campus Board, cf. § 9-10.

Section 5. The members of the Campus Board and the School Boards are elected for a period of four years and follow the election period for municipalities.

Section 6. To as large extent as possible, the Campus Board hands over powers to the school boards especially in issues that concern them.

§3. The Campus Board consists of 14 members with voting right. The majority of members with voting right should be parents and other external members with the competences that appear from Section 2. The Campus Board consists of:

- One member appointed by and among members of the Copenhagen City Council.
- Three external members appointed by the CEO of the Administration for Children and Youth. The school principal can also appoint members.
- Four members elected by parents of pupils in the primary and secondary school. (As to the European School the secondary level will start 2018).
- Four members are elected by and among the staff at Sankt Annæ Gymnasium with representatives from the primary school incl. the singing school, the secondary school, the European School Copenhagen and the technical-administrative members of staff.
- Two members elected by the large pupil councils in the primary /secondary school and at the European School Copenhagen.

Section 2. The members of the Campus Board should together have competences that contribute to promoting the present and future activities of SAG and ESCPH having a dynamic and extrovert profile. At the same time, the Campus Board has an important task in developing the school with its unique music profile combined with a strong international and scientific focus into a joint entity of the primary, secondary, singing school and European school. At the same time, it is important that the board contributes to the development of a cooperative spirit and structure among the different entities. The three external members of the Campus Board are to be appointed with due consideration to their personal qualifications and should together have a combined experience of management, organisation and finances. Furthermore, they are expected to have professional experience from the higher learning institutions, private business, professional singing and music and an international school environment. The same principles apply to the two School Boards.

Section 3. The Campus Board and the two School Boards elect a chairman among the external, not parent-elected members.

Section 4. Remuneration to the members of the Campus Board and the School Boards, including members without voting right, according to rates set by the Municipality of Copenhagen.

Section 5. The school principal acts as secretary and takes part in the meetings of the board without voting right. Furthermore, other members of the management at SAG/ESCPH can when required participate in the Campus Board meetings without voting right. The Campus Board can allow that other relevant persons take part in the meetings. The same applies to the School Boards.

§ 4. The school principal sets the guidelines for electing parent representatives for the Campus Board and the two School Boards. These have to follow the general guidelines for electing parents in primary School Boards and should be adapted to the special character of the school.

Section 2. The school principal sets the guidelines for electing pupil representatives for the Campus Board and the two school boards upon dialogue with the pupils.

Section 3. The school principal sets the guidelines for electing staff representatives for the Campus Board and the two school boards upon dialogue with the staff.

§ 5. The members of the boards have the right to vote. Pupil representatives, however, cannot be present when personnel issues are discussed and have no voting right in these matters.

Section 2. Meetings are held as often as the chairman of each single committee or one – three of the members find it necessary, usually 6-8 meetings a year. The Campus Board, however, is expected to convene a minimum of four meetings annually.

Section 3. The meetings are chaired by the chairman in question, who sees to it that minutes are taken. A minority can demand to have their opinion added to the minutes and attached to the statements of the board.

Section 4. The School Boards form a quorum when at least half of the voting members are present.

Section 5. Decisions are taken using simple majority vote. In case of parity, the chairman's vote is decisive.

Section 6. Each board appoints an executive committee.

Section 7. The boards set up their own rules of procedure.

Chapter 2

The powers of the Campus Board

§ 6. The Campus Board executes its duties within the targets and framework according to § 1 and § 3, section 2.

Section 2. The Campus Board has the overall responsibility that the school operates in accordance with legislation etc.

Section 3. The Campus Board sets the vision and strategy for education at SAG/ESCHP and can set overall principles for the professional, administrative and teaching of the school, including the duties of the school principal.

Section 4. The Campus Board approves the total budget of SAG/ESCHP on recommendation of the school principal, inter alia based on proposals from the two School Boards.

Section 5. The Campus Board decides on the holiday plan of the school on the basis of proposals from the two School Boards.

Section 6. In cases of hiring and dismissal of the school principal, the Campus Board makes recommendations and puts forward candidates to the hiring authority. Furthermore, the Campus Board puts forward suggestions from the school principal with regard to the hiring of deputy principal, singing inspector, head of primary school, head of the European school and head of administration. At least two candidates for each vacant position should be put forward, and priority can be given to certain candidates.

Section 7. The Campus Board can make statements and make suggestions to the Committee for Children and Youth regarding the questions concerning SAG/ESCHP. The Campus Board should make a statement regarding all the issues that are presented to them by the Copenhagen City Council and the Committee for Children and Youth or the mayor him-/herself. The two school committees can give statements and make proposals to the Campus Board regarding all matters regarding their school.

Chapter 3

Composition and competences of the school board for Sankt Annæ Gymnasium

§ 7. The School Board for Sankt Annæ Gymnasium consists of 12 members with voting right. The majority of members with voting right should be parents and other external members with the competences stated in § 3. The board consists of:

- Three external members appointed according to the principles in § 3, Section 2. One or more of these can be members of the Campus Board simultaneously.
- Four members elected among parents, of which two (one from each school section) are also elected to the Campus Board
- Three members elected by the staff, of which at least one member is also elected to the Campus Board
- Two members elected by the students, of which at least one member is also elected to the Campus Board.

Chapter 4

Composition and competences of the school board for the European School Copenhagen, ESCPH

§ 10. The School Board for the ESCPH consists of 12 members with voting right. The majority of members with voting right should be parents and other external members with the competences that appear from Section 2. It consists of:

- Three external members appointed according to the principles in § 3, section 2. One or more of these can be members of the Campus Board simultaneously
- Four members elected by parents of which two (one from each department) should be elected for the Campus Board simultaneously
- Three members elected by staff of which at least 1 member is elected for the Campus Board simultaneously
- Two ** members elected by the pupils of which 1 member is elected for the Campus Board simultaneously

** Pupil representatives of the committee are elected for the first time in the school year 2018/2019

§ 11. The School Board for ESCPH sets out the principles for the running of the school in accordance with §1.

Section 2. The School Board of the ESCPH submits proposals to the budget for approval by the Campus Board.

Section 3. Upon receiving proposals from the school principal through the Campus Board, the school board of the ESCPH puts forward candidates for management positions at the ESCPH to the hiring authority. At least two candidates for each vacant position should be put forward, and priority can be given to certain candidates.

Chapter 5

Administrative and pedagogical management

§ 12. The school principal has the overall responsibility for the management of SAG/ESCHP and sees to the administrative and pedagogical management of SAG/ESCHP with reference to the boards and the Copenhagen City Council.

Section 2. On a management level, the school principal delegates the internal powers at the school.

Chapter 6

Implementation

§ 13. The by-laws come into force as of 1st August 2014. The by-laws are revised no later than the end of 2017.

Section 2. These by-laws cancel previous by-laws for the school board of Sankt Annæ Gymnasium, The Singing School of the City of Copenhagen.

Approved by the Copenhagen City Council 18th June 2014