

## School board Meeting

**Place:** Skimminge 21, Maribo

**Online link:** [LINK TO TEAMS MEETING LINK](#)

**Date:** 16:30 Tuesday 24<sup>TH</sup> January 2023

**Present:** Per, Karina, Sarah, Carsten, Iris, Puneet, Annelies, Dom

**Apologies:** Nicolle

**Absent:** Puneet, Bo, Josefine

### Attachments:

- Minutes from last meeting (November)
- Principle for communication (draft)
- Principle for healthy habits (draft)
- Healthy eating guide\_school lunch and nutrition (draft)
- Budget summary 2022
- Budget proposal 2023
- APV results

## Agenda

### 1. 16:30-16:35 Welcome

#### Description:

Per to welcome and open the meeting.

#### Minutes:

Unfortunately, Nicolle has stepped down from the school board due to personal reasons. The current substitute, Annelies, will fill the vacant position.

### 2. 16:35-16:40 Approval of minutes and agenda

#### Description:

- Actions follow up: school toilets ratio
- Approval of minutes from last board meeting (attached)
- Approval of agenda

#### Minutes:

\* Follow up on school toilet ratios. Due to the increase in student numbers, possibly up to 120, a question at the previous meeting was asked about the regulations for the number of toilets per pupil. There are no building regulations for schools that require a specific ration. The only regulation pertains to accessible toilets, which the school complies. The Ministry of Education does not specify either. However, the Danish Ministry of Health recommends one toilet per 15 pupils.

\* Minutes from November meeting approved with a comment about point 3, asking about follow up with the BSU case regarding SFO. Point 3 from the last meeting was for information to the school board and no action was required. However, there is no news from the BSU or further feedback from SFO Blæsenborg.

\* Agenda approved with the postponement of point 4.

### 3. 16:40-16:50 News from chair and principal

#### Description:

Dom to share news about spring school, a new employee, mock exams and the passing of the bylaw revisions by city council.

#### Minutes:

- \* Annelise resigned from her part-time position and will end on the 31<sup>st</sup> January.
- \* Veronika was offered a part-time contract from April to June to work in the Spring School. Thee start date was brought forward, so she will now start in February taking over from Annelise and assisting in the classrooms.
- \* Veronika and Charlotte will lead the Spring School program from April.
- \* Class E are undertaking mock exams this week. They are taking Danish and Cambridge practice exams.
- \* City council voted to pass the changes to the school's bylaws. Effective from 1 January 2023. These are published on the website.
- \* Class E will have a class from the Netherlands visiting soon. The class teachers have faced difficulty getting all parents to host a visitor. Class E stayed with families when they were in the Netherlands. Class D parents have accepted some children. Four children have not been placed yet but they expect to find solutions.

### 4. 16:50-17:00 Student council

#### Description:

Jose and Bo report on the work of the student council and the student council's Christmas Hygge arrangement.

#### Minutes:

- \* postponed

### 5. 17:00-17:20 Budget

#### Description:

Dom to present the summary of the budget from 2022 and present the budget for 2023.

#### Minutes:

- \* The finances of the school are overseen by the finance team at the central school sector office.
- \* Summary of 2022: Ninety-six percent of budget spent. Approximately 281.000kr will be rolled over to 2023.

Total incoming: 8,019,828

Total outgoing: 7,732,920

|                      | <b>Budget 2022</b> |
|----------------------|--------------------|
| Funding from LK 2022 | 7.234.000          |
| Roll over from 2021  | 696.000            |
| IT grant             | 49.828             |
| SFO/spring school    | 40.000             |
| <b>Total</b>         | <b>8.019.828</b>   |

\* Summary of budget for 2023

|                      | <b>Budget 2023</b> |
|----------------------|--------------------|
| Funding from LK 2023 | 8.013.000          |
| Roll over from 2021  | 281.000            |
| IT grant             | To be confirmed    |
| SFO fees             | To be confirmed    |
| <b>Total</b>         | <b>8.288.000</b>   |

- \* It is the school board's role to ensure that the school can run and support the education of the children.

## 6. 17:20-17:40 APV

### **Description:**

Dom to present the results from the APV-staff work-place and wellbeing survey

### **Minutes:**

- \* The APV provides opportunities to improve the work conditions of the staff but also further develop the positives from the survey.
- \* Comment about noise in stairwells
- \* Discussion about a feedback relating to Part 1b- Theme 8 Physical violence, and Part 1b-Theme 12 other abusive acts
- \* Action plan shared
- \* again, the work if the school board is to ensure that the school is running well, with a positive impact for the pupils. Feedback is important.

## 7. 17:40-18:00 Annual meeting with contact parents

### **Description:**

Discussion and decision on the proposed annual meeting with contact parents. How, when, where and agenda needs to be decided.

### **Options:**

- February meeting- there is no board meeting date in February, so a date could be chosen for the board and contact parent to meet.
- After the Annual General Meeting in May- all parents are already gathered and have just meet in their class groups.

### **Minutes:**

\* Decision: Week 8, evening meeting with the school board and parent councils. Action: Dom to send invite and agenda.

## 8. 18:00-18:30 Principles

### **Description:**

Per will seek approval of two principles and supporting documents.

- Principle for communication
- Principle for healthy habits and supporting Healthy eating guide: school lunch and nutrition

Discussion and decision on next principle goals

### **Minutes.**

- \* Minor amendments.
- \* Principle for communication passed by the board.
- \* Principle for health habits passed by the board.
- \* Proposals for new principles- Language strategy, cultural communication, well being strategies, use of music school, use of vikar, inclusiveness strategies, camps and trips strategy. Action: Dom to investigate and provide outlines for next meeting.

## 9. 18:30-18-40 Next meeting

### **Description:**

- Date- 16:30, 7<sup>th</sup> March 2023
- Topics- Principles, timetable and scheduling for the year ahead, student well-being survey results

### **Minutes:**

\* Requests to add spring school, SFO, and a debrief form parent council meetings to the agenda.

## 10. 18:40-18:50 AOB

### **Description:**

Opportunity for any announcements or proposals.

## Minutes:

\* Question raised: should the school standardize pupil or student for official purposes? The word student can be confusing due to the confusion with the danish word meaning 'having graduated from high school'.

Action: Dom to clarify:

*In the US, a student is anyone who is studying at an elementary school, secondary school, or college. In the UK, student means someone who is studying at a college or university. A child in elementary school in the UK is usually called a pupil."*-MacMillan Dictionary

\* Suggestion for parent council meeting agenda- testing and reporting on student progress

\* Can pupils heat lunch in a microwave- there is no microwave available for pupils.

\* Iron garden edges a problem in Nakskov, we have the same garden edges in our green area. These were checked and adjusted last year.

\* Comment about the font/style of writing taught in the younger classes.

Meeting closed 18:30