

Minutes of Parent Representatives' Meeting Sept. 27th 2023 at 17:30

Prior to the start of the meeting, all participants were offered tapas and wine.

Lone Sørensen from the Parent Association (PA) board welcomed the participants to the parent representatives' meeting and the annual general assembly.

Lone Sørensen presented the PA board and then went through the purpose (as stipulated in the bylaws) of PA, and the connection to and difference from the school board, class representatives, and the school board. Furthermore, the different areas of responsibilities and tasks of PA board, school board and school management were explained, as this is often cause of confusion to many.

A few clarifying questions were asked and answered in relation to the work of PA, who the members of the school board are and how they were elected and appointed.

Responsible for minutes, *Rikke Rauff Bune*

Minutes of Annual General Assembly at Skt. Josefs Skole & Børnehavn , Sept. 27th 2023

Approximately 120 parents had signed up to the general assembly from both the Danish and the International departments. All participants and power of attorney were registered at the door and voting ballots were handed out.

Agenda:

- 1) Election of chairman for the General Assembly
(*board suggests Christian Duus-Lund*)
- 2) Board's info from the past year
- 3) Presentation of accounts
- 4) Orientation from supervisor
- 5) Elections
 - Election of Board members
 - Election of Substitutes
 - Election of Supervisor
 - Election of Accountant
- 6) Suggestions
- 7) Any other business

Agenda item 1 – election of chairman for the General Assembly

The PA board suggested Christian Duus-Lund (former chairman of PA board, currently chairman of the school board) as chairman of the meeting. Christian was elected.

Christian welcomed the participants to the general assembly, which was conducted in both Danish and English (PowerPoint also in both languages).

The meeting chairman declared that the assembly had been legally called via message on Intra (both on Aug. 24th 2023 and on Sept. 11th 2023) and on website.

The meeting chairman made the assembly aware in the invitation it was stated that a auditor substitute was to be elected, but in fact it was an auditor that was to be elected. The agenda was approved by the assembly.

Rikke Rauff Bune (chairman of the PA board) was appointed responsible for minutes of the meeting.

Agenda Item 2 - Board's info from the past year

Christian Duus-Lund went through the board's info from the past

As Christian Duus-Lund was chairman of the PA board until the majority of the year until June, when Rikke Rauff Bune took over, Christian went through the board's info from the past (the re-constitution of the PA board was made as Christian, in May, was elected chairman of the school board and should not serve as chairman for both boards).

Christian Duus-Lund briefly went through the past year in the board, where PA has had a focus on the continued work to spread knowledge about the association's work, so that parents know what PA is, the possibilities for applying for funds and channels of communication to use.

In September 2022, the PA board members visited various parent meetings to provide a brief presentation of the PA.

Likewise, in the fall of 2022, the PA board also visited the teachers' department meetings, so as to also spread knowledge to teachers of the possibilities PA funds provide to the school and its various communities.

On March 1st 2023, the PA board hosted an inspiration meeting for parent representatives, and approx. 50 people attended (also for wine and tapas). Following this meeting, Christian Duus-Lund, Lone Sørensen and Rikke Rauff Bune had a meeting with school leader and deputy leader to present the output of the meeting.

Based on this, the parties agreed to have a dialogue meeting on May 24th 2023, where the PA board invited school leader Mads Frost and an external presenter, as well as class representatives from all classes. The topic was mobile phone at Skt. Josefs Skole. The meeting was, however, cancelled as the school leader resigned. The PA board felt that it would be better to postpone this meeting until a new school leader was found.

The PA board has set a new date for another meeting on November 15th 2023. The topic and agenda will be announced later in October 2023 (theme will revolve around collaboration and knowledge sharing between parents).

It was also communicated that a new PA website is coming – in both Danish and English – where also PA bylaws has been translated into English. It has been a long process and something PA board has wanted to improve for many years.

A brief overview of the applications supported by PA through the year was also given.

Questions asked about the PA board presentation:

- Where is it possible to find an application form?
The application form can be found on the PA website, currently being modernized.
- How does the PA board decide what to support and with how much money?
For all applications, the PA board discuss the purpose of the application, the amount applied for, whether it is something that the school operating budget should fund (for example, books, inventory). And the board also discuss whether the application falls within the spirit of the purpose clause of the bylaws. And then we report back to the applicant with our answer.
- Is it possible to apply for funds for a single class?
No, when applying for funds it should have a broader scope.
- Is the new school yard project, which the PA board has decided to support with a significant amount just a blank check?
No. We support with a maximum of 500.000 DKK for this project, spread out over 5 years and an annual maximum of 100.000 DKK, and on the condition that PA will not support with more funds any given year than the school itself does.
- Has PA received applications from students?
No, not this year, but previously PA has received such applications
- Could we perhaps inform students better about the possibilities of applying for funds?
PA board is in a dialogue with teachers so that they can support the students in this. Furthermore, in 2029, in collaboration with the school, we hosted a large competition where students were invited to apply for funds of up to 50.000 DKK for a project. We supported projects / initiatives for about 100.000 DKK. Unfortunately, soon after Covid hit and knowledge of PA declined leading to less applications overall.
- Will PA provide more information about the actual projects?
PA board encourage applications to provide feedback on the projects, but in general we do no follow up)

The board's presentation was approved by the assembly.

Agenda item 3 - Presentation of accounts

The treasurer, Lone Sørensen, presented the accounts. A few clarifying questions were answered and the accounts were then approved by the assembly.

Agenda item 4 - Orientation from supervisor

Supervisor Annelise Dahlbæk briefly explained who she is and what her tasks are in relation to performing supervision at Skt. Josefs Skole (the final report is available on the website in a Danish version here: <https://sktjosef.dk/tilsynet?rq=tilsynsrapport>)

Annelise Dahlbæk is to investigate whether our school measures up to the public school / folkeskolen. This concerns, amongst other things, whether our students are educated and competent for further education in the Danish educational system. Likewise, she is to establish whether are students are educated in democratic ways.

She also checks for visibility and transparency concerning our website, annual plans, etc.

Annelise Dahlbæk visits all class rooms, interviews teachers and students, and participates in meetings with teachers and management to demystify her role, provide safety for and feedback to teachers. There is great collaboration between Annalise Dahlbæk and the teachers at Skt. Josefs Skole.

It is recommended to read the report and assessment available on the school website.

PA board will pass on to school management that a brief resume of the report in future is provided in English.

A question was asked concerning which list supervisor could be selected from and Annelise informed that such a list is kept by the ministry. It was also asked if a supervision could be performed with better results using two supervisors. Annelise answered that to her knowledge, no other schools did so, and stressed that she visits the school 6-8 times a year, but only one such visits is actually required by law.

A question was also asked whether the teachers use Annelise Dahlbæks feedback. Annelise explained that teachers ask her to join her classrooms to observe any classroom problems which could be handled better or differently, followed by a sparring session with the teacher.

As closing remark, a parent told that she had experienced another private school choosing to conduct the supervision themselves. This she did not recommend and believed that the collaboration between the school and Annelise Dahlbæk was very fruitful.

Agenda Item 5 – Elections

In consideration of Annelise Dahlbæk's time, the meeting chairman suggested to conduct the election of supervisor before the elections to the PA board. The assembly agreed.

Election of supervisor

The PA board informed that the school management wished for the general assembly to re-elect Annelise Dahlbæk for the coming school year 2023/2025.

The general assembly elected Annelise Dahlbæk as supervisor.

Elections for the PA board:

Meeting chairman provided an overview of the seats on the PA board (including substitutes, auditors, etc.). There were a few questions concerning how the school board was comprised:

- 3 seats are nominated by the roman-catholic bishop in Copenhagen
- 1 seat is nominated by the parish of Skt. Laurentii Church, Roskilde
- 3 seats are parent elected and serve on both the PA board and on the school board

The meeting chairman noted a request for written voting on elections for seats with multiple candidates. Berit (administration), Kevin (interim school leader), and Martin (new school leader) were appointed for collecting ballots and counting votes.

Election for seat 2 – Board member of Parent Association and member of the school board (2 year term, 2023-2025)

Written voting.

Rikke Rauff Bune did not wish to run again for this position for a new term 2023-2025.

The following candidates wished to run (votes received indicated)

- Britt Burnett – 57 votes

- Claus Strawbridge - 6 votes
- Katrine Willaa – 15 votes
- Lone Sørensen - 37 votes
- Mariam Modi - 15 votes

Britt Burnett was thus elected for the seat for the period 2023-2025.

Election for seat 3 – Board member of Parent Association and member of the school board (2 year term, 2023-2025)

Written voting.

This seat was up for election for 2023-2025.

The following candidates wished to run (votes received indicated)

- Lone Sørensen - 42 votes
- Katrine Willaa – 24 votes
- Mariam Modi – 57 votes
- Claus Strawbridge – 7 votes

Mariam Modi was thus elected for the seat for the period 2023-2025.

Election for seat 6 – substitute for the PA Board (1 year term, 2023-2024)

Siv Webb wished to run for this seat – no other candidates.

Siv Webb was thus elected for this seat.

Election for seat 7 – substitute for the PA Board (1 year term, 2023-2024)

E-ri Sol wished to run for this seat – no other candidates.

E-ri Sol was thus elected for this seat.

Election for seat 8 – substitute for the PA Board (1 year term, 2023-2024)

Claus Strawbridge wished to run for this seat – no other candidates.

Claus Strawbridge was thus elected for this seat.

Election of auditor for period 2023-2025:

Nicolai Pandorff wished to run for this seat – no other candidates.

Nicolai Pandorff was thus elected for this position.

Agenda Item 6 - Suggestions

Morten Hansson had submitted a suggestion for the general assembly.

“The Parent Association must at the first coming school board meeting, through its 3 members, propose that the school board asks school management to conduct a satisfaction survey amongst parents.

The survey must be conducted by an external company, preferably before end of 2023”

Morten motivated the suggestion for the assembly. Interim school leader, Kevin Goggins, was given the word and informed that school management was already working on such a survey and investigated prices. However, the process was halted as Mads Frost resigned and the board decided to await a new school leader.

Morten was asked he still wanted to put forth the suggestion as the process was as such already under way. Morten would still like the suggestion up for voting.

The majority voted in favor and the suggestion was accepted.

Agenda Item 7 – Any other business

No other business

Roskilde, Sept. 27th 2023

Christian Duus-Lund, meeting chairman

Rikke Rauff Bune, resp. for minutes