

# MINUTES: AAGE Board Meeting

On 15 December 2016

Participants: Niclas Kvernrød, Anders Østergaard, Susan Ambæk, Kelly Pacheco, Michelle Roberg-Sondergaard, Flemming Dahl, Svend Hylleberg, Cree Schmidt, Chris Hanna (Minute taker)

Guests: Christian Lausten Sørensen, Mayor's Department; Economic Development (for agenda point 1 only); Peder Pedersen ( points 1-5); Klaus Tvede-Jensen (points 1-5)

Regrets: Kenneth Nielsen, Jørgen Johansen, Henny Bak

**1. Briefing. Presentation of expatriation survey made by the Municipality by Christian Sørensen, Special Consultant:**

Christian reviewed the findings of the survey via a power point presentation. The biggest challenge of conducting such a survey was finding a representative group in the population to survey. Although AAGE appeared largely unknown, those who rated the quality of the education found it to be very good. The results of this survey will be used in strengthening the international mindset in Aarhus and helping to attract and retain international employees and companies as well as students.

**2. Attendance and approval of agenda and minutes:**

The Minutes of the November 23 regular board meeting as well as those from the November 29 special board meeting will be presented at the January 2017 meeting for approval.

**3. Reporting from Head of School, Chris Hanna:**

- News about staff and faculty including Kindergarten
- Status of no. of children by current month
- Status of vacancies

The student enrollment numbers have changed very little from those presented at the November 2016 Board meeting. Two of the three current teacher vacancies are well on the way to being filled. The third vacancy will require additional support in order to cope with the transition arrangements to Aarhus if it is to be successful. Niclas Kvernrød mentioned that he could arrange for extra assistance in this regard. Announcement of those personnel selected for the three vacancies will be made in January. Niclas further reported that applications for the position of business manager were being received. Initial screenings would be conducted by him along with the Head of School. In the finalist round, other persons would also be included in the interview process.

**4. Briefing Budget 2016: 11 month status (pre-read) by Peder Pedersen:**

Peder reviewed expenditures to date, reporting that the school was in good control of the budget. He attributed this to the close monitoring of accounts along with new agreements with suppliers being more cost efficient. Teachers are also teaching an increased number of periods this year according to the local agreement. Peder mentioned concern about receivables not yet collected. The school should follow up. Further discussion will take place at the January Board meeting.

**5. Decision point. Approval of budget 2017. Presentation by Peder Pedersen and Klaus Tvede-Jensen:**

The proposed budget for the calendar year 2017 was presented. Discussion followed. Peder was asked to provide further figures so that comparison with previous years could be seen and further insight into individual allocations could be made. A second reading of the 2017 budget will be held at January's Board meeting.

**6. Objective 2017 #4. AAGE quality and evaluation policy and processes. Suggestion for a working group and next steps by Anders Østergaard:**

Anders made the proposal that he along with Kathryn Templeman and Chris Hanna prepare a report for the February Board meeting regarding school “assessment” in general along with the present quality evaluation practices in a format which could then be shared with parents. The Board welcomed this proposal.

**7. Business Plan 2017 Update by Niclas Kvernørød:**

- Walk through of status of each objective and decide next steps for each objective  
Niclas presented an updated version of the chart “Key Achievements for AAGE in 2017” by breaking down each of the first three major objective into what sub-goals should be reached for each quarter of the year. The major objectives are as follows. Objective 1.) Establish a clear management structure including succession planning and a competent board; Objective 2.) Strong and controlled financials during the calendar year; Objective 3.) Simplified fee structure; Objective 8.) Prepare for continued growth – clarify and define building needs.
- Special focus on #6 Build the image of AAGE – enable strong internal and external Communication and #7 Establish IT and intranet backbone as presented on the last meeting by Gulshanoy Tolipova and Michelle Roborg-Sondergaard

Gulshanoy outlined the next steps to enable the IT infrastructure to be brought up to date by proposing a committee including representatives from all school levels together with specialists to be established to monitor and plan further developments. Representatives should include a PYP teacher, AAGE’s technician, the MYP coordinator, the consultant, the business manager and a parent substitute. Michelle addressed “internal and external communication” in a similar manner suggesting that her committee be made up of a further board member, the kindergarten administrator, the marketing person, the head of school, the administrative secretary and a member of the parent council. Both groups plan on meeting initially already in January.

**8. Any other business**

- a. The Board wishes to invite one member of the faculty to present their program as part of each meeting. This will help the Board stay in touch with the educational program and keep abreast of new developments and accomplishments.
- b. The Admissions Policy should be posted on the school’s website in its updated form. Further updates can be made at a later date as necessary.

There was no further business. Niclas Kvernørød adjourned the meeting at 20:45.

Charles C. (Chris) Hanna

Head of School