

Minutes of AAGE Board Meeting  
Thursday, August 27, 2015  
18:00 – 21:00

#### PARTICIPANTS

Chair, Christian Schacht-Magnussen  
Member, Niclas Kverrod  
Member, Klaus Solling Rimmen  
Member, Svend Hylleberg  
Member, Susan Ambaek  
Member, Kelly Pacheco  
Guest, Nicola Woodvine  
Guest, Pernelle Fau Clausen  
Guest, Chris Hanna  
Special Guest, Mette Skautrup  
Special Guest, Christian Brondum

#### REGRETS

Vice Chair, Anders Ostergaard  
Member, Flemming Dahl  
Member, Rune Kilden  
Guest, Gene Aidam

1. Attendance: Christian Schacht-Magnussen called the meeting to order at 18:00. Klaus Solling Rimmen announced his upcoming departure from the Board in light of a pending move abroad. Although planning to be present through the October 2015 board meeting, he was already in the process of transitioning with his replacement, Kenneth Nielsen. Christian Schacht-Magnussen reminded the school that the representative from via University College who has been designated to replace Eric Hygum's seat on the Board needs to be invited to be present as of the September meeting. Gene Aidam, a teacher representative to the Board, has submitted his resignation and will need to be replaced.
2. APPROVAL OF THE AGENDA: The agenda was approved with the addition of one item: (4d) Calendar of Annual Board Activities.
3. APPROVAL OF THE MINUTES: The Minutes of the Board meeting held on June 25, 2015 were approved with one correction to membership on Board sub-committees. Committee memberships now read as follows,
  - a. Building Sub-Committee: Rune Kilden, Flemming Dahl, Klaus Solling Rimmen, Anders Ostergaard, Christian Schacht-Magnussen, Kelly Pacheco, (Mette Skautrup is responsible for calling meetings of this sub-committee.)
  - b. Human Resources Sub-Committee: Niclas Kvernrod, Michelle Roborg-Sondergaard, Susan Ambaek, Anders Ostergaard, (Pernelle Fau Clausen and/or C. Hanna are responsible for calling meetings of this sub-committee.)

A signature sheet attached to the Minutes of the June meeting will be made available for members to sign at the September Board meeting.

#### 4. OLD BUSINESS

- a. Board Goals for AAGE 2015-2017: The Board goals were revisited and found to have ongoing validity for the 2015-2016 school years. Goal No. 6 was slightly revised to increase clarity. They now read as follows,
  1. Create a financially sustainable school.
  2. Develop a culture of learning which inspires students and teachers, supported by an involved parent community.
  3. Integrate both campuses into the Dalgas school location by the end of 2017 through the creation of an attractive physical environment which promotes learning and allows for growth in student numbers.
  4. Achieve formal authorisation from the International Baccalaureate Organisation by the end of the 2015-2016 school year which recognises AAGE as an institute fully qualified to offer both the MYP and PYP programs.
  5. Strengthen the quality of education and increase the size of the student body to be able to offer greater depth and variety in the school's program.
  6. Develop the school's overall position as a contributing institution enabling AAGE to play an active role in both the local and international communities to further develop the City of Aarhus.

VISSION, MISSION, GOALS, VALUES "(VMGV) Statement: The Board revisited the "VMGV" statement and approved of the content. The next step would be to present it again to the faculty and staff for their final approval. Once approved, the VMGV statement could be printed in poster format to be displayed in classrooms and areas of both the Dalgas and Bushhøjvænget campuses.

- b. Intra-Board Communication: Members discussed the need to improve and increase the depth of communication among each other so as to enhance their working relationship.
  - c. Calendar of Annual Board Activities: To better facilitate planning and the handling of annual Board activities and actions, a month by month listing of what items need attention and/or action will be compiled and presented for review at September's Board meeting. Klaus Solling Rimmén will submit dates/deadlines for budget development.
5. FINANCIAL REPORT: Some of the sponsorship donations, as counted on, have arrived. Although the school's financial situation is improving, care has to be taken in respect to cash flow as government subsidies are not expected to arrive until shortly before the end of the calendar year. Klaus Solling Rimmén will work with the school administration regarding further clarification of the overall budget planning and operation.
  6. COMMITTEE REPORTS:
    - a. Finance Committee; (see Minutes of this meeting, item No. 5)
    - b. Building Committee: Mette Skautrup reported on recent improvements completed at the Dalgas building. Leaking water pipes in the basement have been replaced. Fire doors are being installed to meet safety standards. The Board approved the request to install safety glass on ground-level windows facing the playground. The Municipality approved the Board's plan to provide ventilation to classrooms. It is expected that the roof of the Dalgas

building will have to be replaced in two year's time, a project which can be combined with the pending construction of a new building. As a final update, the plan to formally change the parking lot procedures in the Dalgas location into an "AAGE parking only" designated space will take place in September. In further news, three architectural firms have been asked to submit their plans and concepts of how each would go about creating a building, both in regards to planning and design. The presentations will be made to the members of the Board's Building Committee, after which a recommendation to AAGE's full Board as to the outcome and next steps will follow. Further information can be expected by October 2015.

- c. Human Resources: (no report)
  - d. Advisory Board Update: Niclas Kvernrod, as school liaison to and chair of the advisory Board, provided an oral summary of developments to date. The Advisory Board which meets four times per year, consists, of ten (10) persons who are key people in the business community and private sector of Aarhus. It was formed to support and further the development of AAGE and to increase sponsorship. The Minutes of the Advisory Board meetings will be shared with the AAGE's Board members in an effort to improve communications.
7. VISIT BY CROWN PRINCESS/MRS. SALLING: Although no date has been yet confirmed, discussion of such an event to celebrate the purchase acquisition of the Dalgas building by AAGE took place. The suggestion to ask the Crown Princess to unveil a "Friendship Bench" and Mrs. Salling to plant a tree were mentioned. The concept behind a Friendship Bench would need to be developed and further technical issues (invitations, program, refreshments, etc) surrounding such an event addressed.
  8. BUSHØJVÆNGET ISSUES: Christian Brøndum reported on four issues as information is in need of attention by the AAGE Board.
    - a. Parking Lot (adjacent to the school building): Upon Christian Brøndum's recommendation, the Board confirmed their intent not to renew the rental agreement for the parking lot upon its expiration in February 2016. In the meantime, it should be closed for AAGE parking as of week 43 and discussions with the neighbouring church should be initiated to secure an alternative location.
    - b. Parent Council (Early Years) Constitution: The Early Years programme at Bushøjvænget is designated as a "Kindergarten" according to Danish law. It is therefore required to have a separate Parent Council and constitution. This constitution, developed first in English then translated into Danish, contains rather extensive guidelines, not all of which are applicable for an international school setting. AAGE's lawyer on the Board, Flemming Dahl, is currently working with the Municipality in an effort to reduce the complexity of this document.
    - c. LUP Visit: There will be an inspection visit (LUP) by the Municipality on Wednesday 9 September at 14:00. Pernelle Fau Clausen was asked to represent AAGE's administration. Svend Hylleberg will represent the AAGE Board. As the building

administration and contact person, Christian Brøndum will head up the school's group of representatives.

- d. EY Programme Expansion: Christian Brøndum asked the Board to begin considering a possible increase in student numbers for the Early Years programme. Currently there are two sections of PYP 2 which implies that for the 2016-2017 school year, two sections of PYP 3 will then be needed. Should AAGE begin expanding to two sections in each grade level? The Board asked him to work out cost proposals for different scenarios for presentation at the next Board meeting. Timely decision making is called for as should the AAGE decide to expand beyond the allowed 70 student level, a new building occupancy request would need approval from the Municipality.

9. MYP and PYP VERIFICATION VISITS: The Board discussed their involvement in the upcoming IB MYP verification visit and expressed willingness to participate in meetings as needed. Further details will be available at the September Board meeting.

## 10 MISCELLANEOUS

- a. Appeal: An appeal was made to the Board by a parent whose child the school's administration had not yet admitted. Whereas the Board expressed their desire to help, given the current student enrollment in the particular class, no exceptions could be made and the appeal was turned down. The child will remain on the waiting list.
- b. Fees and Terms: The changes in wording, as suggested by AAGE'S admissions officer, Cecilie Fink, so as to make the "Fees and Terms" document more precise and easier to understand, was approved. Further suggestions by Board members regarding other desirable changes were discussed and will be brought back to the Board for their consideration at the September meeting.
- c. Action Items from June meeting: A review of Action Items from the June Board meeting followed so as to insure that all items had or will be receiving the necessary attention.
- d. Other: The administration was asked to look into some issues and procedures regarding the operation of the lunch program. Communication from the Parent Council (at Dalgas) was also mentioned as an area which needed to be handled carefully.
- e. In regard to having pictures taken around the school of both faculty and students which could be used for promotional purposes, following lengthy discussion it was decided that the school needed to collect three cost proposals and then select the best offer. Furthermore, a policy needed to be developed to provide clear guidelines as to when parents can be employed to do a particular project with pay rather than being outsourced to an independent firm. This topic will then be discussed at September's meeting.

11. ADJOURNMENT: The meeting was adjourned at 20:50.

Submitted by

C. Hanna

