

MINUTES OF BOARD MEETING

Meeting date	Thursday December 8 th , 2022 (17.30-19.00)
Participants from the Board	Niclas Kvernrød, Arun Prabhu, Vibe Noordeloos, Inneke Padilla Wolthoorn, Lone Eibye Mikkelsen, Peter Fazekas, Marie Kongskov and Sonny Hansen
Other Participants	Emilie Zelander, Chris Hanna, Nicola Woodvine and Charlotte Jessen
Regrets	Michael Winther and Kim Christensen

- Minutes
1. Attendance and approval of agenda and minutes incl. welcome of new board member. The Minutes of the September Board meeting were approved and signed. Inneke Padilla Wolthoorn was welcomed as a new Board member representing Dansk Industri. She is replacing Dorthe Holm Jensen. Nicola Woodvine was welcomed as teacher representative replacing Gene Aidam.
 2. Status of PYP by Margaret (operation) and Megan (curriculum)

Megan made a brief presentation regarding her responsibilities as IB coordinator for grades PYP4-8 and mentioned that the school is on track as it prepares for the next visit from the IB scheduled for 2025. The main part of her presentation then focused on her role as guidance counsellor for grades PYP4-MYP5. The school's special needs' services are not keeping pace with the increases in enrolment and if AIS is to become a school for some 600 students, additional personnel and/or support hours need to be added to the programme already now. The Board felt the remarks were legitimate and asked that a priority list of next steps to take be drafted for consideration so as to determine how much could be addressed already in the 2023 budget. She was thanked and recognized for her work and commitment to the school.

Margaret presented an overview of the roles and responsibilities she carries at both the Bushøjvænget and Dalgas campuses. She currently carries responsibility for the Early Years programme at the Bushøjvænget campus and serves as the IB coordinator for PYP1-3. At the Dalgas campus, she is responsible for the overall organization of the PYP4-8 programme and its daily operation. She gave a detailed overview of the areas of her responsibility. Margaret was thanked and recognized for her commitment and service to the school.
 3. Report from Head of School by Chris

In regard to personnel, three new hires for the After School Activities (ASA) programme at the Bushøjvænget campus have been made. The vacancy notice for the position of Kindergarten Administrator has been posted with a very limited number of qualified applicants responding to date. In regard to activities, MYP5 students took part this afternoon in the yearly Personal Project Exhibition. The quality of the presentations and the event's organization were noticed by parents and staff who attended. Students in MYP2 will be presenting at the Global Sustainability Science Fair on 6 January 2023.

4. Budget 2023 for approval by Charlotte (pre-read)
Admission numbers will show a net increase of a few students over the next months. Waiting list numbers were requested and the admissions team will try to visualise this. The budget was presented and approved.
5. Update on One Campus Project and next steps by Charlotte
The new building permission from the municipality was received just before the Board meeting.
6. Security (IT) and building safety (briefing) by Charlotte
The school can either make an internal assessment or have an assessment made by an external supplier. The initial response from an external expert is that we are in a low-risk business and the likelihood of malicious actions is low.
Regarding safety we do have a crisis manual and we have yearly fire drills. The staff go on regular first aid courses. In terms of crisis management, we can offer staff a course on handling crises.
8. Any other business and suggestions for items for next meeting
The date for the strategy workshop was set for January 18, 2023.

The meeting adjourned at 19.15

Niclas Kvernrød

Lone Eibye Mikkelsen

Vibe Noordeloos

Arun Prabhu

Sonny Hansen

Marie Kongskov

Peter Fazekas

Inneke Padilla Wolthoorn

Chris Hanna
