



## **STATUTES FOR THE SELF-GOVERNING INSTITUTION**

### **NORDSJÆLLANDS GRUNDSKOLE OG GYMNASIUM (NGG)**

*Approved by the NGG Board on 11.06.2024*

*Approved by the NGG Parent Associations on 03.07.2024*

*The statutes were published on the school's website ([www.ngg.dk](http://www.ngg.dk)) on 09.09.2024*

#### **Bilag**

1. Nordsjællands Grundskole og Gymnasium, engelsk oversættelse af vedtægter

#### **I. THE SCHOOL'S NAME, ADDRESS, AND YEAR OF ESTABLISHMENT**

##### **§ 1.**

The name of the self-governing institution is "North Zealand Primary and Secondary School" (abbreviated NGG).

Subsection 2. The school's domicile is Fredensborg Municipality. The school's address is Christianshusvej 16, 2970 Hørsholm.

Subsection 3. The school was founded on March 25, 1980. The school's CVR number is 10 56 56 93.

#### **II. THE SCHOOL'S ORGANIZATION AND OPERATION**

##### **§ 2.**

NGG is an independent self-governing educational institution and is operated in accordance with the laws and regulations in force at any time for free schools and private primary schools, as well as in accordance with the laws and regulations in force at any time for private upper secondary schools, preparatory courses, and higher preparatory examination courses (hf-courses).

NGG also operates international school programs under the name "North Zealand International School," in accordance with the current provisions and standards of the International Primary Curriculum (within the framework of the National Curriculum for England and Wales), Cambridge Assessment International Education, and the International Baccalaureate for the international upper secondary diploma.

Subsection 2. The school's operations are financed through public subsidies and through self-financing, including school fees for students, parental payments for the after-school program, parental payments for private day care, and, if applicable, contributions from other sources.

**Subsection 3.** The school's funds may only be used for the benefit of the school's educational and teaching activities.

**Subsection 4.** Any surplus from the school's operations shall accrue to the school.

**Subsection 5.** Contributions to the school do not give the contributor any right to a share of the school's assets or to any kind of profit.

**Subsection 6.** The school's liquid assets must be invested in accordance with the provisions of the Act on Free Schools and Private Primary Schools as well as for private upper secondary schools, preparatory courses, and higher preparatory examination courses, etc., and may not be deposited in accounts, etc., over which anyone other than the school has disposal rights.

### **III. THE PURPOSE OF THE SCHOOL**

#### **§ 3.**

The purpose of the school, in accordance with its approvals and applicable legislation, is to:

1. Operate a private primary school, including an international primary school, in accordance with the legislation in force at any time for free schools and private primary schools, etc.
  - a. The school provides education from preschool class (0. grade) and grades 1–9 in the Danish section.
  - b. The school provides education from Year 1 to Year 11 in the international section.
2. Operate upper secondary education, including international upper secondary education, in accordance with the legislation in force at any time for private institutions offering upper secondary education.
3. Operate a one-year 10th grade program.
4. Operate an after-school program.
5. Operate a private day-care institution.

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**Subsection 2.** The school operates on the following value basis: NGG is a holistic school that educates whole human beings for a whole life. With community as its foundation, NGG educates competent individuals who understand, respect, and take their active place in the world.

**Subsection 3.** NGG was founded in 1983 with the vision of creating a private upper secondary school in North Zealand and was realized with an accompanying primary school, symbolized by two swans representing the unity between the two as a holistic school.

**Subsection 4.** Teaching must be based on the laws and regulations in force at any time, as well as the provisions established by the Ministry of Education.

**Subsection 5.** The primary school must provide an education equivalent to what is generally required in public primary schools.

**Subsection 6.** In all its activities, the school must prepare students to live in a society like Denmark, founded on freedom and democracy, and must develop and strengthen the students' democratic formation and their knowledge of and respect for fundamental freedoms and human rights, including gender equality.

#### **IV. THE BOARD'S DUTIES. ETC**

##### **§ 4.**

The school's board is responsible for the overall management of the school.

**Subsection 2.** The board is responsible for the school's financial matters and operations. The board must manage the school's funds for the greatest possible benefit of the school and must exercise due financial prudence. The board may delegate rights and obligations concerning the daily administration of finances and operations to the school's head (Principal).

**Subsection 3.** The board hires and dismisses the school's head (Principal) and other staff. The board may delegate to the school's head the right to hire and dismiss the remaining staff.

**Subsection 4.** The board determines the amount of school fees.

**Subsection 5.** The board determines the amount of parental payments for the after-school program as well as day-care services.

**Subsection 6.** The board decides on the purchase, sale, and mortgaging of real estate.

**Subsection 7.** The board is responsible for ensuring that, each year and in accordance with applicable regulations, an accurate annual report is prepared, which shall undergo proper auditing under the applicable rules by an auditor chosen by the board.

**Subsection 8.** The board is responsible for ensuring compliance with applicable regulations on supervision.

**Subsection 9.** The board, together with the parent associations, decides on amendments to the school's statutes, cf. § 16.

**Subsection 10.** Except in cases where the board is required by law to oversee the liquidation of the school, the board, together with the parent associations, decides on the closure of the school.

**Subsection 11.** The board also decides on any other matter concerning the school that it wishes to decide upon.

**Subsection 12.** The board must keep minutes of its decisions and record any identified conflicts of interest in the minutes.

**Subsection 13.** In cases of conflict between legislation and the wording of the statutes, the board must follow the legislation, and the board is responsible for ensuring that the statutes are at all times in compliance with the law.

##### **§ 5.**

The members of the board, in carrying out their duties, are not subject to decisions made by the parent associations.

**Subsection 2.** The members of the board are not personally liable for the school's debts.

**Subsection 3.** The members of the board may not receive remuneration or similar payment for carrying out their duties as board members.

**Subsection 4.** The members of the board are subject to the provisions of the Public Administration Act, chapters 2 and 8, regarding conflicts of interest and duty of confidentiality, etc.

**Subsection 5.** The school may pay travel allowances to the board members in accordance with the rules of the official travel agreement, cf. the Ministry of Finance Circular no. 12212 of June 30, 2000.

## **V. THE COMPOSITION, PROCEDURES, AND TERMS OF OFFICE OF THE BOARD**

### **§ 6.**

The board consists of 9 members, elected as follows:

- 1 member from and among the parents belonging to the Danish primary school's parent body (Electoral Group 1)
- 1 member from and among the parents belonging to the upper secondary school's parent body (Electoral Group 2)
- 1 member from and among the persons with parental authority over students in the international department (Electoral Group 3)
- 1 member from and among all persons with parental authority over students at NGG (Electoral Group 4)
- 2 members from and among the class representatives (Electoral Group 5)
- 2 members appointed by the sitting board
- 1 non-voting member appointed by the student council of the upper secondary school. This person must be of legal age.

All members of the board are elected by simple majority, with lots being drawn in the event of a tie.

**Subsection 2.** Each year, for a one-year term, up to three alternates for board members shall also be elected, but at least one alternate must be chosen. Alternates are elected from among all eligible candidates.

**Subsection 3.** Eligible for election to the board and as alternates are any holders of parental authority over a student at the school, or, if the student has reached the age of 18, anyone who until that time had parental authority over the student or has had the student in foster care, provided the student had permanent residence with that person. This eligibility requirement does not apply to the board members appointed by the board itself.

**Subsection 4.** The term of office for board members is 2 years, with the possibility of re-election. The term begins from the date of the election, which is aligned with the time of the school's first annual ordinary parent meeting and the parent representatives' assembly, and ends at the corresponding ordinary meetings two school years later. In even-numbered years, 4 members are elected, and in odd-numbered years, 4 members are elected.

**Subsection 5.** Board members must be of legal age, and at least a majority, including the chairperson, must be registered in the CPR (Central Personal Register) with residence in Denmark.

**Subsection 6.** The board should, as far as possible, have a balanced gender composition in accordance with § 11, subsection 2 of the Act on Gender Equality between Women and Men, and it should be aimed that the board reflects the diversity of the school.

**Subsection 7.** The school's employees and their spouses or partners may not be members of the board.

**Subsection 8.** The school's employees may only participate in the election of the board if they are also parents of students at the school.

**Subsection 9.** A board member shall resign from the board immediately if they no longer meet the conditions for board membership as set out in § 5 of the Act on Free Schools and Private Primary Schools or in these statutes.

**Subsection 10.** If a board member resigns during the term of office, the alternate shall take over for the remainder of the term. If there is no alternate, a new board member must be elected as soon as possible for the remaining term of the resigning member.

**Subsection 11.** Board members are not required to resign from the board if their children are withdrawn from the school during the election period against the parents' wishes.

**Subsection 12.** Board members may not be dismissed during their term of office, cf. however subsection 13.

**Subsection 13.** The parent associations may, at a parent meeting, dismiss one or more board members during their term of office, provided that the agenda for the meeting includes an item concerning a vote on the dismissal of one or more board members, indicating that dismissal takes place by simple majority.

**Subsection 14.** The board constitutes itself with a chairperson and two vice-chairpersons (1st and 2nd vice-chairperson). The chairperson and vice-chairpersons are elected from among the board members. The 1st vice-chairperson acts in place of the chairperson in their absence.

**Subsection 15.** The board has a quorum when at least half of the members are present.

**Subsection 16.** The board makes decisions by simple majority among those present. Voting by proxy or by letter is not permitted. In the event of a tie, the chairperson's vote – or in their absence, the 1st vice-chairperson's – shall be decisive.

**Subsection 17.** The board may decide that representatives of the school's management, as well as a representative of the employees, may participate in the board's meetings without voting rights. When dealing with individual cases concerning persons in the school's management or individual employees, the board may suspend participation for one, several, or all of those concerned.

**Subsection 18.** The board may decide that representatives from the parent associations, management, and/or employees may participate in parts of the board's meetings, and the board may also bring in external advisory functions to support its work.

**Subsection 19.** The board shall establish rules of procedure for its work, which must at a minimum include provisions on how board meetings are to be convened.

## **VI. THE SCHOOL'S HEAD AND OTHER STAFF**

### **§ 7.**

The school's head is responsible for the day-to-day management of the school, including pedagogical leadership, and is accountable for the school's activities to the board.

**Subsection 2.** The school's head (Principal) is responsible for ensuring that the daily operation of the school is sound and in compliance with applicable provisions, laws, and regulations.

**Subsection 3.** In accordance with guidelines set by the board, the school's head must annually submit to the board proposals for the annual budget and the planning of the school's educational programs and related activities.

**Subsection 4.** The school's head and the school's other staff are subject to the provisions of the Public Administration Act, chapters 2 and 8, regarding conflicts of interest and duty of confidentiality, etc.

**Subsection 5.** The Principal must have teaching competence in one or more subjects within the subject range of the upper secondary school or the higher preparatory examination (hf).

## **VII. THE SCHOOL'S PARENT BODIES AND PARENTS' RIGHTS**

### **§ 8.**

The parent body for the primary school consists of the persons who hold parental authority over the primary school's students.

The parent body for the upper secondary school consists of the persons who hold parental authority over the students of the upper secondary school.

**Subsection 2.** The rights of parents under the statutes and the law belong to the person or persons holding parental authority over the student. The school may consider the person with whom the student resides as authorized to act on behalf of the holder of parental authority, except with respect to decisions concerning the beginning and duration of schooling.

**Subsection 3.** The school shall maintain a list of the persons who have registered as belonging to the parent bodies. The list may only be amended upon a justified written request. After a change to the list of parent bodies, proper notification shall be given to the person or persons added to or removed from the list. It should be noted that holders of parental authority always have the right to exercise their rights, regardless of whether they are on the list.

### **§ 9.**

The school shall establish, among the parent bodies, a parent representative assembly whose purpose is to ensure the best possible cooperation between the school, its staff, students, and parents.

**Subsection 2.** A parent representative and an alternate shall be elected for each class at NGG, from preschool class (0th grade) (Year 1 in the international department). Both must meet the requirements in § 8, subsections 1 and 2.

**Subsection 3.** Elections take place at a scheduled class meeting at the beginning of the school year and are conducted by the class teacher or another representative of the school, by simple majority. For each student, two votes may be cast by the personal attendance of one of the parents or a guardian.

**Subsection 4.** The term of office for a parent representative is 1 year.

**Subsection 5.** A parent may be the representative for several classes at NGG, provided that they have children in the respective classes.

**Subsection 6.** Parent representatives may ask their alternate to attend meetings of the Parent Representative Assembly in case of an occasional absence.

**Subsection 7.** In elections, each parent representative has one vote per class they represent.

**Subsection 8.** If a parent representative resigns during their term of office, the alternate shall take their place in the assembly. If both the representative and the alternate resign, a new election shall be held at the next opportunity for the remainder of the term.

**Subsection 9.** Classes that have not elected a parent representative in accordance with the statutes may not be represented at ordinary parent association meetings.

**Subsection 10.** The board shall establish rules of procedure for the work of the Parent Representative Assembly, which must at a minimum include provisions on how meetings of the assembly are to be convened.

## **§ 10.**

The parent representative of each class may, with the school's approval and with reasonable notice, convene the class's parents for meetings on current events or issues in the class, as well as for meetings providing information about the work of the Parent Representative Assembly.

**Subsection 2.** The parent representative of each class must, at the request of at least 1/4 of the class's parents, convene a parent meeting in the class regarding current issues; however, this does not include matters concerning individual students. The class teacher or another representative of the school shall attend these meetings. If issues concerning a specific subject are to be discussed, the subject teacher concerned must be invited to the meeting.

**Subsection 3.** The class teacher or an equivalent function must also be informed of the meeting at the same time as the parents are notified.

**Subsection 4.** The Principal, department heads, and the class's teachers are entitled to attend meetings convened pursuant to § 10, subsections 1 and 2.

## **§ 11**

Ordinary parent association meetings are held twice a year at the school. The first meeting is held in the 3rd quarter, and the second meeting in the 2nd quarter.

**Subsection 2.** The parent association meeting is convened by the board by ordinary letter, e-mail, or other secure method of delivery, with at least 14 days' notice and including the agenda.

**Subsection 3.** The notice for an ordinary parent association meeting must at least include the following agenda:

**a. First annual ordinary parent association meeting (3rd quarter)**

1. Election of a chairperson of the meeting
2. The board presents its report
3. The Principal presents their report
4. Election of board members
5. Election of alternates
6. Consideration of submitted proposals
7. Any other business

**b. Second annual ordinary parent association meeting (2nd quarter)**

1. Election of a chairperson of the meeting
2. The board presents its report
3. The Principal presents their report
4. The board presents the revised and approved annual report for information
5. The board presents the adopted budget for information
6. Election of new board members (if necessary)
7. Election of the school's supervisory body and supervisor
8. Consideration of submitted proposals
9. Any other business

**Subsection 4.** Prior to the notice of parent association meetings, a deadline for submission of proposals for consideration shall be announced. Proposals to be considered at the ordinary parent association meeting must be received by the board no later than the given deadline. Submitted proposals must be announced to the members no later than the notice of the meeting.

**Subsection 5.** The parent association meeting has decision-making authority regardless of the number of members present. Decisions are made by simple majority.

**Subsection 6.** Minutes must be kept of the decisions made at parent association meetings. The minutes must be signed by the chairperson of the meeting.

**Subsection 7.** Elections are by secret ballot.

**Subsection 8.** An extraordinary parent association meeting shall be held when the school's board decides so. It must also be convened by the board if requested in writing by half of the board members or by 1/4 of the members of the Parent Representative Assembly. Notice shall be given in the same manner as for an ordinary parent association meeting.



**VIII. ANNUAL REPORT AND ACCESS BY PARENT BODIES AND EMPLOYEES TO BUDGETS, ANNUAL REPORTS, AND THE AUDITOR'S REPORT**

**§ 12.**

The board is responsible for ensuring that, each year and in accordance with applicable regulations, an accurate annual report is prepared, which in accordance with applicable regulations shall be subjected to proper auditing by an auditor appointed by the board.

**§ 13.**

Members of the parent bodies and employees of the school have, upon request, the right to access the budgets and accounts approved by the board, as well as the auditor's report. However, there is no right of access to information covered by the provisions of the Public Administration Act on confidentiality. The board may extend this right to include other persons.

**IX. SIGNING AUTHORITY**

**§ 14.**

The school is legally bound either by the joint signatures of the chairperson of the board and the school's head, or by one of these together with either the board's 1st vice-chairperson or 2nd vice-chairperson.

**Subsection 2.** The signing authority cannot be delegated.

**X. AMENDMENT OF THE SCHOOL'S STATUTES**

**§ 15.**

The board and the parent bodies jointly decide on amendments to the statutes.

**Subsection 2.** The board's decision on amendments to the statutes must be made by simple majority of the board.

**Subsection 3.** The board shall inform the parent bodies of the amendments approved by the board and at the same time call for a written ballot on the revised statutes, which may be conducted no earlier than 14 days after the board's notification.

**Subsection 4.** Amendments to the statutes are only valid if they 1) state who the chairperson and vice-chairpersons of the board are, 2) are signed by all members of the board, 3) list the board members' names and addresses in legible script (e.g., typescript), and 4) are published on the school's website, stating when the publication took place and when the amendments were adopted by the board.

**XI. DISSOLUTION OF THE SCHOOL**

**§ 16.**

Except in cases where the board is required by law to oversee the liquidation of the school, the board, together with the parent bodies, decides on the dissolution of the school. The decision of the parent bodies must be made at two consecutive parent association meetings, held at intervals of no less than 1 the decision must be made at two consecutive parent association meetings, held at intervals of no less than 1 month and no more than 4 months.

**Subsection 2.** If the school ceases to operate as a school in accordance with the purpose set out in the Act on Free Schools and Private Primary Schools and private upper secondary schools, it must be dissolved.

**Subsection 3.** The board is obliged to inform the parent bodies of the decision on dissolution and of the grounds for it. This information must be given immediately after the decision on dissolution has been made.

**Subsection 4.** The board is obliged to notify the Ministry of Children and Education and the municipalities in which the students reside of the school's dissolution.

**Subsection 5.** The board is obliged to notify the Ministry of Children and Education if the school suspends payments, files for bankruptcy, or if there is otherwise a risk that the school's activities must be discontinued.

**Subsection 6.** The board is responsible for the preservation of the school's assets and for ensuring that the financial settlement in connection with the dissolution of the school is carried out in accordance with applicable regulations, and that the school's net assets are used in accordance with the statutes.

**Subsection 7.** Any surplus funds must, with the approval of the Minister for Children and Education, be used for educational purposes supported by the Act on Free Schools and Private Primary Schools, upper secondary schools, etc.

**Subsection 8.** The board is obliged to continue its work until the financial settlement of the school's assets and liabilities has been completed in accordance with applicable regulations, including ensuring that the school's net assets are used in accordance with the statutes.

## **XII. ENTRY INTO FORCE**

### **§ 18.**

These statutes enter into force on July 3, 2024, and replace the NGG statutes of September 1, 2022.

**Subsection 2.** The composition of the board at the time of approval of the statutes ...

	Name	Adress	Underskrift
Formand	Laurs Nørlund	Gl. Strandvej 23 3050 Humlebæk	
1. Næstformand	Rikke Handreck Novod	Bomosevej 45 2970 Hørsholm	
2. Næstformand	Runa Thyregod	Høsterkøbvej 45 2970 Hørsholm	
Bestyrelsesmedlem	Katherine Jane Stallard	Vilhelmsro 311 3480 Fredensborg	
Bestyrelsesmedlem	Malene Stausholm- Perkins	Dreyersvej 36 2960 Rungsted Kyst	
Bestyrelsesmedlem	Anja Klemp Vilgaard	Ringvej 9 2970 Hørsholm	
Bestyrelsesmedlem	Michael Mellberg Nilsson	Århusgade 138, 2. tv 2150 Nordhavn	
Bestyrelsesmedlem	Dennis Solberg Kjeldsen	Egeparken 86 2980 Kokkedal	

Appendix to § 3, subsection 1, no. 5 of the statutes for North Zealand Primary and Secondary School (NGG)  
In connection with NGG's private day care service "Ællingen" being converted into a private day institution

service

**“Ællingen,” with the same purpose as the original private day care service, the following appendix to the statutes of NGG has been drawn up.**

#### **§A1 – Name and Affiliation**

The day institution, called “NGG Preschool,” is an integrated part of the private upper secondary school NGG, North Zealand Primary and Secondary School, located in Cirkelhuset in Kokkedal, Fredensborg Municipality.

#### **§A2 – Purpose**

The purpose reflects NGG’s values as described in the statutes:

NGG is a holistic school that educates whole human beings for a whole life. With community as its foundation, NGG educates competent individuals who understand, respect, and take their active place in the world.

The private institution is established under the Day Care Act § 19 subsection 5 and is operated as a private institution under the private school NGG.

The private institution is divided into two departments, corresponding to the former structure of NGG’s day care services:

1. A Danish department called “Ællingen,” which admits children aged 4–6 years, where the main language is Danish, and whose purpose is to prepare the children for school so they can begin 0th grade in a Danish primary school.
2. An international department called “Early Years,” which admits children aged 3–5 years, where the main language is English, and whose purpose is to prepare the children for school so they can begin Year 1 in an international school.

The total capacity of the day institution is 60 children.

The private institution is part of the municipality’s overall general and preventive services for children. The institution must comply with all applicable requirements and laws within the childcare sector. The purpose of the institution is to be open to all regardless of race, religion, or political belief. Influence aimed at uniformity may not take place. The institution must work to promote tolerance and humanity.

The purpose of the institution is, in cooperation with parents and children, to create a safe and developmental environment that supports the child’s development. Through play and activities, children must be given the opportunity to enhance their imagination as well as their understanding of people, animals, nature, and society.

The purpose of the institution is to provide children with a safe childhood, where community and friendship across age groups form the framework for the children’s development socially, personally, linguistically, and academically. The work of the institution is based on the pedagogical curriculum, which is continuously revised.

#### **§A3 – The Institution’s Board**

The highest authority of the private institution is the school’s board, which holds the powers for the entire institution as described in the school’s statutes. Specifically for the day care institution, the board plays a role in the hiring process of the institution’s top daily pedagogical leader and has overall responsibility for

the institution's strategy development as well as financial matters. Specifically related to the day care institution, a parental influence body, also called the Parent Council, is elected, which reports directly to the board.

The board has its own rules of procedure, and part of its work is to safeguard the interests of the day care department as well as those of the school's other departments. The board may receive recommendations from the Parent Council and request representatives from the Parent Council to appear before the board to present and review input.

#### **§A4 – The Institution's Parent Council**

The Parent Council discusses the day care institution's finances and operations. In this context, it is expected to address:

- The meal plan
- The institution's opening/closing times, including holidays
- Principles for staff composition within the budget framework and pedagogical responsibility
- The principles for use of the budget framework
- The overall principles behind the pedagogical approach, together with the institution's department head

Based on these discussions, the Parent Council may make a recommendation to the school board regarding proposed changes. The board may, on the basis of the recommendations received, choose to invite members of the Parent Council to a board meeting to present the recommendation and participate in the discussions. The board is the highest decision-making authority with respect to strategic and financial changes. Decisions are made by vote among the board members entitled to vote, in accordance with the school's statutes. At one of the Parent Council's meetings, the institution's finances are presented, with the school's chief accountant participating to the extent necessary.

#### **§A5 – Composition and Election Procedure of the Parent Council**

The Parent Council consists of 5 members – 3 parents, of whom at least one parent must be from the Danish department and one parent from the international department of the day institution. One member is an employee representative, and one member is appointed by the board. In addition, an alternate is elected for the parent representatives, an alternate for the employee representative, and an alternate is appointed for the board member.

#### **Subsection 2 – Who may be elected**

Three of the Parent Council's members are elected by and among the parents with children in the institution at a parent meeting at the beginning of the school year and serve on the Parent Council for one year at a time. The term begins immediately after the election.

Parents with children in the day institution are eligible for election and have the right to vote regarding the parent representatives in the Parent Council.

Permanent employees and substitutes in the institution are not eligible as parent representatives. All of the above-mentioned members of the Parent Council have voting rights.

An employee representative is elected by simple majority at a staff meeting, by and among all permanent employees in the institution, except the head of the day care institution. The term of office is two years. The employee representative participates in meetings with voting rights.

In cases concerning dismissals and other personnel matters, except for the hiring of new staff, the employees' representative on the board is disqualified due to conflict of interest.

Alternates are elected each year according to the same criteria as the representatives.

#### **Subsection 3 – Election Procedure**

Elections to the Parent Council are decided by simple majority. In the event of a tie, where it is not possible to determine who has been elected to the Parent Council, a new vote shall be held between the candidates who received the same number of votes.

When electing parent representatives, one vote may be cast per child in the institution. Voting rights belong to the parents who hold parental authority over the child. Voting by proxy is allowed.

### **Withdrawal of Parent Council Members**

#### **Parents**

A parent-elected member resigns from the Parent Council when their child leaves the institution, after which the alternate assumes the position for the remainder of the term.

#### **Employee**

An employee representative resigns from the Parent Council with immediate effect from the time they have submitted their resignation or have received notice of dismissal from the head/board of the school.

#### **Alternate**

The alternate assumes the position as representative for the remainder of the term.

### **§A6 – Constitution and Decisions**

The Parent Council constitutes itself with a chairperson and a vice-chairperson at its first meeting of the school year. This must be held no later than 14 days after the election to the Parent Council.

The Parent Council has a quorum only when at least half of its members are present. Decisions are made by simple majority among the members present. In the event of a tie, the Parent Council's chairperson has the casting vote.

The Parent Council may only exercise its functions at its meetings.

Any decision adopted by the Parent Council must be presented to the school board, which is the institution's highest authority. The school board takes note of the Parent Council's decision and recommendation and decides by vote whether to follow or reject it.

Minutes must be kept of each Parent Council meeting. The minutes must be in a format that can be accessed on the institution's website. The minutes are taken by the day care institution's head or their deputy. The content of the minutes must be approved by the chairperson of the school board before publication.

The Parent Council sets its own rules of procedure.

### **§A7 – The Role of the Head in Relation to the Work of the Parent Council**

The head participates in Parent Council meetings but does not have voting rights.

#### **Subsection 2 – Meeting Preparation**

It is the responsibility of the Parent Council's chairperson, in cooperation with the head of the day care institution, to prepare the Parent Council meetings and to be responsible for preparing the agenda and the minutes.

#### **Subsection 3 – Hiring and Dismissal**

The head of the day care institution is hired and dismissed under the same rules applying to all department heads at the school, in accordance with the school's statutes.

The Parent Council's chairperson is a member of the hiring committee, together with a representative from the board and representatives of the school's management, including the principal, when hiring the head of the day care institution.

Other permanent staff in the day care institution are hired by the head of the day care institution.

### **§A8 – Pedagogical and Administrative Leadership**

The head of the day care institution, under the authority of the school's strategic leadership, is responsible for the day-to-day pedagogical and administrative management of the institution.

#### **Subsection 2 – Staffing**

The head of the private institution must have a pedagogical qualification, and staff composition must be

responsible and at least comply with the legal requirements in the field.

When hiring, references must be obtained from previous workplaces as well as child protection records. A criminal record check must also be obtained. Persons may be employed for work trials, job training, or internships.

Staff are bound by confidentiality and the duty to report, which is emphasized at the time of employment.

### **Subsection 3 – Other Hiring and Dismissals**

The hiring and dismissal of the institution's other staff, as well as financial decisions, are handled by the head of the institution in accordance with the school's statutes.

### **Subsection 4 – Pedagogical Curriculum**

In accordance with the law, the head is responsible for preparing and publishing the pedagogical curriculum. The head must involve the school's strategic leadership and the Parent Council in the preparation, evaluation, and follow-up of the pedagogical curriculum.

### **Subsection 5 – Child Environment Assessment**

In accordance with the law, the head is responsible for preparing and publishing the child environment assessment. The head must involve the strategic leadership and the Parent Council in this process.

### **§A9 – Opening Hours**

The private institution is open every weekday from 7:30 a.m. to 5:00 p.m., except Fridays, when it is open from 7:30 a.m. to 4:00 p.m. The Parent Council may propose changes to the daily opening hours, in cooperation with the head of the day care institution and the principal, for the board's approval. Changes in opening hours must be notified to parents at least three months in advance.

### **§A10 – Admission to the Institution**

The decision on the admission of children lies with the institution itself. The waiting list is open to all children, including children with special needs.

When contacting the institution, an enrollment form is provided. Admission to the private institution is based on the waiting list – by seniority – however, siblings of children already in the day care institution and/or pupils at the school are given priority.

Upon admission to the institution, an enrollment fee is payable. The amount is determined once a year by the school board.

#### **§A11 – Termination / Withdrawal**

Parents may terminate a child's place in the institution in writing with one month's notice, effective at the end of a month.

Termination from the side of the private institution may occur in cases of arrears in parental payments. Termination in such cases may be made with one month's notice, effective at the end of a month. Beforehand, the parents must have received a reminder letter with notice of intended termination. Termination may also occur in exceptional cases if cooperation between the parents and the institution is so poor that it significantly affects the institution's working environment.

#### **§A12 – Parental Payment**

The board determines the amount of parental payment. This may be done on the basis of prior recommendations from the Parent Council, but this is not required.

Rules on reduction or waiver of parental payments, as well as rules on sibling discounts, also apply to the day care institution. It is the responsibility of the head of the day care institution to inform parents about the rules on reduction or waiver of parental payment.

The school's accounting department handles the collection of parental payments.

#### **§A13 – The Board's Work and Decision-Making Authority**

The school board ensures that the institution's administrative and financial affairs are managed in consideration of the purpose of the institution and the entire school, and in accordance with the rules at any time applicable to the institution's management and operation.

<b>Subsection</b>	<b>2</b>	<b>–</b>	<b>Finances</b>
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In accordance with applicable legislation, the day care institution maintains a separate budget and accounts for the department. The fiscal year runs from January 1 to December 31. The accounts and budget are continuously prepared and updated by the school's chief accountant. The accounts are audited by a state-authorized public accountant.

#### **§A14 – Plan for Pedagogical Work**

The institution's head is responsible for preparing a plan for the pedagogical work, in cooperation with the institution's permanent staff and subject to approval by the Parent Council. The plan may be forwarded to the school board for consideration if there is significant disagreement within the Parent Council regarding the content of the plan.

##### **Subsection 2 – The plan must address:**

- Pedagogical principles in accordance with the overall objectives
- An action plan for the implementation of the pedagogical principles
- Goals and an action plan for parental cooperation

#### **§A15 – Holding Parent Council Meetings**

The Parent Council holds at least 3 meetings annually. In cooperation with the head, the chairperson convenes and leads the meetings.

##### **Subsection 2 – Notice of Meetings**

Meetings are convened with at least 2 weeks' notice, with the agenda included.

##### **Subsection 3 – External Participants in Council Meetings**

The Parent Council may decide to invite others to participate in the meetings.

##### **Subsection 4 – The Parent Council's Right to Demand a Meeting**

A majority of the Parent Council's members may demand a meeting by contacting the chairperson. In the event of the chairperson's resignation, absence, prolonged illness, etc., the vice-chairperson assumes the role of chairperson.

##### **Subsection 5 – Parents' Right to Demand an Extraordinary Parent Meeting**

If a group of parents comprising at least 1/3 of the parents so requests, an extraordinary parent meeting must

be held. The meeting must be convened with at least 10 days' notice. At the meeting, parents may raise relevant issues for discussion in plenary or question the Parent Council about specific matters.

#### **Subsection 6 – Vote of No Confidence**

If a majority of parents at a parent meeting vote in favor of a vote of no confidence against a sitting member of the Parent Council, that member must resign from the Parent Council. The alternate then takes over, and a new alternate is elected.

#### **Subsection 7 – Duty of Confidentiality**

Parent Council work is subject to confidentiality in accordance with the Public Administration Act and the Penal Code. This duty of confidentiality continues after the individual has resigned from the Parent Council. The Parent Council is obliged to inform new members of this duty. New members must submit a signed acknowledgment of having received this information.

#### **Subsection 8 – Conflict of Interest**

General rules of conflict of interest apply to the work of the Parent Council. This means that if a member has a particular personal or financial interest in a matter, they must withdraw while the issue is being considered by the remaining members.

#### **§A16 – Remuneration**

Work through the Parent Council is unpaid.

#### **§A17 – Liability**

The institution is liable with its capital under the general rules of Danish law for all debts incumbent upon the institution.

The Parent Council or the head of the institution cannot bind the institution to third parties before permission has been granted by the school board.

#### **§A18 – Amendments to the Content of this Appendix**

Amendments to this appendix concerning the school's day care institution services are decided by the school board.

#### **§A19 – In Case of Discrepancy Between Statutes and Legislation**

In the event of a discrepancy between legislation and the wording of the statutes, the school board must follow the legislation, and the board is responsible for ensuring that the statutes are at all times in compliance with the legislation.

#### **§A20 – Termination**

The procedure for dissolving the institution shall follow §16 of the school's statutes.



