

Association des parents d'élèves de l'école européenne de Bruxelles IV AISBL

Parents Association of the European School, Brussels IV Aisbl

Elternvereinigung der Europäischen Schule Brüssel IV Aisbl

Associazione dei genitori della Scuola Europea di Bruxelles IV Aisbl

Oudervereniging van de Europese School Brussel IV Aisbl

Асоциация на родителите на учениците от Европейско училище Брюксел IV AISBL

Asociația de părinții elevilor de la Școala Europeană de Bruxelles IV AISBL



General Assembly

10 December 2014

19.00 – 23.00

Salle Polyvalente

European School of Brussels IV

Drève Sainte-Anne, 86, B-1020 Bruxelles

English version

Invitation

Agenda

Annuel report 2013-2014

& annexes

Convocation

Dear Members,

In accordance with article 6.6 of the statutes of the association, it gives me great pleasure to invite you all to the annual General Assembly (GA) of the Parents Association of the European School of Brussels IV which will take place on 10 December 2014 at 19.00 in the salle Polyvalente of the school. Please find enclosed the Agenda and the accompanying documents for the GA. Registration will start at 18.00.

While all parents are invited to the GA only effective members (class representatives who have paid the annual membership fee of € 50) can vote pursuant article 8.2 of the statutes.

We would like to remind you that the GA can only take important decisions if at least 10% of its effective members are present or represented. Effective members who are unable to participate in the GA are, therefore, called upon to provide a **written and signed proxy** to another effective member, in accordance with article 8.3 of the Statutes. An effective member may represent up to three other effective members via proxies. Please use the template published on the website.

Any member of the association - effective or ordinary - who has paid the annual membership fee, may be elected as an administrator of the Administrative Board of the association. Presently, there are 14 vacancies; the Administrative Board can have up to 21 members (article 12.1) composed of at least 2 administrators per linguistic section¹.

Candidates are kindly requested to hand in a short written presentation that will be distributed to the class representatives and published on our website for information. Participation in the Administrative Board requires a considerable amount of time to actively participate in the meetings which take place at least once or twice per month; more time is needed to take on a special function or an area of responsibility.

A copy of the invitation, agenda and related documents can be found on our website. Please bring your own copy to the GA, some form of identification if you are an effective member and proof of payment if you have paid the membership fee recently.

We look forward to meeting you all on December 10th 2014.

Brussels, 24.11.2014



Joëlle Salmon
President of APEEE Brussels IV
On behalf of the Administrative Board

¹ The following sections are already represented by: **EN** section **2** members; **DE** section **2** members; **FR** section **1** member and **NL** section **2** members. Today, the other sections are not represented anymore.

Agenda
General assembly 10/12/2014

Part I (19.00 – 19.30)

1. *Election*
 - a. Appointment of the Electoral Board
 - b. Cessation of mandate (resign and end of mandate)
 - c. Presentation of candidates
 - d. Election

Part II (19.30 – 20.30): Open to the public

2. *Discussion with the school Directors:*
 - a. Mr Schlabe, Mr Cole and Mrs Kirby
 - b. Questions/Answers

Part III (20.30 – 23.00): For Members only

3. *Report on Activities (a) and Presentation of Accounts 2013-2014 (b)*
 - a. Questions and Answers
 - b. VOTE on discharge of the Board on the Certified Accounts 2013-2014 closed on August 31th 2014.
4. *Report on the start of the school year 2014-2015*
5. *Presentation of the Budget 2014-2015*
 - a. Questions and Answers
 - b. VOTE on the Budget 2014–2015
6. *Presentation and discussion on current files*
7. *Points/Resolutions submitted by parents*
 - a. Resolution
 - b. Questions and answers
 - c. VOTE on the resolution(s)
8. *Results of the elections*
9. *AoB*

Part I:

1. Election

a. Appointment of the Electoral Board

At the beginning of the meeting, a maximum of 7 parents (if possible one per linguistic section) will be requested to insure the tasks the electoral board (to count the votes for the election and approbation of motions). If you are interested to do this, please inform the secretariat.

b. Termination of mandate (resignation and end of mandate)

The Administrative board (CA)

After the General Assembly, in January 2014, the 21 mandates were distributed as below:

President: Salmon Joëlle ;

Vice-President Administrative Affairs: Usher Josephine ;

Vice-President Pedagogical Affairs: Lennon Hudson Iseult ;

Vice-President Communication: Okafor Jane (until August 2014);

Secretary: Dijkstra Kristin ;

Treasurer: Henriques de Granada Marc (for the school year 2013-2014) /
Vandenberghe Natalia (for the school year 2014-2015) ;

Members: Atiaoui Salima ; Conyers Barber Sarah ; Drantmann Christian ; Nickels Horst; Sabeva Carla (VP Communication since August 2014) ; Sindelar Martina ; Stricker Tobias ; Ten Brik Patrick ; Vandergeeten Benoît ; Wischermann Ralph.

Catherine Mahaux resigned on 7 February 2014.

Cristina Vanberghen Coteanu resigned on 4 July 2014.

Jane Okafor resigned on 21 August 2014.

Alessandro Roggi resigned on 14 October 2014.

Rachid Ahajjam resigned on 17 November 2014.

It is requested that the General Assembly takes note of the resignations (r) and termination of function of end of mandate (t) of the following persons:

Catherine Mahaux (r) ; Cristina Vanberghen Coteanu (r) ; Jane Okafor (r) ; Alessandro Roggi (r) ; Rachid Ahajjam (r) ; Sarah Conyers Barber (t) ; Christian Drantmann (t) ; Marc Henriques de Granada (t) ; Iseult Lennon Hudson (t) ; Joëlle Salmon (t) ; Martina Sindelar (t) ; Josephine Usher (t) ; Benoît Vandergeeten (t) ; Ralph Wischermann (t).

c. Presentation of candidates

This year there are 14 vacancies. Today, only **4 candidatures** were received from Catherine Daguet, Marc Henriques de Granada, Martina Sindelar, Josephine Usher.

It is still possible to introduce your candidature at the beginning of the meeting.

d. Election

Part III:

3. Report on Activities (part (a)) and presentation of Accounts 2013-2014 (part (b))

(a) Report of the Board of the Parents Association of the pupils of the European School Brussels IV (APEEE) for the school year 2013-2014

Background

In its second year on its site in Laeken, the school has again experienced a significant increase of its population rising from 1,530² children in June 2013 to 1,936 on 2013-2014 school year (data from March 2014); the French section remains the largest with nearly 50% of the population (930 students).

This increase in the school population has meant that in September 2013 the school has already reached its maximum capacity in kindergarten section with 12 classes (1 BG, 2 DE, 2 EN, 4 FR, 1 IT, 1 NL, 1 RO). The primary has 45 classes (2 BG, 6 DE, 8 EN, 18 FR, 5 IT, 5 NL, 1 RO) and the secondary has 31 classes (4 DE, 7 EN, 13 FR, 4 IT, 3NL). There is already a lack of common rooms (multipurpose rooms, study rooms, decent facilities for Tartinistes) as well as capacity problems in the canteen-building.

One of the challenges for the Board (CA) of the association has been to closely follow the Enrolment Policy file of the Central Enrolment Authority (CEA) and to participate in the working group "Groupe de suivi des EE", strengthening links with the Parents associations of the three other European schools in Brussels.

This close cooperation has been reinforced in February 2014, when Sarah Conyers Barber has been elected as President of Interparents. Our association has always been involved in cases followed by Interparents, the umbrella association of all Parents Associations of all European Schools.

Another challenge of the 2013-2014 school year was to consolidate the organization of services in its new structure, to meet the needs of older students, e.g. by creating second bus departures in the afternoon, to strengthen the spirit of "community" thanks to the considerable development of extra-curricular activities and the organization of events such as the day of arts and the fencing competition.

Last challenge and surely not the least, has been the improvement of communication. The Parents' Association has reviewed the website's organization and created newsletters. The first two newsletters were sent via email and - since July-, published on the website.

Some main files were processed during the 2013-2014 school year, requiring many meetings and exchanges of correspondence. The majority of them concerned the secondary level which was booming and shows us year after year the difficulties of its organization. There has been the organization of the time table for S3-S4 with its 10th period and its restricted lunch time and the impact of the numerous hours of learning support on the time table for S1 and S2; a letter to the school 12 December 2013 concerning the local "Tartinistes" for secondary and the supervision of these children; the problem of automatic billing of 60 euros in the

² Data published in the document Réf. : 2012-10-D-15-fr-1

secondary for cultural and recreational activities which were not organized; late communication of the school about behavioural problems and drugs; safety around the school and parking, entry controls and multiple plans to access the school.

In 2013-2014, our association had 1229 families, members of the Parents Association who paid their membership fees.

310 parents were elected class representatives of the 344 seats available under the provisions of the statute (38 out of the 48 places available in nursery, 164 of the 172 places in primary and 108 for the 124 places available in secondary).

These class representatives have the status of full members which gives them the right to vote at general assemblies (subject to having paid the APEEE membership fee). They are the point of contact between students, teachers, the parents' association and the school. In addition, a class representative from some language sections attended meetings of the Board of Education (EC) and also the meetings of the School Advisory Council (SAC).

Current files of the school year 2013-2014

Pedagogical files

Besides attending meetings of Nursery and Primary Education Councils [CEMP] (17/10; 28/11, 20/03) and secondary [SEC] (17/10; 26/11, 11/03 and 06/02: of the Extraordinary Secondary Education Council for the school Travel, of the Joint Board of education (07.04), the Parents Association has been involved in issues such as:

- "Whole School Inspection" for which it has been invited to meet four inspectors during the week of 3 to 7 March 2014;
- Follow-up of the Secondary reform implemented for the S1 to S3 in September 2014;
- Costs sharing.

Members of the *Nursery and Primary Education Council* representing parents during 2013-2014 were: Iseult Lennon Hudson, Veronica Gavriliadis, Monika Paulus, Kristin Dijkstra. APEEE was represented by Martina Sindelar.

Members of the *Secondary Education Council* representing parents in 2013-2014 were: Sarah Conyers Barber, Sylvia Kreuzberger, Veronica Gavriliadis. APEEE was represented by Nigel Freake.

One of the initiatives developed by the CEMP is the **Green School**. Beside the work done by our young gardeners, a fruit tree donation project was born. Unfortunately the agreement from school came too late to the 2013's autumn plantation. 6 fruit trees have been planted this year in the nursery site and two on the primary yard.

Another new school project, resulting from the development of the secondary level is the **Exchange Program and Professional Orientation**. A working group was formed with interested parents. Members of this group were: Anne-Marie Bagieu and Patricia Quirion. APEEE was represented in the group by Carla Sabeva. As this topic is quite new for EEB4, a mother of Ixelles, Joanna Charlat joined the group.

Three files were treated:

- Linguistic exchanges

The school received a lot of requests. Priority has been given to S4 students.

Our school has welcomed one German student in April 2014.

- Professional Orientation

School has been in contact with some university in the United Kingdom. The project foreseen one coordinator per country (UK, France, Belgium, Germany, Italy, the Netherlands).

- Day of jobs

Working groups

Roughly one and a half year ago three new parents' groups on behaviour (for N/P), anti-bullying (for S) and on sexuality education (P and S) were set up under the umbrella of the APEEE. The groups work in close cooperation with the school and there is a parents' representative in each of the corresponding school working groups. It is clear that all questions related to behaviour and in particular related to the sexual development of a child are very delicate and need to be treated appropriately. Thus the parents' groups work in an open, respectful and trustful atmosphere to allow each member parent to express his/her opinion, problem, doubts etc. frankly. This fruitful cooperation of the parents lead to some important steps forward: At the beginning of the school year the parents' group on behaviour put online a transition guide with important questions raised by parents on the transition of children from P5 to S1 which can have considerable impact on the well-being and behaviour of the children. The guide is intended to share experiences from parents who went already through this transition but give also many information from teachers.

Another project is putting together a set of guidelines for the children how parents would like to see the children behave in the canteen and looking to get the children involved in a positive way.

The sexuality working group will in close cooperation with the school organise a seminar in January 2015 for secondary parents on questions concerning the curricula on sexuality education but also on questions concerning the pre-puberty and the important physical and psychological changes. A psychologist will be invited as a guest speaker.

Interparents

Interparents is the umbrella organisation of all parents' associations of the 14 European Schools with its formal seat in Luxembourg. The main purpose of Interparents is to represent all parents of all pupils in the European Schools jointly at the meeting of the BoG, its Teaching Committees and Working Groups. Interparents participates in these groups through delegates from its member associations.

The main files discussed within all schools the last few months concern the European schools budget and cost sharing, reorganisation of Secondary Studies relating to years S4-7

As our APEEE was very active with the 3 other Brussels schools, the SoS Group and IP, we are happy to provide a full picture of what has been done by these groups since 2013-2014 in annex (see document: Active Dossier at the level of Interparents and SoS group).

Central enrolment authority (CEA)

The Board, represented by its successive presidents attended the meetings of the Central Enrolment Authority responsible for determining enrollment in European Schools and for the preparation of decisions of the Board of Governors on the registration policy in Brussels. Parents associations share a vote in the decision-making procedures of the CEA.

To prepare its work, CEA established guidelines for the enrolment policy which were discussed during two meetings in October 2013. The enrolment policy 2014-2015 has then been adopted by the Board in December.

To organize the 2014-2015 school year, CEA met five times, on March, June, July and August 2014.

Groupe de Suivi

The Board of Governors has set up a working group within the General Secretariat of the European Schools to address infrastructure issues in Brussels after the delayed opening of Laeken site which coated a serious overcrowding in existing schools. This working group is close to the CEA since it is based on data and statistics of the CEA. Also French and Dutch representatives of the Belgian government and a representative of the Belgian Buildings Agency (Régie des Bâtiments) participate in this group. No meeting was held during the 2013-2014 school year but a meeting took place in October 2014 in which the Parents Association participated. The aim is to ensure that the dossier on the fifth school in Brussels be treated more effectively. However, this goal doesn't seem reached as during the preparation of this report, there is still no proposed site for the 5th school by the Belgian authorities and Brussels IV site is already full. For now, the possibility of keeping Berkendael as the site for a European School in Brussels is in question.

The resolution of EEB4 "A new European School in Brussels. The experiences of Brussels IV", adopted in the General Assembly 2012, has been once again transmitted to the members of the Group.

Communication

The communication's development has been one of the key points of this school year. Improvements are still needed, particularly with regard to communication with class representatives via e-mail; considerable work has been undertaken by Josie and Nigel to develop a more interactive website and more colorful communication via the newsletters.

Newsletter

In May 2014, the APEEE launched a newsletter to provide monthly updates on the activities of the Association. Three editions were published (May, June, July). Over the summer, the format was switched from PDF to an online version integrated in to our website: <http://www.bru4.eu/newsletter>.

The Board is very grateful to those parents who provided contributions and technical assistance.

At the end of the school year, the collaboration between the school and the Parents Association was intensified, the school discussing some documents with the Parents Association before sending them to parents.

In the framework of communication with new parents, the Parents' Association participated in open days organized by the school and on the information meeting on the European Schools organized by the Parents Association of Nurseries and Childcare (AdP).

Like last year, the Parents Association passed a message via the school to all new parents informing about the launch of registrations for transport, allowing them to benefit from the ability to have a bus stop created near their house. The Parents' Association also sent a summary information sheet on pre and post registration.

Finally, at the request of DG HR who prepared the arrival of the new Commissioner of the European Schools, we have prepared a note for the file on the services and especially on the

way services are organized and financed in EEBIV. This note is published on the APEEE website.

Organisation of working group Health and Safety

As decided by the General assembly, the Parents Association created a Working Group on Health and Safety for parents who wish to contribute to develop the position of the association in these very important issues. A meeting was held with the Commune in April 2014 to discuss security around the school and few others with parents at the end of the school year.

The Parents' Association also attends meetings of the Safety and Hygiene Committee at school. This committee meets several times a year and discusses all issues related to the safety and health of children like evacuation exercises, security on the car parking, contagious diseases and messages to pass to parents, lab safety, noise, etc ... Joëlle and Christian represented the Parents Association for the 2013-2014 year.

Community Fund

The APEEE set up a Community Fund. The fund provides financial support for projects which are designed to enhance the school community. The Fund is managed by a Committee of parents in accordance with Rules which are approved by the CA.

The 2014-2015 Rules were approved by the CA in June 2014 and are published on the APEEE website. Further to a call for volunteers, the CA nominated the inaugural members of the Community Fund Committee. They are: Josephine Usher, Iseult Lennon Hudson, Christian Drantmann, Steve O'Byrne, Sarah Ironside and Sergio Campo.

The Fund is open to applications since the 2014-2015 school year.

Services

APEEE staff

To carry out its day-to-day business, the Parents Association has employees who are leaded by its Director, Mr. Eric Piettre.

For the year covered by this report, we completed our team by recruiting in September 2013, a head waiter for the canteen and an assistant for the extracurricular activities team. The team currently is composed of 16 people divided as follows:

Eric Piettre, Director;

Manuela Pamio, Secretary

Maryse Masson, Accountant;

Jérôme Beurier, Manager for the extracurricular activities;

Arturo Herrera Yague, Assistant for the extracurricular activities (part time).

Anne Robertz, Manager transport;

Aws Adnan Albayati, Assistant for transport;

Linda Martens, Assistante for transport;

Stephan Fumière, Manager canteen;

Christophe Goblet, Chef cuisinier;

Min Jae, Sous-chef de cuisine;

Aziz Sanhaji, Commis de cuisine;

Audrey Clepkens, Commis de cuisine

Naoufel Derouiche, Commis de cuisine;

Mohamed Saïd El Alkaloussi, Commis de cuisine

Cyril Jesbac, head waiter and transport

The board is extremely grateful for their commitment and efforts in favour of the wellbeing of our children.

Apart from the staff employed directly by the Association, there are also the extra- curricular activities teachers, the monitors on the buses and the canteen staff who are there to facilitate the lives of the children at school and on their journeys to and from school. The board thanks these collaborators as well.

Each APEEE service is managed independently but good coordination is necessary as everything is linked to the organization of the children day. To insure this coordination, weekly meetings are organized between APEEE direction and services managers. Regular meetings also take place between managers/APEEE Director and/or administration and school direction.

Finally, in order to share good practices, meetings are also organized with the services managers of the 3 other parents associations of the Brussels schools.

Administration

The Parents' Association had a tax audit in April 2014. Our files are kept according to the Belgium legislation and everything went well.

In 2013-2014, an active checked was done by the SEP (Service externe en prévention) on the personal files by controlling on the work conditions in APEEE. This was done by Mensura.

Transport

Responsible board member for transport: Ralph Wischermann

During the school year 2013-2014, the increase of the students population led to an increase of students enrolled in the transport service which faced a new challenge, the creation of a second departure for the S4 children, twice a week on Tuesdays and Thursdays.

85 lines (36 in the morning and 49 in the afternoon, the after-school child care and the second departure for S3-S4) covered the transport of 1.604 children enrolled for this service. This increased enrolment allowed us to regroup children and we could split lines which resulted in reduced travelling- time.

The online enrolment system (covering all services) has been used for the second time for the enrolments but not yet for the second departure.

Service organisation

Several specialized transport companies are contracted for the transport of our children.. This implies an obligation to determine the number of corresponding bus routes and stops already in an early stage of planning - at the end of the previous school year. Once the new school-year starts, there is little to no scope to change or amend the agreed bus stops. The companies provide busses with the capacity for the number of students carried on the line for different prices. Whenever possible, the capacity of each bus line is adapted to the number of enrolled users.

The drivers are employed by the bus-companies, while the Parents' Association employs ALE services as monitors in the buses and for the organization and the security on the parking at school. ALE (Agences locales pour l'emploi) are local agencies which try to organize work for long term unemployed people. The security system both on the bus-parking and in the buses had to been modified and adjusted different times during the school year, due to traffic constraints, the behaviour of parents' drivers and neighbours.

During the school year 2013-2014, the transport office stressed on pupil behavior on the busses (a bus company requested payment of 800 € for damages done by students on its bus). This work done on behavior was in collaboration with the school and also discussed during the Secondary Education Council. APEEE applies the same rules of those of the school. Monthly meetings are organized with the bus-monitors to discuss rules and generic problems. APEEE established 4 “Charters” (in FR & in ENG) distributed to the concerned people and published in the office: Students charter, monitors charter, parents charter and drivers charter. It is a summary of the most important rules to follow.

Transport costs

Like all the other services of the Parents Association, the pupil transport must be self-financed. Parents pay for the transport of their children. With regard to staff of the European institutions the cost for transport of primary and secondary pupils, is covered by the institution concerned. In this case, the invoice is directly sent to the institution.

Canteen, repas tartine and cafétaria

Responsible Board member for canteen-issues (since 01-2014): Horst Nickels

The service in the canteen worked during the year 2013-2014 without major problems. Some equipment has not been in full working order at the beginning of the year, repeated addressing and confronting the school-management with our issues, most of the technically problems were dealt with and have been solved during the year. Some still remain, but we are working on it. On “normal” operating days (Monday/Tuesday/Thursday/Friday) around 1300 meals/day were served in the students canteen and an average of 45 meals in the teachers canteen. In addition, the team catered for some events and for visitors requested by school, in accordance with the terms of our agreement.

In 2013-14 the canteen-team consisted of 1 manager, 1 chef, 1 sous-chef, 2 commis, 2 commis plongeur and 1 chef de salle. Preparing the canteen-rooms, serving the food and the cleaning has been contracted to Misanet which employed 23 people for this task at our canteen premises.

On the technically side, the focus in 2013-14 has been to raise quality and variety of meals served, while reducing the costs. Daily hygiene checks are carried out by our employed and responsible staff. In addition, our premises are subject to control by an independent organisation. These controls were carried out 3 times during the year without prior announcement. We passed all controls, reaching an average of more than 90 points out of 100. (to compare: VRT report 19-06-2014: “less than 2/3 of Belgium schools are faultless, in prison –kitchens its less than 1/3”).

Parents interested in details are invited to study the reports in the canteens office, receive explanations and get questions to the subject answered.

During the year 2013-14 we purchased and installed a software-system for the warehousing of goods and foods which allows the check of ingredients and the traceability of these items. The installation of such a software-system will be compulsory in Belgium as of 2016. The selection of the system and the purchase has been coordinated with other Brussels APEEEs to reduce investment costs and facilitate the use of the same system within the Brussels European School Canteens.

Another canteen related IT-investment has been the partially installation of an access-card system, which is expected to be fully operational during the year 2015.

Regarding the reducing of costs we intensified the co-operation with other Brussels APEEEs which resulted in the possibility of bulk-purchasing and in special conditions negotiated with some of our suppliers while maintaining a high quality of the purchased products.

These developments and an overview of the structuring and functioning of the canteen have been presented to the interested audience in a Canteen-evening taking place in June 2014.

On the human side

The main challenge with the canteen has been to work on improving the atmosphere during the lunch. We were e.g. confronted with complaints abt. bullying of kids in the stairways-area and other (mis-)behaviour issues taking place in the canteen-premises. Multiple checks did not show any evidents of bullying, but the behaviour of some students within the canteen came to a level not to tolerate anymore.

Any action in this matter from the side of the APEEE is a hard undertaking, as the responsibility of APEEE in regarding to the canteen is limited to preparing and serving the food. The supervision of students lies under the responsibility of the school – therefore there used to be a “grey” area insofar as our staff could not give any direction to supervising staff employed by school and/or supervising teachers, and school staff did not report back to our staff. In numerous meetings involving APEEE management and canteen staff, supervising school staff, parents active in the behavioural working groups at school, teachers and school management, we managed to find workable solutions improving the communication between the involved parties and addressing this issue more directly. Nevertheless, the behaviour within the canteen is an ongoing issue which will we will continue to work on the coming year.

Tartinists

For the school year 2013-1 a local where children from primary could eat their sandwiches was clearly defined, located at the back of the salle polyvalente. For the secondary students the situation has not been clear, they could either use the study room when not occupied by other users or both "chess" rooms of Building A, which were not furnished, forcing children to sit on the floor.

This subject being addressed at the Education Councils, the school has proposed alternatives. Two letters were sent to school on this topic, both in December 2013.

Installation in other premises for the 2014-2015 school year shows the limited capacity available to the school with its multifunctional premises.

Cafétaria

Several documents issued by the school mentioned the opening of a cafeteria in January 2015. This has been confirmed by the school to student representatives participating in Secondary Education Council. However, no discussion on this subject took place between the school and the Parents Association and no decision had been taken by the Board of the Parents Association on the opening and the management of a cafeteria.

APEEE officially informed the school in April 2014 indicating it was impossible to plan and manage a cafeteria in the near future for several reasons. Mr. Kivinen, General Secretary of the European Schools, and the Presidents of the three other Brussels APEEEs confirmed that cafeterias of the schools in Brussels are continuously in deficit and that this deficit is paid by the users of the canteen. Our Parents Association applies the principle that each sector has its own budget and no transfer is allowed between services. With a cafeteria, it seemed impossible to reach a balanced budget with the current student population. In addition, the

Parents Association did not want to apply too high prices for a limited number of students and the amount provided in the school budgets for the installation of the necessary equipment seemed insufficient.

The school took the decision to try to outsource this service with as consequence the move of the local "Tartinistes" for the primary pupils into the building M. This try was unfruitful as non-profitable.

Extracurricular activities

Responsible Board member for extracurricular activities-issues: Josie Usher

There were 747 enrolments for the extracurricular activities during the school year 2013-2014 which was a considerable increase on the 521 enrolments in the previous year.

The 2013-2014 program was extended considerably from the previous programme and included lunchtime activities and private/group music lessons. A total of 43 children enrolled in the private music lesson scheme. One of the singing groups had the chance to participate in a workshop with the Yale Alley Cats during their visit to the school in May. At the request of the school, the APEEE took over the organisation of Chinese lessons for secondary students.

During the year, the extracurricular activities team organised a number of events to support the general program. In April, we held team organised a number of events to support the general programme. In April, we held the inaugural edition of "EEB4 has talent" – a performing arts day in which children showcased what they had been learning in the dance/theatre/ music classes. Monitors were available to meet the parents who attended.

In May, the team helped organised the second EEB4 inter-club fencing competition. This year 10 teams (including an EEB4 team) participated.

At Somerfesto, there were demonstrations for fencing and judo.

As is the case every year, organisation of the courses depended on the availability of rooms within the school as well as time slots available. In the 2014-2015 school year, changes to the timetable will affect the programme. In particular, the lunchtime activities will no longer be able to be accommodated.

Somerfesto 2014

Somerfesto is EEB4's annual end-of-year party, organised entirely by a committee of volunteer parents. It has become an extremely large event and it takes a high level of commitment from the organizers for many months before the event.

Somerfesto is open to all students, parents and staff. Somerfesto 2014 was the largest yet, with an incredible turnout of parents and students. It was an impressive day, and the Somerfesto Committee received lots of positive feedback from families who attended.

Unfortunately, there were also a number of serious problems that must be prevented in future. There was a serious shortage of volunteers, both from the parent body and the school staff, which resulted in most volunteers on the day being overextended and stressed. The Committee needs to think carefully about how we can structure this event so that we have enough helpers to make it a pleasant experience for everyone. One idea would be to follow the structure used by EEB1, giving each class or volunteer teacher/parent the responsibility for organizing a particular activity/stand. If they do not provide sufficient volunteers, the stand does not open or is closed down.

Another extremely unfortunate problem was bad behaviour and destruction of property caused by both students and parents, as well as issues with excluded students entering the school (resulting, at one stage, in the police having to be called). This places the school in a very negative light and has ruined our contacts with certain partners for the rental of activities, in addition to the costs incurred by having to pay to replace the damaged property.

Somerfesto has historically been self-funding, first paid for by members of the organizational committee, who were then reimbursed with the money raised at the event. However, already for the second party, APEEE gave a financial guarantee to cover a potential loss. Currently a sum is held back each year to pay for the next year's party. Profits have been used to help funding playground equipment for the school and to create a Community Fund. At the date of publication of this report, no figure on results and costs for destroyed equipment has been provided by the committee.

Overall, Somerfesto has the potential to continue to be a great get-together, but a bit more structure and support are needed now that the school has grown so much.

Looking forward to Somerfesto 2015, the date for the next party has been agreed during the SEC meeting. It will take place on June 20th 2015.

(b) Présentation des comptes de l'année scolaire 2013-2014

FR version will be the official version due to technical wording).

Statutory Auditor's report on the financial statements for the year ended 31 August 2014, please see annex 1 (Report of Ernst & Young)

For the presentation of the results for the school year 2013-2014, please see annex 2

Total revenues amounted to 4,125,635.86€ against 4,026,698.14€ foreseen in the budget, a difference of 2%.

The total cost amounts to 3,644,693.41€ against 3,993,270.27€ foreseen in the budget, a difference of - 8%.

The overall financial result is positive and each service contributed to this good result since all have a bonus, namely: 283K for the canteen; 115K for transport; 62k for the extracurricular activities.

The main elements that have had a positive impact on the 2013/2014 income are:

- Minor expenses for any personal decisions due to the Belgian government decisions, non-implementation of salary adjustments and minor cost than expected for training;
- One of the investments planned for the canteen was delayed;
- Non activation of the budget to use for temporary canteen where understaffed;
- Good management of the transport service which limited once again the financial impact of reorganization / adaptations bus lines;
- The complete collection of membership fees due to the new registration system;
- Rebates / discounts obtained from our suppliers (canteen);

- A higher number of enrollments in our services than expected.

The 2013/2014 results will be explained in more detail during the meeting.

At the end of the second year on the site of Laeken, our Parents' Association has demonstrated its ability to provide its services without deficit and enhance its financial position including sanitation started several years ago. Our Parents Association also demonstrated its ability to manage its significant growth in a changing environment while particularly aiming to control its costs.

Accordingly, and given certain decisions proposed in the 2014/2015 budget (e.g. price reduction for the canteen and extra-curricular activities):

VOTE

The General Assembly

DECIDES to give the discharge to the Board for the implementation of the 2013-2014 budgets

DECIDES to carry forward the results to next(s) year(s) (FR version will be the official version due to technical wording).

Explanatory statement

The statutory Auditors have delivered an unqualified opinion.

4. Report on the start of the school year 2014-2015

On 15 October 2014³, the school had 2,260 students distributed as follows: 297 children in nursery, 1015 students enrolled in primary and 968 in secondary. The French section continues to be the most populous with 1.071 students. The other students are distributed as follows: English section 467 pupils, 266 pupils in the German section, Italian section has 200 pupils, 180 pupils are in the Dutch section, 45 in the Romanian section and 31 in the Bulgarian one.

On September 9th, 1881 students were enrolled in transport service on 131 bus lines, which is equal to 83% of the school population. We had a difficult start with this service due to various causes including the new school timetable for the secondary for which we had to create a second departure three days per week without a clear indication on the number of children involved, many work construction projects in Brussels and our online registration system that did not support multiple departures.

In the canteen, a control system with badges has been set up to verify the access of 1472 students enrolled (65% of the school population), divided into three services.

³ Official date of counting.

Extracurricular activities began in mid-September with 736 enrolments of 588 students in 47 activities organized by the Parents Association.

Community Fund:

The Community Fund is functioning since October 2014. To date, few projects or request have been submitted by the school and students.

5. Presentation of the budget 2014-2015

FR version will be the official version due to technical wording.

The budget for the school year 2014-2015 is presented in annex 3.

Background

Budgets are set to ensure sufficient funds for the delivery of a quality service – aiming at breakeven plus a contingency. Then efforts will be made to stay within the budget and if successful management of costs can be achieved then there will be savings, which can facilitate future cost reductions.

Two main principles must be reminded:

- The public common interest prevails & the principle of equilibrium (aiming to at least break even for every services and ensure that a contingency is in place for eventualities (e.g. wage rises, cost increases for provision of services etc.). If and when it becomes clear that costs can be cut without affecting the likelihood of good provision of the service then the costs are cut.
- Each service has its own budget and doesn't finance the other services. General Administration costs are partially covered by the membership fees and partially spread among the other services on a pro-rata of the turnover.

Proposals

The proposal includes the budgets as presented by the services managers, the administration and the Community Fund, including all revenues and costs that can reasonably be expected to take place during this budgetary year 2014-2015.

Proposals related to the 2014/2015 budget are:

- maintaining the membership fee at 50 €;
- maintaining the prices for transport;
- slightly decreasing the prices for certain periscolaire activities (as per the information on each activity);
- decreasing the prices for canteen (to 704 € for a four day subscription and 650 € for a three day subscription). A contingency of 50,000 € is allowed in the result of the canteen to cover an eventual change in the “commission paritaire⁴” under consideration;
- recruiting two additional part time staff members: transport assistant (transport) and webmaster (general affairs), included in the personnel budget line;

⁴ Branch agreement regulating the employer – employee working relationship (including retirement, social and insurance contributions), currently also in discussion in Belgium.

- making a 5,000 € one time donation to the Community Fund and have bank account charges (around 100 € per year for this sole bank account with financial charges, following a modification in the regulation in the bank sector) that are currently related to the Community Fund be paid from the general affairs financial costs budget line.

For this year the presentation of the budget is slightly modified to correspond with the reporting system under development to facilitate bottom-up reporting from the service managers to the director to the Board and includes financial data on the General Affairs, Canteen, Transport, Periscolaire, and Community Fund, structured as follows:

- **Revenues: total APEEE of 4,394,165 €** detailed as follows:
 - Membership fees: paid by parents: total APEEE of 70,500 €;
 - Receipts: paid by parents for services rendered: total APEEE of 4,288,665 €;
 - Financial receipts / discount: interests on banking accounts (General Affairs) and discounts (Canteen): total APEEE of 30,000 €;
 - Donations: donation to the Community Fund (Community Fund side): total APEEE of 5,000 €.
- **Charges total APEEE of 4,267,141 €** detailed as follows:
 - Basic costs: raw materials for canteen, bus rental + drivers for transport, trainers for periscolaire: total APEEE of 3,135,834 €;
 - Personnel costs: internal APEEE staff: total APEEE of 679,344 € (covering the additional part time transport assistant and webmaster);
 - Operational costs: external personnel, fees (audit, payroll, IT, etc.), insurances, depreciation, stationary, Interparents, etc.: total APEEE of 451,963 €;
 - Donations: donation to the Community Fund (General Affaires side): total APEEE of 5,000 €;
- Management fee: the spread of the General Affairs costs on the other services.
- **Result: total APEEE of 127,024 €** as follows transport 9,153 €, périscolaire 5,536 €, canteen 106,405 € (including a contingency of 50,000 € to cover an eventual change in the “commission paritaire⁵” under negotiation).

The budget will be explained more in details during the meeting.

VOTE

The General Assembly

DECIDES to adopt the budget proposal presented by the Board for the school year 2014-2015.

Explanatory statement

The proposal includes the budgets as presented by the services, for the administration and for the Community Fund including all revenue and costs that can reasonably be expected to take place during this budgetary year 2014-2015.

⁵ Branch agreement regulating the employer – employee working relationship (including retirement, social and insurance contributions), currently also in discussion in Belgium.

6. *Presentation and discussion on current files*

At the General Assembly 2013-2014, several points were raised by parents. Regardless of the outcome of the vote on motions, some files are still open and require feedback and or proposal from the Parents Association.

Transport: Transport costs for children of divorced parents.

When preparing the move to Laeken and the transport regulation for 2012-2013, the question as to whether families should be billed an extra cost for the use of a second line was discussed and it was decided fixing the price at 65% of the transport subscription, as APEEE could not expect any grant. The justification was and still is that following Belgian legislation each child enrolled in a bus service must have a guaranteed seat in the bus they are enrolled to. Therefore a child enrolled in two bus-lines has 2 seats reserved, one in each of the two bus-lines. Although not all children enrolled to one or more bus-lines are always taking the bus for different reasons, these places must be paid to the bus providers and cannot be allocated to another child.

In 2013, some divorced parents proposed a motion to the General Assembly requesting to consider the use of the school bus by children of divorced parents as one single line and not as an additional line. This motion was rejected and parents continued their fight to have these costs covered by the school allowances. APEEE discussed with the Commission (PMO) and other stakeholders the covering of these expenses.

After many discussions and exchanges of emails, the PMO has confirmed on September 30th 2014 its agreement to reimburse all transport costs related to children of divorced Commission staff enrolled in two bus-lines with retroactive effect (2012-2013 / 2013-2014). The PMO also said that this reimbursement would be made within the financial limits set by the staff regulation (regulations 2150/82, 1679/85, 3518/85, 2274/87, 1857/89, 1746/2002 and Article 50 of the staff Regulation) and following the implementing rules defined by the DGES (Article 3 C(2013) 8971 final of 16.12.2013).

The PMO also suggested to forward its position to the other institutions and confirmed its willingness to explain its method to colleagues.

The Parents' Association contacted the other staff right services to know the position of the administrations (AIPN). To date, we have received the agreement of reimbursement for the European Parliament, the REA, the Court of Justice, the EESC and the CoR and CEPD; EACEA already pays for the costs of the second line since November 2012.

From a practical point of view, the Parents Association sent to the different management departments an invoice for the children involved. The file is done on the base of "parent payeur" name (like for the crèche and GPS) as requested by the Institutions.

So far, the Commission and REA already reimbursed the transport costs for 2012-2013 and 2013-2014. Our accountant is proceeding at the moment with the reimbursement. The reimbursement will be done to the bank account of the parent who paid the second line. Parents who didn't pay last year or two years ago will not be reimbursed and parents who had already paid for the first trimester of 2014-2015 will be reimbursed as well. The files are handled on a case by case basis, this process can take a few days/weeks.

Due to incorrect interpretation of the regulation, it appeared this year that some families had not enrolled their children on a second line because their child care was not shared on a weekly basis and purchased additional single travel tickets on a regular basis. The use of tickets on a regular basis is not foreseen in the transport regulations. This system was

accepted / confirmed by the transport office by mistake and this mistake has been corrected by dispatch of a corrective letter. All divorced families should therefore register their children on a second line if necessary, as we explained during the General Assembly in January.

Section representatives

During the 2013-2014 General Assembly, a motion on the establishment of the Section Representative system was presented. During the debate, the usefulness of section representatives was not called into question but concerns were expressed about their precise position within the APEEE, their tasks and the relationship with the Administrative Board elected by the General Assembly. It was suggested that a new proposal should be tabled with a clearer picture of how the section representatives system should work.

How can we ensure that parents' voices are heard? There are a number of organs that involve parents at our school. Parents are encouraged to get involved in the various Working Groups, which then provide feedback via the Vice-President for Pedagogical Affairs to the Education Councils and the Administrative Board of the APEEE. The Section Representatives would liaise directly with parents via the class representatives and represent parents at the Education Councils, within the rules established by the internal Education Council regulation.

Therefore in order to facilitate communication between the school (including the Education Councils), the APEEE and parents, the Board proposes to establish a Section Representative system, as is common practice in some other EEBs.

Selection of section representatives

Each language section will select one representative for Nursery/Primary and one representative for Secondary.

Once the lists of class representatives are established by the APEEE secretariat, a board administrator from each linguistic section⁶ will take the lead to organize the selection of the Section representatives. The administrators will contact all class reps of his/her section by e-mail, request candidatures and organize the selection. Each section will be free and responsible to organize the selection by e-mail or during a section meeting. If a meeting is requested, the APEEE secretary can help to find a room to be booked at school or in the European Quarter.

If a linguistic section is not represented in the APEEE board, the selection for this section will be organized by the Vice-President for Pedagogical Affairs or a person nominated by him/her.

The selection will be organized after the Parents Meetings organized by school in September (for Nursery/Primary) or the "back to class evening" (for Secondary) and before the first Education Councils.

Tasks

These representatives would have the following tasks:

1. Facilitate communication between parents, the APEEE Working Groups or Administrative Board and the school.
2. Request input for the Education Councils from their section's class representatives.

⁶ Article 12 of the Statute "The Association is managed by a Board composed of at least of 2 Administrators from each linguistic section ..."

3. Attend, within the rules established by the internal EC regulation, Education Councils and provide feedback to parents in their section via the class representatives.

The Vice-President for Pedagogical Affairs of the APEEE Admin Board will:

1. Liaise with the pedagogical Working Groups to gather their input for Education Councils.
2. Inform the Section Reps by when points for the Education Council need to be submitted.
3. Collect all the points submitted and send these to the Education Council.
4. Organise a preparatory meeting for all Section Representatives prior to each Education Council and decide who from the Section Representatives will participate to the Education Council meetings.

Section representatives are not required to be class representatives.

Position in regards to APEEE board

Section representatives are not elected as part of the General Assembly. They may be APEEE Administrative Board members, but do not automatically become Board members. As all parents, they can participate to board meetings as observers but if they are not Board members, they do not have voting power in the APEEE Administrative Board.

The APEEE Administrative Board remains the only decision-making body of the APEEE between General Assemblies, as defined in the statutes.

VOTE

The General Assembly

DECIDES to in order to facilitate communication between school (including the Education Councils), the APEEE and parents, to establish a Section Representative system as presented above.

Explanatory statement

The proposal is made on a request of the 2013-2014 General Assembly.

7. *Points/Resolutions submitted by parents*

The board received 3 points/motions to be discussed during the meeting on:

- Motion on "The APEEE will pursue the issue of the provision of unhealthy snacks on school premises with the school administrative board".
- Motion on "Inclusive school methods with a focus on SEN (Special Educational Needs)"
- Question on "Inspection of Hygiene in the Kitchen and Canteen areas" (for this question, please also read to the 2013-2014 report on canteen).

VOTE on resolutions

8. *Result of the elections*

List of annexes:

Annex 1: Audit Report

Annex 2: Result on the accounts 2013-2014

Annex 3: Proposal of budget 2014-2015

Annex 4: Motions and questions from parents

Annex 5: Information on the files treated by IP and SoS Group.