



**Board Meeting/Réunion du Conseil d'Administration**  
**Brussels Tuesday 20<sup>th</sup> September 2011 / Mardi 20 septembre 2011**

**J-79, 2/02: 12.30-14.30**

<b>MINUTES</b>
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**Present: De Lorenzo Antonino, Lebel Serge, Nickels Horst, O'Byrne Aedín, Paulus Monika, Plumhoff Holger, Popa Adela Raluca, Salmon Joëlle, Schulze Erika, Sindelar Martina, Streul Carola, Wischermann Ralph.**

**Absent (apologies): Beltrame Francesca, Cenini Antonio, De Waard Wouter, Henriques de Granada Marc, Mangold-Lecocq Isabelle, O'Donoghue Aingeal Sabatini Roberto, Sergio Giovanni.**

**Absent: Sabatini Roberto.**

**Invited: Piettre, Eric.**

Mr Nickels chaired the meeting at 12.35 pm and said that the following proxies had been received:

- 1) Ms Beltrame gave a proxy to Mr de Lorenzo.
- 2) Mr Cenini gave a proxy to Mr de Lorenzo.
- 3) Mr De Waard gave a proxy to Ms Schulze.
- 4) Mr Henriques de Granada gave a proxy to Ms Salmon.
- 5) Ms O'Donoghue gave a proxy to Ms Schulze.
- 6) Mr Giovanni gave a proxy to Mr de Lorenzo.



### **Point I - Adoption of agenda 20.09.2011**

The agenda was adopted as presented.

### **Point II - Adoption of Minutes dated**

#### **Point III - General Assembly**

The Board agreed that the General Assembly should take place during the week of 24 January 2012. Manuela should book the room and inform DG HR. The President, the Secretariat and the treasurer should prepare the necessary documents.

#### **Point IV - Extraordinary Assembly**

There will not be an extraordinary General Assembly in view of the move to Laeken. All relevant points can be discussed at the General Assembly. If necessary, an information meeting for the parents on specific questions could be organised.

#### **Point V - Information Meeting for Class Representatives**

The Board agreed to organise an information meeting for the class representatives on 13 October 2011 in DG REGIO to give them an opportunity to discuss with the CA members transport, canteen, extra-curricular activities and educational related questions and issues.

#### **Point VI - Upcoming Pedagogical Activities**

Ms Sindelar reported that two new yahoo groups for the pedagogical parents groups N/P and S had been set up by Ms O'Byrne. The advantage being that she can up-date the contact lists. Furthermore, Ms Sindelar reported that she will meet the two groups before the Education Council N/P and S on 20 and 27 October 2011 to ensure a proper input from parent's side to these meeting with the school.

#### **Point VII - Current Financial Statement**

No document presented.

#### **Point VIII - Communication Issues**

The Board agreed that the new APEEE website should be launched in a month's time from today. All CA members are requested to finalise their relevant sections of the site. Ms O'Byrne would ensure the final editing check.

Mr Wischermann would check new web applications to ensure an efficient communication between the CA and the parents.

The proposal of Ms O'Byrne to launch a questionnaire for parents at the end of November with the objective of getting an overall feedback about our services found the support of the majority of the Board members.

The Board agreed that all members should write short minutes of meetings they attend and ensure that all Board members are informed.



## **Point IX - Services**

### **Transport**

Mr Piettre reported that there are now 14 bus lines in the morning and 15 in the afternoon. One problem still existed namely that the real number of children on the buses did not correspond with the numbers on the lists. He was up-dating of the lists. He has an interim since last week who has given a good impression. Furthermore, all buses now have a monitor and there a two supervisors in the car park in the morning and afternoon. To ensure proper functioning of the transport office two full-time staff are needed for some months. The transport manager should have a customer-oriented profile, good organisational skills, be able to adapt quickly to the new tasks, should speak French and English and should be stress resistant. ADECCO will be contacted.

Mr Piettre thanked Ms Schulze and Ms Paulus for all the efforts they had invested during the holidays to set up the bus lines.

Ms Schulze and Ms Paulus presented a draft decision to the Board for recruitment of a transport manager and transport assistant.

### **Decision 20110920-1**

The board adopted this proposal unanimously with a reserve from Mr de Lorenzo to add a point on the budget.

13.50 Ms Schulze and Ms Paulus left.

14.00 Ms O'Byrne left.

### **Extra-curricular activities**

Mr Plumhoff reported that all courses started the day before. A meeting with Valeria was planned for the end of October to discuss strategic points.

14.05 Mr Wischermann and Mr Lebel left.

## **Point X - Competences of the Director**

Postponed

## **Point XI - next CA meeting**

The next meeting will take place on October 11<sup>th</sup> 2011

The meeting finished at 2.00pm