

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

Parents Association of the European School, Brussels IV  
Elternvereinigung der Europäischen Schule Brüssel IV  
Associazione dei genitori della Scuola Europea di Bruxelles IV  
Oudervereniging van de Europese School Brussel IV



**Board Meeting/Réunion du Conseil d'Administration**

**Brussels Thursday 22<sup>nd</sup> November 2011**

**European Commission, J-79 2/03, 1040 Bruxelles: 12.00-14.30**

<b>MINUTES</b>
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**Present:** Schulze Erika, Sabatini Roberto, Sindelar Martina, Wischermann Ralph, Eric Piettre, Salmon Joëlle, Nickels Horst, Monika Paulus, Holger Plumhoff, De Lorenzo Antonino, Serge Lebel.

**Absent (excused):** Isabelle Mangold-Lecocq, Sergio Giovanni, Streul Carola, Aedín O'Byrne, Marc Henriques de Granada.

**Absent:** Raluca Popa, Antonio Cenini.

The following delegations have been sent for this meeting:

1. Isabelle Mangold-Lecocq gave a proxy to Erika Schulze or Joëlle Salmon
2. Carola Streul gave a proxy to Joëlle Salmon.

Horst Nickels chaired the meeting

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**Agenda**

1. **Adoption of agenda**
  2. **Adoption of minutes**
  3. **Budget**
    - first figures year 2010-2011
    - first draft year 2011-2012
  4. **Cafeteria for teachers run by Association**
  5. **Circulating of DOCEE documents to parents**
  6. **Splitting of classes: election of class-reps**
  7. **Feedback on pedagogical affairs meeting**
  8. **Procedure: how to distribute minutes**
  9. **Incident 20.10.2011 – violence at school – reaction of Association**
  10. **Interparents**
  11. **5<sup>th</sup> Brussels school:**
    - .approach from Woluwe
    - .position of our Association regarding the petition
  12. **Transport survey: distribution of information to parents**
  13. **Preparation GA of crèches and garderies**
  14. **ICT**
  15. **A.O.B.**
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### 1. Adoption of agenda

The agenda was adopted with a discussion "in camera" regarding the personnel in the transport office (point 15).

### 2. Adoption of minutes 08-11-2011 and 20-09-2011

The minutes of both 08-11-2011 and 20-09-2011 meetings were adopted. The annex of the minutes of meeting held on 5th May 2011 should be published on the database (Action Aedín).

### 3. Budget

Eric presented the provisional outcome of the audit held last week on the 2010-2011 budget. A reserve of about 70 K€ is forecast. Definitive figures are expected for next Board meeting when Marc is back, to better identify where this reserve comes from.

The 2011-2012 budget should be balanced, with some reserve for each of the 3 main departments:

1. Transport : 1432 €
2. Canteen: The figures seem to be OK. 727 meals are served per day, children bring their own lunch being separated from the full common room. About 11,000€ provided by the school will be spent this year for the kitchen
3. Extra-curricular activities: On 25th October, 381 children were registered in the extracurricular activities. The budget is balanced.

The project database will be based on real figures.

Horst asked Marc gives the definitive figures to each Board member before the next Board meeting, and analysis where the reserves mainly comes from.

Moreover, the costs for the move to Laeken have to be anticipated. That issue must be an agenda item of the extraordinary GA planned for 2012 Q1.

### 4. Cafeteria

Eric gave an overview on the cafeteria service. This service is provided everyday (09:00-11:00) to teachers and school personnel by an employee of Mise-a-Net. The food and drinks are bought by Association and then provided to Mise-a-Net with 10% bonus to cover extra cost. Setting up such a service was never endorsed by an official Board decision, but allegedly through an oral instruction given by a Board member. The Board then decided the cafeteria service be stopped on 23rd December 2011 (Christmas holidays) at the latest.

**Decision 20111122-1:** The cafeteria service will stop on December 23rd 2011 at the latest.

### 5. Circulation DOCEE documents to parents

Distribution of documents to parents. Not all documents should be distributed to parents since some of them may be confidential or they are still working documents. The Board should not decide if the documents should be sent, rather the authors of the documents themselves. Then the Board decided not to distribute these DOCEE documents.

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## **6. Splitting classes and election of class-reps**

The question is: what about the election of class representatives when a class is split into two classes during the school year. Referring to the Association statutes, it is understood that the former class does not exist any longer, and thus a new election must be proceeded to elect new class reps for each new class.

**7. Feedback on pedagogical affairs meeting:** not discussed.

**8. Procedure on how to distribute minutes:** postponed.

## **9. Incident 20.10.2011 – violence at school – reaction of Association**

Some regular quarrels between girls and boys have been reported. It turns out that parents have not been informed of these, and nothing has been registered in the nursery agenda. The CA asks this issue be debated at the next Education Council (Action Martina + Erika).

## **10. Interparents**

Horst will contact IP. He is going to attend the next IP meeting to be held at Frankfurt in December 2011.

## **11. Petition for a 5<sup>th</sup> Brussels school**

Position of our Association regarding the petition on a 5th European School at Berkendael. The position of our Association remains the same. There were a lot of petitions regarding the 4<sup>th</sup> school site but as the Association represents all parents, it was decided to stay neutral. The documents received regarding this petition will be published on the web for information.

## **12. Transport survey**

An online questionnaire for parents has been made on transport for next year. It is estimated that about 60% to 70 % parents responded to the questionnaire. The survey, is not the definitive schedule, and route map for the transport next year, but its aim was merely to collect data in order to ease planning of the transport service for next year. This is the reason why no stops were specified in the questionnaire. The definitive figures, schedule and route map will be established by August 2012. It was decided that the survey should be published on the database.

**13. Preparation GA of crèches and garderies:** not discussed.

## **14. ICT**

We urgently need a properly managed database for the online enrollment for Laeken (Transport, canteen and periscolaire). This issue has been pending for months. Changing our enrollment system before such a critical event as the move to Laeken is risky.

## **15. Staff issues – Huis clos**

**Decision 20111122-2:** The decision for the recruitment of the transport manager proposed during the discussions "in camera" is adopted by unanimity".

The minutes of this "huis clos" session are annexed in the original of these minutes but not published.