



**Board Meeting/Réunion du Conseil d'Administration**  
**Brussels Thursday 28 June 2012**  
**Commission, JII -79, 27/03, 1040 Brussels: 12.30-14.30**

**ATTENDANCE**

**Presents:** Martijn Hesselink, Kunka Ilieva, Jacopo Lombardi, Pascal Manzano, Horst Nickels, Monika Paulus, Joëlle Salmon, Erika Schulze, Martina Sindelar, Daniella Terruso, Andrea Weber, Ralph Wischermann.

**Absent (excused):** Marc Henriques de Granada, Antonino de Lorenzo, Serge Lebel, Isabelle Mangold-Lecocq, Carola Streul, Maximilian Strotmann, Jacqueline Troquet.

**Absent:** Lucian Cernat, Anja Mangels.

The following delegations have been sent for this meeting:

1. Antonino de Lorenzo gives his proxy to Joëlle Salmon
2. Marc Henriques de Granada gives his proxy to Monika
3. Isabelle Mangold-Lecocq gives her proxy to Joëlle Salmon
4. Serge Lebel gives his proxy to Horst Nickels
5. Maximilian Strotmann gives his proxy to Martijn Hesselink
6. Jacqueline Troquet gives her proxy to Joëlle Salmon.

Eric Piettre, director of APEEE, also attends the meeting.

Some Board members come late, some leave soon. The order in which the minute items are reported in this document does not necessarily reflect the actual order in which they were discussed during the meeting.

Horst Nickels chairs the meeting.

## AGENDA

- Adoption of the Agenda
- Adoption of the CA minutes of May.
- Discussion: no votes can be taken on issues directly concerning the services in the absence of the service responsible unless the responsible has given prior written agreement (Ralph) + **Decision**: Vote on the discussion
- For **decision**: new vote on amendments for transport regulation (to add: "to a foreign country" + replace "reimbursed" by "occurred")
- State of play of services canteen & transport (Eric's report). Please read the document attached before the meeting. Maybe no discussion needed.
- Overview visit of Laeken (Eric)
- Extracurricular activities: programme, regulation, discussion and **decision**  
**Decision on:**
  - (1) canteen service (hot meal or tartinistes) for children inscribed in periscolaire activities on wednesdays
  - (2) acceptance of moniteurs that offer courses free of charge
  - (3) acceptance as parents as moniteurs for periscolaire activities
  - (4) periscolaire activities over lunch
- **Decision**: Insurance "RC professionnelle dirigeants entreprise", document sent by Eric on 19 June;
- CA events: distribution of responsibilities (table already sent, Joëlle) + new version of the information document on Class Rep (in annex, Martina).
- GPS for BruIV in Berkendael: proposal of OIB and financial impact and responsibilities for our APEEE – **Decision**(Joëlle)
- Pedagogical points for **decision**:
  - APEEE letter concerning school trip (Joëlle's draft letter after discussions with parents/teachers).
  - Second language for SWALS students in secondary (Kunka)
- Dates of the next CA meeting (one or two in July, only 7 persons completed the doodle table!). Day for next school year: Tuesday, Thursday, Friday.
- **Decision**: Gift for Christophe's baby?
- AOB

## MINUTES

### 1. Adoption of the Agenda

The agenda is adopted with a new item on point 4: Discussion on principles to manage the association.

### 2. Adoption of the CA minutes of 31 May 2012.

Joëlle's version of CA minutes of 31 May 2012 is approved.

### 3. Discussion on votes

Ralph's proposal is discussed. Following Antonino's point of view this proposal is not compatible with articles 13, 14 and 16 of the statutes. This proposal is therefore rejected because against the statutes and may be put on the agenda for the next GA for a change of statutes.

### 4. Discussion on principles on how to manage the association

Erika would like a general discussion on the *management of the association*. To her there are two principles to apply on our association when board takes decisions.

- ***Managing the budget.*** In previous CAs, there was not a decision but more a tacit agreement between members, like between Monika, Joëlle and her that the money available for the APEEE services belonged to the parents and that it should be administered applying the principle of due diligence. This means in the first place that few parents cannot expect a special treatment at the expense of the others. Secondly, the APEEE should always try to keep the budget balanced and to apply the rules of sound financial management. The decisions should always reflect the principle of balanced budget and reflect an effective use of the funds available. Martijn pointed to the purpose of the APEEE to share risks to keep the use of the services affordable for all, not only in terms of money but also in terms of accessibility. There was a broad agreement on the principle but it was also clear that the borderline between sharing risks and abusing the systems are loose and sometimes difficult to define because of the complexity of issues involved.
- ***Not taking decisions which will generate more work for APEEE.*** A lot of work is still done by the voluntary parents although there is now for 9 months an office which functions correctly. We should consolidate the team before adding tasks, besides, by adding tasks, costs are created. We should therefore seek to find a balance between the work that we want to do and the work that can be done. Besides, Joëlle reminds that staff is employed with fixed term contracts. They can decide not to stay after this period. For the continuity of services and to attract experienced staff, they should be

willing to stay with APEEE at the end of their contracts which could be endangered if we demotivate them with un-useful work.

Horst confirms it is what he wanted to explain in his mail sent this morning. We are managing a company. This must be kept in mind when we take decisions.

Martijn agrees on this principle but to him there are different options and he would like to apply a principle of “shared risk”. Martina agrees with Erika’s point of view because we cannot establish an exhaustive list of exceptions and if necessary on a very very exceptional occasion we can decide case by case.

Regarding the new rules for transport, Andrea would like to know some figures to see how many cancellations we had in the services in the past. It is reminded that such figures could not serve as indicators as withdrawal was not foreseen for transport so far and it is the first time we will move.

Martijn would like to make an exercise of shared risk for transport and extracurricular activities linked to the move to Laeken. We have to explain to parents that the APEEE applies already the principle of solidarity (for e.g.: same price for a kid who takes the bus for 4 km or 20 km, membership fee per family and not per kids, 10 % reduction at the canteen for families with 3 children) for running the services. On this basis, the CA has however to be careful to extend requests from parents under the name of solidarity. Sound budget management implies that in the current budget situation we do have to plan for differences between what is expected and reality.

Question: can we agree on these principles? There seems to be a broad agreement on the two principles.

Andrea would like a principle on *communication*: better improved the communication (e.g. CA minutes available rapidly, list of CA decisions).

## **5. Discussion on the amendments for transport**

Discussion on withdrawal: Monika explains that the wording which is now used for withdrawal was used in the old regulation within the point "pricing" and not as possibility for a cancellation and the move of this paragraph changes the context.

First amendment: It is suggested to add “out of catchment area” in article 5.1.

Second amendment: this is a technical correction and can stay as foreseen in the agenda.

Vote on these amendments:

**Decision 2012-06-28\_1:** The CA decides to amend the transport regulation with the two amendments proposed above.

That decision is adopted (15 pros, 1 abstention, 2 cons).

Ralph will make the correction and Eric will publish the revised version on the web.

## 6. State of play of services

6.1. Transport: Ralph re-explains the principle of transport enrolment. Now each kid is assigned to a stop. Next step: import information in the database. Lines are designed; test should be done as soon as possible. Each parent will receive the list with an Id No and the name of children. Discussion on this point due to the privacy restriction. Pascal and Ralph will check together what can be done to inform parents without sending thousands emails.

6.2. Canteen: Eric reports there are now only 350-400 enrolments for canteen. A reminder should be sent via class rep.

Regarding the call for tenders to provide services at the tables: 3 offers after 5 invitations to tender were received. Carola and Eric decided to keep Misanet which is the economically most advantageous offer.

Joëlle and Eric have been on a meeting with the two deputy directors + teachers. VI wants to have 3 switches within the same timeslot proposed. We are waiting for school proposal for the split by classes.

General affairs: +/- 600 membership fees paid/800 after the individual reminder has been sent. We still need to recover 8% of the global amount for this year. **This means at least 200 families have a debt vis-à-vis APEEE.** A second individual reminder should be sent immediately to the families who have not paid, explaining they will not be able to enrol their kids for any service (transport, canteen and/or extracurricular activities) for the coming year.

Staff visited the new school. APEEE will get the small house near the library. The canteen looks bigger than what Eric thought.

Before discussing extracurricular activities, we continue with the agenda to take rapid decisions.

**7. Insurance “RC professionnelle dirigeants entreprise”.** This point was already discussed and agreed.

**Decision 2012-06-28\_2:** The CA agrees with the offer received from AXA Belgium (Unanimity).

## 8. CA events:

Joëlle reminds there are few events in which APEEE should participate. The most important are the meetings parents/teachers organised by school when the parents elect their class representatives. Until now only 3 members proposed to be there. Please send your availability to Joëlle.

Idem for dates for the next CA meeting. Only few members completed the doodle table created by Pascal. While CA members complain because of not fixed dates for meeting and about the huge numbers of e-mails received and communication, they even don't complete a simple shared table!

Martina and Daniella drafted a revised version of the document explaining what is expected from Class Rep. Martina asked everybody to read it and sent her comments.

### **9. GPS on Berkendael site:**

OIB replied on APEEE's letter. Before taking a decision, OIB wanted to check with APEEE if the costs can be shared which means organising transport for kids from Laeken to Berkendael and also assuming the transfer from the bus to GPS rooms. After a discussion, it is proposed to accept this request. The kids will be put on a line which will end at Berkendael (GPS line or "normal" line) in order for the bus monitor (ALE) to be able to bring kids to their respective rooms.

**Decision 2012-06-28\_3:** The CA agrees on OIB request by unanimity.

Joëlle will confirm it immediately to OIB.

### **10. Pedagogical points:**

The letter on school trips is OK and can be sent to school but a complete week should be requested for the 3 levels.

SWALS problem: Kunka explained that SWALS pupils in the English section, when transferred from P5 to S1 will be separated from their classmates and sent to study their L2 (English in the particular case) with other pupils from other language sections in one group. The problem of P5EN SWALS kids is that their level of English is much higher than the level of the other kids. A group of parents of SWALS pupils in current P5EN section would like to ask the school management their kids to be put in one (separate) group. They ask for support from the APEEE. The CA advised that those parents should write a letter to Mr. Faldt explaining the problem and asking him for assistance.

**11. Gift for Christophe's baby.** A "chèquecadeau" of 300 euros will be offered. Eric will check for which shop he would like to have it.

**Decision 2012-06-28\_4:** The CA agrees on an amount of €300 for the gift (unanimity).

### **12. Extracurricular activities:**

Due to a lack of time, Andrea requests a dedicated meeting to discuss extracurricular activities and program. No date is proposed.

She wants to have her four proposals to be adopted by the CA but no decisions were taken.

### **13. .A.O.B.**

None

The meeting is closed at 15:00.