

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



**Board Meeting/Réunion du Conseil d'Administration
Brussels Thursday, 11 April 2013 - 12.30-14.30
J-79 2/03 (Spa Building)**

ATTENDANCE

Present: Nigel Freake, Marc Henriques de Granada, Kunka Ilieva, Iseult Lennon Hudson, Jacopo Lombardi, Steve O'Byrne, Monika Paulus, Joëlle Salmon, Erika Schulze, Martina Sindelar, Benoît Vandergeeten and Eric Piettre, Director of the APEEE.

Excused: Sarah Conyers Barber, Christian Drantmann, Serge Lebel, Anja Mangels, Pascal Manzano, Carola Streul, Max Strotmann, Daniella Terruso, Josephine Usher, Ralph Wischermann.

The following delegations have been sent for this meeting (or given when the members left):

1. Sarah Conyers Barber gave her proxy to Nigel
2. Anja Mangels gave her proxy to Erika
3. Pascal Manzano gave his proxy to Nigel
4. Daniella Terruso gave her proxy to Erika
5. Josephine Usher gave her proxy to Nigel

6. Martina Sindelar gave her proxy to Joëlle
7. Benoît Vandergeeten gave his proxy to Erika

Some Board members only attend part of the meeting.

Erika Schulze chairs the meeting.

AGENDA

1. Adoption of Draft Agenda
2. Adoption of minutes of meetings : 24/01 and 21/03

Points for decision

3. **Decision 1:** Adoption of Rules for 2013/2014 for canteen and periscolaire (Joëlle):
“The Board decides to endorse the proposed amendments to the regulations” (if applicable: “with the following modifications.....”)
4. **Decision 2:** Motto for the evaluation meeting on Saturday, 29 June 2013? – to be decided after state of play and brainstorming

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Comptes bancaires	Général, cotisations	132-5315455-90	Banque Delta Lloyd
	Transport scolaire	132-5315447-82	
	Service cantine	132-5315452-87	
	Activités périscolaire	132-5315454-89	

5. Decision 3: Data protection disclaimer on website prepared by Josie (Annex will be sent)

Points for information

6. Report from CLP meetings (Daniella, Monika)
7. Preparation of Groupe d'accompagnement meeting on Friday, 12 April 2013
8. Presentation of Forum installed by Nigel on the website
9. Result of periscolaire survey
10. Follow-up of report from IP meeting in Laeken and lessons to be learnt for the future cooperation with IP:
 - We have to be ready to be provide the IP alternate delegate for JTC in 2015 and then the main delegate in 2016 (same person, 2-year commitment): steps to be taken ?
 - Identify our own succession planning solution for EEBIV involvement in IP (2 regular delegates plus alternate/s): steps to be taken?
 - Regular feedback to/polling of parents via website and/or email letter: how?
 - Liaise with IP counterparts in other EEB APEEEs to find common solutions (despite inevitable inter-school competition for teachers) Interest already from Ixelles and Woluwe: who? (Martina, Nigel, Carola)
11. Report from HR Strategy Working Group, Q+A, (Erika)
12. Report from the secondary disco evening (Steve)
13. Report of Eric on services. Q+A
14. AoB

MEETING MINUTES

1. Adoption of draft Agenda:

The agenda is adopted with the following modifications: Point 9 postponed; point 10 partly postponed.

2. Adoption of minutes of meetings : 24/01 and 21/03

The minutes of 24 January are not yet received

The minutes of 21 March are approved with a small amendment on point 7.

3. Adoption of rules for 2013/2014 canteen and periscolaire.

For the periscolaire regulation, the article proposed is correct (A bus-service is provided by the Parents Association from the school to activities organised off the school premises. The cost of transport is included in the price, unless otherwise indicated.). There was a misunderstanding in the explanation provided with the proposal, which has been clarified now. Already this year the price of the bus is included in the activities and there is no reason to change it.

For the canteen regulation, the discussion concerns the possibility to cancel the subscription during the year. Marc explained this is not possible at the moment due to budgetary constraints. The principle followed in our association is to apply the real costs for each service each year. This principal doesn't allow flexibility. The fix costs are very high and we have no room to manoeuvre. We have already some flexibility with the exceptional cases (medical reasons or school departure) which will remain.

The problem of debt recovery at the end of the school year is raised. The solution at the moment is to refuse a new enrolment until the debt is paid.

Do we have enough new arrivals during the year which balance the departures? This is difficult to estimate as we don't have tools to check and to manage easily this kind of

information. Some parents inform about their departure, sometime we have the information from school. Otherwise we are informed when we send invoices and reminders.

Nigel raised the point of exchange of children between European School like between Ixelles and Alicante in S6-S7. What about the subscription for this period? This is not yet applicable but could be solved with tickets.

It is proposed not to accept this proposal of cancellation. The modification of the regulation will therefore only concern the enrolment system.

Decision 2013-04-11_1: The Board decides to endorse the proposed amendments to the canteen regulation **without** the possibility of cancellation during the year (special cases will remain) and decides to endorse the proposed amendments for extracurricular activities regulation. The decision is voted at unanimity.

4. Evaluation meeting:

The date is OK, we are happy with suggestions sent by Erika.

Erika reminds she would like to be informed regularly about the work of the Working Groups (met or not, minutes, etc)

5. Data protection disclaimer:

Nigel sent few small comments directly to Josie, like adding the forum, survey or change asbl to aisbl. What is not clear is the difference between our website and the e-enrolment system. Nigel suggests anyway putting this text on our website. Eric Piettre will be the data protection officer.

This document will not be attached or linked to the "Règlement de travail" which concerns APEEE staff. This document already contains articles on their data protection and on the disclosure of information.

6. CLP meeting and preparation of Groupe d'accompagnement

Monika reports on the CLP meeting. The agenda foresaw a discussion on the enrolment policy but finally the discussion went on the secondary level reform. It was a disorganised meeting. They wanted to have a mandate for the meeting on 12 April.

Erika asks clarification on the reform as she will participate to the Groupe d'accompagnement.

Points to raise:

- Why our school has less money/children than other schools although we have a lot to do e.g. for the playground?
- The document on locally recruited teachers looks OK but the question is the number of years the teachers are recruited. 2 years is not enough to be completely aware of the European system.
- Some points could be raised to the item on 5th school on which Erika will insist.

7. Interparents

It is a pity that finally nobody could represent our school in Luxembourg.

Nigel insists on the fact that the work of IP is too big to be done by one person only. He will speak with Carola and Sarah to try to reorganise our implication on this point.

8. Presentation of Forum

Nigel introduces this project which will be a pilot project for the parents of his class at the moment (also opened to CA members if requested - to be used on their personal capacity and not to express CA's view). People need to register to start a discussion. It is not similar to yahoo group as no e-mail will be generated automatically. Josie, Iseult and Stephen saw the project and are fine with it. If it works well, we will have to see how to open it to a larger scale (moderator, etc...).

Nigel is encouraged to go ahead with his forum.

9. Point 11 on HR working group

The WG met last Tuesday. The "règlement de travail" has been revised and is nearly finished. The second discussion was on salary and other advantages. The WG sees the need of reflecting the responsibilities of the managers in their salary although the work in general is shared with the assistants. This should be clearer on their job description. Eric will revise them. Eric and Marc will work on a "mid-term plan" to adapt the salary, reflecting the responsibilities and taking into account the budgetary constraints.

We will continue working with our salary scale which takes the length of service into account.

We discussed the possibility of "cheques-repas" although the staff already eats in our canteen. This is seen positively as they are not taxed and advantage more the lower salaries.

The last point was the training planned and proposed. They will be offered 3 trainings on time management, conflicts management and team management.

10. Point 12 Disco evening

Steve reports it was successful. 700 € raised for the secondary fund.

Steve drafted a note with all steps to follow to organise this kind of events and will leave it available for everybody.

11. Report of services

Eric sent his report. Nothing special as it covers a very small period.

12. AoB

Kunka would like to know more about how the financial reports are prepared and how the whole accounting of APEEE is organised. Eric suggested preparing a presentation for the next CA meeting.

The meeting is closed at 14:45. Joëlle took notes.