

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



Administrative Board Meeting / Réunion du Conseil d'Administration

Brussels Tuesday, 28 November 2013

13:00-14:30

Room: Spa 3, 1/98 (APEEE Office)

Present: Steve O'Byrne, Joëlle Salmon, Anja Mangels, Josephine Usher, Erika Schulze, Kunka Ilieva, Benoît Vandergeeten, Nigel Freake, Max Strotmann and Eric Piettre, Director of the APEEE.

Excused: Martina Sindelar, Daniella Terruso, Sarah Conyers Barber, Carola Streul, Iseult Lennon Hudson, Ralph Wischermann, Jacopo Lombardi, Pascal Manzano, Serge Lebel, Monika Paulus, Christian Drantmann, Marc Henriques de Granada.

Some Board members only attend part of the meeting. The sequence of points minuted is not necessarily as discussed.

Steve O'Brien chairs the meeting.

Minutes

DRAFT

1. Adoption of draft agenda

Adopted.

2. Adoption of minutes of meeting of 14 November 2013

Members discuss various comments received on point 6 on co-ordination of parents' participation in working groups and agree, with two votes against, to a short introduction of the decision taken.

Points for decision

3. Redefinition of the service manager positions

Joëlle introduces the proposed decision as prepared by the HR working group, aiming at a "revalorisation" of the roles of service managers that have considerably evolved with

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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	

the development of the APEEE office.

Decision 2013-11-28_01: The Board agrees, by 13 votes in favour and two abstentions, to the HR working group's proposal to better reflect the evolution of management roles in the APEEE office by adapting the services manager levels in the salary grid; to take effect 1 January 2014.

4. Revision of the salary grid (Grille salariale APEEE BRU4) to include positions created since September 2010

Joëlle introduces the proposed decision as prepared by the HR working group and aiming at formalising changes to the job positions in the salary grid that have become necessary with the evolution of the APEEE office, without impact on salary levels.

Decision 2013-11-28_02: The Board approves, by 13 votes in favour and two abstentions, to the new salary grid as submitted by the HR working group, to take effect 1 January 2014.

5. Special bonus for staff

Joëlle informs the Board about ideas discussed in the HR working group to reward staff for their commitment to the development of APEEE services in particular during the difficult set up period in Laeken.

A decision is postponed, however, in the absence of the treasurer at the meeting. During the exchange of views members express gratitude and respect for staff performance and motivation in difficult circumstances. Members also discuss the need for more structural reflections to address in particular the issue of excessive overtime. The HR working group will take up the matter and return to the Board with options.

Points for information / discussion

6. General Assembly

Steve and Joëlle inform the Board of the need to postpone the GA, for formal reasons, as not all documents could be circulated in time for statutory requirements. The GA will now be convened for 23 January 2014.

Members discuss necessary preparations, in particular availability of documents in 2 languages and how best to ensure control of valid signatures for parent submissions. Steve will prepare templates accordingly.

9. AOB

Not taken.

Note taking by max.