

**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



**Admin Board Meeting/Réunion du Conseil d'Administration  
Brussels Thursday, 18 December 2014  
Spa Building, rue de la Loi, 80, 1040 Brussels,  
room 2-03, from 12:30-14:30**

**Present:** Michela Beati, Sarah Conyers Barber, Catherine Daguët-Babich, Kristin Dijkstra, Christian Drantmann (late), Marc Henriques de Granada, Nora Karpati (late), Horst Nickels, Eric Pietre, Paolo Raffone, Carla Sabeva, Martina Sindelar, Karina Suleimanova, Josephine Usher, Natalia Vandenberghe

**Excused:** Bogdan Ambrozie, Salima Atiaoui, Tobias Stricker, Patrick Ten Brink

**Minutes**

**1 Approval of agenda**

- Approved

**2 First meeting with the new CA - continuity**

- Important to ensure that services continue through the Christmas holiday and up until the tasks within the new board have been designated. The signatories for payments need to be changed between the old and new board. The current signatories are Marc Henriques de Granada, Natalia Vandenberghe, Josephine Usher and Joëlle Salmon.  
**DECISION:** The board approves outgoing president Joëlle Salmon to continue to authorise payments until the new board is designated. Unanimous YES.

**3 Presentation of the the board (introductions)**

- Regularity of meetings
  - Over the past two years, the board has met twice a month over lunchtime on a Tuesday or Thursday. The dates of CA meetings can be found on the APEEE website. Parents may attend as observers.
  - Tuesday January 6<sup>th</sup>: The Board is invited to have lunch with the APEEE staff in the school canteen. Josie will set up a Doodle to see who can attend.
  - In January, the Board will also have their annual long meeting for planning the year.
- Request from new board members to have more information sent to them. Response that statutes, etc. are available on the APEEE website.

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Comptes bancaires	Général, cotisations	BE3413 253154 5590	Banque Delta Lloyd
	Transport scolaire	BE3413 253154 4782	
	Service cantine	BE3413 253154 5287	
	Activités périscolaire	BE3413 253154 5489	

- POI: APEEE board members receive large amounts of email. New members should consider making/using a separate email account for APEEE business.
- Suggestion from Paolo that Google Apps be used to create a depository of all relative operational documents and history of service exchange. Natalia asks if he is willing to set this up. Marc reminds the board that parents need access to all relevant documents, and that they need to be on the APEEE website. This topic can be further discussed at the annual long meeting in January.
- Emphasis on importance of clearer structure and roles, how to deal with urgent problems, how to do more than just fight fires.

#### **4 Services**

- The APEEE services are transport, canteen and extra-curricular activities. Day-to-day operations are run through the office:
  - Eric Piettre, Director
  - Anne Robertz, Transport Manager
  - Stéphan Fumière, Canteen Manager
  - Jérôme Beurier, Extra-Curricular Activities Manager
- Each of the above-listed managers has a (parent) counterpart on the Board.
- The APEEE is set up under Belgian law, unlike the European Institutions. The Services represent the business operations of the APEEE.
- Last year, the Board had a Services Working Group that would meet to discuss service issues, which would then be escalated to the Board for decision.

#### **5 Communications**

- Key point. The Board needs to re-evaluate how the APEEE communicates, internally and externally (with parents), especially with regard to complaints.
- Though transparency is important, discretion and caution are necessary to ensure that correct information is shared. It is vital that internal board communication remain within the Board, and that Board members do not come to the office campaigning for personal issues.
- Internal rules must be approved by the General Assembly. Request that the rules of operation be written down. Suggestion to designate someone to make a draft in January.
- Detailed information about all roles on the board will be given during the long meeting. Request for a list of vacancies to be filled and/or an organigramme.
- Newsletter: Josie would like to introduce the entire board in the January newsletter.
- For the long meeting: 6 presentations from canteen, transport, communications, Community Fund, extra-curricular activities and pedagogical. New members are invited to come with fresh perspectives, listing the problems they see and proposing concrete actions to take.

#### **6 Pedagogical Affairs**

- Many of the issues our school faces result directly from the challenges of scaling up due to rapid growth and maturing as an organisation. Sarah will send through a report on the Board of Governors (Berkendael, new language sections).
- Joëlle has been asked to attend the Central Enrolment Authority meeting for continuity. Sarah asks for Board members who can attend this meeting (Jan 6) to get in touch with her.

#### **7 AOB**

- Paolo volunteers to create a Working Group to restructure the Board and how it functions. He will draft a document outlining his ideas.
- The Board warmly welcomes the new members' initiative and experience. Natalia, Josie, Carla, Horst and Michaela would like to participate in this group.
- Natalia will send a Doodle about the annual long meeting.
- Paolo gave Michela his proxy for all meetings he will miss until his return at the end of January.