



**Admin Board Meeting/Réunion du Conseil d'Administration  
Brussels Tuesday, 25 September 2014  
Spa Building, rue de la Loi 80, 1040 Brussels,  
room J-79, 2/03 from 12:30-14:30**

**Present:** Salima Atiaoui, Sarah Conyers Barber (late), Kristin Dijkstra, Iseult Lennon Hudson, Horst Nickels, Eric Piettre, Alessandro Roggi, Carla Sabeva, Joëlle Salmon, Martina Sindelar, Tobias Stricker, Josephine Usher, Natalia Vandenberghe

**Excused:** Christian Drantmann, Marc Henriques de Granada, Patrick Ten Brink, Benoît Vandergeeten, Ralph Wischermann

**Absent:** Rachid Ahajjam

**Minutes (no comments received, approved on 07.10.2014)**

**1 Approval of agenda and minutes**

- The planned meeting with the representative of the divorced parents in Laeken, with regard to second bus lines, has not yet taken place because we have currently too much work. The attendees from the Board will seek a date and set up the meeting as soon as possible.
- The minutes from the last Board Meeting are approved.

**2 Services**

- Transport:
  - Starting Monday September 29, changes will take effect to the morning timetables for 10 bus lines that were regularly arriving late to school.
  - The PM3 bus lines are running smoothly. The PM1 lines are problematic because many Secondary students do not have a class during the last period every day and want to get on the earlier buses, causing problems with overcrowding.
  - The school does not accept the proposal that Maternelle/Primary students wait at school to take a second departure afternoon bus with an older sibling. OIB rules state that children exiting the school must be accompanied by someone over 16.
  - The Transport Office is inundated with telephone calls and emails. Discussion of what changes need to be made in order to deal efficiently with the large workload.  
(1) Develop a way to filter out urgent emails and give them priority.

- (2) Extra costs (e.g. taxis) resulting from bus companies not delivering what is in their contract are passed on to the bus company in question.  
These costs are already covered by the fact the bus companies don't claim lines when busses are late due to them. This doesn't solve the problem of traffic jam and timetable must be adapted.
- (3) The search for bus monitors is ongoing. Transport Office does have a reserve but is still actively seeking more monitors.
- (4) Transport Office needs extra support to meet the demands of scaling up their workload. The backlog of emails needs to be sorted and protocols for dealing with this larger and more complicated system need to be created. Suggestions:
  - (a) Automated telephone system (recording phone calls);
  - (b) Exclude children of overly aggressive parents from services;
  - (c) Improve responsiveness in order to cut down on increasing frustration amongst parents;
  - (d) Use an auto reply in the email system, which will be updated daily to keep parents to try to reach the office informed.
- (5) Extra staff: Eric has requested 1.5 full-time temporary staff members for 1 month. After discussion, it was decided that it would probably make more sense to hire someone permanently (1 year contract or CDD, not CDI) at 50% and raise their working hours during very busy periods.
- (6) Work needs to continue on creating a solid technological system that can help sort out problems over the coming years as the school continues to grow and evolve. Eric is meeting with point.be to try to find such solutions, ideally to be ready in Jan/Feb 2015. In order to get an overview of what problems need to be solved and create a strategy for modifying the system, Eric has requested short monthly status reports from all managers.
- (7) Eric will prepare a Job Description, including details on salary and hours, so that the Board can decide whether to hire a permanent member of staff. In the meantime, a temp will be hired to deal with the most urgent issues.

### 3 School Admin Board, Sept 30

- Attendees: Joëlle Salmon, Iseult Lennon Hudson
- Points for discussion:
  - School calendar: now that we have S5, will we get the full 180 days?
  - Secondary options: the Board wants to ask to see the list of courses that were not offered. Worry about children not even attempting to choose certain courses because they are told by the school that there will never be enough students to form a class.
  - Board supports the request for additional "décharges" for our school, since it is not a well-established school and has the lowest number of seconded teachers.
  - Willingness to be flexible with regard to non-native speaker teachers should not lead to posts automatically being filled by non-native speakers.
  - A list of questions regarding the S1-S3 changes being implemented to be finalised by Sarah & Iseult in time for the meeting.
  - Ask about plans for infrastructure at Laeken: school entrance gate, canteen, lack of classrooms in Primary.
  - Ask for *rapport de rentrée*. New SMS system is supposed to be up and running.

### 4 Communications

- Meeting has been postponed.

- Request for Newsletter input.

## **5 Maternelle access**

- Pick up of children is extraordinarily chaotic at the moment. Parents feel that the arrangements are not working, and are very stressful for both teachers and children. The rules keep changing without being communicated. Agreements made with the Health & Safety working group are being overturned. The WG in no way endorses the current situation. The Board agrees that the current situation is not sustainable and to support the Maternelle parents in their efforts to improve access to the school.

## **6 Website**

- Alessandro has met with 3 people interested in supporting a team, but none of them are Webmasters. If we outsource our IT management, there is not point in having a separate IT board member. Possibility of merging IT and Communications. A meeting will be held between the two groups to explore options.
- All other APEEEs in Brussels manage their websites internally. If the Transport Office is going to hire a full-time employee, why not hire an IT expert who could run the website as well as deal with the email backlog in a technically savvy manner?
- Eric agrees that this is a good idea, and will include this in the job description for the new staff member.

## **7 AOB**

- EEB4 Laeken will be hosting the next Interparents meeting on Oct 6-7, in order to prepare the Joint Education Council (JEC). Sarah is responsible for content, Iseult for logistics. Our Board would like to request that we have 3 observers present at this meeting. Interested parties should contact Iseult.

## **8 Education Council**

- Nursery/Primary EC scheduled for Oct. 9.
- Points regarding iPads/tablets and their use in class
- Author visits.