

**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 Commission Building J79 – 8<sup>th</sup> January 2015, 12:30-14:30**

**Present:** Michela Beati, Sarah Conyers Barber (rapporteur), Nora Karpati, Horst Nickels, Martina Sindela, Tobias Stricker, Karina Suleimanova, Josephine Usher, Natalia Vandenberghe  
 (Plus Eric Piettre - office/staff)

**Proxies:** Patrick ten Brink (to SCB), Kristin Dijkstra (to SCB), Carla Sabeva

**Excused:** Salima Atiaoui, Ambrozie Bogdan, Christian Drantmann, Marc Henriques de Granada, Paolo Raffone

**Final Minutes**

Item	Discussion	Action (who/when)
Approval of previous minutes	This was mostly an introductory meeting but a vote was taken on 'business continuity' which will be reflected in short minutes which have been delayed due to Secretary's illness	KD
Adoption of Agenda	A request was made to deal with 'State of Play' first to enable EP to leave and get on with outstanding tasks if needed.	
State of play		
Bus Second line	Confirmation was received from EP that reimbursements had been paid to parents who prepaid for occasional trips.  Some institutions (Council and Parliament) have agreed to reimburse but have not yet contacted office so repayments to parents are pending receipt by office.	EP to follow up and keep CA informed
Annual Staff lunch	This was attended by 75-80 staff mainly transport, some Euroclean, no monitors of periscolaire.	

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APEEE BRU IV AISBL, drève Sainte-Anne 86, B- 1020 Bruxelles

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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	

<p>Performing Arts Day</p>	<p>Performing Arts Day - now probably 18 March because date clash (subject to confirmation with school.)</p> <p>Update from Primary (Harriet Kirby) - interested in participating so as to create whole school community event.</p> <p>Need more parental support for organisation including a CA member to take the lead.</p> <p>Budget requested by Treasurer from Eric using last year's budget and costs (money is budgeted)</p> <p>NB: publicity important as marketing for periscolaire activities.</p> <p>Questions for CA to consider now: Should it be expanded to include sports already? (last year sports covered in Somerfest) Expansion also of music to Secondary?</p> <p>Question asked by new CA member about how periscolaire operates. Response from VP Admin Affairs (caretaking Persicolaire in 2014 to-date): Board member leads and daily operation run by Jerome.</p>	<p>JU to confirm date with school to ensure their participation as a joint activity and liaise with EP so he can ensure staffing and monitors are informed and organised for the date chosen.</p> <p>All: Parent volunteer needed to lead day, including coordination of additional helpers and ensuring adequate publicity of the event.</p> <p>EP to provide budget to NV</p>
<p>Canteen</p>	<p>Questions asked by CA:</p> <ul style="list-style-type: none"> <li>• Access cards - when can functioning cards be expected?</li> <li>• How to monitor children paid up but not using and vice versa?</li> <li>• Situation with payments?</li> </ul> <p>Response by Director of APEEE Services, EP:</p> <ul style="list-style-type: none"> <li>• Should have been operational from Sept. 2014</li> <li>• Although we have the same system as other APEEEs, we can't have a turnstyle because the access gangway is too open. Conclusion: we need a tablet reader.</li> <li>• Subcontractor supplier of the reader went bankrupt and our supplier has found another solution.</li> <li>• They do not have our money but the director of the APEEE (EP) is meeting an alternative supplier tomorrow with the canteen manager.</li> </ul> <p>Treasurer asks for 3 alternative bids.</p> <p>Last year's <i>Responsible CA</i> (HN) willing to handover canteen if someone else.</p> <p>Idea proposed: one card to do everything: bus, canteen, periscolaire - answer (HN) yes this is possible.</p>	<p>EP to get 3 bids and update CA on progress.</p>

	<p>Q: School access and locker too?? A: This came to the APEEE board in December from the school.</p> <p>Item closed with confirmation that cafeteria issue can be revisited: for agenda on the Saturday meeting.</p>	<p>Cafeteria to be on agenda for Saturday planning meeting.</p>
Complaint	<p>A complaint concerning périscolaire was discussed. The discussions are huis clos.</p>	<p>EP: to send to JU the original email from parents to Jerome (relating to complaint) to complete file.</p> <p>KD: to put question of follow up/longer term action on agenda for Saturday planning meeting</p>
Brocante	<p>Centre Medori wishes to repeat Brocante on school premises. Positive, neighbourly experience on first occasion.</p> <p>CA's understanding is that</p> <ul style="list-style-type: none"> <li>• Presence of a Bru4 parent (CA member) is needed to fulfil insurance requirements</li> <li>• Regie de Batiments' stipulates that events on school site must have parental involvement.</li> <li>• CA has responsibility for event other than presence of a parent for reasons stated above.</li> </ul> <p>Volunteer requested to take over the file i.e.</p> <ul style="list-style-type: none"> <li>• Contact CA contact person for first Brocante (Steve O'Byrne – previous CA President)</li> <li>• Contact Centre Medori</li> <li>• Liaise with school management</li> <li>• Publicise to parents in good time to support.</li> </ul> <p>TS volunteers, provided communication can be EN (or DE) or facilitated by someone. (Thanks and applauded by all!)</p>	<p>TS to follow up with JU for handover of contact details with Centre Medori and Steve O'Byrne to confirm logistical responsibility (security etc.) rests with school and not APEEE CA.</p>
CEA & School Enrolment in Brussels	<p>Belgium has not granted campus, either for one year nor for the longterm</p> <p>WP voted no on creation of school on Berkendael campus with composition of DE,EN,FR and Latvian sections - some abstentions and two no votes. Objections were insufficient analysis of populations and projections, case not proven re</p>	<p>PtB: feeding into EEB response on revised CEA proposal, supported by SCB. Other interested CA members welcome to input. Contact PtB or</p>

	<p>need for an additional EN (and possibly DE) section in context of Bru schools, lack of EN teachers for a new school so quality of education cannot be ensured. Reasons given to BoG are available on request.</p> <p>CEA was charged with revising enrolment policy for 2015-16. Did not agree to annex of Uccle but instead to one-year (overflow) unit for Mat and P1 administratively linked to EEBI</p> <p>EEB APEEEs need to respond by tomorrow. 4 APEEE CEA reps plus support will discuss by email and SoS mtg (informal consultation mechanism) to decide common response.</p> <p><b>CA votes to empower PtB to agree line with other 3 APEEEs taking into account any comments received by tomorrow noon.</b> Unanimous YES</p> <p>Next steps: Groupe de Suivi - who will go? Normally the President but this meeting is convened specially for enrolment issues and so it may make sense for PtB to continue. Other EEB APEEEs considering same question.</p> <p>Other points: possible/probable Estonian section in 2016-17. SCB and PtB to keep CA informed.</p>	<p>SCB.</p> <p>CA: needs to decide on how to handle Groupe de Suivi (Feb 24<sup>th</sup>)</p> <p>SCB: Info for parents via newsletter</p>
Saturday meeting	Planning meeting confirmed for 10AM on January 24 <sup>th</sup>	
Learning Support Group	<p>Agreed this needs revitalising.</p> <p>IP planning a meeting to inform parents across Bru/system.</p> <p>Should send out document re convening a pre-meeting in January/February.</p> <p>Karina is possibly interested in taking over from Monika. Decide on Saturday 24<sup>th</sup> and then contact parent interested in assisting from parent-support perspective: Yvonna.</p>	Decide on action re learning support on Saturday 24 <sup>th</sup> .
AOB (Any Other Business)	<ul style="list-style-type: none"> <li>- Profiles – Please send them to JU so we can be more visible and accessible to the parent body. These profiles could include professional background if you so wish, pictures can be photos or your children's portrait of you if you prefer/you're shy.</li> <li>- Canteen – ‘se mettre à table’ project – meeting in next week.</li> <li>- Elections Saturday 24th: need to send out within the CA a list</li> </ul>	<p>All: Send personal profiles to JU using template provided (light-hearted not a CV!)</p> <p>New responsible to circulate summary report/update</p>

	<p>of posts with brief descriptions to enable all members are aware of which roles need filling and what's involved/required.</p> <p>Reminder: send your personal ID / info for legal CA registration</p>	<p>Current CA 'responsables': email descriptions / responsibilities to CA. Deadline 21<sup>st</sup> January for discussion on 22<sup>nd</sup></p> <p>Email (ASAP) ID etc to Manuela, Secretariat</p>
Next meeting	January 22 <sup>nd</sup> 12h30, Schuman area – room and building to be confirmed.	KD to send email.
CLOSE	<i>Please note that CA members may arrive and leave during sessions so not all members will be present for all agenda items</i>	