

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, 19 mars 2015
Spa Building, rue de la Loi 80, 1040 Brussels, room 2-03, 12:30-15:10**

Present: Bogdan Ambrozie, Michela Beati, Sarah Conyers Barber, Catherine Daguet, Christian Drantmann, Marc Henriques de Granada, Horst Nickels, Carla Sabeva, Martina Sindelar, Patrick Ten Brink, Josephine Usher, Natalia Vandenberghe and Eric Piettre, the Director of the APEEE of Brussels IV.

Excused: Salima Atiaoui, Kristin Dijkstra, Nóra Edit Kárpáti, Tobias Stricker, Karina Suleimanova.

Proxies : Salima Atiaoui and Karina Suleimanova to Catherine Daguet, Kristin Dijkstra to Sarah Conyers Barber, Nóra Edit Kárpáti to Josephine Usher, Tobias Stricker to Patrick Ten Brink.

Guest: Manuela Pamio, secretariat of APEEE.

Minutes 19.03.2015

The President chairs the Board meeting.

1 Adoption of Agenda

The discussion focuses on the content of the draft agenda as some points need to be more detailed. In addition, the CA notes that the final approved versions of previous Minutes are not published yet on the website. The President emphasizes the importance of setting up a procedure to make the Minutes' approval clearer, transparent and published in due time on the website.

There is a discussion as to whether the decision regarding the reimbursement for non-provision services, due to the strike action in Belgium, on 8 and 15 December 2014, was acted in the Board Minutes. The President confirms that the Decision was taken by the CA. As regards the missing minutes, the minutes of 22 January 2015 and were approved on 10 February 2015. They were modified and re-approved on 26 February 2015.

2 Approval of Minutes (26/02/2015)

Postponed

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Comptes bancaires	Général, cotisations	BE34 1325 3154 5590	Banque Delta Lloyd
	Transport scolaire	BE25 1325 3154 4782	
	Service cantine	BE67 1325 3154 5287	
	Activités périscolaires	BE45 1325 3154 5489	

The minutes of 4th December 2014 will be sent to Manuela and in copy to Salima for archiving and publishing on the APEEE website.

PRESIDENT AND Vice President Admin invite all Board members to send to Manuela the final versions of all Minutes approved.

ACTION : VP Adim will prepare an overview of the missing minutes.

FOLLOW UP: Next CA

3 Secretariat of the APEEE of Brussels IV

- **Archiving documents (huis clos, minutes, other)**

The CA discussed the need to take decisions on the storage and consultation of APEEE documents (huis clos minutes and other).

The Board is interested in setting up e-cloud storage, a platform in which data is managed and backed up and made available for the Board members. VP Coms explains that every member should have an access log in to the platform.

It is agreed that the physical storage of the APEEE public documents must be fixed at school. Parents should consult the public documents in the secretary's office of the APEEE.

VP Admin will put in order the documents. Huis clos will be kept in a safe.

With reference to the "sensitive" documents, one CA Member asks the Board for clarification on the meaning of "huis clos". It is also suggested that a written record of who consults these types of documents is kept.

ACTION: VP Admin and VP Com will work together to establish a consultation procedure.

FOLLOW UP: Next CA

- **Back-up – Secretary**

Postponed Next CA

- **Teambuilding for the Members of the Board**

This proposal is supported by the President. The aim of this initiative is to build better relationships between members and improve teamwork and communication. The Treasurer underlines that Board members can't be remunerated and the Teambuilding is a "fringe benefit" but it could be included in an internal statement.

Vote on Teambuilding for the Members of the Board during the weekend and legally correct:

- 8 in favor
- 2 opposed
- 7 abstained

Decision: The Board agrees to organize Teambuilding during a week-end.

ACTION: Eric/Catherine

- **FOLLOW UP: Next CA Minutes of other Meetings**

President would like to receive from the APEEE members the official Minutes of the meetings to which other Board members participate to (i.e. committees, working groups). Board members make a reference to the meetings for the election of the section representative, specifying that no official minutes have been provided. The circulation of the Minutes of the Education Councils is more complicated. These Minutes are internal documents of the school requiring a longer approval process.

4 Dinner between APEEEs and reimbursement of the overtime.

Vote on Reimbursement of the work dinner of the extra-curricular manager and the recuperation of the overtime:

- 16 in favor
- 1 abstained

Decision: The Board decides to reimburse the work dinner and the recuperation of the overtime of the extra-curricular manager under the budgetary line promotion of activities, given that no specific budget line is foreseen for this type of activity. The meeting in question involved the APEEE of the other Brussels schools. The Board notes that it would be preferable for meetings to be organized in one of the schools during working hours.

ACTION: Eric/Natalia

FOLLOW UP: information via state of play Eric

5 Budgetary line: attorney fees and legal consultation.

The decision to vote a budgetary line for attorney fees and legal consultation is postponed.

ACTION: Eric will verify the clauses of the insurance policy, VP Admin will investigate with the other APEEEs the cost of legal consultation and the Treasurer will check the budgetary options

Josephine, Michela and Carla will be in charge of writing a procedure regarding the expenses policy.

FOLLOW UP: Next CA

6 Procedure for written procedure.

The CA discusses the need for a written procedure to take urgent decisions.

ACTION: Horst will put in place a procedure for written procedures. **FOLLOW UP:** Next CA

7 Medori Construction

On 13th February 2015 the City of Brussels invited all residents and interested parties to a presentation of a new project: the construction of a nursery and primary school for about 670 children as well as 75 social housing units. Christian, who attended the meeting, informs the Board that the interested area is between rue Medori, rue des Horticulteurs and rue du Mont Saint-Alban. There will be only one main access to the new site which is on rue des Horticultures.

Christian explains that this project will have a minimal impact on the traffic flow on rue Medori and drève Sainte Anne for the following reasons:

- The traffic flow will be directed to Boulevard Bockstael.
- There will be a kiss and drive in front of the school to facilitate the traffic congestion:
- The Belgian schools have different schedules compared to the European schools.

The local residents are not in favor of this project, probably there will be a legal fight.

8 Meeting with DG Security 9 March 2015

The DG's intention was to verify the security of the buildings on the EEBIV site and advise on the security measures taken by the EEBIV.

Christian confirms that the measures in place at EEBIV are in line regarding the risk level (yellow) in place in all EEB schools.

The DG officials were satisfied of the measures taken. In addition the risks for the European Schools are the same compared to the Belgian schools.

9 Groupe de suivi of the European Schools

The *Groupe de suivi* of the European schools met on 24th February 2015. Catherine Daguet and Patrick Ten Brink represented the APEEE of Brussels IV.

Patrick summarizes the main points discussed during the meeting:

- European Commission statistics suggested that the European school population will grow in the coming years so the need for a fifth European school in Brussels.
- The proposal to have Berkendael as fifth school from 2015/2016 was not endorsed by unanimity by the Board of Governors so Berkendael school remains a facility to support the school in in Uccle for this and next year.
- A new proposal to open a fifth school will be tabled and discussion is ongoing as to what language sections should ideally be made available at this school.
- Mr Kivinen pointed out that he was available to meet and discuss with the APEEE representatives to explore solutions for the challenges of the coming years.

Next meeting: 27th April 2015.

10 TEST B –Follow up

B Test `s were not well organized due to problems with timetabling.

Carla informs the Board that B tests will be not fixed before and after holidays anymore. B tests will be organized before holidays.

11 AXADO –Follow up

Martina has to leave before this point. She will write minutes to be circulated to the board for the next CA.

12 Interparents SOS

With reference to reorganization of Secondary S4-S7, Interparents is following up to IOE on the Interim report. Interparents is also following up the Secondary Evaluation – ICT in S4, the test for access to S4 ICT is not followed in S3.

Sarah provides a report on the SOS meeting, a meeting held on 6th March 2015 with the APEEE BXL I and the APEEE of Brussels II. The meeting focused on:

- General topics: the school calendar for 2015-2016, the financing of schools, the Secretary General's proposal for new longer contracts for locally hired teachers.
- Pedagogical issues: the budget for learning support, teacher absences and options, derogations and transfers.

13 Meeting with the Presidents of the APEEEs – Feedback

Catherine informs the Board on the meeting she had with the Presidents of the APEEEs of BXL I, BXL II, BXL III. She underlines the importance of organizing these types of meetings with the respective function members (canteen, transport etc.).

A request for contact details has been presented on 18/03 by Catherine to the respective Presidents of the APEEEs (BXL I, BXL II, BXL III). She is waiting for their replies.

14 Setting up a Cafeteria.

This point is not included in the agenda but added for discussion in the Board by the President.

The President informed the Board that the APEEE needs to re-open the discussion about a cafeteria considering that the school population is reaching an S6 level in September 2015 and a S7 level in September 2016.

The school could offer a room behind the "salle polyvalente" on the ground floor. This space could contain the equipment (fridges, cash machine, etc.) and roughly 10 tables for 4 people each. This space is very small. The school's argument is that this room could contain sandwich vending machines and more tables. The APEEE would like to propose fresh sandwiches and salads made by the canteen cooks instead of vending machines. At this stage, the school has not discussed the financial aspect.

The APEEE is looking into this matter and depending of the availability of the space and the financial feasibility of the project will bring the dossier into discussion in one of the following meetings. The Canteen Committee will be involved in this dossier.

The Board meeting ends at 3:10 pm.