

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 părinți ai elevilor de la Școala Europeană Bruxelles IV AISBL



Admin Board Meeting/Réunion du Conseil d'Administration

Brussels Tuesday, 19th April 2016

Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB304, 12:55-14:30

Present: Michela Beati, Françoise Bodenez, Sarah Conyers Barber, Kristin Dijkstra, Christian Drantmann, Dorothee Farwerck Lefort, Ulrike Gemmer, Catherine Hennessy, Iseult Lennon Hudson, Gareth Dafydd Lewis, Victoria Petrova, Stefana Puiu, Sven Roehr, Josephine Usher, Natalia Vandenberghe.

Excused: Catherine Daguet-Babich, Nóra Edit Kárpáti, Graziella Rizza, Tobias Stricker.

Absent: Evangelia Fidanidis.

Proxies: Catherine Daguet-Babich and Graziella Rizza to Michela Beati, Tobias Stricker to Ulrike Gemmer.

Guest: Manuela Pamio, secretariat of APEEE, Eric Piettre, the Director of the APEEE of Brussels IV.

Minutes 19.04.2016

Ms Beati chairs the board meeting and announces that Mr Lewis will be the timekeeper.

1. Adoption of the agenda

The following item is added to the Agenda:

- Pedagogical point

The agenda is adopted as amended.

Some items are anticipated and not follow the chronological order.

With reference to the agenda, it is proposed to keep the same template and change the structure. The agenda could be divided into three parts: 1st part for decision, 2nd part for consideration, 3rd part for information. Mr Lewis points out that the supporting documents to the meeting can't be sent by e-mail because there are too many files. He could send the link to the Bitrix platform. Ms Beati thanks Mr Lewis for his work.

2. Approval of the last CA minutes 5.04.2016

ADOPTED by large majority (13 in favour, 2 abstentions, 0 against) without any remarks.

3. Approval of the last GA Minutes

Ms Petrova enters at 12:55 pm.

The VP Administrative affairs explains that the approval of the Minutes of the General Assembly is related to the publication of the list of administrators on the Moniteur belge.

Ms Lennon Hudson enters at 12:58.

ACTION: It is agreed that the approval of the last GA Minutes will be adopted by a written procedure and that the document will be published on Bitrix platform. The deadline for the reply is within a week.

4. Resignation of board member, Marc Henriques de Granada

Mr Henriques de Granada has resigned from the APEEE Board on 6.04.2016 with immediate effect. The Board takes note of his resignation as board member from 6.04.2016.

ACTION: A letter has been formulated on behalf of the APEEE Board for thanking Mr Henriques de Granada for his work and involvement for the APEEE.

According to the statutes of the APEEE, the vacant position as board member will be filled at the following General Assembly.

5. Lawyer to be chosen (on basis of appropriate documentation)

Ms Bodenez enters at 1:10 pm.

The Treasurer, on behalf of the Board, has contacted various lawyers for gathering all information about their fees, experience and interests. She presents to the Board all lawyers' replies already uploaded on Bitrix platform. Three replies seem to be interesting.

It is agreed that the APEEE of Brussels IV needs a lawyer and there will be a Board decision for the choice. One board member points out that the APEEE Board has to act carefully. The legal advice has to be requested only if it is necessary. When a lawyer is engaged we have to know the person who will do the work and the total cost (fees + extra charges).

ACTION: MS Usher, Ms Hennessy and Ms Bodenez will follow the file together with Ms Vandenberghe.

There is no clear procedure but the Board has to vote who is entitled to reply to technical questions. It is decided that Racine and Xirius lawyers are the best options proposed.

6. Board of Governors update.

Ms Conyers Barber will send to all members a report about the Board of Governors update in the next couple of days. Important items were analyzed such as the revision of statutes of the locally recruited teachers.

7. Review, update APEEE statutes 2012 – Vote

Ms Hennessy requests an official mandate from the Board to review and update the APEEE statutes 2012.

The Board agrees unanimously to give an official mandate to Ms Hennessy to review and update the APEEE statutes 2012.

Ms Hennessy has noted a discrepancy between the FR version of APEEE statutes (official) and the English translation published on the APEEE website.

ACTION: The English version will be removed from the APEEE website and the FR version will be translated into the English language.

It is clarified that there is no budgetary line for translations for this school year but it could be possible to create a new one from September 2016.

Mr Roehr and Ms Hennessy leave at 1:45 pm.

8. State of Play –Transport

With reference to the transport regulation 2016-2017, Mr Piettre submits a project to the Board. The document drafted with the CA transport responsible is presented in track-changes. The main amendments include the subscription cancellation to the transport service and the school transport tickets for occasional bus changes.

VOTE to adopt the Transport regulation 2016-2016 as submitted to the Board and to accept all modifications.

The Board agrees unanimously to adopt the transport rules for the next school year including all modifications. The Board thanks Ms Petrova for her contribution.

The transport enrolments for the next school year will be launched on 1st May 2016. It is clarified that the access to the bus maps will be available for parents through the "service parents" part after the on-line registration without paying the annual membership fee.

ACTION: A message will be formulated to announce the launch of the transport enrolments on 1st May 2016 and the access to the google map for the bus routes.

9. Update on IT communication platform office 365.

Ms Puiu introduces briefly the platform office 365. Bitrix and 365 platforms have overlapping functionalities. We are testing Bitrix but we could try 0365 also. The idea is to better assess the capabilities of both solutions and choose which is the best to store documents.

VOTE to subscribe for and behalf of APEEE: Office 365 Business essentials for non-profits , 0,00 user/month. For Business with 1 to 300 users.

The Board agrees unanimously to subscribe the Office 365 Business essentials for nonprofits , 0,00 user/month. For Business with 1 to 300 users. The access could be given to a pilot group including the APEEE staff.

10. Security and transport related.

There is an agreement of principle with the school that the transport office has to collect the data and give the list of drivers and bus monitors to the school guards. With reference to the mobility plan, Mr Drantmann informs all members that a meeting with the competent authorities (Conseil de concertation) will take place on 27th April 2016.

On the same day, there will be the Health and Security WG meeting. Mr Drantmann points out that it is important to know what's the expectation from the APEEE and from parents. If the APEEE is in favour of the school measures, he will be glad to meet parents and know their points of view.

ACTION: the Working Group Health and Security will come back to the next CA with some proposals to reply and meet parents.

11. Pedagogical point

The VP Pedagogical affairs explains that five children of the EEBIV have to pass an entrance exam to foreign schools. The school has contacted the APEEE in order to know if the parents' association can organize the supervision and cover all costs related (for example hire teachers). The EEBIV can provide the room. A decision has to be taken by the Board and communicated to the school direction.

Mr Drantmann, Ms Usher and Ms Puiu leave at 2:16 pm.

Vote on the principle to help these parents for their children supervision.

The Board agrees by a large majority and two abstentions to help these families.

12. Background information on the Charlemagne meeting 28/04.

The Director of the APEEE, the VP Administrative affairs and the CA transport responsible will attend the parent information meeting organized by the ADP Crèches and Childcare. The meeting will be held in the Charlemagne building on 28th April from 12:00 to 14:00 pm.

ACTION: Ms Usher will send the documents useful for the presentation (slides) in the coming days.

13. Nominate a Data Protection Officer / include on website.

No appointment will be made. The VP Administrative affairs clarifies that the data protection officer already exists. The Director of the APEEE has filled this position for three years.

14. State of play + Treasurer's report.

Mr Pietre informs the Board that the *Régie des Bâtiments* was present at school on 15th April and checked again the infrastructure and all equipment problematic points. The main gate will be probably enlarged of 10 cm to facilitate the buses' access into the parking space.

With reference to the canteen payments 2014-2015, the last reminders were sent last Friday. According to the rules, the APEEE reserves the right to suspend or cancel enrolments due to non-payment. It is proposed to block the access to the on-line enrolments via point be for these specific cases.

Ms Bodenez leaves at 2:20 pm.

15. APEEE support to Eureka.

Eureka is a parents' project based on the availability of volunteers. Ms Lennon Hudson thanks Eureka volunteers for their extraordinary work.

The APEEE supports Eureka through the working groups. Ms Lennon Hudson refers that Eureka team is in contact with:

- The Pedagogical WG to raise awareness about the lost property problem;
- The Communication WG to manage e-mail and the Eureka webpage on the APEEE website;
- The Health & Security WG to find a solution for the parents' access on the school site;

16. School year book contribution.

Ms Lennon Hudson refers that the school year book, prepared by the school, is generally available to parents in June, in coincidence with the Somerfest. She will collect all contributions (comments and pictures) from the Board.

The Board meeting ends at 2:30 pm. It is clarified that next board meeting will be dedicated to the budget and the approval of canteen and extracurricular enrolments on 1st June. A financial point will be added for decision: Training "cultural differences" Litsa's proposal or Eric's proposal (when and what).

The next board meeting is scheduled on 24th May. The Treasurer asks to keep the items short because the budget needs to be validated.