

**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 Thursday, 7<sup>th</sup> July 2016**

**Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB/304, 12:55-14:25**

**Present:** Catherine Daguet-Babich, Christian Drantmann, Catherine Hennessy, Iseult Lennon Hudson, Gareth Dafydd Lewis, Victoria Petrova, Graziella Rizza, Tobias Stricker.

**Excused:** Michela Beati, Françoise Bodenez, Sarah Conyers Barber, Kristin Dijkstra, Dorothée Farwerck Lefort, Stefana Puiu, Sven Roehr, Josephine Usher.

**Absent:** Nóra Edit Kárpáti, Natalia Vandenberghe.

**Proxies:** Michela Beati to Catherine Daguet-Babich, Françoise Bodenez to Victoria Petrova, Dorothée Farwerck Lefort to Catherine Hennessy, Stefana Puiu to Gareth Dafydd Lewis, Sven Roehr and Josephine Usher to Christian Drantmann, Catherine Hennessy to Iseult Lennon Hudson.

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

### **Minutes 7.07.2016**

Ms Daguet-Babich chairs the meeting. Some items are anticipated and not follow the chronological order.

#### **1. Approval of CA Minutes + record approval of AGM minutes.**

The Minutes of 9<sup>th</sup> June 2016 are adopted with amendment on point 2. Ms Lennon Hudson enters at 12:55 pm.

The Minutes of 21<sup>st</sup> June 2016 are adopted with amendments.

The Minutes of the last General Assembly are adopted by the Board.

With reference to the Minutes of 24<sup>th</sup> May 2016, the Board agrees to have two versions of Minutes: **one published on the APEEE website and another one including the exchange of mails for the safe.**

With reference to the last Board meeting, one board member expresses concern that important items being raised at the end of the meeting under OIB. The adoption of the agenda should be included on every agenda and all participants should present points during the meeting respecting the agenda approved.

## **2. Approval of the agenda.**

ADOPTED

## **3. Publication on the "Moniteur belge". Register to take decisions GA and CA.**

A draft version of the documents for updating the list of APEEE administrators on the "Moniteur belge" is submitted to the President and the Secretary for signature.

According to the Statutes of the APEEE of Brussels IV (articles 10 and 16), the resolutions of the General Assembly and the Administrative Board are written into a register signed by the President and the Secretary. Ms Hennessy clarifies that the approval of Minutes is the responsibility of the President and the Secretary.

**ACTION:** The register of all decisions will be updated in September.

## **4. Resignation of Ms Gemmer on 22 June 2016 – Thanks.**

Ms Gemmer Ulrike has resigned from the Board on 22.06.2016 with immediate effect. The Board thanks Ms Gemmer for her work and takes note of her resignation as board member from 22<sup>nd</sup> June 2016.

## **5. Validation of the supplementary hours.**

It is clarified that it is not possible to request the authorization of the overtime to the Board in advance due to the fact that employees have to manage their daily business including urgent problems to be solved immediately. One board member affirms that it is the Director's task and his responsibility to validate the overtime of the staff.

**ACTION:** The Board delegates the Working Group HR to implement a good practice for the overtime.

## **6. Status report: services.**

Mr Piettre provides an oral report of status of all services.

## **7. Draft organization APEEE Bruxelles IV.**

The President submits to the Board a draft organization of the APEEE following the recent resignations. It is confirmed that Ms Rizza is the treasurer back up and will join the Working Group HR and Ms Petrova will join the Working Group Security. Interparents : Mrs Petrova 2nd member and et Mrs Bodenez suppléante. This versions approved by the board (Annexe).

The situation of the work done by voluntary parents has to be identify and of the different bank accounts as well. It is proposed to update the rules of Somerfesto and other committees, the Board could nominate parents in order to reinforce the structure of the APEEE.

The board approves the opening of a Somerfesto bank account:

***'The APEEE Board expresses its gratitude to volunteer parents who have enabled the organisation of Somerfesto over the years, and agrees to open an appropriate bank account for the organisation of future Somerfestos from September 2016.'***

**ACTION:** Ms Lennon Hudson will send a proposal concerning Somerfesto and other committees, the structure will be discussed to the next Board meeting.

## **8. Cafeteria – Investment and planning presentation.**

The CA responsible for canteen introduces the main points discussed and agreed during the canteen working group meeting:

- To hire two staff workers for the cafeteria. It is explained that a staff person should sell food and beverage and the other should prepare sandwiches.
- To approve the company DAO as the provider of a payment system.

The President proposes to hire "stagiaires" for the cafeteria, an option to be checked.

**Vote:** the Canteen Working Group requests a formal recommendation from the Board to order DAO payment system in order to implement the cafeteria in November 2016.

The Board decides unanimously to order DAO payment system in order to implement the cafeteria in November 2016.

## **9. WG HR – Feed Back meeting on 15/06/2016.**

This point is postponed to the next Board meeting. Each CA responsible should prepare the documentation related (job description, salary grid adaptation) to present in September and implement in October. Ms Rizza underlines the importance of having an organizational chart, a distinction between statutory and no statutory staff has to be made.

**ACTION:** Mr Piettre and Ms Rizza will present a project to the Board before the end of September.

Ms Hennessy leaves at 1:55 pm.

## **10. Feedback Somerfesto 2016.**

Vote to reimburse the President of the APEEE for the costs of the material used for the Somerfesto. Total amount to be reimbursed: 41,47 euro.

The Boards agrees unanimously to reimburse the President of the APEEE for the costs of the material used for the Somerfesto. Total amount to be reimbursed: 41,47 euro.

-Somerfesto assessment.

Postponed

**11. Children leaving the European school system because change of school for medical reasons is not accepted by the "autorité des inscriptions."**

Postponed

## **12. Child focus.**

Postponed

## **13. Garderie / School extension possibility.**

The President informs the Board that there will be a meeting with the school direction and the OIB regarding the use of school classes on 8/07/2016.

Any ideas or suggestions are welcomed before tomorrow.

## **14. Finance: Community Fund (members elected by the Board) and Somerfesto & others.**

The APEEE Board expresses its gratitude to volunteer parents who have enabled the organisation of Somerfesto over the years, and agrees unanimously to open an appropriate bank account for the organisation of future Somerfestos from September 2016.

## **15. Inforgix – Laptops for pupils.**

Postponed.

## **16. Section representatives.**

The President highlighted that the communication with the section representatives needs to be reinforced.

### **Decision: Communication with inspectors.**

The communication with inspectors needs to be defined: Board or section representatives?

This point is postponed.

## **17. AOB**

### **-Webdor: Feedback meeting on 20/06/2016 with SCIC and DG HR.**

The President informs the Board that a direct access to WEBDOR has been created in order to book rooms for the APEEE meetings. With reference with the E-pass, a meeting with DG HR could be envisaged in the near future.

### **-Footer APEEE.**

The Director announces that the APEEE staff is now using the APEEE e-mail footer.

### **-Information on "appeal procedures" (website) – Translation into EN.**

A communication regarding the appeal procedure is published in French language on the APEEE website. The President to ask to Ms Dijkstra to coordinate the translation of the text into English.

### **-Team Building 18/09/2016.**

It is confirmed that a team building will take place on 18<sup>th</sup> September 2016 with Mr Coene as coach, in accordance with the Director's proposal.

### **- Book sale.**

No book sale is still organized for French section.

### **-Conference 19/09/2016.**

A conference on "European Bac – Recognition, State of play and Future Prospects" will take place in Brussels on 19<sup>th</sup> September 2016. The invitation has been sent to parents via all class representatives and a high level of registrations have been recorded.

### **-Works in the neighbourhood.**

Mr Drantmann gives a brief report of the meeting with the city of Brussels and the EEBIV held on 4<sup>th</sup> July 2016. The following works are announced in the neighbourhood:

- The renewal of the sideway on rue Drève Sainte Anne planned in August, low impact on bus services.
- Improvement works (pavement/sideway) on rue Medori probably in October.
- Pedestrian works (zebra crossings, speed bumps etc.) on Drève Sainte Anne, date to be fixed.

It is announced that the Director of the EEBIV will write a note to send to parents at the end of October.

Mr Drantmann leaves at 2:20 pm.

### **-Staff holiday schedule.**

The Board thanks Mr Piettre for the staff holiday schedule. The document is published on BITRIX platform.

### **-Thanks Board and staff.**

The President thanks all board members and the staff for their work during this school year.

The meeting ends at 2:25 pm. The next meeting will be held on 1/09/2016. The President announces that there will be a special finance meeting on 22<sup>nd</sup> September 2016.