

**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, 25<sup>th</sup> October 2016**

**Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB/5B, 13:15-14:25**

**Present:** Michela Beati, Françoise Bodenez, Sarah Conyers Barber, Catherine Daguet-Babich, Kristin Dijkstra, Drantmann Christian, Catherine Hennessy, Iseult Lennon Hudson, Gareth Dafydd Lewis, Victoria Petrova, Graziella Rizza, Sven Roehr, Tobias Stricker, Josephine Usher.

**Absent:** Dorothee Farwerck Lefort.

**Excused:** Nóra Edit Kárpáti, Stefana Puiu.

**Proxies:** Iseult Lennon Hudson to Kristin Dijkstra, Nóra Edit Kárpáti to Michela Beati, Stefana Puiu to Sven Roehr.

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

### **Minutes 25.10.2016**

Ms Daguet-Babich chairs the board meeting.

#### **1. Approval of the agenda.**

Three items are added to the agenda:

- Structure of the APEEE of Brussels IV
- Payment of the annual subscription BRU IV 2015 to Interparents
- Attribution of contracts

The agenda is adopted as amended.

Ms Bodenez enters at 1:15 pm.

#### **2. Update on the canteen access control.**

The board member responsible for the canteen indicates the two main canteen problems:

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- the overcrowding for primary students;
- the access control for secondary students;

It is explained that these problems have no impact on the security.

## **2.1 Final approval of the access control system, so we can have it implemented in January.**

There is no vote.

Ms Lennon Hudson enters at 1:30 pm.

Before making any decision, important information needs to be clarified about the provider and the total cost. In addition, the President requests a clear position from the school on this matter as well as an official answer from the "Regie des Bâtiments".

## **2.2 Address the issue to the parents and have to send punishments.**

Some secondary pupils were caught eating in the canteen without a canteen registration. The board analyses the type of sanction for these pupils: the exclusion from all APEEE services could be envisaged. It is discussed if this issue should be raised to all parents or to the families involved.

It could be useful to inform all parents that if a student is not enrolled to the canteen service can have other options available: vending machines, buy products in the cafeteria or canteen tickets in the APEEE office.

## **3. Statutes**

Ms Hennessy invites all board members to read three draft documents:

1. Possible updated Statutes for Bxl IV APEEE
2. Possible rules of procedure for the General Meeting
3. Possible rules of Procedures for the Administrative Board and any committees or sub groups that it creates.

These documents have been drafted by the Statutes Working Group in close cooperation with the other APEEEs based in Brussels (I, II, III). Ms Hennessy requires, in principle, a specific Board meeting to discuss the draft Statutes and associated Rules of Procedure. The Board fully agrees in early of November. During the second half of November, the Administrative Board will be focused on the preparation of the annual General Assembly.

## **4. Nominations for new posts.**

### **4.1 Treasurer of the board.**

Mme Vandenberghe has resigned from her position of treasurer and from the APEEE board on 17.10.2016 with immediate effect. The Board takes note of her resignation from her function as treasurer and as Board member from 17.10.2016.

The Board agrees unanimously to appoint Ms Graziella Rizza as treasurer.

Ms Hennessy leaves at 1:45 pm.

### **4.2 Extra-curricular activities (Periscolaire) responsible board member.**

Ms Kárpáti has resigned from her position of extra-curricular activities responsible board member.

The board takes note of her resignation from this position and thanks her for all work accomplished.

The board agrees to appoint Ms Usher as extra-curricular activities responsible board member until December 2016.

#### **4.3 Health and Safety responsible board member.**

The Board thanks Mr Drantmann for his work as Health and Safety responsible board member and takes note of his resignation as Health and Safety responsible board member and member of the Bureau. He will continue to be part of the Health and Safety Working Group.

The Board agrees to appoint Ms Bodenez as Health and Safety responsible board member and Ms Petrova as back-up. It is clarified that Ms Bodenez will be the eighth member of the Bureau.

#### **5. Provide information for the Newsletter.**

All board members were reminded that they had been invited to send material for the APEEE Newsletter. Creating a Newsletter requires a lot of time and inspiration but it is a good way to reach out parents and clarify some issues as well as report on pedagogical points. Parents would be keen to get information about the cafeteria updates, the first Education Councils coming up or interviews with the new deputy heads. The Board agreed that given insufficient material has been produced so far, the next edition of the newsletter will be published in the half-term holidays and contributions will be provided before then.

#### **6. GA Planning timetable.**

Each board member responsible for a service has to prepare the activity report as soon as possible. The President of the APEEE points out that all documents included in the Convocation have to be provided in a due time. Ideally one week before the convocation.

#### **7. State of play of the services.**

The VP Communication and Information informs the Board about the recent problems occurred with the APEEE website. One parent of the EEBIV has kindly backed up and kept our website safe. His work was extremely important to ensure that GA deadlines are respected.

**Vote on:** Payment of the invoice for work completed on the APEEE website: updating Joomla and Extensions. (Date: 23/10/2016 - total amount: 160 euro).

The Board agrees by large majority to pay the invoice, total amount 160 euro.

The discussion focuses on the recruitment process and the procedure related. Mr Roehr leaves at 2:05 pm. Some board members point out that they have to be involved in the selection process. The Board has to draft a recruitment procedure to ensure transparency. The VP Administrative Affairs points out that the recruitment for the cafeteria (two positions) has to be done and the CA responsible for the canteen or one member of the Canteen WG should be involved.

Ms Usher, Mr Drantmann, Ms Rizza and Ms Beati leave at 2:20 pm.

**Action:** With reference to the recruitment of the extracurricular activities assistant, the President asks to Mr Piettre to formulate two proposals. It is agreed that these two proposals will be submitted to the Board and the decision will be made by written procedure.

#### **8. Payment of the annual subscription BRU IV 2015 to Interparents.**

The President of Interparents will send the invoice to the APEEE of Brussels IV concerning the payment of the annual subscription for 2015 year.

### **9. Report on the CES of 20<sup>th</sup> October.**

The VP Pedagogical Affairs informs the Board that she has published the feedback to parents from the Education Councils on October 13<sup>th</sup> and 20<sup>th</sup> on our bitrix communication platform.

The meeting ends at 2:25 pm.