

**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, 23<sup>rd</sup> February 2016**

**Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB304, 12:25-14:10**

**Present:** Michela Beati, Françoise Bodenez, Kristin Dijkstra, Christian Drantmann, Evangelia Fidanidis, Ulrike Gemmer, Iseult Lennon Hudson, Gareth Dafydd Lewis, Stefana Puiu, Graziella Rizza, Sven Roehr, Tobias Stricker, Josephine Usher.

**Excused:** Sarah Conyers Barber, Catherine Daguet-Babich, Catherine Hennessy, Nóra Edit Kárpáti, Victoria Petrova, Natalia Vandenberghe.

**Absent:** Dorothee Farwerck Lefort, Marc Henriques de Granada.

**Proxies:** Sarah Conyers Barber to Kristin Dijkstra, Catherine Daguet Babich and Stefana Puiu to Michela Beati, Evangelia Fidanidis to Ulrike Gemmer, Natalia Vandenberghe to Iseult Lennon Hudson.

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

### **Minutes 23.02.2016**

VP Administrative Affairs chairs the meeting and submits to all members the agenda divided into decision points and information points. Some items are anticipated and not follow the chronological order.

After a brief introduction of all participants, the VP Administrative Affairs introduces the confidentiality point. It is clarified that all internal documents are confidential and must not be distributed to third parties. The respect of confidentiality is essential. Once a document becomes official can be made public and posted on the APEEE website. All official documents containing sensitive information are stored in a safe in the APEEE office and made available for consultation.

It is emerged the importance of improving the communication with parents. The newsletter is a powerful tool to communicate what the APEEE of Brussels IV and the School Community are working on. All volunteers' contributions to the Newsletter are appreciated.

### **1 Financial decision: Voting system confirmation decision for the next GA (EURO 5,000 provision with budget line?)**

The Board analyses the benefits of electronic voting system. E-voting is argued to give more accurate results, to speed up the count procedure and announce the election results easily.

**Vote on** principle of adopting the electronic voting system for the next General Assembly, budget will be discussed and adopted later.

**DECISION:** The Board agrees unanimously to use the electronic voting system for the next General Assembly.

**ACTION:** Ms Puiu and Ms Fidanis will investigate different options and will present the technical possibilities to Board members.

### **2 VP COM split position.**

According to the APEEE Statutes (articles 14.1 – 14.2), the Board elects a Vice President responsible for Information, Events and Public Relations.

It is proposed to split the VP COM in two positions: one official person who will deal with a part of functions and a strong working group who will manage other tasks related.

The VP COM strongly supports this proposal because a massive workload increase has been registered during the last years and the communication area seems to be the weakest.

It is emerged the importance of setting up a communication working group who deals with IT issues as well as to fix a communication strategy.

It is explained that the APEEE website was hacked three times during the last months but the website is stable and the access is restricted to few users. The Board has to fix a policy and a system security.

**DECISION:** No decision is taken concerning the VP COM split position.

**ACTION:** Ms Lennon Hudson, Mr Lewis, Ms Puiu, Mr Drantmann, Ms Usher, Ms Dijkstra, Mr Roehr, Ms Gemmer and Ms Karpati are interested in joining the communication working group.

Ms Bodenez enters at 1:00 pm.

### **3. Board vacancies: – To be filled during the half-day teambuilding – Plan a date.**

The Board agrees to meet for a half day teambuilding on Sunday 6<sup>th</sup> March, 2016 in order to elect the Executive Board. It is urged to fill the following Board vacancies: Secretary, VP Communications, Treasurer, Responsible for transport.

It is clarified that all board vacancies require a huge time investment and include a series of tasks and responsibilities. Once a vacant post is filled the other board members should collaborate and work together.

There is an open discussion about the importance of explaining roles and tasks related to each function, detailed guidelines could be useful for new members.

#### **4. INFO event: Laeken hosting a Girl teach Fest on Saturday, April 30<sup>th</sup> to mark the UN Girls in ICT Day.**

Ms Lennon Hudson presents to the Board members the Digital Muse Girl Teach fest for information. The Digital leadership Institute proposes to carry out a day long volunteer run-event promoting entrepreneurship, science, technology, engineering, arts and mathematics to 11-14 year old girls from the Brussels area. This event should encourage their participation in ESTEAM studies and careers.

The School Direction has responded very positively to host this event on Saturday 30<sup>th</sup> April.

#### **5. State of play**

The Director of the APEEE introduces the State of play that will be completed with an additional information point proposed by Mr Drantmann: mobility plan on Drève Sainte Anne.

#### **6 Transportation: implementation of the voted motion - Consequences**

The Director of the APEEE explains that before the General Assembly 2015-2016 parents could buy maximum 4 tickets per child per month and 5 times a year. The General Assembly 2015-2016 has approved the transport motion and abolished the limitation of using the formula tickets.

The Director of the APEEE clarifies that all children enrolled to the transport service are covered by the school insurance in case of accident during their school transport travel AM/PM (home to school and school to home or OIB child care center) but pupils using the transport service occasionally are covered only by a private insurance subscribed by parents.

A clear communication regarding the bus ticket formula and the insurance has to be sent via class representatives and posted on the Apeee website, ticket section.

Ms Puiu, Ms Rizza, Ms Fidanidis leave at 1:45 pm.

#### **ACTION:**

Mr Roehr will prepare a draft message by Friday (26/02) at the latest and Ms Usher will send the final version to be published on the APEEE website on Monday (29/02).

#### **7 Information on projects**

The Board notes that other APEEEs have adopted rules of procedure (règlement intérieur). It would be good to have a group who is working on this issue. Important topics could be taken into account such as how to deal with class representatives and section representatives, how to adapt the statutes in view of an Extraordinary General Assembly.

**Action:** Mr Drantmann, Ms Daguet-Babich, Ms Dijkstra, Ms Conyers Barber, Mr Striker are in favor of joining this Working group.

Mr Drantmann explains to the Board the mobility plan on Drève Sainte Anne approved by the Ville de Bruxelles. The following measures are planned: a third pedestrian crossing, bollards in front of the M Building (Nursery Reception) and the moving of a bus stop in front of "the Cantine" close to the lodge of the security guards.

These works will start in two weeks and a negative impact on the transport service is expected.

One Board member affirms that the APEEE of Brussels IV has to act in regard of this issue to come out with a petition to mobilize parents against this plan.

Mr Roehr leaves at 2:05 pm.

**ACTION:** People who are interested in joining the working group will send an e-mail to Mr Drantmann at: [hswg@bru4.eu](mailto:hswg@bru4.eu). Ms Bodenez and Ms Gemmer are interested in joining the group.

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The following points are postponed:

**Secretariat:** appointment of an archiving manager - actuation points - Monitoring of deferred items.

**Services** monitoring the "exceptions" files – archiving data - equal treatment.

**Project cards:** Coordination of the needs to be done after appointing the heads of services (to be foreseen: call for tender to be launched).

**Staff Management:** new contracts details and job description (after commission 203), follow-up of the overtime, training card, special cases.

**IT:** Appointment of an IT Specialist for the setting up of the new APEEE IV website.

The meeting ends at 2:10 pm.