

**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, 29<sup>th</sup> November 2016**

**Location: European Commission, rue Van Maerlant 18, 1040 Bruxelles, room: -2/05  
12:45 14:35**

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

**Absent:** Nóra Edit Kárpáti.

**Excused:** Christian Drantmann, Stefana Puiu.

**Proxies:** Michela Beati and Iseult Lennon Hudson to Catherine Daguet-Babich, Drantmann Christian to Josephine Usher, Stefana Puiu to Sven Roehr.

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

### **Minutes 29.11.2016**

Ms Daguet-Babich chairs the board meeting.

#### **1. Approval of the agenda + minutes of the last meetings.**

One item is added to the agenda:

- State of play canteen

Some items are anticipated and don't follow the chronological order. The agenda is adopted as amended.

**2. Communication WG recommendation:** *'Request the board to approve the request for proposal (RFP) for re-design, development, implementation and maintenance of the association website'*

The APEEE of Brussels IV is seeking the services of an experience website design company in order to re-design, develop, implement and offer maintenance for its website.

Last year the APEEE received three firm offers. The VP Communication and Information points out that it could be useful to have 5 or 6 offers to analyze. All board members can propose a list of

company names. It is requested to appoint a selection committee composed of board members who have no personal interest in this project. Any conflict of interest should be avoided.

**Vote to:** approve the request for proposal for re-design, development, implementation and maintenance of the APEEE website:

- 15 in favour
- 1 abstention
- 0 against

The Board agrees by large majority (15 in favour, 1 abstention and 0 against) the proposal for re-design, development, implementation and maintenance of the APEEE website. The WG Communication and information will prepare an evaluation grid for tenders. Prices will be asked in an informal process and the best offer will be taken.

### **3. Prevention of bullying.**

With reference to the prevention bullying policy, the APEEE is waiting for an answer from the school direction.

There is a general discussion regarding the access to pupil's information in accordance with the data protection policy. How can be managed the parents' right of access to their child's information?

Data protection is a sensitive a complex matter and a prudent approach should be taken. Data protection policy published on the APEEE website should be revised. With reference to individual cases and parents' complaints a better clear policy should be implemented to manage conflicts.

Ms Conyers Barber, Ms Rizza and Ms Lennon Hudson enter at 1.15 pm.

**Action:** With reference to a specific case, the VP Pedagogical affairs will draft a short general answer. This draft letter will be sent to Ms Usher for reviewing.

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

Ms Lennon Hudson provides an update on Somerfesto. Following the CA decision of July 7<sup>th</sup> 2016, a bank account was opened at the beginning of October. Somerfesto account is explained to the Board.

The President requests that a clear payment procedure be put in place. The Director of the Apeee and the Treasurer are preparing a draft in order to simplify the payment process. It is clarified that there are different types of invoices:

- Invoices paid automatically (salaries, ONSS etc.).
- Invoices requiring the approval signature of managers or third parties that check the invoice.
- Invoices requiring an additional signature.

**ACTION:** The treasurer will submit a proposal to the Board for the next new Board meeting fixed on 20<sup>th</sup> December 2016. The draft procedure will be short, maximum 5 pages long, simple and clear.

Ms Beati enters at 1.35 pm. The Board agrees that the Somerfesto account be used.

## 5. Transport Committee update.

The CA responsible for transport provides an oral report of the Transport Working Group meeting held on 25 November 2016. The meeting focused on preparing the GA Transport presentation and discussion options on motions. During this WG meeting it was agreed to anticipate the introduction of transport motions with the following arguments:

- A comparison of all services.
- The richness of the transport offer with 50 am lines and 50 pm lines and the high quality of the service provided.

With reference to the budget proposal at the GA, the CA responsible for transport agreed for a 5 % price reduction for transport service as second option.

With reference to security, some measures have been adopted to improve security for example the interaction of the local police and the "Régie des bâtiments" with the school administration, evacuation exercises.

With reference to a possible treatment of SEN pupils, there is no specific transport policy on SEN people. No APEEE is using the option to split the bus lines in order to dedicate specific bus lines to SEN pupils.

It is pointed out that other APEEEs based in Brussels have geographical limitations in their transport rules but no time limitation. The CA responsible for transport announces that the Transport WG would like to change transport rules and introduce geographical limitations probably in March. The transport office is preparing a visual presentation to show at the GA meeting before motions.

The current traffic situation in Brussels doesn't allow to set time limitations.

Mr Roehr and Ms Hennessy leave at 1.48 pm.

## 6. GA Preparation

A special Board meeting on GA preparation will take place next Monday, December 5<sup>th</sup>, 2016. All replies to the motions will be finalized.

Ms Usher leaves at 2.00 pm.

The Board thanks Mr Lewis for the huge work done for the convocation of the GA. The deadline was respected and all documents related to the GA were posted on the APEEE website. It is referred that there are 10 vacancies and 3 candidates for the Administrative Board.

**Action:** the VP Pedagogical affairs will prepare a draft to send via the section representatives in order to call for new candidates.

With reference to the technical vote, the VP Administrative affairs will organize a technical meeting with Mr Duquesne. It is proposed that Ms Daguet Babich, Ms Puiu, Mr Lewis and Mr Roehr may participate to this meeting.

## 7. State of play Canteen

Mr Striker gives an update on cafeteria. The cafeteria, opened for S1 to S4 students, works well. The technical problem linked to the electronic payment system will be solved probably tomorrow in order

to be operational next Monday. The price of each sandwich is 3,95 EURO but the quality is high. Positive feedback was received from students and parents.

Ms Lefort leaves at 2.15 pm. Mr Stricker refers that the APEEE has to expand the range of sandwiches offered as well as to investigate child's food preferences.

Mr Lewis, Ms Rizza and Ms Lennon Hudson leave at 2.18 pm.

With reference to the vending machines, the distributors are now empty but they will be furnished with healthy food. The discussion focused on "canteen fraud". Some secondary pupils were discovered eating without being enrolled to the canteen service. The President asks the figures and the real cost of the "canteen fraud".

The investment in an access control would give access only to students enrolled in the canteen, would optimize the time that administrative staff loses to check payments and make the reminders. According to the rules of each service, the APEEE reserves the right to suspend or cancel enrollments due to non-payment and to take legal action in order to recover its costs. It is pointed out that all service managers have to be informed about pupils involved in this "fraud".

The board meeting ends at 2.35.