

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 Monday, 30th May 2016

Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB304, 12:50-14:25

Present: Michela Beati, Françoise Bodenez, Christian Drantmann, Dorothée Farwerck Lefort, Catherine Hennessy, Gareth Dafydd Lewis, Victoria Petrova, Sven Roehr, Tobias Stricker, Natalia Vandenberghe.

Excused: Sarah Conyers Barber, Catherine Daguet-Babich, Ulrike Gemmer, Nóra Edit Kárpáti, Iseult Lennon Hudson, Stefana Puiu, Josephine Usher.

Absent: Kristin Dijkstra, Evangelia Fidanidis, Graziella Rizza.

Proxies: Sarah Conyers Barber and Josephine Usher to Christian Drantmann, Catherine Daguet-Babich and Victoria Petrova to Michela Beati, Ulrike Gemmer to Tobias Stricker, Nóra Edit Kárpáti to Natalia Vandenberghe, Iseult Lennon Hudson and Stefana Puiu to Gareth Dafydd Lewis.

Guest: Jérôme Beurier, the extra-curricular manager, Manuela Pamio, secretariat of APEEE, Eric Piettre, the Director of the APEEE of Brussels IV.

Minutes 30.05.2016

Ms Vandenberghe chairs the meeting and gives a briefly explanation about the timing of budget preparation. The treasurer explains to the Board that, generally, the extra-curricular activities budget is prepared in May, the transport and canteen budgets in September or October because the number exact of children enrolled is known.

With reference to the request to foresee an additional budgetary line to anticipate possible adaptation of transport service to the EC Directorate for Security additional security measures, , should those be considered as necessary raised by the Board Member responsible for transport, the discussion will be back in September and October when the APEEE accounts are closed. The treasurer suggest it may be better to use part of the carry forward benefits and create a "dedicated reserve" for eventual security requirements rather than increasing the transport prices that are already high. Transport Board Member agrees to the proposed option.

1. Approval of budget in order to open the Periscolaire registration on 1st June 2016.

The VP administrative affairs thanks the extra-curricular activities team for the work accomplished and the range of extra-curricular activities proposed to parents for the next school year.

With reference to the budget and prices calculation, the Treasurer clarifies that the 15.000€ reduction voted by the GA has been translated by the extra-curricular activities staff members into a fixed 11 price reduction per child regardless of the treasurer recommendation and WG agreement of applying a % reduction of the price activity.

The decision of the WG extra-curricular activities to keep all martial arts at equal prices has not been integrated by the extra-curricular activities staff members in the files.

The treasurer underlines that she has asked for a lawyer's opinion of the price reduction voted by the GA without having received any follow-up so far.

The budget and price calculation being submitted to the treasurer 4 weeks past the agreed dead-line and considering the urgency of opening extra-curricular activities subscriptions, the treasurer submits to the Board the budget and prices calculations without being able to guarantee that there is no error in the data. Prices are calculated on the costs of the activities and adding a 3% margin to cover unexpected events during the year.

Vote on adoption of the extra-curricular activities budget 2016-2017, as submitted to the Board, in order to open the Periscolaire enrolments on 1st June 2016:

- 15 in favour
- 1 abstention
- 1 against

The Board adopts the extra-curricular activities budget 2016-2017, as submitted to the Board by large majority.

With reference to next school year, it is recommended that all documents will be presented earlier, in order to allow more through analysis and comments by the Board members and that the performing arts day be fixed one month before the launch of extra-curricular activities. It is clarified that the treasurer would like to have an answer from the lawyer about the reduction of prices.

Ms Hennessy leaves at 1:15 pm.

2. Follow-up of inter APEEE BRU discussions

Mr Beurier leaves at 1h25 pm. It is underlined that the setting up of a common platform between the APEEEs is a useful way of sharing documents and information between APEEEs. The VP Administrative affairs underlines that the network is operational and can be used. She could send an e-mail to the Presidents of other APEEEs (BXL I, BXL II, BXL III) to inform that the link is ready and can be provided by Mr Roehr.

3. Follow-up action of inter APEEE BRU meeting

With reference to the inter APEEE meeting, it is noted that no follow-up actions have been launched until now. Ms Beati has a file with the registration of the meeting but no official report by the topical workshops chairs has been provided.

ACTION: Ms Beati will ask again to the chair of the meeting the official report. Mr Lewis will publish on Bitrix platform the registration and will highlight the main points in the coming days.

4. Transport update.

The CA responsible for transport announces that the first phase of transport enrolments (from 1st May 2016 to 31th May 2016) is about to close with 1400 on 2400 expected renewed enrolments for 2016-2017. A reminder will be sent to recommend people to the re-enrolment with a proposed extension of this first enrolment phase till 7/6/2016.

She also strongly recommends to have an additional statement that ensures that all parents could confirm the state of their institutions. This is important as a number of leaving parents to not inform the APEEE on time, and some institutions claim costs later;

It is explained that due to security reasons, the timetable of bus lines and all route maps were no longer accessible on the public APEEE website. The search for a relevant bus stop and check of time tables requires a lot of the Transport service availability and generates very considerable workload. In order to provide a parents support service, it simplify the procedure while providing more autonomy to parents for the search options, it is recommended to enable again the access to bus stop maps and current timetables. Transport WG recommended that this should be done after logging in on the parents not public site. Parents have to create a profile on the enrolment site in order to consult this type of information. The discussion focuses on how to publish the timetable and the maps for the next school year, this point is postponed to another Board meeting.

5. Communications and IT update.

With reference to the platform donation program, the treasurer underlines that the purchase of a cheaper software could be considered an advantage for board members. The secretary of the Board underlines that not all Board members have Microsoft solutions, while using Open source ones. Thus benefitinf of IT Donation program should enable access to these IT tools to allow decent collaboration between the Board members. It is clarified that this purchase doesn't generate any costs for the APEEE because each person pays individually. This project is in favor of non-profit organizations and Board members could use this software for their volunteer work.

The VP information and Communication insists on the fact that a webmaster needs to be hired in a near future and this issue has to be raised to the next CA in order to solve the APEEE website problems.

ACTION: All members are invited to check the APEEE website and to indicate to the VP Communication and Information which pages needs to be updated or modified.

6. Access control cafeteria.

The CA responsible for the canteen informs the Board that the cafeteria equipment is not yet ordered but the order has to be placed this week to ensure the setting up of the cafeteria on 1 st November 2016. A decision regarding the investment budgets for the cafeteria needs to be taken.

The document "APEEE 4 Investissement cafetaria & access services" is analyzed by the Board. All members agree to proceed to a vote subject to the following three conditions:

1. A written confirmation from the school EEBIV regarding the budgeted amounts to be received for the cafeteria and the canteen.
2. An agreement of the "Régie des Bâtiments" on the physical infrastructure installation;
3. A positive security report from the supplier.

In addition it is clarified that the vote will be made only on the investments for the Cafeteria, Canteen, Software, Equipment (Whatelet) excluding Bus and periscolaire. The later should be proposed to GA for investment from the carry forward benefits.

VOTE ON Adoption of the investment cafeteria and access services: Cafeteria, Cantine, Software, Equipment excluding Bus and Periscolaire subject to condition to have a written agreement from the EEBIV, Régie des Bâtiments and the supplier:

- 15 in favour
- 1 abstention
- 0 against

The Board decides by large majority and 1 abstention to adopt the cafeteria investment (Cafeteria, Cantine, Software and Equipment) excluding Bus and Periscolaire subject to satisfaction of three conditions (EEBIV, Régie des Bâtiments, Supplier).

Mr Drantmann and Ms Petrova leave at 2:15.

The meeting ends at 2:25 pm. The following points are postponed to the next board meeting:

- Remembrance memorial for Patricia Rizzo.
- Organization of APEEE stand for Somerfest.
- Publication on the "Moniteur belge".
- Team building CA (June/ July).