

**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, 11<sup>th</sup> July 2017**

**Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB/1C, 12:45-14:35**

**Present:** Catherine Daguet-Babich, Catherine Hennessy, Sarah Ironside, Iseult Lennon Hudson, Gareth Dafydd Lewis, Victoria Petrova, Stefana Puiu, Josephine Usher, Sophie Weisswange, Ana Maria Zaharie.

**Absent:** Sven Roehr.

**Excused:** Michela Beati, Françoise Bodenez, Sarah Conyers Barber, Kristin Dijkstra, Christian Drantmann, Dorothee Farwerck Lefort, Karim Kettani, Graziella Rizza, Tobias Stricker, Iulian Vasile.

**Proxies:** Sarah Conyers Barber to Gareth Dafydd Lewis, Christian Drantmann to Sarah Ironside, Karim Kettani and Graziella Rizza to Catherine Daguet-Babich, Iulian Vasile to Stefana Puiu, Tobias Stricker to Victoria Petrova, Josephine Usher to Catherine Hennessy from 1:25 pm, Iseult Lennon Hudson to Victoria Petrova from 2:05 pm.

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

### **Minutes 11.07.2017**

The Board meeting starts without a quorum. It is clarified that the Board cannot make any decision but some items can be discussed for information. The Coffee morning point is introduced for information.

The proposal is to organize a Welcome Coffee Morning with the help of the canteen on the first day back to school. Date: on 6<sup>th</sup> September 2017. Time: from 8:30 am to 10.30 am. Location: EEIV under the covered area of the canteen which is a central place.

The Welcome Coffee Morning is opened to anyone on the school site especially to new parents who can meet various members of the parents' association in a friendly space.

**Action:** Ms Usher will send a formal request to Ms Cheron this afternoon. She will ask her permission to organize this event on the school site. From our side, she will send an e-mail to the canteen manager asking to provide coffee.

Posters will be placed in each building and a message will be published on the APEEE website.

The quorum is present at 12:45. Ms Weisswange chairs the meeting.

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

It is agreed that the Community Fund item is a point for decision.

The agenda is adopted as amended.

### **2. Approval of Minutes 20/06/2017.**

The Minutes are adopted with clarifications on point 7 (anti-bullying) and page 1 (proxy).

### **3. Community Fund.**

The Community Fund Committee received a serious of applications for funding before the end of the school year requiring clarifications from teachers.

It is referred that the Treasurer confirmed that we are able to pledge money in accordance with the rules. We are asking today an agreement from the Board that we pledge a sum of 7160 euro which goes between two different projects. The effect of this pledge is simply to mean that it is a ring-fence from 2016 to 2017 budget but the outcome decision will come to the Board at the first meeting in September. It is explained that it is a ring-fencing request.

The role of the Community Fund Committee is clarified. The CFC is effectively a working group for the Board. Its role is to gather documentation and present carried proposals to the Board.

***Vote:*** *The Board agrees unanimously on the ring-fencing the sum of 7160 euro in which 2160 euro is for theater project pending clarification (this will come to the Board for a formal decision) and 5000 euro is for playground projects.*

### **4. New website progress.**

The first meeting with the Business and Decision Company took place at end of June. It was focused on explaining what is the current situation. Participants: Ms Dijkstra for the pedagogical side of the website and the service managers for the service side of the website. Several topics were discussed: the arborescence of the website and see what can be taken off from the website. Mr Piettre explains that the service managers were invited to prepare a summary of their needs. This summary focused on 7 points was sent to the Business and Decision Company and collected by the Communication officer. A second workshop will be held next week.

The Board responsible for IT invites the Community Fund and the Somerfestto Committees to send any ideas, comments regarding the new website and do not hesitate to get involved in the discussion.

**Action:** All ideas and inputs regarding the new website will be collected by Mr Piettre and distributed to the Board responsible for IT and the Communication Officer.

It is referred that there are two Facebook groups which are starting to work from the French section and the English section. These Facebook pages are not controlled by the APEEE of Brussels IV who is not the owner. It is important to distinguish between the aspects of the communication that belongs to us and those that are completely independent.

The Director of the APEEE asked to the Communication officer to investigate for Facebook, Instagram and Twitter and make proposals later. Ms Puiu points out that in our request we asked that the website should be able to integrate different social media tools but the decision of what we

integrate is for the VP IERP and the Communication Officer. The VP IERP refers that it is important to share possibilities and maybe develop Facebook pages.

## **5. Extraordinary GA update/next steps and way forward.**

With reference to the eGA meeting, Ms Hennessy thanks to anyone who has provided support during the evening and, in particular Mr Piettre. We didn't have the quorum so another question has to be asked where we go from here? She attended the meeting of the Pedagogical Group on 4<sup>th</sup> July 2017 and some points regarding the statutes were raised. They asked that the mention of the Educational Pedagogical services be added to new article 12.2, this is a new idea. She received comments from two people on the statutes. She would like to set up a very small group where anyone can join it and will go through the statutes and putting these ideas. Any changes of the statutes that we will propose, will be seen by the full Board.

The discussion at the Pedagogical Working Group Meeting and at today's board meeting was focused on important subjects: how to structure the number of class representatives per class, the requirement for the class representatives to pay the membership fee and the question, "should we have another Extraordinary GA or should we wait until the full Assembly?"

The Board agrees that class representatives should pay the membership fee.

All Board members thanks Ms Hennessy for the work done for the APEEE statutes.

According to the current Statutes, at the class meeting at the beginning of each school year, parents elect four class representatives from the parent members. The discussion focused on the class representative engagement and on the difficulty of having four representatives per class. It is pointed out that there are some classes where there are one or two class representatives. The school communicates more and more through the SMS system rather than using the class representative channel.

The President of the APEEE kindly asks to Ms Hennessy to take into account the following reflection points for new Statutes:

- Managing the non-attendance at Board meetings, in particular when a Board member is regularly absent but gives his/her proxy to another Board member.
- The use of new technologies – for example the "electronic voting system".

**ACTION:** The VP IERP, the Director of the APEEE and the Communication Officer will prepare in collaboration with Ms Hennessy an appropriate communication action for the start of the academic school year. The full participation of class representatives will be encouraged.

Ms Ironside kindly requests that the Board meetings be scheduled as soon as possible. She would like to have a balance between day and evening schedules.

**ACTION:** the secretariat will come up with a proposal of meeting date calendar for the next Board meeting.

## **6. Update on DAO.**

Ms Petrova gives a detailed update on DAO.

Ms Puiu proposed a working committee on DAO focused on task specifications that have to be presented. To sum it up, the current of we have from DAO is not specific enough and it is normal

because when we have compared the offers we have asked for the cafeteria and other services and DAO was the only one who offered this kind of things. The other companies we have bided they didn't offer. From the WGs for the canteen and for the transport this has been solved, from the Periscolaire WG there was the recommendation to pursue with DAO given that they have already an experience in working with us.

Mr Piettre took a good initiative that the managers of different services will put together their needs, we decided that the responsible people from the Board will go through them, see what is feasible and then work with Ms Puiu to translate in task specifications that will be sent to DAO. We have agreed that given the experience that we have, given the type of offer that we had before, it is reasonable we could proceed with DAO. We would like to have that up in running by January 2018. This has to be worked out through the summer and possibly beginning of September in order than we get already specific offer from DAO with specific prices under the precautions that Ms Puiu will put on the technical details. There are some points that should be clarified with Mr Piettre and the school direction about the school cards. We have to make sure what cards kids will get, know if the school direction intents to have an access control system at the entrance and thus all kids nursery/primary/secondary should have an access badge.

With reference to the cafeteria, we have to make sure that the school will take care of replacing the badges if they are lost. The Board responsible for transport points out that having a badging system at the entrance of buses is fundamental and this also provides security in some cases. The most of companies have a tracking system in their buses but the information is available upon request so we don't have it immediately but we can access it.

Ms Petrova would like that the Board supports this approach because it provides reliability and trustful services. If we manage money we have to provide the quality of services. It is necessary that we have this kind of services for security issues and for the reliability of our services.

In the last board meeting Ms Puiu agreed to take over and come up with the proposals. At this stage, we are not ready to make proposals for voting or not because we have to go one step back. We agreed what are the things to be done.

Ms Puiu explains that her mandate would be to consolidate the technical requirements from the services, to put them in the documents, to try to ensure all the technical things are covered and go back to Dao and get offer which documents well what would be covered by the content and so on. It is clarified what is not in her mandate:

- The chosen of the supplier because this is something that services managers worked already before based on the recommendation from Ms Rizza they are willing to take the responsibility that the supplier was chosen following the rules.
- Specific decisions that probably need to be voted by the Board, for example: the installation of entrance control turnstiles in the canteen or GPS tracking system in the machines.

We had a list of actions to be done: for example by 15<sup>th</sup> July to receive the requirements from the services, by the end of the month to consolidate them into the documents etc. We would like to have a canteen report regarding the fraud in order to understand the magnitude of this problem by beginning of September.

**ACTION:** An update of the previous report on the canteen fraud will be sent to the Board in the near future.

We have the monetary and budgetary impact and the legal liability of the APEEE and the major reason we have voted the access control system because is that we are responsible of children.

Ms Hennessy set out and ruled out all the decisions that have been adopted by the various GAs for the past five years. This document, including the resolutions adopted by the GA and the implementation status, is uploaded on Bitrix platform. This document is very important because the wording counts, the wording is what matters and that is an asset that has to be reflected in the Minutes of the GA.

Ms Hennessy would like to inform parents on the implementation status. She would like to have an activity report as annex because in the activity reports we mention some follow-up actions but we don't mention all. Every decision we take in the Board must in some way relate to these resolutions.

### **7. Supervision of extra-curricular activities.**

The Director of the APEEE explains briefly the tasks of the EC supervisor. The supervisor checks not only the children enrolled to the extra-curricular activities but also the classrooms and material used during these activities.

The Board responsible for extra-curricular activities and the Director of the APEEE would like to increase the working time and the hourly rate of the EC supervisor. They submit to the Board their salary proposal for discussion.

The proposal is to increase the working time of the EC supervisor from 18 hours per week to 25 hours per week and raise the hourly rate from 12 euro per hour to 17 euro per hour. Two main reasons are identified to support this request.

- the significant increase of the workload (a greater number of extra-curricular activities and enrolled students, more classrooms need to be checked).
- The professional skills. Her work is appreciated from children and school.

The President of the APEEE requests a detail report from the EC Committee regarding this proposal and the salary grid of the EC assistants.

The meeting ends at 2.35 pm. Some attendees arrived late or left early.

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The following points are postponed:

- Pedagogical update
- Fundraising
- New domain for 0365 account