



Admin Board Meeting/Réunion du Conseil d'Administration

Brussels Tuesday, 19th December 2017

Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB 3A, 12:45-14:45

Present: Catherine Daguet-Babich, Kristin Dijkstra, Dorothée Farwerck Lefort, Catherine Hennessy, Sarah Ironside, Karim Kettani, Iseult Lennon Hudson, Gareth Dafydd Lewis, Victoria Petrova, Graziella Rizza, Tobias Stricker, Iulian Vasile, Sophie Weisswange.

Absent: Stefana Puiu, Sven Roehr.

Excused: Michela Beati, Christian Drantmann, Josephine Usher, Ana Maria Zaharie.

Proxies: Christian Drantmann and Josephine Usher to Sarah Ironside, Michela Beati to Catherine Daguet-Babich, Victoria Petrova to Catherine Daguet-Babich until 1:55 pm, Karim Kettani to Kristin Dijkstra from 2:15 pm, Ana Maria Zaharie to Dorothée Farwerck Lefort.

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

Minutes 19.12.2017

The Board meeting starts without a quorum. Two points are introduced for information:

- Request from CDE member to fix a meeting with a representative from the APEEE of Brussels IV. The meeting between the CDE member and the Director of the APEEE will take place this Thursday at lunchtime. Specific items will be discussed: CDE Statute, the role of the APEEE, loans, CDE Bank account. The aim is to explain in a neutral way what are the technical possibilities for the Pupils' Committee.

- Pedagogical point. The VP Pedagogical Affairs gives a brief feedback of the SAC meeting.

The quorum is present at 12:55. Ms Daguet-Babich chairs the meeting.

1. Approval of the agenda.

One point is added to the agenda:

- Statutes

The agenda is adopted as amended.

2. Statutes.

The information meeting on Statutes took place on 4th December 2017. Ms Hennessy explains that there are no changes to the Statutes themselves as a result of the meeting. The meeting was structured in the form of questions and answers. Her feedback is positive, very good comments

were received from the floor. A summary report will be published on the Apeee website as soon as possible. The discussion focuses on section representatives system. The President of the APEEE of Brussels IV draws the attention of the Board on two main matters:

- the request to introduce an article to extend the mandate of a Board member whose children are no longer at the European School of Brussels IV is still pending.
- two options related to the appointment of section representatives should be proposed to parents:
 - Section representatives are members of the Board;
 - Section representatives are not members of the Board;

Different points of view are expressed in relation to the section representatives. Ms Hennessy reminds that section representatives were formally created by decision of the GA in 2014. Two new rights for section representatives have been put into the draft statutes. The role of the section representatives has been defined to reflect as fully as possible the decision of the GA that created them.

According to the proposed Statutes:

article 8.1 - *Section Representatives:*

- a) deal with co-ordination within each language section for activities related thereto;*
- b) are the contact points within each language section with the School authorities;*
- c) represent the parents on the School Education Council;*
- d) are the contact points with the national inspectors responsible for the content and quality of teaching provided by teachers from their country;*
- e) assist the Administrative Board on request.*

article 8.6 - *Section representatives may appoint a minimum of 2 and a maximum of 6 Section representatives to follow the work of the AB and that of any other Committee deemed relevant. Section representatives may attend meetings of the AB unless requested not to do so by the President.*

article 11.4 - *The vote shall be made by e-voting where possible, in accordance with the provisions of Article 10.15. The candidates who obtain the most votes are elected, provided that at least two persons from each linguistic section open at the School are included among the members of the Administrative Board. If not, priority shall be given to the candidate of a linguistic section not fully represented receiving most votes among the candidates of that section.*

It is explained that section representatives are different "entities" they are not elected by all parents, they also may not be full members and have no voting rights at the GA. Some board members refer that the section representatives have a huge power but their work and appointment is not totally transparent. The VP Communication and Information fully supports the option that the section representatives are part of the Board.

It is pointed out that we have to think not only to the control but also to the efficiency on how we handle the process. It is extremely difficult to manage a process whereby people are invited around the table and they express their opinion on sensitive issues.

Vote: *The President of the APEEE of Brussels IV asks if the Board is satisfied with the proposed Draft Statutes.*

A large majority of Board members is satisfied with the proposed Draft Statutes (4 abstentions, 2 against).

3. Approval of Minutes 4.12.2017.

ADOPTED without any amendments.

4. Budget 2017-2018, scenarios.

Based on different inputs received, the Treasurer and the Director of the APEEE of Brussels IV have prepared four budgetary scenarios with the possible implication that this has in the total revenue. The revenues are the same for the four scenarios because they are based on a fixed variable for all services: GA, transport, canteen, extra-curricular activities. The last year's budget has been indicated in order to show what is the variation in relation to what we are presenting now.

Scenario 1: budget with proposal of salary grids amendments.

Compared to the last year, there is a small increase of by 1,7 % on the revenues. The reason of this increase is based on the estimation that there will be additional pupils in the school so reaching almost the full capacity. We have a slight increase on the total charges for two main reasons:

- The first reason is that we have proposed a salary revision that would have an impact.
- The second reason is that next year there would be different factors in the transport for example small buses should be eco-friendly (to be confirmed).

This scenario includes also a part time position for the transport service and the canteen service. The organizational chart will be updated consequently showing the differences with these two positions.

We have in this scenario an expected loss of approximately 220.000 euro, last year we had forecasted 40.000 euro but we had a surplus of approximately 200.000 euro.

Scenario 2: scenario 1 + an extra IT officer (50%) for all APEEEs

The second scenario includes the salary grid amendments + an IT officer 50% for all APEEEs. The difference between the first scenario and the second scenario is the cost of the IT officer.

Scenario 3: scenario 1 + administrative post to manage school extra budgetary (100%)

The APEEE of Brussels IV had a discussion with the school on taking on Board their extra budgetary activities. These series of activities include: lockers, vending machines, the yearbook, the organization of specific events and the management of school trips. The Treasurer of the APEEE of Brussels IV points out that if we are willing to take on Board these responsibilities, firstly we need to be sure to cover our costs. With the current structure of the APEEE of Brussels IV, we need to have an extra post in terms of workload. A prudential approach should be taken, it is important to have a business plan with a definition of roles and responsibilities for the school and for the parents' association. If the Board is convinced with this scenario a technical meeting with maximum two or three persons should be planned in January. It should be envisaged what are exactly the scenarios and put this into writing to ensure that we are fully covered from a legal point of view once the technical details are sorted out.

Scenario 4: scenario 1 + administrative post to manage school extra-budgetary 100% + IT officer 50%

The fourth scenario is the combination of the first three scenarios including: the salary grid amendments + IT officer 50% + 1 administrative post to manage school extra-budgetary (100%) activities.

Vote: *The Board unanimously agrees to present at the next GA the second scenario (salary grid amendments + IT Officer 50%) with the possibility of considering an administrative assistant position for the third scenario in the future.*

4. Board meeting attendance-Question?

Board members discussed this matter without taking a final decision.

With reference to BITRIX platform, the Board agrees in principle to prolong our professional license. The board meeting ends at 2:45 pm. Some attendees arrived late or left early.