

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, 20th June 2017

Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB/1B, 12:40-14:30

Present: Michela Beati, Sarah Conyers Barber, Catherine Daguet - Babich, Kristin Dijkstra, Dorothée Farwerck Lefort, Catherine Hennessy, Sarah Ironside, Karim Kettani, Iseult Lennon Hudson, Victoria Petrova, Stefana Puiu, Tobias Stricker, Josephine Usher, Sophie Weisswange, Ana Maria Zaharie.

Absent: Françoise Bodenez, Sven Roehr, Iulian Vasile.

Excused: Christian Drantmann, Gareth Dafydd Lewis, Graziella Rizza.

Proxies: Christian Drantmann to Sarah Ironside, Gareth Dafydd Lewis to Tobias Stricker, Graziella Rizza to Catherine Daguet-Babich, Stefana Puiu to Josephine Usher from 1:46 pm, Iseult Lennon Hudson to Kristin Dijkstra from 1:55 pm.

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

Minutes 20.06.2017

Ms Daguet-Babich chairs the meeting.

1. Approval of the agenda.

The following points are added to the agenda:

- PMO meeting
- Meeting with Mr Bordoy

The agenda is adopted as amended.

2. Approval of Minutes, 27 April 2017 + 30 May 2017.

The Board approves unanimously and without any remarks the meeting minutes from 27th April 2017 and 30th May 2017.

3. Acceptance of the DAO System offer.

The vote is postponed to the next Board Meeting (11/07/2017) due to a procedural problem.

The person in charge of the dossier, who is the 8th Member of the Bureau, was not involved to any discussions between the service managers on this matter or meetings to consolidate together what are the technical needs and how to realize them. At this stage, she will not give any recommendations regarding the DAO system offer.

The person in charge of the dossier explains that the offers submitted to the Board at today's meeting are commercial offers and don't include technical specifications or our IT requirements.

Action: Ms Puiu will ensure that the details of functionalities that we want are clearly written and included in the contract that we will sign. An evaluation report will be submitted to the Board before the next Board meeting.

4. Recruitment communication officer MB/SW/EP.

The selection process is over. Five valid candidates were evaluated on the basis of common criteria (education, experience, very good knowledge of English and French, IT background, writing skills, ability to organize events). The VP for Administrative Affairs confirms that the recruitment procedure has been respected. The Board is invited to take a Decision approving the Selection Panel's choice.

The Board agrees unanimously:

- *To recruit Ms Beaumers-le Doaré as communication officer from 1/07/2017. She will be in "chomage technique" during the summer closed period.*
- *To check the technical equipment (computer, internet connection etc) in order to ensure adequate equipment suitable for her needs.*
- *The contract, signed by the VP for Administrative Affairs, will include the salary grid updated.*

5. Bac Bal.

Last week the Community Fund Committee was approached with a request to help with the cost of robes for the graduation ceremony. The formal application submitted to the Community Fund Committee and all documents related to this project were uploaded on Bitrix platform.

The Community Fund Committee is very supportive of this request, the EEBIV has confirmed the robes can be stored and a location will be provided. There are some details that need to be discussed with the students after the written exams (logistical issues: deposits/collection/cleaning etc.).

A decision is requested to the Board to give money for the robes and gowns for the graduation ceremony. It is clarified that it is a donation to the school, the Student Council will be the owner and responsible for robes. This is the first BAC year, it would be wonderful if the parents' association could help students in this way rather than sponsoring an evening event.

The idea is to support a project that is visible, concrete and useful for the next generations.

Vote: to approve the application for funding previously approved by the CFC. The decision is to grant the amount of the cost to purchase the robes and gowns for the S7 graduation ceremony.

- 17 in favour
- 1 abstention
- 0 against

The Board approves the application for funding with a large majority. It is pointed out that a new terminology in writing and speaking should be used for the Community Fund: APEEE Community Fund.

6. Preparation of the extraordinary General Assembly.

Ms Hennessy summarizes the state of play regarding the preparation of the extraordinary General Assembly. She thanks the secretariat for the work accomplished.

According to the APEEE statutes (articles: 23-4, 23-5), a modification of statutes can be adopted only by a majority of 2/3 of the full present or represented members. An amendment which pertains to an aim for which the association has been established, can be adopted only by the votes of 4/5 of the full, present or represented members.

The Board points out the importance of encouraging the attendance of full members at the eGA and to explain them what are the negative effects if the quorum is not met.

Action: A clear message will be sent to all class representatives in order to:

- encourage the participation of full members with proxies at the eGA.
- reassure that the privacy provisions will be respected at all times and the data will be kept only by the APEEE staff dealing with the issue, the notary, possibly the commercial court, according to the rules in force.

Deadline: 20/06/2017

In addition, the VP for Pedagogical Affairs will send a message to all section representatives regarding the attendance at the eGA. The purpose is to receive the results of a response list from the class representatives. She will make a list of responses.

7. Anti-bullying.

Ms Lefort reports the meetings held with the deputy directors (N/P and SEC cycles) on prevention and anti-harassment actions.

The school direction is aware of the problem and some actions will be taken for nursery and primary children in order to develop a work on emotions and improve the behavior in general. The pedagogical day for primary classes will be focused on the theme 'how to work together'. A presentation provided by Virage (2-3 hours) is planned for teachers (nursery/primary), pedagogical advisors, school psychologists and SEN assistants after the summer break.

Virage can also act on language difficulties in French/English/Dutch/Italian languages.

Ms Lefort presents the bullying survey results for secondary pupils received from the school. The figures are analyzed, 116 cases are related to the APEEE services (canteen, transport). It is referred that the secondary deputy director would like to change the current anti-bullying policy. It is important that children learn to defend themselves against bullies. The Board thanks Ms Lefort and Ms Bodenez for their great job on this matter.

The school has recognized the problem and the parents' association can continue a dialogue and a constructive cooperation with the school. Ms Martens has followed the training session provided by Virage. Her feedback is positive. A prevention action provided by Virage is planned for P3 and S1 classes in October 2017. Total cost: 5000 euro.

ACTION: Eric will check if the cost of this project which will be realized for the next school year can be recorded in this fiscal school year 2016-2017.

8. Status of the new APEEE website.

The first workshop with the project leader of the Business and Decision Company will take place at school this Thursday 22th June 2017. Mr Piettre will send a report of the meeting to the Board responsible for IT. The Board responsible for IT insists on the fact that we need to be clear of what we need from the beginning and to avoid being disappointed with what they move from the website. It is important to discuss with the company a planning for the next meeting. It would be good to have the schedule planned in advance with the company.

9. Bitrix training.

Mr Piettre has sent a request for information regarding the training and costs related to Bitrix representative in Belgium. No reply has yet been received.

10. PMO meeting.

The President of the Apeee of Brussels IV and the VP for Pedagogical Affairs give a report on today's meeting held with Mr Jacobs. Several subjects were discussed: multidisciplinary reports for students in EU schools, reimbursement for medical reports, launch of charity sports event, etc.

With reference to parents whose children have learning difficulties, the President of the APEEE of Brussels IV supports the idea of harmonizing a communication regarding their rights and the formalities to be accomplished.

The SEN letter, finalized by Ms Daguet-Babich and Ms Dijkstra, has been sent to the Board members and the Director of the EEBIV.

11. Informal meeting with Mr Bordoy.

The President of the APEEE of Brussels IV has proposed to Mr Bordoy two informal meetings with:

- A restricted group of APEEE Board members (President + VP for Administrative Affairs + VP for Pedagogical Affairs + VP IERP);
- Section representatives.

It seems that Mr Bordoy is now kindly being open to have these informal meetings from 26th June until 30th June 2017 in order to understand some issues from parents.

12. AOB

- Canteen convention.

ACTION: Mr Piettre will finalize the Canteen Convention, the insurance issue is still pending. The Canteen Convention needs to be signed by Mr Schlabe before the school year ends.

The meeting ends at 2.30 pm. Some attendees arrived late or left early.

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The following points are postponed:

- Acceptance DAO system offer
- Somerfesto report
- Social Fund