

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, 30th May 2017

Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB/1B, 12:40-14:45

Present: Françoise Bodenez, Sarah Conyers Barber, Kristin Dijkstra, Dorothée Farwerck Lefort, Catherine Hennessy, Sarah Ironside, Karim Kettani, Gareth Dafydd Lewis, Victoria Petrova, Graziella Rizza, Tobias Stricker, Josephine Usher, Iulian Vasile, Sophie Weisswange.

Absent: Roehr Sven, Zaharie Ana Maria.

Excused: Michela Beati, Catherine Daguet-Babich, Christian Drantmann, Iseult Lennon Hudson, Stefana Puiu.

Proxies: Michela Beati to Catherine Hennessy, Catherine Daguet-Babich to Graziella Rizza, Christian Drantmann to Josephine Usher, Iseult Lennon Hudson to Kristin Dijkstra, Stefana Puiu to Iulian Vasile until 2:00 pm, Stefana Puiu and Iulian Vasile to Victoria Petrova from 2:00 pm, Victoria Petrova, Stefana Puiu and Iulian Vasile to Françoise Bodenez from 2:20 pm.

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

Minutes 30.05.2017

Ms Dijkstra Kristin chairs the meeting.

1. Approval of the agenda.

One item is added for information: Baccaureate point. Some items are removed from the agenda. The agenda is approved with minor changes.

2. Baccaureate point.

The Board responsible for the canteen explains that the school is closed for Secondary pupils during the last two weeks of the summer term due to the Baccaureate examinations. Consequently parents are asking the canteen reimbursement for the unused service. It's the first time that the Board has to manage this type of issue. There has been a long discussion regarding whether or not parents should be reimbursed, and as well how to calculate the reimbursement of: food cost or full cost?

The Administrative Board unanimously:

- agrees that the APEEE should identify and ring-fence the canteen sums relating to those students who have no school during the last two weeks of the summer term 2017;

- invites the Canteen Committee to decide what to do with the sums in question, e.g. purchase of equipment for the canteen-cafeteria or refund to the parents;

- invites the Canteen Committee to consider the feasibility of introducing differential pricing from the school year 2017-2018 onwards, in order to avoid a recurrence of the situation to the fullest possible extent;

3. Thank you gift to the 8 technical staff members of the EEBIV.

The Director of the APEEE explains that some technical workers of the EEBIV provided technical services to our APEEE. Their free services are offered in exceptional circumstances to help the parents' association (for example: technical problem solving, technical assistance during the performing arts day etc.). The board totally supports the idea to offer them a thank you gift.

Vote: All in favour of providing a gift to the 8 technical staff members of the school in the event of 150 euro each crediting their badges for use in APEEE cafeteria and canteen, selected on the bases of exceptional services provided to the APEEE.

- 16 in favour
- 1 against
- 1 abstention

The Board agrees by large majority (16 in favour, 1 against, 1 abstention), to provide a gift to the 8 technical staff members of the school in the event of 150 euro each crediting their badges for use in APEEE cafeteria and canteen, selected on the bases of exceptional services provided to the APEEE.

4. Update on the Social Fund.

All draft documents regarding the Social Fund (Internal Guidance, FAQs, application form for funding from the EEB4 Social Fund) were sent to the Board members and uploaded on Bitrix before this Board meeting.

Ms Usher explains briefly the history of the Social Fund and the Community Fund.

Every year there are parents in need who are in struggle to pay canteen, transport and also school trips. The Social Fund was an extremely important motion, presented to the GA 2016-2017 as proposal for structurally separate fund. It is explained that the Social Fund operates on the bases of maximum confidentiality and the Community Fund operates on the bases of maximum transparency. At the next EGA parents could ask questions about how the social fund operates in practice.

The discussion focused on the principle if the Social Fund should be opened to all school community or not.

Vote: The Board votes that it is strongly opposed to linking the vending machine revenues and social fund issues:

- 13 in favour
- 3 against

- 4 abstentions

Vote: *The Board votes that the detailed documents relating to the proposed social fund, such as proposed application form, internal guidance etc., should not to be presented at the Extraordinary General Assembly on 26 June 2017 but should be reviewed by the Board at a later date.*

- 17 in favour
- 0 against
- 1 abstention

Vote: *The Board votes that it is important to ensure APEEE solvency before allocating any funds to the Social Fund:*

- 18 in favour
- 0 against
- 0 abstentions

ACTION: All members are invited to send their comments, regarding the detailed documents related to the proposed Social Fund, to Ms Usher. The Board needs an approved version ahead of the next school year if the fund is set up as planned.

5. Preparation of the Extraordinary General Assembly.

The Extraordinary General Assembly will be held on Monday evening 26th June 2017. Five documents will be reviewed and submitted to the approval of the EGA. Ms Hennessy explains that the EGA will be structured into two parts:

- 1) Part: Approval of the APEEE Statutes requiring the presence of the notary.
- 2) Part: Approval of :
 - The Rules of Procedure for the Administrative Board which set all the details of the Social Fund and the Community Fund including all of the protections.
 - The Rules of Procedure for the General Assembly and the Recruiting Rules.

On 12th May 2017, parents received the the first convocation announcing the date of the EGA.

On 18th May 2017, the English version of the Statutes, the ROP and a huge comparison table explaining the reasons of changes were sent out in order to give people enough time to read them. The next deadline for sending the documents out (the finalized agenda and all supporting materials: the covering letter and the documents in French language which are the official ones) is fixed on 12th June 2017.

Some Board members express their concern about the difficult timing: the end of June. A quorum must be present at the EGA to make the proceedings of the meeting valid. A clear communication will be sent to class representatives in order to encourage them to attend the EGA or give their proxies to other class representatives. Their presence is required with proxies.

ACTION: To ensure the success of the EGA, Ms Hennessy is going to organize a small meeting of people who are connected with the various parts of the Statutes. All members of the Board who

would like to be associated with that are invited to contact her. She thanks members who provided help and produced comments.

6. Security.

The Board member responsible for Health and Security has uploaded on Bitrix platform a suggestion referring the installation of flower pots to the limit of the side of the street Drève Sainte Anne. This security measure should be discussed at Board level before submitting to the school.

Following the Manchester attack in which children and families were targeted, one minute of silence will be held at the next EGA in honour of the victims.

7. How to improve the decision/making progress in the Board.

The discussion focused on the way in which meetings are organized.

Two points are raised:

- Votes and decisions should take place within the official time of the meeting.
- "Bureau" meetings should be smaller and focused on specific and hoc issues related to services.

It is pointed out that the Board should avoid to have parallel meetings where items already voted are re-discussed.

The Board is extremely poor in decision planning. The secretary of the board proposes to eliminate emails in order to improve the decision making. The use of Bitrix tool is encouraged.

8. Extra-curricular activities.

With reference to the next school year, the draft budget of the extra-curricular activities as well as the draft programme of extra-curricular activities are presented and explained to the Board.

The EC team has sent a parent survey for new extra-curricular activities for the next school year, the result will follow. The draft programme 2017-2018 includes the successful activities of this current year and some news such as mini-gym for nursery children on Friday. New activities could be added in June taking into account the feedback received from parents, the survey result.

The Director of the APEEE refers that the enrolment to the canteen service and the extra-curricular activities for the next school year will start on 6th June 2017. Compared to the previous year, the EC rules remain unchanged, the canteen rules 2017-2018 will include the cafeteria rules. Prices provided are indicative and will be fixed during the next ordinary General assembly.

With reference to the end of the school year, it is explained that:

- The EC team is organizing a summer camp for S1-S2-S3-S4 pupils from 29th June to 6th July 2017 to help families who may not organize other activities for their children.
- On 7th July 2017 the bus departure is planned at 10.30 am.

9. Extra Hours APEEE staff.

Each board member responsible for a service needs to be informed if a staff person related to a service works extra hours.

ACTION: The Director of the APEEE will upload on Bitrix platform the overtime of the APEEE staff every month.

10. Formal appointment of the new Vice President Communication and Information of the APEEE of Brussels IV.

The Board takes note that Mr Roehr has resigned from his position of Vice President Communication and Information. The Board formally recognizes the appointment of Ms Weisswange as Vice President Communication and Information.

The meeting ends at 2.45 pm. Some attendees arrived late or left early.

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The following points are postponed:

- Approval of minutes, 27 April 2017
- Somerfesto Feedback
- New APEEE website
- Results of the discussion about Linda as focal point for APEEE harassment issues + meeting minutes on drug and harassment Isabelle Verwilghen.
- Canteen issues
- Prevention staff arrangements.