



Association des parents d'élèves de l'école européenne de Bruxelles IV
Parents Association of the European School, Brussels IV
Elternvereinigung der Europäischen Schule Brüssel IV
Associazione dei genitori della Scuola Europea di Bruxelles
Oudervereniging van de Europese School Brussel IV

General Assembly

31st January 2012

19.00 – 23.00

at the CCAB Building

Salle AB/0A

Rue Froissart, 36, B-1040 Brussels

English version

Invitation, Agenda and Documents



Convocation

Dear Members,

In accordance with Article 6,6 of the Statutes in force please find the Agenda and accompanying documents enclosed for the General Assembly of the Parents Association Brussels IV which will take place on Tuesday 31st January 2012 at 7p.m. in the Borschette Centre (Registration will start at 6.30p.m.).

We would like to remind you that the General Assembly can only take important decisions if at least 10% of its effective members are present. In order to take a decision on the amendment of the statutes, two thirds of the effective members have to take part in the decision. Effective members are, therefore, asked to provide a proxy in accordance with article 8,3 of the Statutes if they are unable to attend the General Assembly. An effective member may have up to three proxies.

Only effective members, which means class representatives, can vote (Article 8, 2 of the Statutes) if they have paid the annual membership fee.

However, any member of the Association, who has paid the membership fee, can be a candidate for the Board. Presently, there are 12 vacancies and the Board can have 21 members (Article 12, 1). Candidates are kindly requested to hand in a short written presentation that will be distributed to the class representatives for information.

A copy of the invitation and the documents can be found on our website and some paper copies are available in the Parents Association office. Please bring your own copy to the General Assembly.

I am looking forward to meeting you all again on the 31st January 2012 and I wish you all a very happy, peaceful and healthy 2012.

Kind regards,

Horst Nickels
President of Parents Association Brussels IV
On behalf of the Board

AGENDA

General Assembly 31/01/2012

Part I (19.00 – 20.00): Election

1. Appointment of the Electoral Board
2. Presentation of candidates
3. Election

Part II (20.00 – 21.30): Open to the public

4. Introduction by the President of the Parents Association
5. Discussion on the future move to Laeken:
 - Mr Kivinen, General Secretary of European Schools (to be confirmed)
 - Mr Schlabe, Mr Faldt and Mrs Ivanauskiene, School Director and the Deputy Directors
 - Presentation of the Transport Working Group.
 - Questions/Answers

Part III (21.30 – 23.00): For Members only

6. Report on Activities and Presentation of Accounts 2010-2011
Questions and Answers
VOTE on discharge of the Board on the Certified Accounts 2010-2011
7. Presentation of the Budget 2011-2012
Questions and Answers
VOTE on the Budget 2011–2012
8. Resolutions
 - a. Resolution on the maintenance of the Budget Control Committee and vote on the potential new board members
Questions and answers
VOTE on the resolution on the maintenance of the Budget Control Committee
 - b. Resolution document: A new European School in Brussels, The experiences of Brussels IV
Questions and answers
VOTE on the resolution document on a new European School in Brussels

9. Amendment of the Statutes

Questions and answers

VOTE on the amendment of the Statutes

10. Results of the elections

11. AoB

Documents for part I: Candidates for election to the Board¹

12 posts are vacant this year.

The following member has already confirmed her candidacy:

Carola Streul

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Documents for part III, item 6 (please see also annex 1 and 2)

Part 1: Report of the Board of the Parents Association of the pupils of the European School Brussels IV (APEEE) for the school year 2010/2011

The fourth school year of the European School Brussels IV was again marked by an increase in pupils from about 600 to about 800 which affected not only the management of the Association services, but also the work of the Board and cooperation with the school. Other factors that influenced the activities of the Association continued to be the temporary site of the school and the prefabs as well as the enrolment policy of the Central Enrolment Authority (CEA).

It has to be taken into consideration that this situation demands permanent management of change while parents are inexperienced in the tasks of the Board aiming to provide a community spirit and fully functioning services. With a strong sense of cooperation and the will to meet the challenges, the Board, together with the class representatives, was able to realize considerable progress in all aspects of its responsibility.

The restructuring of the office decided during last General Assembly did not take place before the end of the school year and the second term 2010-2011 saw many disruptions and reorganization in the board as well as in the office.

Board

It was very difficult to attribute the responsibilities within the board and it took three meetings to reach an agreement. The Board finally nominated the following 8 members to the Bureau in accordance with article 14,1 and 2, until end of the school year:

- Erika Schulze, President
- Marc Henriques de Granada, Treasurer
- Ralph Wischermann, Secretary
- Joëlle Salmon, Vice-President for Administrative Affairs
- Martina Sindelar, Vice-President for Pedagogical Affairs + Somerfestos

¹ Second year of mandate: De Lorenzo Antonino (IT), Henriques de Granada Marc (FR), Lebel Serge (FR), Nickels Horst (DE), Paulus Monika (DE), Salmon Joëlle (FR), Schulze Erika (NL), Sindelar Martina (DE), Wischermann Ralph (DE).

- Horst Nickels, Vice-President for Communication
- Carola Streul, responsible for canteen and questions related to infrastructure
- Monika Paulus, responsible for transport and Groupe de suivi

In accordance with article 22,1 of the Statutes, the following members were designated to manage the three services

- Monika Paulus, Transport
- Carola Streul, Canteen
- Holger Plumhoff, Extra-curricular activities

The other Board members volunteered for the following tasks:

- Antonino de Lorenzo, member to attend the CEA meetings
- Roberto Sabbatini, responsible for IT
- Aedín O'Byrne, responsible for the website, domain hosting, e-mails and forums
- Isabelle Lecoq, member of the pedagogical working group
- Francesca Beltrame, member of the pedagogical working group
- Raluca Popa, Interparents
- Wouter de Waard, member of canteen committee and Somerfest
- Sergio Giovanni, member of extra-curricular activities committee
- Antonio Cenini, member without any portfolio
- Serge Lebel, member without any portfolio
- Aingéal O'Donoghue, member without any portfolio.

At present and after several resignations, the portfolios are distributed in the following way:

- Horst Nickels, President and member of canteen committee
- Joëlle Salmon, Vice-President for Administrative Affairs and member of canteen committee
- Martina Sindelar, Vice-President for Pedagogical Affairs + Somerfest
- Aedín O'Byrne, Vice-President for Communication and Webmaster
- Serge Lebel, Secretary
- Marc Henriques de Granada, Treasurer
- Holger Plumhoff, responsible extra-curricular activities
- Monika Paulus, responsible for transport and Groupe de suivi
- Isabelle Lecoq, support to the pedagogical affairs
- Carola Streul, responsible for the canteen committee
- Roberto Sabbatini, responsible for IT
- Sergio Giovanni, member of extra-curricular activities committee
- Erika Schulze, member of transport committee
- Ralph Wischermann, working group on transport
- Antonino de Lorenzo, follow up of CEA files
- Antonio Cenini, without any portfolio

Committees

The Board was assisted by four committees:

- Transport committee
- Canteen committee
- Extra-curricular committee
- Pedagogical committee.

These committees are open to any parents who wishes to get involved below Board level with the Association's affairs.

For more information, please see the respective reports.

Office of the Parents Association

The services are managed on a daily basis by staff members. Following the 2011 General Assembly decision, the staff are now lead by a Director. During the school year 2010-2011, there were a lot of changes in the team.

- Dismissal of Remo Bettiol following a decision taken at the General Assembly;
- Laura Schipsi requested dismissal;
- Long term sick leave and request for redeployment by Evelyne Cleanis;
- Voluntary leave of Claudia Jimenez.

At the end of the school year, there was only seven staff members employed.

Now, the team is composed of:

- Eric Piettre, Director;
- Manuela Pamio, Secretary;
- Maryse Masson, Accounts manager;
- Valeria Carvalho, Extra-curricular activities manager;
- Transport manager (vacant);
- Marc Toffoli, assistant transport manager;
- Pablo Prando, Canteen manager;
- Christophe Goblet, chef;
- Christelle Dene, *commis chef*;
- Min Jae, *commis chef*;

In addition Aziz Sanhaji, interim works in the kitchen.

The Board is extremely grateful for their commitment and efforts.

Apart from the staff employed directly by the Association, there are also the extra-curricular activities teachers, monitors on the buses and the canteen staff who are there to facilitate the lives of the children at school and on their journeys to and from school.

Participation of parents

During the school year 2010/2011, 144 parents (25 for maternal, 101 for primary, 18 for secondary) served as voluntary class representatives who qualify as effective members in the Statutes in force. They have the right to vote at the General Assembly (as long as they have paid their membership fee) and were the contacts for all communication between pupils, teachers, the Parents Association and the

school. One class representative for each language section participates at the Educational Council meetings and in the School Advisory Board (SAC) meetings.

Central Enrolment Authority (CEA) and Board of Governors (BoG) decisions

Board members participated at the preparatory meetings of the Central Enrolment Authority charged with deciding on enrolments in the European Schools. The *Interparents* association which represents the parents associations of all the European Schools including Brussels IV participate with one vote at the BOG. The CEA prepares the decisions of the BoG for the enrolment policy of the European Schools in Brussels.

For the school year 2011-2012, due to the enrolment policy (only for the P5 and S1-S2 sections open in Brussels IV, an obligatory enrolment in Brussels IV was foreseen) and the opening of S2, the increase of pupils for the European School Brussels IV reached the expectations with about 1,050 students in September 2010.

For the school year 2012-2013, it was proposed for the approval of the BOG that with the transfer of the European School of Brussels IV, with effect from 1 September 2012 to use new resources on the Laeken site with the aim of continuing to populate the school of Brussels IV and minimize overcrowding in other schools. This is to ensure the balanced distribution of the school population, among the schools in Brussels and the language sections, while ensuring their sustainability.

Follow-up group (Groupe de Suivi)

The Board of Governors has put a working group in place within the Secretary General of the European Schools to deal with the questions of infrastructure in Brussels after the belated opening of the Laeken site which has led to serious overcrowding in the existing schools. As the temporary site in Berkendael did not provide enough space in 2011-2012, the "Groupe de Suivi" decided at its meeting in May 2010 to place prefabs in the Berkendael car park. Members of the Board participated at the relevant meetings of the Groupe de Suivi as well as meetings organised at the Forêt commune in order to comment on the different proposals (the first one was rejected). The prefabs arrived late in November 2011. The "Régie des bâtiments" confirmed the move to Laeken for the school year 2012/2013.

Pedagogical Working Group, Education Council and School Advisory Board (SAC)

The Board of the Association set up two pedagogical working groups for the nursery/primary and secondary level. The members of the working groups are parents who discuss issues of pedagogical interest and who participate in the preparation of the two Education Councils N/P and S. The Education Councils are composed by one parents representative for each language section, representatives of teachers and the School Management (Head and Deputy-Heads) and the Board and take place four times a year. The informal notes of the Education Council meetings are regularly sent via class representatives to all parents.

In order to have a more effective and constructive approach to the different pedagogical subjects or to important issues for the school, additional working groups can be set up within the Educational Council where parents can actively participate, e.g. on the preparation for the move to Laeken or on security issues.

Interparents

Interparents is registered as an ASBL in Luxembourg and is a Parents Association bringing together all the Parents Associations of the 14 European Schools (via delegates). The main purpose of Interparents is to represent all parents of all pupils in the European Schools at the Board of Governors, its Committees and Working Groups. Interparents participates in these groups through its delegates.

On 12 April 2011, Interparents organised a large-scale action meant to make decision makers aware of the concerns of parents of children enrolled in the 14 European Schools regarding the budgetary cuts and results for education of such cuts.

Canteen

During the past school year enrolment to the canteen was at 626 compared to 504 in the previous school year. Enrolment went up by 122 pupils enrolled or 24,2%. The General Assembly in January 2011 decided to increase the price by 0,25€ per meal in order to cover higher costs than those calculated at the beginning of the school year. 32 subscriptions were then cancelled for the last term, in addition to the cancellation figure of 24 for the 2nd term. These cancellations impacted on the financial measures taken by the General Assembly². During the school year 8 children subscribed left the school and 19 new pupils were enrolled at the school.

The canteen had to struggle with serious technical problems namely the dish washer broke down twice in December and the end of January - with insufficient hot water supply. The equipment is over ten years old and was not properly maintained. The canteen could not serve regular meals if the dish washer is not working for health reasons.

The school organized the repair as quickly as possible which due to difficulties to obtain spare parts for an outdated model still took 10 days. The school had to reject requests from the Association for a replacement dishwasher due to budgetary cuts but agreed to undertake a maintenance service during the summer break in 2011 where an expert was sent from the French dish washer company and replaced additional parts.

The problem of hot water was solved during the second half of the school year.

² This should not happen for the school year 2011/2012 as the canteen regulation will be strictly applied (art. 1 of the regulation).

When considering the budget 2010/11 the Association took the deficit of the previous school year 2009/10 into account as well as the cost increase incurred following the dish washer break down and recommended to the General Assembly of members in January 2011 to increase prices for the last two terms by 0,25 € per meal, which the Assembly approved. With the price increase the quality of meals could be kept at its usual high level.

The Association had to deal with a further major problem which was the limited capacity of the kitchen to cook meals for the increasing number of pupils in 2011-2012. Demands to the Belgian State to increase the kitchen space and capacities were rejected by the authority in charge, the "Régie des Bâtiments". Therefore the Parents Association had to decide at the end of the school year 2010/2011 to limit subscription to 750 pupils for the next school year and to ask for renewal of all enrolments in order to provide the new pupils at the school also with a fair chance to get a place³.

The school also installed the announced noise lowering measures that due to the cuts in the school budget were reduced to a smaller project than planned originally. Special noise panels were attached to the walls which improve the acoustics in the restaurant.

During the period reported of the school year 2010/11 the tasks of person responsible for the canteen committee had to be assumed by the Association's President (Erika Schulze) and Vice-president for Administration (Joëlle Salmon) due to a lack of feed-back from the nominated representative and other Board members that had expressed their commitment to work in the Canteen Committee. Since the beginning of 2011 Carola Streul continued as Board member responsible for the canteen. Members of the canteen committee are Joëlle Salmon, Horst Nickels, Wouter de Waard, Veronica Gavriiadis, Cesare Gallini and Assuncion Escajadillo.

Transport

During the school year 2010-2011, 27 lines (12 on the morning and 13 on the afternoon - plus buses for Wednesday pm and short Fridays for the after-school child care) covered transport of 491 children enrolled for this service. This increased enrolment allowed us to regroup children and we could split some lines reducing the time children spent on the bus.

Service organisation

Transport of European school pupils is organised by the Parents Association. At least one member of the Administrative Council (Board) of the Parents Association is responsible for transport.

The Parents Association uses the transport services of Eurobussing and other Belgian companies specialising in transport. This cooperation is based on a service contract that implies an obligation to determine the number of corresponding bus

³ In the following: no subscription had to be rejected in 2011 - all subscribers received a place in the new school year.

routes and stops at the end of the previous school year. Once the year starts, there is little scope to change or amend the bus stops. The companies provide buses with capacity for the number of students carried on the line for different prices. If possible, the capacity of each bus line is adapted to the number of users. The companies employ drivers and are responsible for the journeys.

The Parents' Association uses the ALE services as monitors and for the organisation and the security at the school car park. ALE (*Agences locales pour l'emploi*) are local agencies who organize work for the long term unemployed.

Transport costs

Like all the other services of the Parents Association, the pupil transport must be self-financed. Parents pay for the transport of their children. With regard to staff of the European institutions the cost for transport of primary and secondary pupils, is taken on by the institution concerned. In this case, the invoice is sent directly to the institution.

Between school year 2007/2008 and 2010/11, our association received subsidies from the Board of Governors, directly financed through the school budget, in order to limit the price for the annual cost for the "self payers" to the level of other European schools subscription. Although it had been planned to terminate in 2009/2010, our Association managed to negotiate prolonging the subsidy covering an additional amount of €55.000 in the school year 2010/2011. This limited the price to €1,150 for a full-time subscription. For the current school year it was not possible to obtain another subsidy.

Management of the service

The administrative Council (Board)

As decisional organ between the General Assemblies, the Board takes all necessary decisions regarding the draft budget, staff recruitment, rules for the transport use and receives complaints.

In 2010/2011, the Board took several decisions regarding the cancellation of transport services due to bad weather and for the first time, a child was excluded from the bus service for a limited period due to bad behaviour.

The Transport Committee (TC)

In 2010-2011, the TC is just one person: Monika Paulus.

The TC is responsible for:

- The transport budget with the treasurer;
- Creation of lines and bus stops with the Transport office;
- Communication with parents concerning rules and difficult cases (2nd authority);
- Transport office employees.
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The Transport Office

The Transport office has a full time manager and part-time assistant.

The Transport office is responsible for:

- Communication with the parents concerning daily management;
- Contact and communication with transport service providers;
- Communication with the ALE monitors and their training;

- Help to draft the transport budget;
- Help for the creation of lines and bus stops and their daily management;
- The first authority for the complaints;
- Sending out invoices to the Institutions and parents (in liaison with the accounts service of the Parents Association);
- The management of the office;

The Transport office had many organisational problems during the school year 2010-2011 with the manager on sick leave for a long period and the unforeseen departure of the assistant during the summer period. These problems had a huge impact on the work during the summer time and the organisation for the new school year.

Website

Information is regularly published on the transport website at the following address: www.bru4.eu - transport section

Planning for the future

After the meeting with the class representatives in September, the transport committee received much attention due to the planned survey for transport to Laeken. In the meantime, there are 14 parents involved in the Transport working group exploring various possibilities and tools on how to make transport viable for the coming year. After the first inscription phase planning will become more concrete i.e. lines and stops will be established. Final results will be available in August 2012.

Extra-curricular activities

304 children were enrolled for extra-curricular activities during the school year 2010-2011. Almost all places were taken up.

Extra-curricular activities started on October 4th 2010 although they were initially foreseen for September 15th 2010. As with every year, the proposed activities and organisation of courses depend of the availability of rooms available from the school. The school confirmed to our manager the list of available rooms on October 4th 2010. This delay generated a lot of problems on Friday September 17th, 24th and October 1st 2010 due to the nursery and P1/P2 children who had no courses in the afternoon and had to wait for the bus. The Association organised a "supervision/after-school care" for about 100 children. Voluntary parents helped for a few hours.

The extra-curricular activities organised its first "open week" in June 2011. During that week, parents could come and see their children during the activities.

We had a small accident during one of our activities. This made us realize that the extra-curricular activities timetable did not match the opening hours of the infirmary. Therefore, the Association organised (in collaboration with the Red Cross of Belgium) a course in First Aid for the staff and some monitors on a voluntary basis.

Part 2: Presentation of Accounts 2010-2011

The statutory Auditor's report on the financial statements for the year ended 31 August 2011, please see annex 1 (Report of Ernst & Young)

For the budget for the school year 2010-2011, please see annex 2

The Board proposes to the General Assembly to carry forward the 2011 results to 2012 in order to reduce the accumulated losses from previous years, taking into account the endowment to the legal reserve for the repayments of the loan to the other Parents Association of the European schools.

VOTE

The General Assembly

DECIDES to give the discharge to the Board for the implementation of the 2010-2011 budgets and to carry forward the 2011 results to 2012 (***FR version will be the official version due to technical wording***).

Explanatory statement

The statutory Auditors have sent an unqualified opinion.

Documents for item 7 (please see annex 3)

For the presentation of Accounts 2011-2012 please see Annex 3.

VOTE

The General Assembly

DECIDES to adopt the budget proposal presented by the Board for the school year 2011-2012.

Explanatory statement

The proposal includes the budgets as presented by the services and for the administration including all revenue and costs that can reasonably be expected to take place during this budgetary year 2011-2012, already including some costs for the move to Laeken.

Documents for item 8

a) Resolution for the maintenance of a budgetary control committee

At the last General Assembly, it was decided that the 2012 Assembly General would examine the added value of a budgetary control committee and would decide if it should continue for another school year. Susanne Metzler and Pieter Dijkhuis were appointed as members of the budgetary control committee.

In 2011, the Association hired a Director and the treasurer met several times with him and the service managers to prepare and implement planning measures for the general affairs section and each service ensuring a better insight and control into Association revenue and spending during the year. The 2011 budgetary

implementation was checked by the statutory auditors in conformity with the Statutes (see annex to General Assembly documents).

Seen these developments, the budgetary control committee suggested that the Board need not maintain a budgetary control committee composed by voluntary parents in 2012 as there is little added value to the control mechanisms put in place in 2011.

Therefore, the Board proposes not to keep the budgetary control committee in 2012.

VOTE on the budgetary control committee

“The General Assembly

CONFIRMS that the budgetary control committee has no added value and **DECIDES** not to appoint a new one.

b) Resolution document for a new European school in Brussels (please see annex 4)

Five years after the opening of the European School Brussels IV (EEB IV), the Parents Association looks back at the experiences of the first years and would like to stress a number of items about the creation of a new school.

VOTE on the resolution document for a new European school in Brussels

“The General Assembly

APPROVES the resolution document for a new European school in Brussels as presented by board and **ASKS** the President of the Association to forward this resolution to the Board of Governors, the Secretary General and the Commission.

Documents for item 9: Proposal Amendment of Statutes

English courtesy Translation.

The French version is and be will the official one.

It is proposed to delete text in article 12 paragraph 4:

Article 12

1. The Association is managed by an Administrative Council composed of at least of 2 Administrators from each linguistic section plus a minimum 3 and a maximum 21 Administrators elected from the members by the General Assembly for a two-year mandate.

Elections are held each year, to choose alternatively half (or half plus 1 if the number is odd), then the other half of the Administrators, for a two-year mandate.

2. Preferably, each linguistic section open at the School is represented in the Administrative Council by at least two administrators. Administrators are elected directly by the General Assembly from the adherent or full members according to the following methods: the candidates obtaining the most votes are elected, provided that at least two administrators of each linguistic section open at the School are included among the administrators; if not,

priority is given to the candidate of a linguistic section not fully represented receiving most votes among the candidates of this section.

3. In addition to the expiry of the mandate after two years the mandate of an Administrator may cease by:

- a. the revocation by the General Assembly, ruling by a majority of two thirds of the present
- b. or represented full members;
- c. the resignation of the Administrator;
- d. ceasing to have a pupil at the school;
- e. the absence at the meetings: the Administrator, who, without acceptable justification to the Administrative Council, has not participated at a minimum of five meetings of the Board of Directors during the school year, will be regarded as having resigned;
- f. failure to pay the annual membership within the prescribed time limit.

4. The vacancies which occur during a mandate (...text to be deleted) will be filled at the following General Assembly. “

Explanatory Statement

The proposed amendment to article 12 intends to correct an error within the Statutes which is a reference to a paragraph that does not exist in our Statutes. Following the advice of the Association's lawyer, this amendment can be adopted without the presence of a notary. However, the obligatory quorum of two thirds of effective members present at the vote must be reached.

Paragraph 4 of Article 12 Statutes of the Association contains an editorial error. It refers to voting modalities a) and b) in paragraph 2 that are not subject to this article. Article 12 recognises only one single modality: the vote of an administrator by the General Assembly. It is not foreseen that an administrator is nominated by the language section. Hence, an administrator whose mandate ends before its expiration can only be replaced by the following General Assembly.

In order to prevent any confusion it is necessary to delete the text that is relating to modalities 2 a) and b).

The source of the error is explicable by the fact that the constitutional General Assembly has chosen between two options of article 12.2. Paragraph 4 relates to the version which was not approved.

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