

Minutes for CA meeting 10th April 2008

3 Rue Spa 12.30

Present: Hilary Crowder
Natalya Simons
Camilla Wikstedt Gaudini
Guido Ricci
Remo Bettiol
Anke Held

Excused:
Ivan Torre
Antonella Bambigini
Aedin O 'Byrne
Isabelle Perignon

No show: Antonio Cenini

The Agenda was not approved as the meeting was dedicated to giving the Presidents and Treasurers from APEEE I,II and III an overview of each sector of activity.

1. Approval of minutes of 13th March CA meeting did not take place.
 2. The President reported from the CEA meeting of 8th April that the figure of 171 direct applications to Berkendael (which was in the document circulated to board on Monday) included 40 that were Category III applications. The decision on Category III enrollments will take place in June or July at the third stage of the enrollment process. She confirmed that there were about 450 applications to the other schools, that qualified for Berkendael, and of these it was reasonable to assume 25%-30% would take up the places offered. In this case the numbers at the school would rise to 440-450 next September.
 3. Activity reports and question and answer session with Presidents and Treasurers of APEEE I,II and III.
- **Transport.** Guido Ricci gave an overview of the lines and three different revenue categories. They are direct Commission subsidized revenues, at €2750, revenues from parents not qualifying for Commission subsidy (mainly Maternelle pupils, of which there are 38 on the buses) which are capped at €1000 and revenues from those using the garderie bus which is 50% of the price of those not receiving the subsidy. The only large bus being operated is the garderie bus; all the others are smaller which have a higher cost per seat. To run a line costs about €40,000 a year. The number of pupils using the bus service is 84. The loss this year is projected to be €46,000 which is less than in the January 2008 budget. This is accounted for by the number of users increasing during the year. The President of Berkendael pointed out that in the January budget there had been an amount included for an extra employee for the APEEE, to start in March in addition to the administrator and chef currently working for the APEEE but that the administrator has not yet been recruited. The expense of this administrator would have been shared by the Canteen, Transport and EC activities. The loss for Transport has been

- underwritten by the Board of Governors, who have a subsidy available for an amount up to €70 000. So far 6/10 has been applied for and agreed and will shortly be distributed. With regard to invoicing the Administrator of Woluwe suggested a method to ensure that all payments were made. The Transport manager agreed to try a similar system. There was then a discussion about how to establish a reasonable forecast of the routes for September. The Transport manager is to ask Mrs. Christmann for some idea of the location of future pupils without exact addresses to enable him to post a virtual bus route scheme for parents on the web site.
- **Canteen.** The Administrator of the Canteen said that about 80% of pupils were using the canteen services, which up until the Easter holidays had been supplied with food by Woluwe APEEE, which our chef had then reheated. Our chef has been employed since September. Not all food can be reheated so the menu had had some restrictions. The "Regie des Batiments" had been slow to start the work needed on the kitchen to transform it into a full service kitchen. The work had been delayed several times but has now started and was meant to be finished by the 4th April but this target will not be met. Next week the chef will provide packed lunches for parents as at the GA it was agreed with parents that they would provide packed lunches only for two weeks. We will offer parents the opportunity to opt out of this service with no additional costs. The normal procedure is for parents to unsubscribe for the canteen the term before. In addition parents have to pay for the full month in which a child is enrolled. The loss for the canteen is budgeted to be €44,000. It is not clear if this takes into account the projected two weeks when parents would be providing packed lunches although this was known about at the time the last budget was drawn up in January. The costs have been brought down since the beginning of the year due to Mis A Net providing one less monitor. We now have 5 for about 140 children, which means one adult to 30 children. In Ixelles they have 1 for 24 children. The President asked what the cost of the monitors was at the other schools as she was concerned that it may be quite high at Berkendael. It works out at about €20 per hour per monitor. At Ixelles it is €19.50 per hour + VAT. The Administrator of the Canteen said that the cost of a meal is about €7 and that we have raised our charges for the staff and outside guests to €7.00 except for assistants who pay €5.50 and the price for the children is €4.00 for Primary and €4.70 for MAT. The Administrator of the Canteen said that once the canteen is operating properly we intend to host a meeting with parents to discuss the issue of prices. The guests present confirmed that with the wholesale price hikes this year they had also increased prices this year. Ixelles had gone from €3.90 at the beginning of the year with two price hikes to €4.30 now.
 - **Extra Curricular Activities.** The Administrator for EC said that we have four courses of fifteen sessions a week with three groups of monitors. We offer Art (three monitors in one ASBL), Introduction to music (two monitors in one ASBL) and Multisports and Soccer (one monitor). This is a considerably slimmer programme that offered at other schools. The guests present disagreed - for the number of pupils at the school they were impressed by what is being offered. The programme is offered to MAT and Primary children and when it was launched after Carnival holidays the EC team was overwhelmed by the response of parents. It transpired that at one of the other schools too that MAT children were offered EC activities and where they were not at one of the others schools it was a question of not having sufficient space. Our EC team was able to make sure that all children who

applied were included in the programme. Given that we have only three people we are employing, it has kept down the administration costs. The school had an amount for EC activities in the budget and so we are able to get some of our materials paid for. At the moment there is a slight profit budgeted of about €6000. The President pointed out that this is because there is no apportionment of general expenses to EC activities because the administrator employed by the APEEE does not work for EC activities and that a parent does the work voluntarily. The Presidents of the other APEEEs congratulated the Head of EC activities on offering a good programme and her success in turning a profit.

There was a discussion about the subsidy from the BOG and agreement that this €70 000 was to cover all aspects of the APEEE services and should be applied for in full. The President of Berkendael voiced her concern that for next year it was unclear at this moment if the doubling of pupils would mean the doubling of losses for our services. She pointed out that she had been given a strong indication that it was unlikely that a further grant would be forthcoming from the BOG. The President of Woluwe strongly recommended applying to the BOG for a further grant for next year given that the circumstances will be still exceptional. He suggested attending a BOG meeting and presenting our case at it. The President of Ixelles then raised the question of the request for further loans, which had been made and asked how the money would be used. The President of Berkendael said that unfortunately without the Treasurer at the meeting we could not comment on it. The Head of Transport pointed out that the €300.000 was like a loan facility set up to ease cash flow, of which €90.000 has been drawn down and the further amount (of €45.000) would help cash flows. We have not yet got a system where revenues are in before payments have to be made. The meeting with the guests was then brought to a close.

4. The board approved the timetable sent by the school. It was agreed to send a letter to the parents to their home addresses asking for their endorsement or not of the timetable. The document would include an explanation along side the relevant sections of the impact of the services of the APEEE and explanation for such timings, pedagogical or otherwise. The President will draft the document, with service sections Administrators and Vice President of Pedagogical affairs.
5. There was no time to approve the rules of conduct for CA meetings
6. No discussion took place on recruiting an accountant through Forest welfare office according to Article 60, whereby APEEE pays €500, or whether to recruit Calin Nastaseanu.
7. There was no adoption of the drafted 7 short term goals, 5 medium goals and 5 long term goals