



**Board Meeting/Réunion du Conseil d'Administration
Brussels Thursday 23rd June 2011 / Jeudi 23 juin 2011**

J-79, 2/02: 12.30-14.30

MINUTES

Present: Henriques de Granada Marc, Lebel Serge, Nickels Horst, Paulus Monika, Plumhoff Holger, Salmon Joëlle, Schulze Erika, Sindelar Martina, Streul Carola, Wischermann Ralph.

Absent (apologies): De Waard Wouter, O'Byrne Aedín, Popa Adela Raluca, Sabatini Roberto, Sergio Giovanni.

Absent: Beltrame Francesca, Cenini Antonio, De Lorenzo Antonino, Mangold-Lecocq Isabelle, O'Donoghue Aingeal.

Ms Schulze chaired the meeting at 12.35 pm and said that the following proxies had been received:

- 1) Mr De Waard gave a proxy to Ms Schulze.
- 2) Ms O'Byrne gave a proxy to Ms Schulze.
- 3) Ms Popa gave a proxy to Ms Paulus.
- 4) Mr Horst gave a proxy to Ms Sindelar for his time of absence.
- 5) Mr Wischermann gave a proxy to Mr Nickels for his time of absence.



Point 1 Adoption of agenda 23.05.2011

The following points were added :

Point 3 Transport.

Point 9 SEN issues.

The agenda was adopted as amended.

Point 2 Adoption of Minutes dated 16th June.

POSTPONED until the next meeting.

Point 3 Transport.

Ms Paulus and Ms Schulze announced that there would be probably four additional bus lines for the next school year: two or three mini-buses in the morning and one bus in the afternoon.

The Bus Company, Eurobussing, confirmed that they could provide buses but at a higher price.

During the enrolment phase, Ms Paulus added, the following problems had arisen:

- Parents hadn't filled out the enrolment forms properly.
- Difficulty in handling the late enrolments.

With reference to this point the Board confirmed that the transport office should accept the new enrolments after the deadline but there would be no new stops created. Ms Streul entered at 12.40 pm.

Decision 20110623-1

As the bus-lines are created on the basis of the enrolments received within the deadline (31.05.2011 - reminders were sent) stops which were not requested at that moment were deleted and will not be recreated for the school-year 2011/2012. All new enrolments that arrive after the deadline have to sign up for an existing stop.

The discussion continued on bus stops in particular on those outside the Brussels ring.

Ms Paulus described a particular case where parents had requested an additional bus stop in this area. The transport committee refused this request and proposed the La Hulpe stop or a closer bus stop.

Decision 2011623-2

The Board decided that no additional stops would be created outside the south side of Brussels ring.

Point 4 Cost effectiveness of Association services.

The treasurer had analysed the figures regarding the canteen forecast budget for the next school year.

According to Pablo's report, the maximum capacity for the canteen was estimated at 750 pupils, adding the employment of a part-time worker, the positive result amounted to 40.000 euro. (A



communication has been put on the canteen page of the website explaining why all pupils need to re-enrol for 2011-2012).

Analyzing Pablo's report, the treasurer noted that the fixed costs were recorded in its result but did not affect prices.

Fixed costs and the difference of a day in the estimation of revenues explained the difference of result between the treasurer's report and Pablo's report. The cost of raw materials was fixed at 1.60 per meal, this would ensure a balanced menu consisting of 3 meat meals, 1 fish meal and 1 vegetarian meal per week.

The discussion focussed on how to reduce costs, Mr Plumhoff thought that one measure could be to reduce staff costs, Ms Paulus suggested checking the surplus of staff employed by Misanet.

Ms Schulze proposed to investigate which measures were adopted by the other European schools to reduce costs.

Ms Streul emphasized the importance of ensuring high quality food. The European School of Brussels IV should not be compared to the other European Schools that have other types of infrastructures. If the kitchen was bigger, probably, she added, costs would be lower.

The canteen staff is of high quality, she said, and we should continue in that direction. The distribution of personnel costs among the various services should be reviewed even if it was not possible to establish a precise percentage.

At 1.45 pm Mr Wischermann left. The discussion focussed on meal prices.

Decision 20110623-3.

It was decided that for the first and second school term the canteen prices would be fixed at 5.92€ per meal, the same price for nursery, primary and secondary classes. At the end of 2011 there would be a revision of the canteen budget to submit to the General Assembly, prices would be adapted accordingly.

With reference to the pupils who bring their own lunch, it was proposed that they either pay a contribution to eat in canteen or find somewhere else for them to eat. (another room is being sought for Primary pupils to eat their lunch under school supervision - also communicated on the website)

Decision 20110623-4.

The Board agreed that pupils bringing their own lunch could eat in a separate room under school supervision. Some Board members proposed the prefabs.

Decision 20110623-5.

The Board decided that there would be regular budget checks for all activities.

Decision 20110623-6.

The actual enrolment figures should be sent to the Treasurer in mid-September .



Decision 20110623-7.

It was decided that an Extraordinary General Assembly would be held in May 2012 at the latest, in order to approve the budget (moving to Laeken).

Mr Nickels left at 2.00 pm and a couple of minutes later Ms Paulus left.

Point 5 Canteen and extra-curricular rules.

The extra- curricular rules were adopted without any remark.

With reference to the canteen rules, the text was adopted including remarks on page 2 and 3.

Point 6 Somerfest – State of play.

Ms Schulze informed the Board of the next organizational steps:

- Sending the Somerfest guest list to Ms Sindelar.
- Contact the transport service in order to recruit a parking attendant who would direct the traffic in the school car park during this event.

An amount of 150€, Ms Sindelar said, was set as payment for the surveillance of the parking lot.

Point 7 End of the year lunch

The end of the school lunch was fixed for 7th July at 1.30 pm. The menu offered was the same menu as the children.

Point 8 Hosting of Interparents meeting?

The Board agreed to host the Interparents meeting between 3rd and 4th October 2011. Raluca will be in charge of the co-ordination with Carola as a backup.

Point 9 Any other business. Working group on school fees (Minerval).

Ms Schulze informed the Board that the General Secretary office set up a working group on school fees.

She will send the documents related to the Board members interested.

Point 10 Next meeting.

The next meeting was scheduled on 30th June. Different issues will be discussed such as:

The choice of audit firm, the extra-curricular budget, the tasks of the New Director and Ms Schulze's report about her Presidency during the last two years.

The meeting finished at 2.45 pm.

