



2010-2011 - JOINT EDUCATION COUNCIL NURSERY/PRIMARY/SECONDARY

Date: 14.04.2011
Time: 16h00
Room: Staff room

For Management Wulf SCHLABE, Chair
Pär Arvidsson FÄLDT, Deputy director
Vaiva IVANAUSKIENE, Deputy Director

For the teachers Nicole LEROY
Denise BAINES
Tamara NECKERMANN
Finbarr HURLEY
Laurence DUCLOS

For the parents Martina SINDELAR, APEEE
Sylvia KREUZBERGER
Francesca BELTRAME
Diana CRUMPANA
Suzanne METZLER

1. **Designation of minute taker**
Mrs. BAINES is designated as minute taker.
2. **Apologies for absence**
Ms Giuliano, Ms Mangold, Ms Popa, Ms Schulze, Ms Vogel are excused.
3. **Approval of the agenda**
The agenda was approved.
4. **Management**
 - 4.1. **Budget 2011**
 - a. Mr Schlabe reported that the budget was approved and there are few changes that affect us in Brussels IV. The Learning Support issues must be addresses student by student and we must endeavour to see what kind of specific help is needed and what can be addressed in LS.
 - b. For SEN pupils the advice of a qualified therapist must be sought. The new post of SEN assistant will be created, and SEN meetings will decide what can be done for any given student based on the therapist's report, and if provision needs to be made to allow him/her to get help outside school.
 - c. There is no money for the complementary activity in S2. Mr Schlabe is investigating the Chinese Embassy's offer of Chinese teachers of language and calligraphy.

d. 55,000 euros for the transport from parents has been acknowledged

4.2. School trips:

a. Ms Ivanauskiene explained that up till now Primary 1 &2 and Nursery had 3 one-day trips per year. From next year they will have 2 because of the increase in numbers. Residential class trips for P3 (classes de mer), 4 (classes vertes) and 5 (Chevetogne) will not change. One-day trips for projects are in addition to this. There will be fewer workshops, replaced by events such as Arts Week. This will reduce the parents' fees.

b. Mr Faldt reported that S1 will spend 3 days this year at Eurospace in June, but that trips for the future were still under discussion. A number of one-day trips were organised by individual teachers.

c. Mr Schlabe advised looking into the rules for trips on the Eursc website, and establishing a policy and risk assessment procedure Residential trips should be booked through travel agencies. No teachers should handle money from parents - payment must go through extra-budgetary account. We should ask 3 or 4 travel agencies for offers in order to show parents we have chosen the cheapest.

4.3. Report from working groups:

a. **Laeken:** Finbarr Hurley reported that the brochure is almost ready for parents. It gives an email address for parents to send questions about Laeken, open until June. Over the summer we will compile a FAQ page. Mr Schlabe stated that a new school website is on the way which will have information about Laeken. About 50 parents, admin and teachers will visit on June 15th. So far the plan is still not to bring in higher classes.

b. Security:

(i) Daily security issues: Mr Schlabe gave an update including the new rules about parents not parking on the roundabout and the painting of a zebra crossing in front of the school during the Easter break; the goal being to encourage parents not to enter the school by car and to leave maternelle children with supervisors at the gate. This is in preparation for having more busses next year as well as the temporary classrooms, which will be ready by Aug 1st and are essential if we are to keep music, art and ICT rooms for secondary. How to use them will be decided when we know classes.

(ii) Evacuation in case of emergency: There was a fire drill in February which went smoothly. A plan is in place for a lock-in in case of intruders.

(iii) Police visit: (Vaiva) Will organise a day when the police come and talk to the children about safety and road rules.

c. **School rules:** Mr Faldt explained that the rationale was to set up a structure for secondary, and revise primary so the two are harmonised. Initial discussions were had and then each school devised its own detailed structure. The Secondary completed theirs in January, which includes an anti-bullying policy and supervision structure, and are now monitoring it. A drug policy and rules on items carried by students are under discussion. Primary's book of rules is to be finished in May/June. A review will be carried out in September 2011 and June 2012. No major changes will be made for one year. Parents were asked to produce a **parent's guide**, with the help of materials given to them by Mr Faldt. Mr Schlabe asked the parents present to start a discussion amongst parents about what should happen in the event of a drug problem.

4.4. Sommerfest

Mr Hurley and a committee are organising Sommerfest, but someone from the APEEE is needed to assist in taking on the responsibility. There will be a stand about Laeken with bags. Plan the next event of this kind for Nov 2012 in Laeken.

4.5. Planning for next year:

- a. Mr Schlabe and Mr Faldt explained that we need to extend the school day to fit 33 periods for S2 and consider 'Periscolaire' options for younger children, though the gym is usually not available because of classes. There will be one bus departure time only. We cannot write the secondary timetable until end-June, so it is still not possible to define the time of the end of the school day.
- b. There will be 6 French Nursery classes and some more classes in primary. The Board of Governors might review the possibility of S1 Dutch.
- c. Calendar: Everyone present was asked to take a copy of the draft calendar for 2011-2012 and give feedback. One change: primary and nursery parent meetings will be at the beginning of the year for all parents.

4.6. Punctuality in the morning:

Mr Faldt explained that the management team will carry out observation for a 4 week period starting 2nd May, which will be followed by a survey of parents and teachers, in order to evaluate what is happening and try to combat the present problem of frequent late arrivals.

5. Parents

- 5.1. **Secondary playground:** It took longer than hoped, but now the equipment (benches and football goals) is in place in the secondary playground.
- 5.2. **Punishment measures during breaks:** Information was given to supervising non pedagogical personnel. Another meeting will take place after the beginning of the school year to implement the instructions further in 2011-12.
- 5.3. **Traffic training for pupils with the police**: Ms Ivanauskiene received information about a "traffic day" at Berkendael next school year. The demand is so high that booking for this year was not possible anymore.
- 5.4. **State of affairs "prefab"**: The management underlined the need for this building to ensure quality of teaching. Mr Schlabe had no reason to believe that this building will not be installed.

6. Teachers

There are no points from the teachers

7. **Date of the next meeting**
About this time next year