

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, 15th November 2016

Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB/0B, 12:45-15:10

Present: Michela Beati, Françoise Bodenez, Sarah Conyers Barber, Catherine Daguet-Babich, Kristin Dijkstra, Dorothée Farwerck Lefort, Gareth Dafydd Lewis, Sven Roehr, Tobias Stricker, Josephine Usher.

Absent: Catherine Hennessy, Nóra Edit Kárpáti, Stefana Puiu, Graziella Rizza.

Excused: Christian Drantmann, Iseult Lennon Hudson, Victoria Petrova.

Proxies: Bodenez Françoise and Victoria Petrova to Catherine Daguet-Babich, Christian Drantmann and Iseult Lennon Hudson to Kristin Dijkstra, Dorothée Farwerck Lefort to Françoise Bodenez.

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

Minutes 15.11.2016

Ms Daguet-Babich chairs the board meeting.

1. Approval of the agenda + minutes of the last meetings.

The agenda is adopted. Some items are anticipated and not follow the chronological order.

It is pointed out that all Minutes should be published on the APEEE website before the General Assembly. The Board has a statutory obligation to produce Minutes.

The board will check the five unpublished minutes uploaded on Bitrix platform in order to ensure that all approved modifications be included. Publication date on the APEEE website: 16.11.2016.

2. Community fund: approval of new committee members.

Ms Usher explains that the Community Fund Committee is composed not more than 7 parents. At least two members of the Committee must be members of the Board of the APEEE.

On behalf of the Community Fund Committee, she submits the candidature received from a parent of the Italian section. In fact the Community Fund Committee is composed now by one parent from FR section, one parent from DE section and by a large majority from EN section.

New Committee members and departures related have to be formally approved by the Board.

Ms Lefort and Ms Conyers Barber enter at 12.50.

-VOTE to approve formally the new Community Fund Committee:

- 12 in favour
- 1 abstention
- 0 against

The New Community Fund Committee is formally appointed.

The Community Fund Committee is actively in communication with the school and they are asking promotion for the budget. The budget is exactly the same of the last year and the financial aspects will be available for the next week.

3. Canteen: Cafeteria update.

- **Dao**

Mr Piettre presents to the Board DAO application for the cafeteria. Parents have to recharge the card directly. The alert is included in the system and parents can define the amount.

- **Recruitment process.**

The President provides a brief report of the candidates selected. She attended the candidates' interviews during these last days and participated in the development of interview questions.

Ms Bodenez enters at 1:12 pm. The skills requested were analyzed. The cafeteria staff should have technical skills, the HACCP must be respected, and a knowledge of languages in order to interact with students. The discussion focused if English language is compulsory or not for the recruitment of staff and if the internal candidates have the priority.

- **Inauguration of the cafeteria**

The President provides a brief report about the meeting held with the school directors yesterday. The schedule of the cafeteria inauguration was agreed, the pupils' committee will be involved in the organization.

The cafeteria will open next Monday 21st November. Mr Piettre refers that the technical problems related to the PayPal payment system will be solved normally today. Prices of products should be posted on the APEEE website.

- **Cafeteria Rules**

Mr Piettre submits to the Board the cafeteria rules, French version, for approval. It is requested to add other points in case of loss or stolen cards. It is agreed that Mr Stricker will send comments to Mr Piettre this afternoon. All board members can send their remarks to the text that will be published on the APEEE website this Thursday 22 November 2016.

Vote to adopt the Cafeteria rules:

- 8 in favour
- 1 against
- 4 abstentions

Ms Usher and Ms Beati leave at 1.55 pm.

4. Finance: Forecasts and Budget.

- **Training Bitrix**

Mr Stricker would like to have a budget line for Bitrix (30K EUR).

Mr Rohr leaves at 2.00 pm.

It is proposed to increase the budget line of 15K EUR for training and 15K EUR for customization.

- **2016 /2017 Consolidated Budget**

ACTION: Mr Piettre will ask to the audit company, Ernst & Young, the good practices for the legal fund.

Bodenez leaves at 2.25 pm.

It is proposed to validate this allocation of results to the next board meeting, 22.11.2016, as follows:

- ✓ 50K EUR Pedagogy
- ✓ 50K EUR reserve
- ✓ 47K EUR cost reduction of service fees for parents.

5. Interparents: update.

Ms Conyers Barber refers the last news from Interparents (the European Bacculaureate handbook, syllabus, policy group about the evaluation of teachers).

She will publish a report on Bitrix platform.

Ms Dijkstra leaves at 2. 56 pm

6. Case of harassment in the primary school.

One board member informs about a specific case of student harassment at school.

The Board discusses about the procedure to follow in case of student harassment.

Action: The President asks that the VP Pedagogical affairs could write to Mr Schlabe in order that Ms Lefort could have an answer to her request and to organize a meeting with the deputy head Nursery and Primary.

Ms Conyers Barber refers that she could continue to develop a policy of complaints. It could be useful to provide a guideline to parents in order to set limits of what help the APEEE can provide.

The Board meeting ends at 3.10 pm.