



Administrative Board Meeting/Réunion du Conseil d' Administration

Brussels Thursday, 11th April 2024
Teams Video Meeting: 12:36-14:54

Present: Johanna Alkhafaji, Marzia Brofferio, Pavlina Canova, Alexandre Grigorescu-Negri, Angela Guarino, Noémie Hangya-Lachmann, Dan Nicolae, Josephine Norris, Jane Okafor, Tzvetomir Penev, Stefan Petrovski, Dana Adriana Puia Morel, Ionut-Adrian Sandu, Marius Serbeniuc, Adja Awa Sissoko, Jordan Toujarov, Pénélope Vlandas, Diane Werhert.

Excused: Rachel Aviotti, Marianna Cosco.

Proxy: Rachel Aviotti to Johanna Alkhafaji, Marianna Cosco to Dan Nicolae, Dana Adriana Puia Morel until 1:22 pm and Diane Werhert until 12:52 pm to Johanna Alkhafaji, Pénélope Vlandas to Adja Awa Sissoko from 1:00 pm, Toujarov Jordan to Pavlina Canova from 1:29 pm, Josephine Norris to Diane Werhert from 1:47 pm, Adja Awa Sissoko to Stefan Petrovski from 2:00 pm.

Guest: Eric Rega, the Director of the APEEE of Brussels IV, Manuela Pamio, secretariat of the APEEE of Brussels IV, Niima Viima, Assistant Deputy Director of Nursery and Primary cycles of the EEBIV (from 2:00 pm to 2:37 pm).

Minutes 11.04.2024

1. Adoption of the Agenda.

Adopted.

2. Adoption of the Minutes of 7/03/2024.

Adopted without any remarks.

3. Discussion of Canteen Involvement at Somerfest.

Before analyzing the proposed involvement of the canteen in the 2024 Somerfest edition, Adja Awa Sissoko introduces another point of discussion: the allocation of canteen costs for the central services staff. She explains that the parents' association provides free lunches to the APEEE staff members instead of meal vouchers, but these costs are entirely covered by the canteen budget. She emphasizes that the use of this benefit should be subject to clear rules, and these costs should be charged to each service, which should internalize the costs of its staff. The Board agrees in principle on the allocation of these costs to each APEEE service but the calculation of costs and their allocation between services, as well as the rules, will be discussed at the Executive Committee level and reported back to the Board.

Action: The Executive Committee will discuss the financial basis on which the staff conditions will be modified and will report back to the Board.

Adja Awa Sissoko proposes the involvement of the canteen service in the 2014 Somerfest as follows:

- The canteen service should sell food and drinks at the Somerfest and all profits generated would go to the canteen's account.

She states that this commercial involvement should be considered as a test. She explains that the canteen is in deficit and needs investments to operate properly, so potential profits could be used to make investments in the canteen and improve the conditions in which pupils eat. In addition, Somerfesto would be a nice way to show parents what some of the canteen services are (snack shack and cafeteria).

The President thinks that Somerfesto is an event run by the community for the community and parents expect that Somerfesto profits to be reinvested into the school community via the Social Fund and the Community Fund. This position is also supported by Johanna Alkhafaji who outlines that some parents do not use the Apeee services and expect that all profits to go to the community. So, the showcase of canteen service is a good idea but not to make profits for the APEEE.

Josephine Norris outlines that Somerfesto is not a solution to the financial problems of the canteen service. She reminds the Board that the APEEE services (transport, extracurricular activities, canteen) have participated in the Somerfesto editions without any expectation of a financial return, and we should keep this spirit. She draws the attention of the Board that the language sections organize food stands and they devote their volunteer time and make donations without keeping any profit but for the community. The canteen service could apply to the Community fund for funding.

Vote: *Does the Administrative Board agree for the canteen to sell food at Somerfesto for their own profit?*

- *2 in favour*
- *13 against*
- *2 abstentions*

The Administrative Board rejects by large majority the commercial involvement of the canteen service in the 2024 Somerfesto edition.

4. Open Board positions.

-Vote on candidacy of Pavlina Canova for Board secretary.

The Board unanimously agrees to appoint Pavlina Canova as Board secretary.

-Vote on candidacy of Johanna Alkhafaji for VP Communication and Angela Guarino as Back-up +Discussion /Definition of Responsibilities.

The Board unanimously agrees to appoint Johanna Alkhafaji as Vice-President for Communication and Angela Guarino as Back-up.

-Open Position Transport Responsible.

The President of the APEEE kindly asked if any Board member was interested in taking over this role. There are no candidates at today's meeting. The transport responsible position is still vacant.

-Important HR Announcement.

The APEEE President officially announces the retirement of Eric Rega, the APEEE Director, which will be effective on 30/06/2024. The Board thanks Eric Rega for his work, commitment, and support over the years first as APEEE Accountant and then as APEEE Director.

Dan Nicolae emphasizes that the APEEE Director is one of the most important functions within our APEEE and we need to find a good candidate quickly and ensure a smooth transition. Mr Rega will be happy to assist with any tasks that facilitate the transition so it would be good that his successor could start working from the beginning of June. The President's proposal is to set up the recruitment panel as soon as possible and open the position of Director internally first for one week, and then if a suitable candidate cannot be found, to open it externally. He explains that the main advantage of internal recruitment is that it can save time and money, but it can also serve to develop and motivate employees within our association.

Josephine Norris strongly recommends the Board to open the position internally and externally in parallel to find the suitable candidate. She outlines that this role requires a detailed knowledge of the Belgian human resources legal principles, a good understanding of financial principles, a strong

leadership, and the ability to bring together different service teams. Her position is also supported by the treasurer, the current Director and other Board members.

Vote: *Does the Administrative Board agree to open the position of APEEE Director internally?*

- *3 in favour (internally first)*
- *15 in favour (internally/externally in parallel)*
- *0 against*
- *0 abstentions*

The Board agrees by large majority to open the position of APEEE Director internally and externally in parallel.

Eric Rega will inform the APEEE Staff of his retirement this afternoon. He will prepare a handover document for his successor and will explain the Director's tasks and responsibilities in one page which will be published on Wiki.

As proposed by the President, the Board agrees to appoint the selection panel by the end of the week and then the panel will decide how to come forward. The selection panel should be composed of a core group of people: the President, the Vice-President for Administrative affairs and other two or three interested board members. Board members are kindly invited to express their interest in being part of the selection panel in Wiki.

5. 2:00 pm Q&A with Assistant Deputy Director Nursery and Primary cycles, Ms Viima on Kiva funding.

On behalf of the APEEE Board, Dan Nicolae welcomes Niina Viima, the Assistant Deputy Director for the Nursery and Primary Cycles, who has kindly agreed to answer our questions on Kiva funding.

Ms Viima thanks the Board for the invitation and for funding the four Kiva Booster training courses for the 2023-2024 year. Prior to the meeting, the Board approved the funding of the Kiva Booster training courses by written procedure with 10 votes in favour, 4 against and 6 abstentions for a total amount of €2,900.

Before answering the Board's questions, she gives a quick overview of the Kiva anti-bullying programme from the point of view of the school's management as well as its objectives and how it is monitored in our school. She refers that our school has been very pleased with the Kiva anti-bullying programme which is also followed by other European schools at the European school level. She explains that Kiva is a research and evidence-based anti-bullying programme developed at the University of Turku in Finland with funding from the Ministry of Education and Culture. There is a lot of research behind the Kiva programme, which has been developed by experts who have been studying the phenomenon of bullying and its mechanisms for more than 20 years. The strong effectiveness of Kiva has been scientifically proven by a large national randomised controlled trial and several other studies. She explains that the EEIV is a Kiva school that does not allow bullying to occur.

Our school has a Kiva Team made up of two coordinators for the Nursery and Primary cycles and two coordinators for the Secondary cycle, involving the Assistant Directors for Nursery, Primary and Secondary respectively. This enthusiastic and motivated team meets regularly and takes care of all interventions when needed. The school tries to have people from different language sections in the Kiva team, especially for helping younger pupils.

With regard to Kiva trainings, Ms Viima refers that the four coordinators will attend the annual Booster Kiva training for the 2023-2024 school year and will receive a diploma to be able to train other school staff members. The Kiva anti-bullying program, which is also focused on prevention, is implemented in primary and secondary schools throughout the school year. The EEIV takes measures to prevent and tackle bullying among pupils. Ms Viima explains that Kiva lessons are delivered in each class monthly.

The Kiva team has an action plan that includes visibility: people can do some posters, activities, and kick-off events at the beginning of the academic year, events per level to show that EEIV is a Kiva school that does not tolerate bullying. Ms Viima answers to the Board's questions. She explains the Kiva procedure, that must be followed in the event of bullying incidents, step-by step. The Kiva procedure is

also well explained in the Kiva Webinar published on the school's website. She outlines that pupils (P2-P4-S1-S2-S3) complete an anonymous annual survey to enable the school to monitor progress made.

She states that there is a slight decrease in bullying at our school and she will be happy to share with the Board a summary of the survey's results from the school's point of view. It is clarified that the Kiva programme started at our school in 2018 and it was kindly funded by our Parents' Association. Ms Viima explains that Kiva licences and Kiva trainings are the biggest financial needs. The school pays Kiva licences for pupils, but there is no big school budget for trainings. She clarifies that the annual Kiva training conducted by the trained coordinators to the school staff is a free training whereas the Booster Kiva training which takes place every two years is a paid training. As requested by the APEEE Board, Ms Viima will ask the school director and the deputy director for finance and administration why the Booster Kiva training, which is an essential training, is not covered in the school's budget.

Tzvetomir Penev, the Chair of the Community Fund Committee, thanks Ms Viima for her presentation.

He recalls that the APEEE Board has agreed to fund the Kiva Booster training for the 2023-2024 school year. Therefore, it would be appreciated that the EEBIV could advertise on its website, newsletters, flyers, etc. that APEEE has provided the financial support for this academic year.

He explains that the Community Fund Committee is receiving more and more requests for funding interesting projects from teachers, but our financial resources are limited, and it will be more difficult to grant funds to projects next year. Every year, the Community Fund Committee tries to optimize new projects and supports teachers' creativity.

6. AOB.

-Management of the mandatory school trips and communication.

Diane Werhert and Dana Adriana Puia Morel explain that any questions or comments from parents about school trips should be addressed to the Pedagogical Working Group via the class representative or section representative. For the upcoming S4 school trips, as the timing was too short, any parent could send questions to the teacher with the Deputy Head of Secondary cycle in copy. Marzia Brofferio kindly asks Diane Werhert to forward to the Interparents representatives of the EEBIV a summary of all issues and communications related to the organization of mandatory school trips. Diane Werhert will be happy to help them.

The Board meeting ends at 2:54 pm.

The following points will be discussed at the next Board meeting (2/05/2024):

-Finance points.

-Change in bank account signatories.