

Brussels Thursday, 7th November 2024

Online Administrative Board meeting via Teams: 12:37-14:16

Present: Johanna Alkhafaji, Rachel Aviotti, Marzia Brofferio, Pavlina Canova, Marianna Cosco, Alexandre Grigorescu-Negri, Angela Guarino, Dan Nicolae, Stefan Petrovski, Dana Adriana Puia Morel, Ionut-Adrian Sandu, Marius Serbeniuc, Adja Awa Sissoko, Iordan Toujarov, Pénélope Vlandas.

Excused: Noémie Hangya-Lachmann, Josephine Norris, Jane Okafor, Tzvetomir Penev.

Proxy: Dana Adriana Puia Morel to Johanna Alkhafaji until 1:20 pm.

Guest: Beatriz Soler Navarro, the Director of the APEEE of Brussels IV, Manuela Pamio, secretariat of the APEEE of Brussels IV.

Minutes 7.11.2024

The quorum is reached. Marianna Cosco, the Vice-President for Administrative affairs, chairs the Board meeting.

1. Adoption of the Agenda.

Adopted.

2. Adoption of the Minutes of 3/10/2024.

Adopted without any remarks.

3. General Assembly January 2025.

Ms Cosco and Ms Soler Navarro had an internal meeting focused on the upcoming General Assembly meeting as well as an exchange of views on this topic with Ms Guarino, Mr Nicolae and Mr Petrovski. Prior to the Board meeting, they shared with the Board the draft GA agenda and a draft version of the retro planning to be modified when the date of the GA is set. These draft documents are posted on Wiki platform. Ms Cosco proposes to the Board to choose between two days: Monday 27th January 2025 or Thursday 30th January 2025. She explains that according to our statutes, both dates are possible, as the General Assembly meets in ordinary session, at least once a year during the first term of the school year, preferably before the end of January. Ms Soler Navarro announces that the next APEEE General Assembly meeting will be held online. She invites all Board members to look at the order and length of each agenda item and submit their suggestions or comments. She reminds the Board that the date of the GA must be set as soon as possible, as we need to contact external partners for logistical reasons (online voting system, interpretation, etc.), update the GA retro planning, and inform parents (first notification, convocation etc).

Action: The APEEE Board secretary will launch the vote by written procedure. All Board members are asked to express their preference for the date of the next APEEE General Assembly meeting. The proposed dates are Monday, 27th January 2025 or Thursday, 30th January 2025. Deadline: by 12th November 2024.



4. Finances.

-Finance situation : 2022/2023, 2023/2024, 2024/2025.

The APEEE Director gives a brief overview of the APEEE 's financial situation over the last three school years. She explains that the 2021-2022 annual accounts were filed with the National Bank of Belgium in April 2024. For 2022/2023, the balance sheet and the profit and loss statement were approved by the General Assembly, but the 2022-2023 audit report has yet to be finalised. Ms Soler Navarro informs the Board that the final questions submitted by EY auditors have been shared with the external financial experts. Once the 2022-2023 audit report is finalised, the 2022-2023 annual accounts will be filed with the National Bank of Belgium.

With regard to 2023-2024, Ms Soler Navarro explains that they are closing the year and checking the last invoices. She will have an ad-hoc meeting with Mr Petrovski and Mr Penev next Friday to verify the final financial details for 2023-2024. Once these financial documents have received the green light from the external accounting firm, we will contact the EY auditors to obtain the audit report for 2023-2024. All documents will be submitted to the upcoming Annual General Meeting. In the meantime, the APEEE Director is working together with the service managers to draft the 2024-2025 budget. They are going to modify the template of the budget to make it easily understandable. The idea is to have a draft 2024-2025 budget ready in the coming weeks. She clarifies that there will be only one version of the draft 2024-2025 budget. This version will be static, and any updates will be made on the financial reporting only.

-Implementation of monthly checks.

Mr Petrovski informs the Board that the external financial experts will carry out monthly checks from an accounting point of view in order to verify that the accounting process is being carried out correctly. The Treasurer has created a Wiki page on finance entitled 'internal checks and reviews'. Each month, he will ask the APEEE's accountant to have a list of accounting entries recorded during the month together with the supporting documents. This page will be accessible to all Board members. The idea is to have more information on what we can find in our accounts.

-Board vote: Access to this Wiki page for all Board members?

Mr Petrovski thanks Ms Soler Navarro for having taken the time to compile the APEEE Employee Register on Wiki platform. The APEEE Employee register contains sensitive information about all the APEEE employees (names of employees, type of contract, gross salary, job position, city of residence, pc/laptop purchase date). The discussion focuses on whether access to this page should be limited to certain Board members or whether it should be accessible to the whole Board.

Different views are expressed on this subject. Some Board members think that access should be limited to Executive Committee members, the APEEE Director and the service managers. Ms Sissoko thinks that on certain occasions, we could provide the necessary information for a specific purpose. Mr Grigorescu-Negri points out that the Executive Committee members should have no permanent access to the page, but only when needed. Mr Petrovski thinks that the APEEE employee register is very useful, especially when we need to renew or add a new contract, buy new computers for APEEE staff, or increase their salaries. He draws the attention of the Board to the fact that all board members are collectively responsible for the association, and they approve the budget which includes staff costs.

Action: The APEEE Board secretary will draft the question to the Board and will launch the vote on access to APEEE Employee register by written procedure.

-Social Fund Committee: "Confidentiality disclosure and data protection agreement" to be signed.



Mr Petrovski has created a new Wiki page for the Social Fund entitled 'confidentiality disclosure and data protection agreement'. He points out that article 2.4 of the Rules of procedure (RoP) of the Social Fund stipulates that all members of the Social Fund Committee will sign a confidentiality disclosure and data protection agreement (as will any APEEE staff member who handles data concerning any applications, e.g. accountant who transfers funds), and are prohibited from disclosing any personal data to non-SFC members. In his view, there are two options: either we remove this article from the RoP of the Social Fund, or all SFC members and the APEEE treasurer, the back-up treasurer and the accountant sign the NDA.

The Vice-President for Administrative affairs, who is also member of the Social Fund Committee, is in favour of signing a non-disclosure agreement for the Social Fund because its committee manages sensitive personal data. She points out that every member of the APEEE Board must respect this duty of confidentiality.

Ms Soler Navarro points out that non-disclosure agreements are very important and, in some cases, mandatory for AISBLs. She would like to work with the APEEE Legal Working Group to create NDA templates. She draws the Board's attention to the fact that we need to produce appropriate documents and update the APEEE website accordingly. The President fully supports this project and takes the opportunity to call for volunteers for the Social Fund Committee. He thinks that an additional member of the CFC is needed together with one or two back-ups. Ms Vlandas thinks that it is a very good idea to have this type of form for the Social Fund and the various positions within the APEEE. With regard to the vacant positions, Ms Vlandas expresses her willingness to serve as a member of the Social Fund Committee and to act as a back-up. The Board unanimously appoints Ms Vlandas as member of the Social Fund Committee.

Mr Grigorescu-Negri refers that we should be careful about signing the NDAs because we, as a Board, are elected by parents to represent parents and report back what has been discussed within the Board and the APEEE. He explains that in the past the APEEE Board refused to sign the Interparents NDA form for these reasons. In his view, it is important to strike a balance between too many restrictions and preventing us from doing what we were elected to do. The Vice President for Administrative Affairs is in favour of full disclosure of information but discussions taking place in our meetings are not public.

Ms Brofferio, the Interparents representative from Laeken, informs the Board about how we have been working within Interparents since Laeken decided not to sign the NDA. The principle is that we take notes of the meetings for internal use among APEEEs and when there is a decision, it should be transmitted in a common language for all EEs in order to avoid personal views and vocabulary errors.

If we think that a decision might be of interest to parents, we try to draft a common version that we spread around.

Action: The APEEE Legal Working Group will work with the APEEE Director to draw up a non-disclosure agreement for the Social Fund. The draft NDA will be submitted to the Board for approval.

5. S5 Mobility program.

Update for S5 mobility program: a new memorandum is going to be presented to BoG and will be immediately put in force.

Ms Brofferio informs the Board that there is a student mobility working group involving the European Commission, Interparents, school directors, the mobility programme responsible, and students. The objective of this Working Group is to have new guidelines for student mobility from and to European schools. In this process, parents' representatives are trying to be very clear about the roles and responsibilities of the parents' associations. She points out that the parents' association is responsible for providing all information regarding the APEEE services (transport, canteen, and extra-curricular



activities). She clarifies that our role is to facilitate the host family search, but we do not guarantee that we will find families for the incoming and outgoing mobility of students.

Ms Brofferio informs the Board that the parents' associations do not make any selection of host families. It is the responsibility of the families to plan interviews or meetings during the selection process, to make the final choice, and to find a solution if the match between the host family and the visiting pupil does not work out.

She explains that the mobility program takes place in S5, during the 1st semester from September to December, just before Christmas holidays. Consequently, the teachers of the EEs would like to have a more harmonized program for S5, in the first semester. This position is also supported by parents and students. With regard to the time frame for the student mobility, it has been agreed that everything should be finalised by the end of April, so the search for host families should begin by mid-February at the latest. Ms Brofferio emphasises that we need better organisation and deeper support from all parents' associations on this issue. She needs help to make the family search process faster and more efficient, as we are having difficulty finding families willing to host and there is a lot of work to be done between the end of February and the end of April.

She invites all Board members to give their input and support, to share their experiences, and to indicate if there is a contact person who could help. The discussion focuses on SMS system. At the beginning of this academic year, there was a bug in SMS system for all European schools, and this had an impact on students taking part in the mobility programme.

Ms Brofferio clarifies that the SMS system is currently operational, however, she recommends that entry cards be prepared for visiting pupils in the event of any IT problems for the next academic year.

Action: Ms Puia Morel invites Ms Brofferio to raise this issue (entry cards for exchange students) in May, as it could be discussed at the Secondary Education Council and with the deputy head of the secondary school in June.

Ms Alkhafaji, the Vice-President for Communication, thinks that we should dedicate a page on the APEEE website to the student exchange program.

Action: Board members are asked to send any information on the students' mobility programme to Ms Alkhafaji.

6. AOB.

-Whole school inspection.

Ms Puia Morel announces that the President and the Vice Presidents of the APEEE of Brussels IV have been invited to a meeting with the school's inspectors next Wednesday afternoon. Mr Nicolae will not be present, but he has asked to raise with the inspectors the need for more harmonized manuals for all language sections. Ms Guarino has kindly agreed to replace Mr Nicolae at this meeting.

Ms Puia Morel informs the board that there will be a Ped Team Meeting tomorrow. They will discuss the upcoming meeting with inspectors and see if they wish to bring specific issues to them.

The Board meeting ends at 2:16 pm.