



## **Admin Board Meeting/Réunion du Conseil d'Administration**

**Brussels Tuesday, 12<sup>th</sup> June 2018**

**Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB 304, 12:50-14:47**

**Present:** Catherine Daguet-Babich, Kristin Dijkstra, Dorothee Farwerck Lefort, Mariana Ghitoi, Ambar Hernandez Pacheco, Emanuela Innocente, Karim Kettani, Serge Julvecourt, Victoria Petrova, Graziella Rizza, Pénélope Vlandas, Sophie Weisswange, Ana Maria Zaharie.

**Excused:** Alexandre Grigorescu-Negri, Angela Muraca, Tobias Stricker, Iulian Vasile.

**Absent:** Michela Beati, Eleonora Pezzarossa.

**Proxies:** Alexandre Grigorescu-Negri and Iulian Vasile to Kristin Dijkstra, Tobias Stricker to Ana Maria Zaharie.

**Guest:** Manuela Pamio, Secretariat of APEEE and Eric Piettre, the Director of the APEEE of Brussels IV.

### **Minutes 12.06.2018**

Ms Daguet-Babich chairs the Board meeting and welcomes all attendees.

#### **1. Adoption of the agenda.**

Adopted

#### **2. VOTE: Approval CA minutes of meeting 17.05.2018 (if circulate before the meeting).**

Postponed

It is agreed to approve the Minutes of the Administrative Board meeting held on 17/05/2018 by written procedure.

#### **3. VOTE: CA Meetings - Better Management – updated proposal.**

To better manage the Administrative Board meetings, a working paper was presented at the last Board meeting held on 17 May 2018. The Secretary of the Board has published on Bitrix the updated way forward as well as the revised written procedure including the use of Bitrix platform.

This updated version, including the comments raised from Board members, is now submitted to the Board for approval. It is clarified that voting is possible in writing prior to the meeting and also orally

during the Board meetings. With reference to the written procedure, three types of voting responses are proposed: in favour, against, abstention.

**Vote:** to approve the proposed way forward and the revised written procedure.

- Unanimity

The APEEE Board unanimously approves the proposed way forward and the revised written procedure.

#### **4. VOTE: Community Fund Projects:**

##### **-4.1 Kiva project & English Theatre Company project.**

On behalf of the Community Fund Committee, Ms Ghitai submits to the Board two projects for approval (Kiva Project and English Theatre Company Project). These applications, unanimously agreed by the CFC on 11/06/2018, were published on Bitrix platform.

**- Kiva Project (Applicant: Deputy Head Nursery/Primary, Age-Section group: Primary and Secondary pupils, Total amount requested from the Community Fund: 4500 Euro).**

KIVA is a well-being/anti-bullying program for primary and secondary schools developed by Turku University, in Finland. It was implemented in a majority of schools in Finland with positive results and also in some European Schools (for example European School of Munich).

This project, supported by the Management of the school, would improve the well-being of pupils in the EEBIV. The aim is to train primary and secondary teachers on how to deal with conflict and bullying situations. This project mentions: training for 5 coordinators/trainers in Finland, training of primary teachers in November 2018, implementation from January 2019 for P2 and P4 pupils, additional sessions for P3 and P5 pupils during the school year 2018-2019.

**Vote:** The APEEE Board agrees in principle to support the KIVA project and to delegate to the "Executive Board" the choice of the budgetary line between Community Fund or PED budget.

- Unanimity

**- English Theatre Company Project (Applicant: EN section leader (Primary) Age-Section: Nursery and Primary EN Section and P5 L2 EN pupils, Total amount requested from the Community Fund : 2040 euro) .**

The English Theatre Company will perform "Passing tales" on 28<sup>th</sup> November 2019 for the EN section (Primary and Nursery) and for P5 L2 EN, 359 pupils in total. This cultural project aims to increase the community feel in the English section, to improve literacy skills and English skills of the P5 L2 EN learners.

**Vote:** Does the APEEE Board approve the English Theatre Company project published on Bitrix platform (total amount for funding: 2040 euro)?

- Unanimity

The Board unanimously approves the English Theatre Company project published on Bitrix platform (total amount for funding: 2040 euro).

It is outlined that every language section is welcomed to present projects. The Treasurer of the APEEE of Brussels IV suggests that a communication is sent to all section teachers in order to explain the projects approved and promote applications from all sections. The President of the APEEE of Brussels IV would like that the priority may be given to projects open to more than one linguistic section (e.g. L1 and L2).

**-4.2 Community Fund - update.**

Ms Ghitoi, the newly elected Chairperson of the CFC, reports the actions undertaken:

- The list of members of the Community Fund Committee has been updated on the APEEE website.
- The members of the Community Fund Committee have been invited to update their presentations on the APEEE website.

It is discussed the proposal of inviting class representatives to transfer the surpluses of the class funds to the Community Fund. The Treasurer of the APEEE refers that this initiative could have a risk on management (workload, time-consuming) as well as on relations with class representatives.

The Chairperson of the CFC would like to organize a Teambuilding / Workshop for the Community Fund in September. Ms Rizza refers that the Community Fund Committee has approved projects for an amount of around 10.000 euro so there is a good use of funds.

**5. Bal du Bac – issues.**

The Board decides that there will be no communication from the APEEE regarding the Graduation Ball. It is clarified that the Graduation Ball is an annual event organized by the Pupils’ Committee, responsible for this event. For this reason, after discussion on the financial needs express by the students, the APEEE will not finance this event.

But it is proposed to organize a restricted meeting with the Pupils’ Committee representatives, the Director of the APEEE and the Accountant. The aim is to give advice and explain the functioning modalities of the Students’ Bank account to the Pupils’ Committee. It is referred that in Uccle and Ixelles, the Graduation Ball is organized earlier (April/May) in order to avoid the stress related to the examination period.

With reference to the Caps and Gowns for S7 students, the Community Fund Committee has not yet received an application for funding. A reminder was sent to the person in charge of this project. The CFC agreed that the APEEE should contact the School Secretariat in order to evaluate the needs for the future. The CFC agreed in principle for a written procedure to vote on this project if submitted.

#	Action	Owner	Deadline
#01 CA 12 June 2018	Contact the school for having an estimation of caps and gowns for the future	Eric Piettre	ASAP

## **6. Recruitment accountant: result of the written procedure.**

By means of the written procedure initiated on 6<sup>th</sup> June 2018 and ended on 11<sup>th</sup> June 2018, the Board approved the recruitment of Mr Eric Rega as new accountant.

The Board notes the outcome of this written procedure. The voting result was: 13 in favour, 1 against, 5 no votes. The recruitment of new accountant is formally approved by the Board. The new accountant will start next Monday, on 18<sup>th</sup> June 2018.

## **7. Performance audit – update.**

The Treasurer of the APEEE of Brussels IV gives a brief update on "Performance Audit". The Director of the APEEE has sent the Terms of Reference to seven companies. The APEEE should receive their offers by the end of June. On the basis of offers received, a selection will be made. The Treasurer of the APEEE announces that there will be a vote by written procedure in July in order to implement the Performance Audit in early September 2018. The purpose is that the outcome of the Audit may be available to the entire parent body at the next General Assembly planned on 4/12/2018.

## **8. Review action list.**

The Secretary of the Board has published on Bitrix the updated action list. All APEEE Board members and staff are invited to share any update with Ms Innocente in order to review the list.

## **9. Somerfesto: results/successor procedure/briefing.**

A special thank you goes to the whole school community for the time, energy and involvement invested for the Somerfesto 2018. The Board expresses its gratitude to Mr Julvecourt and Ms Hernandez Pacheco for their excellent work and implication. Somerfesto 2018 was a great success and a wonderful experience.

Mr Julvecourt explains that there are only four invoices that must be paid and the budget was respected. With reference of the organization, some aspects could be improved such as the cleaning, the waste treatment, the hiring of external materials etc. Mr Julvecourt refers that the invoicing will be completed by the end of next week and a written report will be produced soon. Ms Hernandez Pacheco would like to have a small debriefing on this event. It is important to have a feedback from Somerfesto coordinators and parents and build together a new Somerfesto Committee for the next school year.

<b>#</b>	<b>Action</b>	<b>Owner</b>	<b>Deadline</b>
#02 CA 12 June 2018	Prepare a communication on Somerfesto	Serge Julvecourt and Hernandez Pacheco Ambar	By the end of the next week

## **10. APEEE IV Statutes: update.**

Ms Weisswange refers that three meetings were held on modification of the current Statutes after the last General Assembly. Particular attention was given on how the role and responsibilities of section

representatives could be integrated into the Statutes. The next steps are summerised. Ms Weisswange would like to:

- plan a meeting on Statutes before the summer holiday break.
- present to the Board a project in September 2018.
- send the documents out by the end of October, beginning of November.

The purpose is to submit the approval of the Draft Statutes of the APEEE of Brussels IV at the next General Assembly. The Extraordinary and the Ordinary General Assembly will take place on the same date: 4/12/2018. In order to clarify some procedural modalities, Ms Weisswange and Mr Piettre will meet the notary tomorrow.

#03 CA 12 June 2018	Publish the Minutes of the WG meetings on Statutes	Sophie Weisswange	In the coming days
------------------------	--	-------------------	--------------------

### **11. Prevention: Bilan & future.**

With reference to Julien's work (*"Stop à la drogue" Association*), the school feedback was very positive. The Deputy Head Secondary would like to renew the collaboration with Julien in the future. In this case, it is important to clarify if the financial cost will be taken over by the School or by the Parents' Association.

It is reported that the Deputy Head Secondary would like to share with the other European Schools based in Brussels a psychologist from Virage. The idea is to have a full time psychologist one day per week in each ES, feasibility to be checked with the other European Schools based in Brussels. It is explained that Ms Martens will be in charge of bullying prevention for the APEEE services.

Ms Lefort reports the meeting held with Virage and the school management on 17<sup>th</sup> April 2018.

It is pointed out that Virage actions would be more useful if big classes (30 pupils) were divided into smaller ones.

With reference to the next academic year, it is announced that there will be more investments on security but the School supervision will be reduced.

### **12. End of the year: info transport, canteen, extra-curricular activities.**

On 28<sup>th</sup> and 29<sup>th</sup> June 2018, the extra-curricular activities will take place as usual but the second bus departure from school to home will be suspended due to the absence of secondary students. The Board member responsible for transport explains that for the above mentioned days:

- Additional drop-off line(s) could be created for pupils attending the extra-curricular activities.
- Bus lines from school to EU Garderies (OIB Child care centres) will be operational.

With reference to the next school year, Ms Petrova announces that there will be a training provided by the "Croix rouge" for bus monitors. A good idea could be to show a bus evacuation exercise during the next Somerfest Edition. It is agreed to ask the School that the persons who work for the APEEE of Brussels IV (monitors, supervisors) may be invited to the next security training.

The Board members take the opportunity to thank Ms Daguët-Babich for the work accomplished during these years as President of the APEEE of Brussels IV. The Board meeting ends at 2:47 pm. Some attendees arrived late or left early.