



Admin Board Meeting/Réunion du Conseil d'Administration

Brussels Thursday, 17th May 2018

Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB 5B, 12:45-14:45

Present: Catherine Daguet-Babich, Kristin Dijkstra, Mariana Ghitoi, Alexandre Grigorescu-Negri, Ambar Hernandez Pacheco, Emanuela Innocente, Victoria Petrova, Tobias Stricker, Pénélope Vlandas.

Excused: Dorothee Farwerck Lefort, Karim Kettani, Serge Julvecourt, Angela Muraca, Eleonora Pezzarossa, Graziella Rizza, Iulian Vasile, Sophie Weisswange, Ana Maria Zaharie.

Absent: Michela Beati.

Proxies: Dorothee Farwerck Lefort and Sophie Weisswange to Catherine Daguet-Babich, Karim Kettani to Kristin Dijkstra, Serge Julvecourt and Graziella Rizza to Emanuela Innocente, Iulian Vasile to Alexandre Grigorescu-Negri, Ana Maria Zaharie to Tobias Stricker.

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

Minutes 17.05.2018

The quorum is present. Ms Daguet-Babich chairs the Board meeting.

1. Adoption of agenda.

Adopted

2. Composition CA – urgent review.

The Secretary of the Board has published on Bitrix the updated Board organizational chart. She invites all Board members to check the document submitted and request any update if necessary and take any action if a role/position becomes vacant.

The Board takes note that Ms Lacroix-Desmazes has resigned from the Board of the APEEE of Bruxelles IV (email 15 May 2018) and that the SEN responsible position is vacant.

Ideally the SEN responsible should not be personally affected by SEN issues and a profile with a legal background is an added value. No Board member has applied for this position and it was proposed to look among the Section Representatives. In the meantime, we could use SEN functional e-mail address as contact point for parents and for the School.

#	Action	Owner	Deadline
#01 CA 17 May 2018	Consult the Section Representatives for the vacant SEN position.	Kristin Dijkstra	ASAP

It was also requested that a check of all active functional mailboxes is performed. The organizational chart should be updated indicating who has access to each mailbox.

#	Action	Owner	Deadline
#02 CA 17 May 2018	Check the functioning of all functional inboxes. The organizational chart of the Administrative Board will be updated indicating who has access to the e-mail addresses.	Eric Piettre	ASAP

3. VOTE: Approval CA minutes of meeting 24.04.2018.

Approved without any remarks.

4. Vote: CA meeting – Better management.

In order to better manage the AB meetings, the Secretary of the Board submitted on Bitrix a proposed way forward for approval.

The agenda and the supporting documents for Board meetings should be available in advance in order to provide all information for discussions and decisions. With reference to the voting procedures, it was proposed to have written votes on Bitrix platform before the Board meeting. It is pointed out that some flexibility should remain, votes can be made also orally during the meeting. The discussion and the exchange of points of view are important before making a decision.

The agenda of the monthly meeting of the AB of the APEEE is often too long. A proposed solution is that the Secretary and the President may fix a priority and postpone or remove some points from the agenda. In addition, according to the current statutes (article 14), some points regarding the daily management could be delegated to the "Executive Board". It is referred that the written procedure should be limited to cases where the Board's decision is urgently necessary.

It is discussed how to handle Bitrix platform in the future. With reference to the timing of the vote, it is important to give board members enough time to respond to the voting procedure launched via Bitrix. The proposal should be reviewed taking into consideration the comments raised on flexibility and about the voting procedure.

#	Action	Owner	Deadline
#03 CA 17 May 2018	Propose an updated proposal to better manage the AB meetings	Emanuela Innocente & Penelope Vlandas	Before the next AB meeting in June

5. Vote: Flea Market – Approval of transfer for a total amount of 4,982.44 euro to Somerfesto account.

It is clarified that the Flea Market is an annual event organized by the school for primary pupils and the income generated from this event belongs to the School. This year, the Flea market organizer has asked the APEEE again to bank money.

Due to a misunderstanding, the parents' association has transferred from the Somerfesto account an amount to the Community Fund without taking in due consideration that the money raised by the Flea market 2017 was deposited into the Somerfesto accounts. The amount to be returned corresponds to 4,982.44 euro.

On behalf of the Treasurer of the APEEE, it is requested that the Administrative Board of the APEEE of Brussels IV votes between:

- Request the Community Fund to release this amount based on the justification that we had transferred the amount by mistake;

- To make the process more transparent we take the money from the Somerfesto and we then replenish the account from the reserve. This option was supported by the Treasurer.

Vote: to transfer from the APEEE reserve to Somerfesto account a total amount of 4,982.44 euro to return the income of the Flea Market 2017 to the School.

- Unanimity

The Board unanimously agrees to transfer a total amount of 4,982.44 euro from the APEEE reserve to the Somerfesto account.

6. Vote: Somerfesto and Update.

On behalf of the APEEE Somerfesto Committee, the VP IERP submits to the Board the estimation of expenditures for the 2018 Somerfesto. It is clarified that this is a transitional year for Somerfesto and the document submitted, showing the estimated expenses, needs to be completed with the estimated incomes.

Vote: to approve the 2018 Somerfesto draft budget provided that the following conditions are met:

- The complete budget will be submitted at the next Bureau meeting scheduled on Tuesday 22nd May 2018

-3 weeks after the Somerfesto there will be a meeting with the Somerfesto coordinators and 1 week later the Somerfesto accounts will be submitted to the Board:

- 15 in favour
- 1 abstention
- 0 against

The Board agrees by large majority to approve the 2018 Somerfesto draft budget with the above mentioned conditions.

It is agreed to have an APEEE stand where parents can receive information about all services. The request to send the Somerfesto invitation to newcomers should be addressed to the School Director, his Secretary and the School Communication Officer.

7. Vote: Yearbook – Approval to add a module to the. Be and use for the current year the GA account.

This point has been removed from the agenda. For information, the same process as last year will be followed.

8. VOTE: Audit Terms of Reference approved and offers to be sent out before end of May based on available planned budget of 15.000.

On behalf of the Treasurer, Ms Innocente submits to the Board the proposed vote:

Vote: The audit terms of reference are accepted, three companies will be contacted to request an offer. The treasurer shall have the lead on this in close cooperation with the President and the VP Administrative Affairs.

The Board unanimously agrees to approve the audit terms of reference with a mailing to Board members for final verification before Tuesday’s meeting (Executive Board meeting, 22/05/2018).

9. VOTE: Rules 2018-2019 Canteen and Extra-curricular activities.

One Board member explains her remarks to the draft rules for the canteen and the extra-curricular activities for the next academic year. It seems that the measures to be taken if there is no timely payment or fraud are not so flexible. The Director of the explains that there are no problems to recover payments from families in economic hardship, but there are some repeated no-payments from other families And appropriate actions should be taken. It was proposed that the comments raised are discussed with the Director.

#	Action	Owner	Deadline
#04 CA 17 May 2018	Review the canteen and cafeteria proposed draft rules	Eric Piettre & Penelope Vlandas	By end of May

10. VOTE: Chairperson: Community Fund and Social Fund.

The Board thanks Ms Ghitoi for volunteering as chairperson for the Community Fund and the Social Fund.

Vote: The Board unanimously appoints Ms Ghitoi as chairperson for the Community Fund and the Social Fund.

As Board responsible for transport, Ms Petrova requests to modify the composition of the Social Fund Committee including the Board member responsible for transport. This new composition will be submitted to the vote at the next Board meeting. It is pointed out the importance of fixing the next APEEE Community Fund Committee meeting to guarantee business continuity.

11. VOTE: Social Fund RoP.

Vote: The Board formally agrees the rules of Procedure for the APEEE Social Fund already approved by written procedure (Deadline: 17/05/2018, voting result: 11 votes in favour, 0 against, 0 abstention) with the inclusion of comments made by Ms Vlandas:

- 1 abstention
- 15 in favour
- 0 against

12. Recruitment canteen manager.

The Director of the APEEE gives a brief update on the canteen manager recruitment. The selection process, managed by the VP Administrative affairs, the Board responsible for the canteen and the Director is closed. All documents related were published on Bitrix.

Vote: to approve formally the recruitment of the new manager canteen:

- 4 abstention
- 1 against
- 11 in favour

The recruitment of the new canteen manger is formally approved by the Board. It seems that the Internal Regulation Policy for the recruitment of Association BXL IV staff adopted by the EGA, does not meet the needs of the parents' association. Mr Piettre and The VP Administrative affairs will submit to the Board a proposal in order to review this policy. Approval from the GA is not required for this update.

#	Action	Owner	Deadline
#05 CA 17 May 2018	Provide a revised proposal for the Internal regulation Policy for recruitment	Eric Piettre & VP Admin	asap

13. VOTE: Administrative Board meeting in July - new date.

Board members agree to hold the July Board meeting on 10th July 2018, instead of 12th July.

14. Recruitment accountant + update.

The vacancy has been posted on the APEEE, ACTIRIS and EUROACTIV websites. This position requires a strong accounting experience and a good knowledge of English language. The Director of the APEEE will provide more information about the recruiting process at the next Executive Board meeting (22/05/2018). As of today no suitable applications have been received, the vacancy might need to be relaunched.

15. Enrolments Canteen + Extra- curricular activities – starting 4th June 2018.

With reference to the 2018/2019 academic year, the enrolment to the canteen service and the extra-curricular activities will be launched on 4th June 2018.

16. Communication channels – new way forward.

The VP IERP informs the Board that all APEEE BXL IV communications regarding the whole School community will be sent through the School Communication Officer. The School agreed to support the APEEE in order to reach all parents. The class representative channel will be used only in specific cases, for example to forward all communications related to the General Assembly as requested by the APEEE BXL IV Statute.

The APEEE Newsletter will be sent to the APEEE members who have paid the APEEE membership fee using the mailing list of the APEEE. The Board discussed how APEEE can be easily identified when the school sends a message on our behalf. The APEEE logo should be included in their messages or a functional e-mail address could be set up in order to avoid any confusion. It is important that we keep our visibility as parents' association.

The APEEE of Brussels IV is happy of this new collaboration with the School but we should insist that the school may send the APEEE messages to new parents in specific cases (for example: the launch of enrolments to the APEEE services for the next academic year). The VP IERP refers that a welcome pack from the APEEE is needed. The School could distribute it in September.

#	Action	Owner	Deadline
#06 CA 17 May 2018	APEEE branding to be discussed with the School Communication Officer	VP IERP	asap

17. Community Fund – Revision of Rules.

Ms Ghitoi will make a proposal for the next Board meeting (12/06/2018).

#	Action	Owner	Deadline
#07 CA 17 May 2018	Proposal for the revised CFC rules	Social Fund Committee	Before the June AB meeting

18. Information meeting on practical aspects of European School.

The parent information meeting on practical aspects of the European Schools, organized by the ADP (Association des Parents des Crèches et Garderies de Bruxelles), will be held in Brussels on 25th May 2018 at lunchtime.

It is explained that there will be a presentation of the four APEEE, as well as of services managed by the Parents' Associations.

There will be APEEE stands in the Charlemagne Building where parents may receive information about transport, canteen and extra-curricular activities.

Ms Vlandas who is an APEEE BXL IV Board member and President of the ADP, explains that this year the meeting will be held at the end of May so the APEEEs can give more and concrete information

about their services. The Board considers this initiative positive and useful for parents. Mr Piettre will attend the meeting together with the service managers (Mr Herrera, Mr Minoche, Ms Robertz).

19. New comers welcome programme.

The VP IERP would like to organize a Community affairs WG meeting after Somerfesto in order to work on the implementation of a welcoming programme for newly arrived pupils and their families.

The aim is:

- to give the welcome from the APEEE BXL IV to new parents one week before or as soon as the School starts.

- to establish a list of volunteer parents who provide orientation and support to new families during the school year.

It is referred that the Welcome day is usually organized for parents and children by the European schools and the parents' association is present.

20. AOB

- Electronic signatures.

The Board unanimously agrees to add Ms Innocente Emanuela as backup signatory for our bank account. The bank signatories will be: Ms Rizza Graziella, Mr Piettre Eric, Mr Grigorescu-Negri Alexandre and Ms Innocente Emanuela.

The board meeting ends at 2:45 pm. Some attendees arrived late or left early.