



Admin Board Meeting/Réunion du Conseil d'Administration

Brussels Tuesday, 24th April 2018

Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB 3B, 12:30-14:55

Present: Catherine Daguet-Babich, Kristin Dijkstra, Dorothée Farwerck Lefort, Alexandre Grigorescu-Negri, Ambar Hernandez Pacheco, Karim Kettani, Serge Julvecourt, Fanny Lacroix-Desmazes, Angela Muraca, Victoria Petrova, Tobias Stricker, Pénélope Vlandas, Ana Maria Zaharie.

Excused: Mariana Ghitoi, Emanuela Innocente, Graziella Rizza, Iulian Vasile, Sophie Weisswange.

Absent: Michela Beati, Eleonora Pezzarossa.

Proxies: Emanuela Innocente and Graziella Rizza to Tobias Stricker, Iulian Vasile and Mariana Ghitoi to Alexandre Grigorescu-Negri, Sophie Weisswange to Ambar Hernandez Pacheco, Angela Muraca to Dorothée Farwerck Lefort from 14:00 pm, Karim Kettani to Kristin Dijkstra from 14:10 pm, Ana Maria Zaharie to Kristin Dijkstra from 14:50 pm.

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

Minutes 24.04.2018

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

1. Adoption of agenda.

Adopted

2. Composition CA.

This point is not discussed.

3. Resignation CA member: Sarah Ironside.

The Board thanks Ms Ironside for the work accomplished during these years and takes note of her resignation as Chair of the APEEE Community Fund Committee and from the Board of the APEEE of Bruxelles IV (Ms Ironside's resignation sent by e-mail on 11/04/2018). As expressed in her e-mail, she does not resign from the APEEE Community Fund Committee and intends to continue as a non-Board member.

The current statutes do not allow to co-opt additional members to the Board. The APEEE Board is now composed of 20 members.

4. Vote: Approval of CA minutes of meeting:

-Minutes 9.02.2018

APPROVED without any remarks

-Minutes 12.03.2018

APPROVED without any remarks

5. Vote: Approval Minutes of Extraordinary General Assembly 26.06.2017

APPROVED without any remarks

6. Vote: Approval Minutes of the General Assembly 24.01.2018

APPROVED without any remarks

7. Vote: Future planning: GA (November/December 2018) + CA meetings from September.

It was discussed the need to have the next General Assembly to approve the new Statutes as early as possible. Two proposals were made as possible weeks: the week of December 3rd and the week of December 17th. The Board agrees in principle to fix the next General Assembly on 4/12/2018 considering the EP calendar.

#	Action	Owner	Deadline
#01 CA 24 April 2018	To prepare a timeline for the next General Assembly scheduled on 4/12/2018	APEEE Secretariat	ASAP

It is agreed to hold the first Board meeting of the new school year on 6/09/2018. The aim is just to plan the next General Assembly. The presence of the APEEE staff at this meeting (Director, secretary or communication officer) is not confirmed due to the busy period related to the beginning of the school year. The organization of services is the priority. For information, Laeken will be hosting the next Interparents meeting on 8th and 9th October 2018. Ms Dijkstra will need help in coordinating.

8. Vote: Transport-Enrolment 2018/2019: Adaptation of article 7.2 – Transport Regulation 2018-2019.

The discussion focused on transport rules for the next school year. It is explained that the adaptation of article 7.2 allows to rationalize the long-distance bus lines by cancelling some bus stops and replacing them with re-grouped pick-up and drop-off points. On 25th May 2018, the new EU data protection rules will become applicable and this will require adjustments in our rules.

It is clarified that transport rules may be amended during the course of the academic school year. This principle is applicable for all service rules. With reference to the implementation of transport access, we will use the pupils' badge in order to identify pupils and allow the access to the services managed by the APEEE. For the data coming from the APEEE included on the badge, we are responsible.

The Board responsible for transport provides an oral report of the last Transport Committee meeting. The Transport Committee decided to coordinate with the other APEEEs based in Brussels the issue about allowing children who would be in OIB garderie at school site to take the second departure. The reasoning behind this decision is explained:

- Normally PMO pays the trip only if you go to the school or you come back from the school after the school hours or the extra-curricular activities if seats are available. OIB is not the APEEE or the school and their activities are outside of our responsibility.

-In addition there are logistic matters related to parents' authorization.

All decisions we agreed that would be discussed by all APEEEs to find a common ground. Our objective is to provide support to parents and to keep the services covered by the agreement that exists for instances for the pay-back by the EU Commission and by EU institutions.

Another point discussed at the meeting was the Access platform. The position was that it has to be deployable swiftly so to offer the level of safety and security to pupils and parents and traceability where necessary for those parents who want to trace where their children are. The APEEE should have this traceability information because it is our legal responsibility. A parent can enroll his/her child to the transport service unsubscribing from this information being available to parents.

#	Action	Owner	Deadline
#02 CA 24 April 2018	Data protection rules will be checked for all services.	APEEE Director	By the next Administrative Board Meeting (17/05/2018)

It is agreed to vote on the new rules for the enrolment. The transport enrolment 2018/2019 will start on 1st May 2018, it is applicable as from the start of the new school year fixed in September. By the 1st May 2018, the Board will check the availability of this clause about data protection not only for transport but for all services and we will make sure that this formula exists and we will publish it for all services.

Vote: *to approve the transport regulation 2018-2019 as published on Bitrix including the adaptation of article 7.2.*

➤ Unanimity

The Board unanimously agrees to adopt the transport regulation 2018-2019 including the adaptation of article 7.2.

9. Vote: Canteen-proposal to adapt price for SEC students.

Mr Piettre informs the Board that secondary students will have no school at the end of this school year.

The secondary parents who enrolled their children to the canteen service asked not to pay the warm meals not consumed at the end of the school year 2017-2018. Mr Piettre and the Board responsible for the canteen proposed to adapt the amount of the third instalment of the canteen payment 2017-2018 for secondary students. The discussion focused if this measure should be applied in some cases also for primary pupils (for example: school trips etc.).

Vote: *to adapt canteen prices for secondary students as submitted to the Board:*

- 1 abstention
- 0 against
- 17 in favour

The Board agrees by large majority (voting result: 1 abstention, 0 against, 17 in favour) to adapt canteen prices for secondary pupils on the base of the document submitted for this school year. There will be an adaptation for primary pupils for the next school year.

#	Action	Owner	Deadline
#03 CA 24 April 2018	The other APEEEs based in Brussels will be contacted in order to investigate how they manage this issue (for example how many days are invoiced to secondary students).	APEEE Director	In the coming days

10. Canteen: control access Report + Vote on Access system.

The canteen control access report and the access system to the canteen are introduced at the same time due to the fact the canteen control access is included in the access topic. Mr Piettre presents to the Board a detailed report on canteen control access. Four key points are analyzed:

1) Canteen figures

There are 1681 students per day at the canteen and 300 seats per level. We have two levels at the canteen: L2 is dedicated to Nursery and P1/P2 pupils and L3 to P3/P4/P5 and secondary pupils. With reference to payments, three installments are made per year. As decided by the EGA in June 2016, control have been organised. 4 controllers are hired to control access to the canteen (daily random check since September 2017 -where: L3 floor – when: from 11:30 am to 2:00 pm). Mr Piettre reports the figures on canteen control access from 3rd week of September 2017 to March 2018:

- Total of 837 meals taken by 242 not enrolled children - to be checked later in data base
- After check in data base (Point Be) : 562 meals taken by 191 students not enrolled – to be invoiced with administrative fee.

The canteen office and the accountant department are now checking how many meals per day have to be invoiced to parents including the administrative fees. It is referred that the control access system is operational in Uccle and Ixelles. Manual checks are made in Woluwe.

It is reported that the APEEE of Brussels IV has potentially incurred a loss due to the lack of control access to canteen during the last two years.

The Board considers that it is regrettable that there was a delay in the implementation of this manual control acces and that the Director of the APEEE is required to make sure that the new

employee will put in place the necessary requirements that would provide necessary reporting as of entering in the service.

2) Canteen Issues.

Two financial issues are identified:

- Payment reminders.

It is noted that despite a 2nd payment reminder, some parents do not pay.

Non-payment of one or more installments should block the pupil's access to the canteen and to other services managed by the APEEE (transport, extra-curricular activities, and cafeteria). This measure is already included as clause, in our rules.

- Fraud.

As stated previously, there is no control access system at the canteen but only a random check.

In case of implementation of the access system, P3/P4/P5 and secondary students will use their badge for the access to the canteen. It is clarified that this measure does not concern Nursery and P1/P2 pupils who will use a separate access by a specific staircase leading to the first floor.

3) Canteen Needs.

It is explained that seats are limited and fraud is enlarging this capacity problem by less capacity and consuming more meals than planned. Canteen needs are summarised:

- Easy management of the access and control and the related payments.
- Reducing time consuming administration.
- Control access can regulate flows and block the access.
- Easy and quick reporting.

4) Solutions.

Two solutions are submitted to the Board for approval:

- Access system

Dao or TurboSelf.

- Random check

The Board agrees to go directly to the access system solution.

TurboSelf is a French company specialized in the canteen access. It proposes 2 systems: trays and turnstiles.

The control access system to the canteen is an efficient control and regulates flows. We can manage the ticketing for external visitors and reassure parents of enrolled students that scheduled meals are served.

It is explained that there was a vote from the previous board and from the GA held on 8.12.2016 to set up the control access system. The access control is needed not only because of the fraud, the rationale is the security and the overpopulation. The APEEE has a legal responsibility: we have to know if a pupil gets on and off the bus. It is important to track students due to the overpopulation. In addition, the school is waiting for the implementation of the access system due to security matters.

Mr Stricker refers that Turboself is an island solution which is not adapted to our needs. It is considered for the French market. Dao is a complete integrated system for all services which definitely fits our needs. His proposal is to go with Dao and vote for it.

It is explained that cafeteria already uses the first module of DAO system.

The board meeting ends at 2:55 pm. Some attendees arrived late or left early. The following agenda items were not presented due to lack of time:

- Vote: Flea Market – release of funds
- Update Somerfest + Vote
- Vote: Yearbook and Agendas
- Vote: Performance Audit
- Review action list
- Prevention
- Social Fund: Update on Rules of Procedure
- Community Fund – Revision of Rules + Updates & requests
- Communication channels – new way forward
- Information meeting on the practical aspects of European School
- Canteen: New Canteen Manager selected
- Update Recruitment Accountant
- New comers welcome programme
- AOB