

Association des parents d'élèves de l'école européenne de Bruxelles IV AISBL

Parents Association of the European School, Brussels IV Aisbl
Elternvereinigung der Europäischen Schule Brüssel IV Aisbl
Associazione dei genitori della Scuola Europea di Bruxelles IV Aisbl
Oudervereniging van de Europese School Brussel IV Aisbl
Асоциация на родителите на учениците от Европейско училище Брюксел IV AISBL
Asociația de părinți ai elevilor de la Școala Europeană Bruxelles IV AISBL



Admin Board Meeting/Réunion du Conseil d'Administration

Brussels Thursday, 2nd March 2017

Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB/4D, 12:45-15:20.

Present: Françoise Bodenez, Sarah Conyers Barber, Catherine Daguet-Babich, Kristin Dijkstra, Christian Drantmann, Dorothée Farwerck Lefort, Catherine Hennessy, Karim Kettani, Iseult Lennon Hudson, Gareth Dafydd Lewis, Victoria Petrova, Stefana Puiu, Tobias Stricker, Iulian Vasile.

Absent : Ana Maria Zaharie.

Excused: Michela Beati, Sarah Ironside, Graziella Rizza, Sven Roehr, Josephine Usher, Sophie Weisswange.

Proxies: Michela Beati and Sven Roehr to Catherine Daguet-Babich, Sarah Ironside and Josephine Usher to Christian Drantmann, Victoria Petrova to Françoise Bodenez, Stefana Puiu to Iulian Vasile, Graziella Rizza to Iseult Lennon Hudson.

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

Minutes 2.03.2017

Ms Daguet-Babich chaired the meeting and gave the floor to Ms Hennessy in order to introduce the points raised by the Statutes Working Group.

1. Update-Draft Statutes for APEEE of Brussels IV.

At that meeting, the Board Members considered five points raised by its Statutes Working Group (SWG) and took the following decisions in relation to each point:

Point 1: should teachers and other persons directly connected with the school be allowed to stand for election as class representatives?

The AB noted the concerns of the SWG about a possible conflict of interest. Following a discussion, the AB voted unanimously in favour of permitting teachers and other persons directly connected with the school to stand for election as class representatives, provided that a clause relating to the need to avoid a conflict of interest was included in the Statutes.

Accordingly, the text of Article 7.4 of the draft Statutes has been amended to read as follows:

- 7.4 The method of election shall be left to the discretion of the parents for that class but **care should be taken to avoid conflicts of interest**. The election process shall be the collective responsibility of the parents of the children in each class. Nominations may be accepted right up to the time of the voting.

The voting result was: 5 votes in favour of the proposal, 1 vote against and 11 abstentions.

Point 2: Should Section reps have given voting rights at General Assemblies?

The AB noted the SWG's view that class Reps are there to represent the parents and thus should have voting rights, while Section reps have a different role. Following a discussion, the AB voted to include the following clause in the Statutes

- 8.4 A Section Representative may also be a Class Representative, with associated voting rights at the General Assembly. Should a Section Representative not also be a Class Representative they will have no voting rights at the General Assembly.

The voting result was: 7 votes in favour of the proposal, 1 vote against and 11 abstentions.

Point 3: powers of the Bureau / Executive?

The AB discussed a request by a Member of the SWG that the Bureau be given "full power" to execute the daily business. In that connection, the AB noted that the Statutes, in particular Article 12.1, already gives the Bureau/Executive full responsibility for the "daily management of the Association". Such responsibility is exercised under delegated authority from the AB.

The AB considered that the text of the Statutes, in particular Article 12.1, addresses the request of the Member of the SWG in full and noted it for the records.

Point 4: payment of AB members

The Association's status as an AISBL precludes any member of the AB from receiving any material advantage from membership of the AB.

The AB discussed this point, noting that employees of the international institutions are precluded from taking on a second, remunerated, job. Thus almost all parents in the School would be precluded from standing for the AB.

The voting result was: 1 vote in favour of the proposal, 13 votes against and 5 abstentions.

The AB had some sympathy for expenses to be reclaimed where such expenditure was necessarily incurred in the service of the APEEE (e.g. working lunch) and based on receipts.

Point 5: hold a small General Assembly in between ordinary General Assemblies?

One SWG member would like to have a small General assembly, comprising the Board and Section Representatives, which would meet in between ordinary GAs. The small GA would have all the powers of the ordinary GA, except for statute changes.

This proposal generated an extensive discussion. Members of the AB made the following points:

- (i) by including section (instead of class) representatives the proposal was disenfranchising the class representatives, who are elected by parents to represent parents;
- (ii) the proposal was in breach of the new clause 8.4 (see Point 2 earlier);
- (iii) the functions and decision-making powers of the General Assembly were comprehensive (see Article 10), and a smaller GA could undermine the full GA's authority;

- (iv) provision existed in the Statutes for extraordinary meetings of the GA to be convened when required.

The proposal was not supported by the AB.

The voting result was: 1 vote in favour of the proposal, 13 votes against and 5 abstentions.

The AB commented, in closing the discussion in this item, that Article 12.4 of the draft Statutes "The Executive may invite the Director and any other interested party to attend on request" could be used by the Board to invite class representatives to attend meetings of the Executive in order to discuss specific issues.

2. Minutes of the last meetings (20/12/2016, 12/01/2017).

The Draft Minutes published on Bitrix platform will be replaced with the updated versions. The Board agreed unanimously to approve the Minutes of the meetings held on 20/12/2016 and 12/01/2017 by written procedure.

3. IT

3.1 WG to do list: New website, access system for the other services, Bitrix vs 0365 accounts.

Ms Puiu provided a brief update on yesterday's WG IT meeting focused on the web company selection. During the IT meeting 5 offers were analyzed: two unqualified and three evaluated with ratings. One web company based in Belgium was chosen as favorite.

ACTION: Mr Piettre will contact this web company in order to fix a meeting in the coming days.

Ms Puiu would like to have a next IT WG meeting in two weeks. The aim of the meeting should be to clarify all offers and to finally agree on the web company chosen. All details and ratings will be available to Board members on their request.

3.2 Vote: New domain for 0365 accounts.

It was explained that the APEEE has a current domain associated with the website and a new domain may be bought in order to use Microsoft Office 0365. The Board might decide to use it together or separate.

On behalf of the IT WG, Ms Puiu submitted to the Board the following proposal for approval.

Vote : New domain for Office 0365 account would be:

-Brussels4.eu

or

-APEEE4.eu

or

-another one to be suggested which is available.

It was explained that the name Brussels4 could be confused with the school or the city. The APEEE4.eu is very specific name and recall immediately to the good domain. This Microsoft office 0365 doesn't oblige to leave Bitrix, there is no conflict between those.

The Board agreed by large majority to choose the name of the domain APEEE4.eu and to buy it: cost estimated less than 100 euro per year.

3.3 Ask for clear requests from the Board/ Services regulation, the access system needs, priorities.

Ms Puiu received the It needs from the transport service and the periscolaire service.

She would like to have a meeting with the CA responsible of each service in order to agree what our priorities regarding the IT system and focused on that later on. The CA secretary pointed out that some routine tasks might be automatized with the IT system, for example: adding agenda items, approval of documents. Mr Lewis invited the board members to reflect on which routine tasks could be improved with it system and send the IT requirements related.

4. Approval of AB organigram.

The President of the APEEE pointed out the importance of approving the AB organigram submitted on 22nd January as well as to appoint the 8th Member of the Bureau. She proposed the name of the responsible of the It WG as 8th member in view of the future it projects.

The President reminded that according to the APEEE BXL IV Statues, the Executive Board is composed of a minimum number of 6 board members and two additional members. The discussion focused on the role of the VP Administrative affairs as representative of three services in the Executive Board. The CA transport responsible pointed out that the VP Administrative affairs represented the general affairs only. She insisted on the fact that a board member responsible for a service should be appointed as 8th member for the role of representative of services.

4.1. Appointment of 8th Member of the Bureau/Executive:

Vote: who is in favour that the 8th member must be appointed?

The Board agreed by large majority that the 8th position must be filled with a nominated member.

Vote to appoint the 8th member of the Bureau:

Two candidatures were submitted to the Board: the responsible of It WG and the CA transport responsible. Ms Petrova referred that her candidature must be considered as representative of three services and could be replaced by the canteen and transport responsible.

The Board agreed by large majority (11 votes in favour, 3 abstentions and 4 against) to appoint Ms Puiu as 8th member of the Executive Board "Bureau".

5. Interparents functioning and Appointment SPC President APEEE BXL IV

The President of the APEEE of Brussels IV was appointed from the three Presidents of the APEEEs based in Brussels as single point of contact (SPC) for the European Commission on technical matters. The President of the APEEE accepted this new role without having a formal mandate from the Board.

The President of Interparents asked to the President of the APEEE of Brussels IV to give to the Board explanations about the context of this appointment and the latest status. The President of the APEEE informed the Board that the Presidents of the APEEEs based in Brussels are working well together in a synergic perspective.

It was pointed out that the President of the APEEE of Brussels IV is the SPC for the technical and logistical matters related to the 4 APEEEs and the President of Interparents represents the fourteen parents' associations for all pedagogical matters.

The 4 Presidents of the APEEEs based in Brussels are preparing a draft document in order to define the roles. The draft will be circulated to the Board.

6. An efficient secretariat – Board meeting planning.

The Secretary of the Board proposed to have one board meeting per month and a second meeting for the working groups. He made two specific suggestions:

- 1) Fix the agenda for six months.
- 2) Votes and decision points for the AB meeting. Information points on Bitrix platform.

Mr Lewis pointed out that all information and agenda points should be sent only via Bitrix. Phone calls, mails should be avoided. In addition the agenda should be prepared, fixed and distributed in a due time.

7. Community fund.

Mr Drantmann submitted to the Board a new application for funding previously approved by the Community Fund Committee. It is a Model United Nation project for a mixed group of S6 students (12 students + 2 teachers). Cost: 1190 euro.

The Board approved by large majority the application submitted.

8. Action against drugs / Harassment prevention

The school direction would like to take a specific action against drugs. The anti-drug policy is very extensive and includes sanctions. It was clarified that the Education Council may discuss and draft documents on this matter without voting capacity. The School Administrative Board is the only body entitled to vote on anti-drug policy.

The board member responsible for Health and Security pointed out that the APEEE must support the school on this matter. Prevention measures are important as well as the implementation of sanctions.

The European school system has a disciplinary council procedure. The Exclusion of a child from the ES can be made only after a decision from the disciplinary council.

The Harassment prevention point was postponed.

9. Meeting with the School – HB

The President and the treasurer of the APEEE had a meeting with the administrator of the school and the accountant. The meeting focused on the extra-budgetary line of the school.

The President pointed out that the EEBIV is the first pilot school that might deal with the parents' association to take the extra budgetary line of the school. This pilot project is envisaged but not yet decided. A growth of business tasks should be accompanied by an investment in Human Resources.

10. WG HR

The manual on recruitment procedures will be finalized soon. The 4 Presidents of the APEEEs based in Brussels are sharing all information on Human Resources. The recruitment procedures should be voted before launching the recruitment of the communication officer.

The date of the next HR WG meeting with the other Presidents of the APEEEs is fixed on 8.03.2017.

11. Transport and other service priorities.

The Director of the APEEE pointed out that the enrolments to the APEEE services (canteen, transport and extra-curricular activities) for the next school year are the priority. Consequently all service rules should be checked and modified if necessary. Important dates were announced:

- Launch of the Performing Arts Day on 1st April 2017 (Extra-curricular activities).
- Enrolment to the transport service 2017-2018 : on 1st May 2017
- Enrolment to the extra-curricular activities 2017-2018: on 1st June 2017
- Enrolment to the canteen service 2017-2018: on 1st June 2017

The Director referred that about 126 secondary students may not use the transport service on Wednesday noon due to the change of school timetable. It was confirmed that the setting up of an additional transport service was not feasible as well as the proposal of a subscription of 90 per cent for these families due to technical topics.

Action: A transport meeting with the other APEEEs will be fixed by the end of the school year. The Director explained that the main subject would be the transport service for secondary students.

12. AMOK training/ Feedback.

Mr Vasile gave a brief report on AMOK training. He informed the board about the meeting he held with the transport manager on how to organize the complete evacuation of the school.

The board discussed the opportunity to give training lessons on security to the staff the Apeee. The cost of this project must be included in the budget. Mr Vasile would like to give security training lessons to the APEEE staff one time per week.

With reference to the "flower pots", Mr Vasile is preparing a draft letter that will be signed by the President of the APEEE of Brussels IV. He pointed out that the letter should be sent to the responsible of security of the Commission.

13. Canteen

The Ca responsible for the Canteen analyzed the figures included in the State of Play. The cafeteria is always in deficit. The Board should come up with more ideas and improve sells and advertisements.

ACTION: The Director of the APEEE will communicate the profitability report of the cafeteria for the next AB meeting.

With reference to the trays, the director of the APEEE explained that the canteen has a semi self-service.

Action: Mr Piettre will send a complete answer on this topic to the VP Pedagogical Affairs in the coming days.

14. Coordination EUROSPORT.

A transport meeting will be fixed in the near future in order to organize the transport service for the hosted students. The transport office should organize bus lines to bring the hosted students to the European School of Brussels II.

15. Organization of a charity concert 8.01.2018.

The President of the APEEE would be delighted to organize a charity concert with the other APEEEs based in Brussels. She explained to the Board members all details about this project:

Date: 8/01/2018

Location: Brussels : Palais des Beaux-Arts.

Total Cost: 5000 euro (2500 for the pianist and 2500 for the hire of the music hall and additional costs).

She pointed out that it's the first time that the 4 APEEEs might propose a charity concert together. She would like to launch a written procedure in order to investigate if the AD is in favour of this project. It will be submitted to the other APEEEs after a formal approval by written procedure.

16. SEN LETTER to the school

The President kindly asked that the SEN letter must be finalized.

17. Letter to Mr De Bongnie

Ms Lennon Hudson prepared a draft letter to Mr De Bongnie. It was asked that the draft letter may be checked by the 4 APEEEs prior to sending it out.

18. Doodle to organize a presentation meeting School/Board?

The President will send a doodle request to Board members. The 4th dates indicated by the school will be proposed. The aim is to organize a presentation meeting between the APEEE Board and the School correspondents.

19. Inspector in charge of educational support.

It was underlined that the APEEE did not receive an official response from the school regarding the date of the inspection visit. The three inspectors in charge of educational support will come to EEBIV on March 30th and 31th 2017.

Action: the VP Pedagogical affairs will write a draft a letter to the school direction requiring a meeting with the inspector in charge of the educational support. The APEEE will kindly request that a delegation of 7 parents concerned with educational support may be present during this meeting. Deadline for this action: 3/03/2017.

The board meeting ended at 3:20 pm. Some attendees arrived late or left early.