

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 părinții elevilor de la Școala Europeană de Bruxelles IV AISBL



**Admin Board Meeting/Réunion du Conseil d'Administration
Brussels Tuesday, 3 June 2014
Spa Building, rue de la Loi, 80, 1040 Brussels,
room 2-02, from 12:30-14:30**

Present: Sarah Conyers Barber, Kristin Dijkstra, Christian Drantmann, Iseult Lennon Hudson (late), Horst Nickels, Jane Okafor (late), Eric Piettre, Alessandro Roggi (late), Joëlle Salmon, Martina Sindelar, Tobias Stricker, Patrick Ten Brink, Josephine Usher, Natalia Vandenberghe, Benoît Vandergeeten

Excused: Rachid Ahajjam, Salima Atiaoui, Carla Sabeva, Marc Henriques de Granada, Ralph Wischermann

Proxies: Salima Atiaoui to Kristin Dijkstra, Marc Henriques to Joëlle, Rachid Ahajjam to Sarah CB, Carla Sabeva to Iseult LH, Ralph Wischermann to Joëlle

Absent: Cristina Vanberghen,

Minutes (approved on 1st July 2014)

1 Approval of agenda and minutes

- Discussion and notes. Minutes are approved with minor corrections.

2 Board Management

- Attendance: there are minimum attendance requirements for Board Members (art. 12.3.d of the Statutes). Members who do not attend Board Meetings should either resign from the Board or get more involved. Specific areas in which we need more support are After-School Activities (*Périscolaire*) and Transport, as Ralph is nearing the end of his mandate.
- Board Member email exchanges with the school should have the APEEE President in copy (president@bru4.eu) to ensure a proper follow-up year after year for future Presidents.

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APEEE BRU IV AISBL, drève Sainte-Anne 86, B- 1020 Bruxelles

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Comptes bancaires	Général, cotisations	BE3413 253154 5590	Banque Delta Lloyd
	Transport scolaire	BE3413 253154 4782	
	Service cantine	BE3413 253154 5287	
	Activités périscolaire	BE3413 253154 5489	

3 Health & Safety Working Group – access to school

- Over the course of the past few months, there have been several dangerous incidents between pedestrian parents, buses, security staff and bicycles. The school has developed new access rules to the school, which were implemented without the APEEE being given an opportunity to communicate the new rules to parents. Some parents were very upset and it was felt that a better communications strategy could have reduced or avoided this.
- Following the gas leak at Woluwe, all EEB now have a security advisor who comes to make an evaluation and report to the school. Once the School has received the report, it must comply immediately because any subsequent incident will not be covered by any insurance. This explains the haste with which changes in school access were made.
- Nonetheless, communication between the School and the APEEE Board needs to be improved. The APEEE Board could have a beneficial role to play when difficult issues need to be communicated to the parents.
- On an internal level, Board Members should try to keep one another in the loop with regards to the many various emails sent between the Board and the School on such complicated issues, particularly with regard to meetings.
- Decision that the Board needs to send a message out directly to the parents explaining that the new school access plan is in a test phase, why the change has come, and that the School is responsible for communicating how/why the change was implemented. Christian and Josie will draft this communication.
- A meeting is planned for Friday 6th June between Christian, Josie, Harriet Kirby and Mr Schlabe to discuss how to communicate the new school access rules to parents.

4 Services

- Périscolaire:
 - Next year, after-school music classes will be organised on days with a second bus departure. This will allow children to attend the full hours of class. Bus routes will not be decided on the basis of périscolaire attendees, but up till now there have been enough seats on the 2nd departure buses for all périscolaire children.
 - There will be a dedicated périscolaire bus to Schuman on Wednesdays.
 - Enrolment for périscolaire will remain open longer at the beginning of the school year, for new families and for secondary students awaiting confirmation of their lesson roster.
 - Périscolaire programme presented to the Board for approval and unanimously approved.
 - Descriptions of the activities need to be written and translated into English as soon as possible.
 - Chinese lessons: at the beginning of this year, the Périscolaire Office had to take over the organisation of these classes because the school changed its timetable. The School should reimburse the parents of those children who were unable to follow the class due to these changes. APEEE policy dictates that parents will not be reimbursed if a change in timetable makes it impossible for children to follow the classes they have signed up for.
- Canteen:
 - Enrolment started June 4th.
 - There will be an Open Day for parents to visit the Canteen on June 24th at 6pm. This will be an opportunity for parents to visit the kitchens and meet the Canteen

staff. An email is being sent out to parents announcing this day via Class Reps. It would be good if a few Board Members were present.

- Transfers of children between European Schools: it is necessary to establish a common rule for children doing exchanges in Secondary school with regards to Canteen and Transport. The Services group will discuss this and present a proposal to the Board.
- Community Fund Committee: The Board will nominate a total of 7 members, two of whom must be Board Members. Josie puts herself forward and is willing to Chair the Committee. Christian and Iseult put themselves forward as members. Parents from outside the Board who have applied as members are Sergio Campo, Sarah Ironside and Steve O'Byrne. The Board reviews their applications and unanimously votes Josephine Usher as Chair of the Committee and accepts all nominees.

5 School Meetings – SAC

- Discussion of security
- Minutes from 9 January 2014 will be approved by written procedure as the APEEE's comments were not transmitted to the School before the meeting.
- Points presented and/or discussed at the meeting:
 - *Parking and access to school*
 - *Drug and Anti-Bullying Policies, School Rules (& the need to translate these)*
 - *Tablet projects*
 - *Infrastructure / Secondary cafeteria*
 - *Working Groups*
 - *2014-2015 School Calendar*
 - *Convention OIB/EEB4/APEEE on the garderie*
 - *Convention périscolaire*
 - *School trips*
 - *Book Lists*
- Next meeting: 16.12.2014

6 Somerfesto

- APEEE Stand: technical specifications have been provided to the Somerfesto organisers. Joëlle will send round a message to Board Members asking them to work at the stand on the day. Several Board Members are already involved in other Somerfesto activities and will not be available for the stand.
- The APEEE is providing judo & fencing activities for Somerfesto
- The APEEE building will be in use on the day of Somerfesto for ticket sales.
- Parent volunteer spreadsheet has gone online this morning.

7 Pedagogical Matters

- Sexuality Education and Anti-Bullying Behaviour Working Groups: The recent call for interest from parents resulted in only 3 parents wanting to get involved, and no parents from Secondary. This raises the question of whether parents actually received the communication – how reliable are the class reps? Proposal to present this at the Somerfesto APEEE Stand, to try to reach the parents directly.
- Proposal from Iseult to have a meeting for the Pedagogical Working Groups at the end of June, in order to set up a working structure for the return to school in September.
- Martina suggests launching a call for interest to replenish the Pedagogical Working Groups.

- Discussion of the need to establish a functional method of communication, as Yahoo! Groups is problematic.
- Positive reaction to P5-S1 transition guide.
- It is decided that a working plan on pedagogical matters for the school year 2014-2015 will be presented at the next CA meeting.

8 Communications

- Jane is putting together a New Parents Guide for EEB IV. She will send round an email with the proposed Table of Contents, asking Board Members to volunteer to write a section. The final product will be a Word document.
- Web: Google Calendar will become a paid service in November. The decision of whether or not to pay for a subscription will depend on what the School does. It only makes sense for the Board to follow what the School does, so that the calendars are in sync.
- Facebook: test period of the closed APEEE page has ended. Do we now expand the closed school group to include all Laeken parents? Proposal to extend the test phase with Board Members and Class Reps until the end of the school year. Another proposal is to make a Laeken parents FB page which does not refer to the APEEE. From Sept 1, this page would be open to all parents.

9 AOB

- The second edition of the APEEE Newsletter will be sent out June 4th.
- Decision to hold the end-of-summer Board Meeting during the 1st week of September.
- Leaving survey – agreement to conduct the survey again, exactly as last year. Sarah will lead on this.
- Joëlle will send a letter to the school asking that the APEEE be informed when parents change jobs (i.e. leave the Commission) so that the Transport Office does not continue to bill the institutions for children whose transport costs are no longer being paid. The APEEE is having to reimburse the Commission for any erroneous payments.