

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 Tuesday, 4th October 2016

Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB/3B, 12:40-14:45

Present: Michela Beati, Françoise Bodenez, Sarah Conyers Barber, Catherine Daguet-Babich, Kristin Dijkstra, Dorothee Farwerck Lefort, Iseult Lennon Hudson, Victoria Petrova, Stefana Puiu, Sven Roehr, Tobias Stricker, Josephine Usher.

Excused: Christian Drantmann, Catherine Hennessy, Nóra Edit Kárpáti, Gareth Dafydd Lewis, Graziella Rizza, Natalia Vandenberghe.

Proxies: Françoise Bodenez to Victoria Petrova, Christian Drantmann to Kristin Dijkstra, Catherine Hennessy and Graziella Rizza to Catherine Daguet-Babich, Nóra Edit Kárpáti to Josephine Usher, Gareth Dafydd Lewis to Tobias Stricker.

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

Minutes 4.10.2016

Ms Dijkstra chairs the meeting.

1. Organization and approval of the agenda.

The agenda is adopted, although some of the items don't follow the chronological order.

2. Provide information for the Newsletter.

All board members are invited to send material for the APEEE Newsletter as well as to give their positive or negative feedback to this request. Creating a Newsletter requires a lot of time and inspiration but it is a good way to reach out parents and clarify some issues. Parents would be keen to get information about the cafeteria updates, the first Education Councils coming up or the new deputy heads.

Ms Daguet-Babich enters at 12:50 pm. Mr Roehr and Ms Lennon enter at 12:52 pm.

It is explained that there will be two team buildings exercises for the Board members and APEEE staff at school:

- on 23rd October for the APEEE Board members.
- on 7th November for the APEEE staff.

Action: Ms Daguet Babich will send a doodle request to all Board members in order to check the availability of all participants. Mr Piettre will confirm the room booking.

Ms Bodenez enters at 1:15 pm.

3. GA Planning Timetable.

The Board decides to hold an ordinary General Assembly on 8th December 2016 and to convene an extraordinary General Assembly at a later date. It is pointed out that the ordinary General Assembly will not take place during the session week of the European Parliament but this event will coincide with the Board of Governors' meeting (from 5th to 9th December 2016).

4. Communication Officer.

The VP Communication and Information provides an oral report of the Communication Working Group meeting held on 3rd October 2016. The Communication Working Group agreed:

- To hire a part-time (50%) communication officer. The draft job description should include the communication with school and the internal communication.
- To invest effort on the APEEE website and produce a new one (website) in line with their requirements.

The Board explains that the APEEE website is static because neither sufficient material provided to update it, nor a web specialist to handle the website. It is clarified that the communication officer should not manage the technical aspects of the website. His/her tasks should be to collect and insert information on the website, the newsletter and supports events such as the Somerfestio.

ACTION: A calendar is requested by 25th October at the latest.

The first step is to finalize the job description for the post of communication officer. All comments from the Board will be circulated and discussed within the Communication WG. With reference to the setting up of a new website, it is proposed to hire a web company rather than a webmaster. At the end of October a wish-list should be presented to a list of companies in order to allow these to make an offer. A decision should be expected at the end of November in order to launch this project in January 2017 at the latest.

5. State of play of the APEEE services.

The Director of the APEEE introduces the state of play:

- Canteen: 1663 enrollments recorded on 4th October 2016. Capacity problem in the canteen for P1 & P2 is solved at the moment. With reference to the cafeteria, works are progressing better than planned. Cafeteria menus will be discussed with the group "se mettre à table" on Friday 7th October 2016. The access control to the canteen needs to be set up as soon as possible.

- Transport: 10 bus lines have been modified on evaluation of timing arrival and capacity problem. A training session on "How to rapidly evacuate from a bus" is planned in October.
- Extra-curricular activities: Mr Herrera has accepted the position of Manager to be confirmed in June after a probation period. With reference to the post of assistant manager more than 90 CVs were received.
- General affairs: 1600 membership fees 2016-2017 have been recorded. The audit will be made by Ernst and Young accounting firm at the end of October.

Ms Usher leaves at 2:05 pm.

6. Review of outstanding actions.

This task, updated on Bitrix platform, is postponed to the next Board meeting.

7.1 Special Arrangements for the European Baccalaureate: action meeting with the SEN inspector?

With reference to one specific case, it is not clear the level of appeal. It is proposed to clarify the procedure first and at the same time to deal with family and make sure to be comfortable. Ms Petrova, Ms Beati and Mr Roehr leave at 2:15 pm.

ACTION: The President of Interparents will contact the IP lawyer about the clarification of the procedure as first step.

7.2. Activation of the functional mailbox SEN.

Ms Bodenez will have access to the SEN mailbox. This functional mailbox will be activated as soon as possible. Ms Puiu leaves at 2:30 pm.

8. AOB

- Eurosport Coordinators.

The President will investigate by email if one board member can stand as Eurosport coordinator for the APEEE of Brussels IV. Ms Farwerck Lefort leaves at 2:35 pm.

- Somerfesto Updates.

A specific bank account has been opened for the Somerfesto. Money can be deposited on the Somerfesto bank account and payments can be made from this account. A procedure should be proposed by the Somerfesto Committee.

- Webdor: The President explains that all meeting room bookings have to be made using only one alias: President. The e-pass can be entered only by two board members working in the European Commission.

Action: Manuela will write a procedure concerning the meeting room booking.

- Communication Security.

It is underlined that the any kind of communication concerning security is a sensitive matter. One Board member asked that Interparents could invite the security director of the Commission for a meeting. No feedback has been given on this request.

The meeting ends at 2:45 pm.