

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, 5th April 2016

Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB304, 12:40 -14:25

Present: Michela Beati, Catherine Daguet-Babich, Kristin Dijkstra, Christian Drantmann, Dorothée Farwerck Lefort, Ulrike Gemmer, Catherine Hennessy, Marc Henriques de Granada, Iseult Lennon Hudson, Gareth Dafydd Lewis, Victoria Petrova, Stefana Puiu, Graziella Rizza, Sven Roehr, Tobias Stricker, Natalia Vandenberghe.

Excused: Fidanidis Evangelia and Nóra Edit Kárpáti.

Absent: Françoise Bodenez, Sarah Conyers Barber, Josephine Usher.

Proxies: Nóra Edit Kárpáti to Catherine Daguet-Babich, Evangelia Fidanidis and Ulrike Gemmer to Gareth Dafydd Lewis.

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

Minutes 5.04.2016

Ms Daguet Babich chairs the meeting and submits to all members the agenda. Some items are anticipated and not follow the chronological order.

1 Adoption of the agenda

The following items are added to the agenda:

- Unpaid transport
- Unpaid canteen
- Security
- Finance

-Bus companies' contracts and bus préavis

The agenda is adopted unanimously as amended.

Mr Henriques de Granada enters at 12:45.

2. Adoption of Minutes 17.03.2016

ADOPTED unanimously without any remarks.

3. Scheduling next meetings.

The process of scheduling meetings is analyzed. It is emerged that a lot of e-mails regarding the meeting organization have been coming via Outlook and Bitrix in these last days. The Board has to find a way to avoid this situation and simplify the meeting planning. Mr Lewis encourages people to use Bitrix platform and the applications related as the common calendar.

Ms Gemmer, Ms Beati and Ms Hennessy enter at 12:50.

It is clarified that some APEEE administrators working in the institutions can't have access to Bitrix calendar from their workplace.

All scheduled meetings should be available on a shared calendar. Before fixing a meeting, a request via doodle will be made to verify the availability of people. It is important for all participants to check their e-mail and reply to the invitation.

Action: The VP IERP will contact Ms Usher in order to fix a working group meeting on Communication/IT for the next week.

The next working group meeting regarding the Access card DAHO is scheduled for Friday, April 8th.

Action: Mr Stricker will add Ms Petrova and Ms Kárpáti to this working group. Mr Piettre and Mr Fumière will provide the documentation for the cafeteria and the payment system that will be uploaded on Bitrix platform.

4. Modification of Statutes / Lawyer

Ms Hennessy is analyzing the statutes of the APEEE of Brussels IV. It is emerged that there is one European School system, one PA (Association which is representative of the pupils' parents) for each European School but many statutes for the PAs.

Action: Ms Hennessy will draft a template of the document before the end of April.

Ms Dijkstra enters at 13:00.

It is clarified that all proposed changes to the Statutes have to be checked by a specialized lawyer to make sure they are in line with the Belgian law. It is proposed to contact various lawyers and gather information about their experience and their fees. Theirs answers should be summarized. This topic will be discussed by the Working group on Statutes and decided by the Board.

Action: Working group on Statutes + Request to Ms Usher to contribute with the choice of the lawyer.

The President informs the board about the first Working Group meeting HR held on 4th April. Several matters were analyzed such as the security issue and the organization of working groups. It was decided that each service responsible will present the state of play for its own service.

5. Security update-after meeting with M. Schlabe on 4/04/2016

Following the terrorist attacks on 22.02.2016, the security situation around school is being reassessed.

The President reports the security meeting held with the school direction on 4th April. The school is dealing with the problem but there is no specific expert of security. During the meeting, the date of Somerfesto was confirmed and different issues were discussed about security. In the afternoon of the same day, the Directors of the European Schools will meet the Secretary General of the European schools and the European Commission to discuss whether further changes should be made to the management of the schools regarding security. The Board refers that it is urgent to attend a feedback from the school and they will do the best to have a communication from the Commission to publish on the APEEE website.

In the meantime, it is proposed to prepare a short, clear and polite message to parents on what the APEEE of Brussels IV is doing in these circumstances.

If there will be specific requests from parents, an escalation process will be followed. The Director of the APEEE is the good person to collect these types of questions.

Mr Roehr leaves at 13:35.

With reference to the security screening, the school has to get in touch with the DG, it's the APEEE responsibility to present different measures together with the school direction. One Board member underlines that the APEEE should not involve itself in organizing and even paying the security screening. The APEEE is quite right to ensure that school bus drivers can show proof of security clearance as part of the general requirements they have to provide for the job.

6. Tenders: Canteen access system (Financing, Cafeteria).

A document concerning the utilization of access cards for canteen, transport and extra-curricular activities circulated among board members. The Board will try to define an investment in order to have a card control for the canteen, transport and periscolaire.

Action: Mr Henriques de Granada will provide a document in order to examine if there was a budget for the canteen access system (financial cover).

7 Unpaid canteen

With reference to the school year 2014-2015, the unpaid amount for the canteen is estimated around 10.000 euro. Two reminders were already sent to parents.

Action: For information, the Director will send to the President la list of families involved for this week at the latest. He will send a letter to pay urgently the amount requested.

Ms Rizza, Mr Henriques de Granada and Ms Beati leave at 13:50.

Ms Hennessy leaves at 13:55.

8 Unpaid transport

An adjustment of the transport invoice to the European Commission for the school year 2011-2012 has been requested by the PMO. Ms Petrova has asked to the accountant if the other APEEEs have a common position in this regard.

It is important that parents introduce their data correctly and they update their profiles on the APEEE on line system if there are any changes. According to the privacy law, the list of children enrolled to the transport service can't be forwarded to the Institutions.

Ms Puiu leaves at 13:58.

9. Debriefing CEA.

Ms Farwerck Lefort provides an oral report about the CEA meeting held on 18th March. She explains that there is a request to set up an Accredited European School in Waterloo and additional classes for DE and FR sections will be created at the European school of Brussels I, Berkendael site, in September 2016.

Action: A detailed document will be uploaded on the Bitrix platform for internal use.

10. Security

Mr Drantmann explains that the APEEE of Brussels IV and the school have received a request from a lobbying group to go against a local school project in rue des Horticulteurs. This project involves a Nursery and Primary school as well as 75 social housing units. The APEEE of Brussels IV will not take any action against this project. If an answer is needed, the same reply will be formulated.

11. Finance

The President informs the Board that Ms Rizza has accepted to serve as a back-up to the treasurer and to be appointed as bank signatory.

Mr Drantmann leaves at 14:10.

The President points out that the Board has to be informed about the proposals of Working groups before they are concretized through actions.

Action: With reference to the Minutes of the General Assembly, Manuela and Eric will integrate the last President's remarks sent previously to Ms Baldelli.

The board meeting ends at 14:25. The following points are postponed to the next meeting scheduled on 19/04:

- Training: Jump (Litsa) and cultural differences (Eric).
- Information to the Board on the presentation meeting planned to be held in the Charlemagne Building at 12:30 pm on April 28th, 2016 (Eric).
- Board member to speak with their section representatives.
- APEEE support to Eureka.