



## **Admin Board Meeting/Réunion du Conseil d'Administration**

**Brussels Thursday, 06<sup>th</sup> September 2018**

**Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB 3B, 12:45-14:307**

**Present:** Kristin Dijkstra, Dorothée Farwerck Lefort, Ambar Hernandez Pacheco, Emanuela Innocente, Karim Kettani, Angela Muraca, Tobias Stricker, Iulian Vasile, Pénélope Vlanda, Sophie Weisswange.

**Excused:** Mariana Ghitoi, Alexandre Grigorescu Negri, Graziella Rizza, Ana Maria Zaharie.

**Absent:** Michela Beati, Victoria Petrova, Eleonora Pezzarossa.

**Proxies:** Mariana Ghitoi and Alexandre Grigorescu-Negri to Kristin Dijkstra, Ana Maria Zaharie to Dorothée Farwerck Lefort, Pénélope Vlandas (partly) Graziella Rizza to Emanuela Innocente

**Guest:** Eric Piettre, the Director of the APEEE of Brussels IV.

### **Minutes 06.09.2018**

Kristin Dijkstra welcomes the participants and she chairs the AB meeting. The quorum is present. Manuela Pamio could not attend to support as the APEEE Office is quite busy answering all requests from the Parents.

#### **1. Adoption of the agenda**

Adopted with the addition of the review of the "Action List" under AOB, as requested by the Secretary.

#### **2. Approval AB minutes of meeting 10.07.2018**

The minutes of the AB held on 10 July 2018 were approved without any remark.

#### **3. Statute – update & way forward**

Sophie Weisswange, Chair of the Statute Working Group informed that along with APEEE Director, they met a new Notary to better understand how to prepare the approval revision of the Statute by the General Assembly on 04 December 2018. Main recommendations:

- Start with the Extraordinary General Assembly dedicated to the Statute;
- Notary will Chair the Extraordinary Assembly next to the President;
- The Notary will have to read the Statute, the Board requested is this can be limited to the most important parts in order to keep time to a minimum;

- Consensus on the text should be reached well before the GA, in order for the Statute to be approved in one go.
- Legally binding text is the French version (being in Belgium), so the FR text will be the one to be approved. No need for the certified translation in English;
- Final text to be adopted should be published/made available to parents by mid-November, latest 20<sup>th</sup> November (15 days before the GA).

In order to reach the mid-November deadline, the Board discussed and reviewed the roadmap document provided by Ms Weisswange, outlining the timing, actions and the text proposed by the Working Group (available on Bitrix). Taking into consideration the limited time available, it was agreed to be as transparent as possible and to directly reach all parents (no filter through Class or Section representatives) through the APEEE IV website. After a consultation period, a dedicated meeting with all interested parents will be organized as done in December 2017. It should be highlighted that getting to the GA with an agreed text will help to shorten the duration of the meeting. Important is to improve the way we communicate, but it will not be possible to attend the Nursery/Primary class meetings this week due to the unavailability of the APEEE members. Kristin Dijkstra and Sophie Weisswange are available to make a brief presentation about the APEEE to parents during the plenary sessions, which will precede the Secondary parent-teacher meetings.

A comment tool (forum) should be available on the APEEE website to submit comments and collect them together, this will also reduce the burden on the Statute Working Group to review all comments. It was also highlighted the need to provide a Comment Response Document to show the outcome of the review exercise, this might help the sharing of information.

#	Action	Owner	Deadline
#01 AB 06 September 2018	Investigate the feasibility of an online platform/forum for the Parents to provide comments	APEEE Director	ASAP

The Board will meet on Sunday 16<sup>th</sup> and all members are required to comment in written by latest 12<sup>th</sup> September. It was highlighted that it is now time to contribute and the late inputs will be disregarded or we will never meet the goal to reach consensus before the GA. It looks like that some major issues should be addressed during the meeting. A reminder will be sent by email.

#	Action	Owner	Deadline
#02 AB 06 September 2018	Send a reminder to all Board members to submit comments until 12 <sup>th</sup> September	Statute Working Group	Email sent on 07 Sept by the Secretary

Below the planning agreed during the AB meeting following the discussion based on the proposed roadmap:

**Sunday 12<sup>th</sup> September**

All Board Members are required to submit their comments of the proposed revised statute in written to Sophie and in CC President and Secretary

**Sunday 16<sup>th</sup> September**

AB meeting at School to discuss the written comments received and agree on the final text

<b>Week 17<sup>th</sup>-21 September</b>	Written procedure for the AB to approve the final text.
<b>Monday 24<sup>th</sup> September</b>	Proposed amended text for the Statute will be published on the website and all parents informed and start of the consultation process.
<b>Monday 15<sup>th</sup> October</b>	Deadline for the parents to provide their comments
<b>Thursday 18<sup>th</sup> October</b>	Open session with parents to discuss any open comments
<b>Before the end of October</b>	Final version of the amended Statute to be sent to the AB
<b>Thursday 08<sup>th</sup> November</b>	The AB will approve the publication of the amended Statute for the GA (or eventually written procedure)
<b>Mid-November</b>	Publication of the proposed Statute for approval on the website and communication to parents
<b>Tuesday 04 December</b>	GA and hopefully approval by the Assembly!

#### 4. Performance Audit – update & way forward

The Treasurer could not attend today's meeting. The Secretary informed that an update on the next steps will follow soon by email (interview, timing, etc.). A report of the Audit will be presented during the General Assembly in December.

#	Action	Owner	Deadline
#03 AB 06 September 2018	Provide an update on the Performance Audit	Treasurer & APEEE Director	ASAP

#### 5. AB Team Building in September (Sunday)

Before the summer, it was proposed to organise an AB Team Meeting to better know each other and work on the priorities of the Administrative Board. Taking into consideration the priority to be given to the revision of the Statutes, on time for the GA in December, it was unanimously agreed to meet on Sunday 16<sup>th</sup> September at the School from 10:00 to 16:00 and to remain focused on the Statutes. It was requested to have a room equipped with beamer to better review the comments received and finalise the text.

Sunday 16<sup>th</sup> September is a car free day, but considering the discussion within the Board should take place asap; it was agreed to meet as planned and make use of public transportation or bicycles.

#	Action	Owner	Deadline
#04 AB 06 September 2018	Send invitation for the upcoming AB meeting on 16 September	Secretary	By 07 Sept.

## 6. APEEE meeting planning 2018/2019

The Secretary presented the APEEE meeting/activities draft planning 2018/2019. The overview provided on Bitrix and by email included all important dates released by the School. This should help our planning. The overview should be further integrated with meetings from Community Fund, Social Fund, PED Team, etc.: everyone should contribute in keeping the planning up-to-date.

There was a preference to have a fixed date throughout the School year as the flexibility in the last months did not increase participation.

The proposal:

- First week of the month: AB meeting (lunch time – location: CCAB)
- Third week of the month: Bureau meeting (lunch time or evening – location TBD)
- Fixed date: Thursday

**Vote:** Does the Board approve the APEEE meeting planning 2018/2019 as presented?

➤ Unanimity

Following the vote, the Secretary will circulate the updated planning and update the Bitrix calendar to reflect all meetings.

#	Action	Owner	Deadline
#05 AB 06 September 2018	Share updated 2018/2019 meeting planning and update Bitrix calendar accordingly	Secretary	By 07 Sept.

#	Action	Owner	Deadline
#06 AB 06 September 2018	Share any additional meeting	ALL	ASAP

## 7. Prévention harcèlement

Dorothee Farwerck Lefort informed that the School does not have the resources to provide the services provided by Virages and parents might be charged for the support given. Currently the School psychologists redirect individual cases to Virages but a coordinated grouped intervention would be more beneficial. Kiva project will be soon launched but not for upper Secondary in the first phase.

The efforts from the past initiatives (Virages & Stop a la drogue) are for the benefit of all children of the School, this is why the APEEE should contribute. The School considers necessary one intervention per month from Virages.

In July the Board was in favour to support future initiatives but without replacing the School in its responsibility. A meeting with the School Director will take place next week and this should be discussed to understand the position of the School. Maybe also Dorothee should attend.

The Secretary reminded the unanimous vote taken during the AB meeting in July "The Board unanimously agrees to support and extend Virages to P3-P5 and S1, Stop à la drogue and Julien's project for a total amount of 10.000 euro. An evaluation of the budget available will be made.

#	Action	Owner	Deadline
#07 AB 06 September 2018	Check the budget available for "Prévention harcèlement"	APEEE Director	ASAP

### 8. New APEEE IV website

Eric Piettre informed that the new APEEE IV website has been launched at <https://www.bru4.eu/>

It was reported that some content is missing and that an official information has not been shared with the Parents, but some positive feedbacks have been received. It was reminded that mid-June, the Board members were asked by the Communication officer for their opinion on the new proposed website layout and only two people provided inputs.

The Board was requested to provide any update request and/or comment to Eric Piettre by email, to make sure this is duly taken into account.

The content of the new website relies also on the contribution of the Board, a common effort to better communicate with the Parents.

#	Action	Owner	Deadline
#08 AB 06 September 2018	Provide comments/proposed updates on the new website to Eric Piettre by email	ALL	ASAP

### 9. APEEE IV Work Programme 2018/2019 (meeting with the School in September)

The meeting with the Director is planned on Tuesday 11 September, but this was not confirmed on the School side. Expected participants from the APEEE: Kristin Dijkstra (President) Mariana Ghitoi and Vanessa Vignati (Community Fund), Graziella Rizza (Treasurer). The aim of this meeting is to understand the School priorities and possible cooperation with the APEEE.

The President will keep the Board on the outcome of the meeting.

### 10. Election Section Representatives

The Class Representatives should be electing their respective Section Representatives in the coming weeks.

As soon as the list of new Class Representatives will be available, after all class meetings, the 2017/2018 Section Representatives will be asked to organise the election for their linguist section. The APEEE will organize a meeting at school to which all Class Representatives will be invited. There will be a plenary session in the Salle Polyvalente, where they can meet/ask questions of the APEEE and their Section Representatives. Afterward, the sections will have the opportunity to break into separate section meetings in classrooms in order to elect their Section Representatives.

The VP IERP is already working with the Communication Officer to update the information document to be shared and to prepare this election round, as well as organising a meeting at the School in October to officially appoint the elected Class Representatives and Section Representatives.

#	Action	Owner	Deadline
#09 AB 06 September 2018	Help organising the Section Representatives election	VP IERP/Communication Officer	ASAP

#	Action	Owner	Deadline
#10 AB 06 September 2018	Organise meeting with Class Representative to formalize the selection of the Section representatives	VP IERP/Communication Officer	By October

### 11. Somerfesto – update accounts 2018

The Secretary reminded of an open action to provide to the Board the final report from the Somerfesto (activities and accounts) and to communicate the results to the Parents. Timely communication is required and this reporting should not be further delayed. This should also be presented at the General Assembly and the lessons learned could be used for planning the 2019 event.

The VP IERP took over the action to prepare the report along with the Treasurer, who has the final figures. This will be presented at the next AB meeting on 04 October 2018.

#	Action	Owner	Deadline
#11 AB 06 September 2018	Provide final report on Somerfesto 2018	VP IERP/Treasurer	ASAP, latest next AB meeting

A call for volunteers will be launched to appoint one AB member to take the lead for the Somerfesto 2019.

#	Action	Owner	Deadline
#12 AB 06 September 2018	Launch a call to appoint the AB member to lead the Somerfesto 2019	Secretary	ASAP

### 12. AOB

#### a. Action List

The update Action List available on Bitrix was not reviewed but this will be circulated again by the Secretary to make sure that all actions are timely closed. Input from all action owner is required.

#	Action	Owner	Deadline
#13 AB 06 September 2018	<ul style="list-style-type: none"> <li>• Circulate updated Action List</li> <li>• Provide timely feedback</li> </ul>	Secretary  Action Owner	ASAP

### **b. Visibility of the APEEE Board**

The APEEE Board should be more visible during school events, so that the Parents can really understand who we are. Maybe a vest, but any other idea is welcome. Also the pictures of the APEEE Board members should be available online and not only a list of names.

<b>#</b>	<b>Action</b>	<b>Owner</b>	<b>Deadline</b>
#14 AB 06 September 2018	Make a proposal to improve the visibility of the AB members during school events	APEEE Director/ Communication Officer	ASAP

### **c. Learning support and Interparents email**

It was requested to update the email contact for Learning Support and make sure that the responsible person is receiving the e-mail from Interparents.

There is an open action to review all e-mail contact and make sure appropriate access is give; The VP IERP is working on this.

### **d. APEEE IV Group picture**

We should try to have an AB group picture taken in the near future.

### **e. List of class representatives**

The APEEE Secretariat should provide a detailed list of all Class Representatives with their roles. The form provided to record the election for each class should be updated to have the four different roles listed. The issue of getting all parents contact details should be also addressed, maybe at the GA?

### **f. AdP meeting on "nutrition"**

The AdP is organising on 24<sup>th</sup> September a meeting on nutrition for the parents having children in the creche and Garderie, considering the Canteen is providing the lunch and break. Tobias Sticker will attend.

### **g. Monday morning meeting**

The VP IERP proposed to meet on Monday mornings, for example at Exki Schuman, for an informal exchange to discuss about open actions. This initiative is welcome but it would also be considered to opt for other location to allow everyone to participate.

<b>#</b>	<b>Action</b>	<b>Owner</b>	<b>Deadline</b>
#15 AB 06 September 2018	Send invite for the Monday mornings meeting and identify suitable location	VP IERP	ASAP

The Board meeting ends at 14:40. Some attendees arrived late or left early.