

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 Thursday, 7 May 2015
CCAB, rue Froissart 36, 1040 Brussels, room AB305, 12:40-14:45**

Present: Bogdan Ambrozie, Michela Beati, Sarah Conyers Barber, Catherine Daguet, Kristin Dijkstra, Christian Drantmann, Marc Henriques de Granada, Horst Nickels, Martina Sindelar, Tobias Stricker, Patrick Ten Brink, Josephine Usher, Natalia Vandenberghe and Eric Piettre, the Director of the APEEE of Brussels IV.

Excused: Salima Atiaoui, Nóra Edit Kárpáti, Carla Sabeva, Karina Suleimanova.

Proxies: Salima Atiaoui to Kristin Dijkstra, Nóra Edit Kárpáti to Marc Henriques de Granada, Suleimanova Karina to Catherine Daguet.

Guest: Manuela Pamio, Secretariat of APEEE.

Minutes 7.05.2015

Daguet Catherine chairs the meeting.

1 Adoption of Agenda sent by the Secretary on 7th May at 5:11 PM

It is requested to add two items to the agenda:

- Item 1 Resignation of the Vice President Communication and Information.
- Item 2 Work organization. The addition of this point, supported by the President of the APEEE, is agreed unanimously.

The agenda is adopted as amended.

The President informs the Board that the Minutes of the 3/3 meeting between the APEEE of Bxl IV and the Directors of the EEBIV have been approved at the 29/4 meeting.

The minutes of the 29/4 meeting will be sent to the School Management for approval.

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Comptes bancaires	Général, cotisations	BE34 1325 3154 5590	Banque Delta Lloyd
	Transport scolaire	BE25 1325 3154 4782	
	Service cantine	BE67 1325 3154 5287	
	Activités périscolaires	BE45 1325 3154 5489	

2 Resignation of the Vice President Information and Communication

The Board thanks Ms Usher for her contribution as Vice President Information and Communication and takes note of her resignation as VP Communication and Information, member of the Bureau and from the Periscolaire Committee. She will continue to support the APEEE through the Community Fund (Ms Usher 's resignation sent by e-mail on 5.05.2015).

3 Work organisation

The Board supports the introduction of a common on line calendar providing the meetings' schedule and the setting up of a common platform for sharing on line documents within the Board members : Agenda, Minutes, documents and PV of all meetings

This new way of working should reduce the volume of e-mail exchanges and make the documents' consultation easier and accessible.

- The Agenda of the meeting have to be published 7 calendar days before the date of the CA at latest by the Secretary of the Board and the Secretariat of the APEEE.
- Boards members have to send request for points and relevant documentation 7 calendar days before the date of the CA at the latest to the President, Secretary of the Board and the Secretariat of the APEEE.
- The updated agenda and documents related to the meeting have to be posted on line 5 calendar days before the CA at latest. No other changes will be accept (sauf cas de force majeure) and points will be deal at the next CA.
- The Secretary of the CA and the Secretariat of the APEEE will be entitled to post the meeting documents on the shared platform.
- 1 global access to all members for consultation purpose.

ACTION: Mr Ten Brink, Ms Usher and Mr Piettre will find to best way to set up "google" or "dropbox".

DEADLINE: CA **4/06/2015**

4 Approval of Minutes 16.04.2015

The Minutes are approved with minor changes on point 1, point 4 and point 5.

5 Minutes 19.03.2015

The sentence regarding the APEEE position on the setting up of the Cafeteria is reformulated. The President explains that the proposal of selling healthy food made by the canteen cooks instead of vending machines is related to a decision of the GA Minutes and the decision has to be "copy/paste" in the minutes.

It is decided to revise the text of the last two Minutes using the third person point of view instead of the member's names

ACTION: Ms Beati will correct the text of the Minutes of the last Board meetings held on 19th March and on 16th April using the third person point of view.

6 State of play

This point is postponed. With reference to the next school year, it is decided that there will be a special board meeting on 18th May at lunchtime to vote the Canteen rules. The Periscolaire regulation as well as the amendments to specific clauses of the Transport rules proposed by the Transport committee.

The final version of the transport rules 2015-2016 was adopted at the last CA but a Board decision is requested no to re-vote the entirety of the rules but to approve the changes proposed.

It is agreed that one mail containing 6 documents attached (rules 2015-2016, version: EN/FR) will be sent to the Board members and no discussion on distribution will be raised.

The comments related to the documents will be sent only to the member receiving the proxy, M. Piettre and Mr Ambrozie.

ACTION: M. Piettre will send the rules 2015-2016 (Canteen, Extra-curricular activities and Transport amendments) to the Board members.

With reference to the Extra-curricular activities, the treasurer will make price adjustments on the basis of the periscolaire programme submitted. The prices of the extra-curricular activities can't be modified during the school year.

7 Written procedure

With reference to the decision-making process, the Board members can decide to request an additional Board meeting or to put in place a written procedure.

According to the statute (article 15 point 2): additional meetings can be convened at the request of at least five of its members.

The Board takes note and confirms, in the following meeting, that the written procedure is required to have a quick answer on an important issue. The use of written procedure should be limited to cases where a CA decision is urgently necessary to obtain before the next regular Board meeting takes place.

Vote on Written procedure: The written procedure, requested to the President, needs to be supported by minimum five board members:

- 14 in favour
- 3 abstentions
- 0 opposed

The Board decides that the request of a written procedure to the President needs to be supported by minimum five board members.

The President underlines the importance of setting up a working group on " Good practice guidelines for Board members". The guidelines should be redacted in English and French and annexed to the written procedures.

ACTION; The working group "Good practice Guidelines for Board members" is composed by Ms Daguet, Mr Henriques de Granada and Mr Nickels.

8 Conflict of interest

Postponed

9 Huis Clos