

**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 elevilor de la Școala Europeană de Bruxelles IV AISBL



**Admin Board Meeting/Réunion du Conseil d'Administration  
Brussels Tuesday, 9 September 2014  
EESC Building, rue Belliard 99, 1040 Brussels,  
room JDE 2210, from 12:30-14:30**

**Present:** Sarah Conyers Barber (late), Kristin Dijkstra, Christian Drantmann, Marc Henriques de Granada (late), Iseult Lennon Hudson, Horst Nickels, Eric Piettre, Alessandro Roggi, Joëlle Salmon, Martina Sindelar, Patrick Ten Brink, Josephine Usher, Natalia Vandenberghe, Benoît Vandergeeten (late), Ralph Wischermann

**Excused:** Salima Atiaoui, Tobias Stricker, Carla Sabeva

**Absent:** Rachid Ahajjam

**Minutes (approved on 25.09.2014)**

**1 Approval of agenda and minutes**

- Discussion of how the decrease in pricing for the canteen will be decided. All decisions will have to await the discussion on the 2014-2015 budget. This can only be done once the results of 2013-2014 have been finalised.
- The new budget is scheduled to be ready by the next Admin Board Meeting.
- The minutes from the last Board Meeting are approved.

**2 Board Management**

- Everybody has received the mail of July 4<sup>th</sup> 2014 from Cristina Coteanu, confirming her resignation from the Board.
- Jane Okafor has resigned from the Board and her position as Vice President of Communication is vacant. Call for candidates to take over this position. This is a necessary role for increasing and improving how the APEEE communicates with parents, and to ensure continuity from board members whose mandate is ending this year. Additional responsibilities include the APEEE Newsletter, Communication Strategy, and the APEEE website.
- Carla Sabeva puts herself forward as candidate to assume the role of VP Communications, with the understanding that she will receive adequate support of the

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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 |                    |

other board members. Her candidacy is unanimously and enthusiastically accepted by the board.

- **Decision 2014-09-09\_01:** The board takes note of the resignation of Cristina Coteanu on July 4<sup>th</sup> 2014 and of Jane Okafor on August 21<sup>st</sup> 2014 and unanimously approves the candidature of Carla Sabeva as Vice-President of Communications.

### 3 APEEE Website

- Our main Webmaster, Nigel Freake, will be leaving his post after the next General Assembly (at the end of this year). A call for interest has been launched and 2 responses received. These candidates are being considered, as is the possibility of outsourcing the management of the APEEE website to professionals. To date, two outside offers have been received.
- Question raised about whether the companies would be willing to train parents to do simple maintenance of the site between major updates, to reduce cost. Alessandro Roggi will be reviewing the details of the proposed contracts, and will contact another 1 or 2 companies for offers.
- Proposal to contact the other Brussels APEEEs to see how they manage their websites and get their input.

### 4 Services

- Transport:
  - Although the first week always requires some fine-tuning in terms of organisation, this year there is particular concern. There was at least one case where a very small child was put on the wrong bus, and neither the bus driver nor the monitor had a working GSM so that the parents could be contacted.
  - The new system of bus numbers should have been communicated to both teaching staff and parents before school started. Eric reports that this was done during the teachers meeting organised by the school on September 1<sup>st</sup> 2014, where the APEEE explained the functioning of services. On the first day teachers received the lists of children enrolled on the bus, sorted alphabetically and after a few days sorted by class as well.
  - Action points:
    - (1) There absolutely needs to be a clear protocol for what to do when things go wrong, in spite of all best intentions and previous planning. Teachers, parents, children and transport staff should know where to go for help/information.
    - (2) Proposal to give APEEE transport office staff a designated and highly visible “info point” on the parking lot. Eric explains that there are already 4 contact persons present on the parking lot, identifiable by their fluo yellow jackets.
    - (3) A communication will go out from the transport office to the parents (or will be published), explaining the new bus numbering system. Additionally, if a bus is overcrowded and not enough seats are available, children should take a taxi to/from school. The transport office will devise a voucher system for this to prevent any possible abuse.
    - (4) Suggestion to have a dedicated transport meeting to work out the details for these problems.
- Canteen:
  - Feedback so far has been very positive.
  - Error regarding the 10 euros for the canteen ID card has been resolved.

- Periscolaire:
  - Now that the transport timetables are known, more parents are signing their children up for the extra-curricular activities.
  - Communication will be sent out reminding parents that it is still possible to enrol children in the extra-curricular activities.
- Transport HUIS CLOS:  
A discussion takes place in *huis clos* on how to reply to the letter sent by the CCP to Mr Kivinen, Mrs Souka and the APEEE.

## 5 2013-2014 General Assembly

- The next General Assembly will be held on December 10, 2014.
- In an effort to shorten and streamline the assembly, the speeches and presentations will be held on a separate occasion.
- End-of-year reports (due by the next Board Meeting on September 25):
  - Horst Nickels – canteen
  - Patrick Ten Brink – trees
  - Josephine Usher – extra-curricular activities, newsletter and community fund
  - Martina Sindelar – working groups
  - Sarah Conyers Barber – Interparents
  - Marc Henriques de Granada – accounts
  - Iseult Lennon Hudson – pedagogical affairs and Somerfesto
  - Kristin Dijkstra - Somerfesto