



Admin Board Meeting/Réunion du Conseil d'Administration

Brussels Tuesday, 10th November 2015

CCAB, rue Froissart 36, 1040 Brussels, room AB305, 12:45-14:57

Present: Sarah Conyers Barber, Catherine Daguet, Christian Drantmann, Martina Sindelar, Tobias Stricker.

Absent: Marc Henriques de Granada.

Excused: Bogdan Ambrozie, Michela Beati, Kristin Dijkstra, Nóra Edit Kárpáti, Patrick Ten Brink, Josephine Usher .

Proxies : Michela Beati to Catherine Daguet, Kristin Dijkstra to Martina Sindelar, Patrick Ten Brink to Sarah Conyers Barber, Josephine Usher to Christian Drantmann.

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

Minutes 10.11.2015

The President announces that the quorum is present and chairs the APEEE Board meeting.

It is clarified that Minutes should include:

- The action that was agreed
- Who it was assigned to
- When it should be completed by.

1 Adoption of the agenda

The agenda is ADOPTED as follows:

Point 6 Community Fund becomes point 4.

Point 8 Question regarding the organization of the section representative meeting

Point 14 Financial Circuits. POSTPONED to CA 13.11.2015

2 Adoption of Minutes 12.10.2015

POSTPONED to the next APEEE Board meeting focused on the GA Budget (13.11.2015).

3 Adoption of Minutes 15.10.2015

ADOPTED without any remarks.

4 Community fund – Vote on application.

Presentation of the proposal by the Member of the Community fund.

Vote on allocation of a budget up to 3.000 euro for the proposal 'Gardening and landscaping EEB4', that was submitted to the Community Fund Committee on 25th September 2015 by Mr Noel Rowland:

- 9 in favour
- 0 abstained
- 0 opposed

Decision : The Board of the APEEE of Brussels IV approves unanimously at today's meeting the allocation of a budget up to 3.000 euro for the proposal 'Gardening and landscaping EEB4', that was submitted to the Community Fund Committee on 25th September 2015 by Mr Noel Rowland.

5 Proposal for GA agenda.

It is clarified that motions must be individual: one motion per point. The motion must be supported by actual signatures and not just a list of names or a list of e-mails.

As a communication has been already send to parents, for this school year, the Board doesn't accept to change the procedure. Every point has to be submitted to the Board using the form available on the APEEE website.

For Next year, the board will review the procedure in order to accept signature by e-mail. The parent initiator of the motion will collect the emails and will send them in one shot to the secretary.

The Board will discuss in the future the opportunity to set up an easier access to motions: a web solution with digital signatures.

The FR section had a preparatory meeting before the AG. Points raised in the proposal are analyzed in detail.

It results that points 1-2-3-4-10 are questions to the school directors and points 8-9-12 are points to be discussed in the Education Council. With reference to the point 11, report on activity in relation to SEN support, the VP Pedagogical affairs has drafted an additional report that could be expanded. The Board doesn't take a decision on points 5 and 6 (motions). Point 7 is postponed to the next Financial Board Meeting (13.11.2015).

Mr Drantmann leaves at 1:40 pm.

With reference to the Secondary reform and BAC, Ms Conyers Barber informs the Board that a parent information meeting with the other three European schools will take place in Woluwe next Thursday 19/11/2015.

ACTION: The President of the APEEE will send a formal invitation for the General Assembly of the APEEE of Bruxelles IV to Mr Kivinen, Mr Marcheggiano, Mr Schlabe, Mr Cole and Ms Ivanauskiene.

It is emerged the importance of organizing the debate with the school direction during the General Assembly in order to centralize questions. A mechanism of text control could be useful to keep time and set time limits for both questions and answers. No action is taken on this matter.

6 Working Group Cafeteria

Feedback on Cafeteria meeting held with the School Direction on 6th November 2015.

It is confirmed that school direction can:

- Provide two rooms in the R building (one room for the cafeteria located on the ground floor and one dining room on 1st floor where students can eat cafeteria food and home-packed lunches).
- Invest money for the cafeteria (purchase of 1 or more distributors and folding tables).

7. The Board members summarize the proposal points to be presented and included in the budget 2015-2016:

1 Cafeteria

2 Social Fund

3 Salary revaluations of staff and insurance group. It is specified the Board will not discuss the specific salary at the General Assembly but how to carry forward the positive result 2014-2015.

The President proposes to fix the first APEEE Board meeting after the GA on 10.12.2015 at lunchtime. No objections. Decision is not taken if the Board meeting will be held in the evening or at lunchtime in the future. To be decide by the new board after GA.

8 Question regarding the organization of the section representative meeting

The Board agrees the principle to help section representatives to organise section meetings before the General Assembly at CCAB from 6:00 pm to 7:00 pm.

7 Work placement for S5 students.

In June all S5 students will spend 2 weeks working in one or two placements in order to learn the economic life in the community. The Board members analyze the opportunity to accept S5 Students in the APEEE offices. No Decision is taken.

One Board member underlines that the aim of this project for S5 students is to expand new horizons outside the school. The APEEE is a no profit organization and we could offer only office work. In addition if we receive a lot of requests the selection process could be difficult. Students may not work for their parents or other close relatives, a risk of discrimination is profiled.

8 State of play.

The Director introduces the state of play.

With reference to the canteen, there is a problem of school organization. The purchase order of packed lunches are not always filled in by teachers and communicated to the canteen office.

ACTION: the Canteen manager will fix the canteen list with pupils enrolled.

With reference to the transport , the Director informs the Board that the European Commission agrees to reimburse Drop Off Schuman as per school year 2015-2016. A request of a student (S5) to collaborate as monitor in his school bus has been analyzed.

ACTION : the APEEE is waiting for a template of agreement : convention between APEEE and Parents' of student.

VOTE on contract's renewal of the interim assistant Mrs Baldelli from 1st November to 30th November 2015:

- 8 in favour
- 1 opposed
- 0 abstained

DECISION : the Board agrees to reconduct the interim contract of Mrs Baldelli from 1 st November to 30th November 2015.

Request : extension of the contract of the interim assistant Mrs Baldelli (Full time: 50% transport, 50% polyvalent function) **until the end of January 2016:**

ACTION: . If the contract has to be extended, formal request an appropriate documentation will be presented by the Director to the Board PRIOR the deadline.

Deadline: 13.11.2015 Financial Board meeting. The Director of the APEEE will provide a complete documentation and the full job description to the Financial Board Meeting by 13th November 2015.

Ms Sindelar leaves at 2:40 pm.

9 Price for Extracurricular Activity

Postponed (to the next CA 13.11.2015)

10 President mail –confidentiality

The staff communication with the President of the APEEE needs to be improved. When a message is sent to the staff and to the President in copy, the staff has to reply not only to the sender but to ALL. If the request is solved by phone , the President has to be informed.

Action : The Director has to inform the staff accordingly.

Deadline: after this meeting.

11 Information about the meeting booking process.

Manuela explains the procedure for booking a room meeting. First step contact the SCIC Unit for checking the availability of a room. When the room is pre-booked, a request via the WEB DOR application has to be introduced to HR.C.2 European Schools Unit. A specific document has to be filled for the e-pass.

12 Statut revision

The Board is not against the principle to convene an Extraordinary General Assembly in the future in order to revise the present statutes. Some articles could be modified such as the article related to the cooptation of additional members to the Board.

The topic will be focus during the GA. : Request for an extraordinary GA "statute"

The Board meeting ends at 2:57 pm. Ms Conyers Barber evokes the question to present a description of tasks for the board candidates.