

**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



Board Meeting/Réunion du Conseil d'Administration

Brussels Tuesday 11<sup>th</sup> September 2011 / Mardi 11 Septembre 2011

**Rue de la Loi 79, 1140 Bruxelles, 12h00-14h00**

**MINUTES**

**Presence & Proxies:**

**Present:** Antonino di Lorenzo, Marc Henriques de Granada, Serge Lebel, Horst Nickels, Monika Paulus, Roberto Sabatini, Joelle Salmon, Erika Schulze, Ralph Wischermann.

**Excused:** Wouter de Waard, Holger Plumhoff, Adela Raluca Popa, Martina Sindelar, Aedín O'Byrne

**Absent:** Francesca Beltrame, Antonino Cenini, Isabelle Mangold Lecocq, Aingael O'Donoghue, Giovanni Sergio

**Proxies:** Wouter de Waard to Erika Schulze, Holger Plumhoff to Horst, Adela Raluca Popa to Joelle, Martina Sindelar to Horst, Carola Streul to Joelle

Mr Nickels chaired the meeting

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**AGENDA**

- 1. Adoption of the Minutes 7/7/2011**
- 2. Director's responsibilities**
- 3. Lack of "Garderie" places - solutions requested from APEEE**
- 4. State of Play**
  - 4.1 transport**
  - 4.2 canteen**
  - 4.3 activities**
- 5. Legal aspects of APEEE (Moniteur Belge, bank account, register of Board and General Assembly decisions)**
- 6. Budget**

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APEEE BRU IV AISBL, rue Berkendael 70-74, B- 1190 Bruxelles

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Comptes bancaires	Général, cotisations	132-5315455-90	Banque Delta Lloyd
	Transport scolaire	132-5315447-82	
	Service cantine	132-5315452-87	
	Activités périscolaire	132-5315454-89	



**7. Administrative Council meeting of the school on 13/10**

**8. A.O.B.**

**Follow-up Group (Laeken)**



### **Point 1 Adoption of the Minutes of the Meeting 7.07.2011.**

The Minutes of the Meeting were adopted and will be published. Joelle remarked that Minutes (board and General Assembly) must be signed by the Secretary to conform with the Statutes.

### **Point 2 Director's responsibilities**

In order to facilitate and streamline daily operations delegating the following responsibilities to the Director were discussed

- Signature of social documents
- Signature for permanent and temporary staff working contracts within the framework of Board decisions
- Contracts with Monitors
- Signatures for administrative/operational affaires and invoices

A final clarification for this needs to be made before decision.

In this context, Marc and Ralph suggested developing an "Internal Controls document" to be proposed to the Board. This should further clarify responsibilities and authority and contribute to transparency.

### **Point 3 Lack of "Garderie" places - solutions requested from the Association**

Because the OIB has restricted access to garderie places an emergency situation has developed for parents that have lost this access. The Association was asked if it could offer a possible temporary solution.

After discussion, the Association did not see how they could offer an alternative as it is outside the Association's competencies. There were also too many other aspects to be considered.

Horst and Joelle are drafting a letter to OIB asking for clarification on the future intention of the OIB concerning "garderies" and to stress the urgency for the parents.

### **Point 4 State of Play**

#### **4.1 Transport**

The initial major difficulties this year have been overcome. The new interim has contributed a lot to regulate the situation so that the service is now coming closer to cruising speed.

A new transport manager will have to be recruited as the current one will not be returning to work. Possibilities proposed by the director - further discussion within the transport committee.

A temporary assistant for the transport office shall be recruited, Eric will help out for the time being.

However, capacity on some lines is an issue. Eric is addressing this week with the bus companies.

The transport committee is meeting on October 17th with parents interested in contributing towards the move to Laeken and what that entails for transport.



#### **4.2 Canteen**

A meeting of the canteen is organized for Friday 14, with Eric, Marc and Maryse to try and understand the budgetary situation in more detail. Eric and Carola shall provide a detailed picture for the next board meeting

#### **4.3 EC-activities**

There are still problems with the registration for courses, some children could not attend the courses they enrolled for even though they received confirmation. Eric and Holger shall provide a clearer picture of the situation for the next Board meeting. Valeria shall provide a list of enrolments.

#### **Point 5 Legal aspects of Association (Moniteur Belge, bank account, register of Board and General Assembly decisions..)**

Joelle reported that all information and documents are now available for publication and the situation with the Moniteur Belge would be sorted out soon so that no more issues (e.g. blocked bank account) would occur again.

#### **Point 6 Budget**

Marc is carefully optimistic about the financial results for 2010/2011, however, will clarify with the different services and provide final figures afterwards.

#### **Point 7 Administrative Council meeting of the school on 13/10**

Skipped due to lack of time

#### **Point 8 A.O.B.**

**Follow-up group** - Monika reported on the meeting of the Follow-up group (Laeken). The Prefabs are finished and will become fully operational at the beginning of November.

In Laeken work for the new site is progressing according to plan, there are no delays.

Concerning the 5<sup>th</sup> school the Commission did not get an answer as there is no government in Belgium.

**Request of Interparent** to contribute to lawyer fees and alumni website will be discussed during the next meeting.



Annex 1 – Presence List (double click opens the pdf file)

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**Board Meeting/Réunion du Conseil d'Administration**  
**Thursday 11<sup>th</sup> October 2011/ Jeudi 11 octobre 2011**  
**J-79 03\_SDR1, 12.00-14.30**

PRESENCES	
BELFRAME Francesca	.....
CENINI Antonio	.....
DE LORENZO Antonino	<i>for</i> .....
DE WAARD Wouter	excused: proxy E Schulte
HENRIQUES DE GRANADA Marc	<i>M</i> .....
LEBEL Serge	<i>S</i> .....
MANGOLD- LECOCQ Isabelle	.....
NICKELS Horst	<i>H</i> .....
O'BYRNE Aedin	.....
O'DONOGHUE Aingeal	<i>A</i> .....
PAULUS Monika	<i>M</i> .....
PLUMHOFF Holger	excused, Proxy Horst
POPA Adeia Raluca	excused, Proxy Joëlle
SABATINI Roberto	<i>R</i> .....
SALMON Joëlle	<i>J</i> .....
SCHULZE Erika	Schulze Erika proxy Wouter
SERGIO Giovanni	.....
SINDTLAR Martina	excused, Proxy Horst
STREUL Carola	excused, proxy Joëlle
WLSCHERMANN Ralph	<i>R</i> .....

Rem: Eric de Piettre attended the meeting