

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, 13 May 2014

**European Economic and Social Committee building, 99 rue Belliard, 1040 Brussels,
room JDE 3210 12:30-14:30**

Present: Sarah Conyers Barber, Iseult Lennon Hudson, Horst Nickels, Eric Piettre, Carla Sabeva, Joëlle Salmon, Martina Sindelar, Josephine Usher, Natalia Vandenberghe, Benoît Vandergeeten,

Excused: Rachid Ahajjam, Salima Atiaoui, Kristin Dijkstra, Christian Drantmann, Marc Henriques de Granada, Jane Okafor, Alessandro Roggi, Patrick Ten Brink, Ralph Wischermann

Absent: Tobias Stricker, Cristina Vanberghen

Proxies: Rachid Ahajjam, Salima Atiaoui and Patrick Ten Brink to Sarah Conyers Barber, Alessandro Roggi to Josephine Usher, Marc Henriques de Granada and Christian Drantmann to Joëlle Salmon

Minutes (approved on 03.06.2014)

1 Approval of agenda

The agenda is approved with an additional point of information on APEEE treasurers.

2 Approbation of Minutes of 08.04.2014 and 29.04.2014

Both documents are approved with minor clarifications on Selfes and Unplugged programmes for the first one and with some minor changes for the second one.

3 APEEE treasurers

Joëlle informed the board on the meeting she had with Marc and Natalia. From now, Marc will continue working on budget and accounting matters for the school year 2013—2014 including the reporting on the General Assembly while Natalie will assume the tasks for the school year 2014-2015 and present the budget during the GA.

This decision is already communicated on the website.

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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	

All requests concerning accounting must be sent to both of them to insure a smooth transfer of responsibilities.

Congratulations to Natalia!

4 Proxies

Joëlle suggested for the future applying the good practice proposed by Josie by email for the proxies. When board members are unable to attend a meeting, they should generally vote by proxy. If a Board Member does so, he/she should inform the **whole board** who the proxy has been given to and give a clear indication on his/her vote on any decision on the agenda. This should avoid long discussions because the board is not aware of absentee's() position(s) and it will help the secretary to indicate who received proxies in the minutes.

This proposal is approved by all members.

5 Rules on the Community Fund

Josie introduces the draft rules and sets out the background to and the objectives of the Community fund, including why it is a 'Community fund' and not a 'Social fund' as in the other European Schools in Brussels.

The draft rules are based on the rules already in force in Ixelles and Woluwe and the draft first circulated in the Ad hoc Working Group. Amendments and comments have been taken into consideration and the version for discussion was sent to the whole Board prior to the meeting. There was no consensus in the Working Group on two clauses and therefore alternative versions of those clauses were also circulated to the Board in advance to form the basis of discussions.

The Board discussed the number of members for the Community Fund Committee ("CFC") and agreed that membership should not be limited to members of the CA although it was emphasised that one of the Board Members in the CFC would need to ensure that the reporting and accounting obligations were complied with and that all deadlines which bind the CA (e.g. reports for the GA) are also met by the CFC. The second part of the discussion concerns the voting system. The majority are in favour of the CFC being able to approve funding projects up to a cap of 750 euros by unanimity.

There was a long discussion on whether administrative costs (bank costs, interest in case of delay of approval of invoices) and on costs generated by the management of the Community Funds as for the services should be charged to the Community Fund. The majority agreed that the rules should not include a provision requiring such costs to be paid by the Fund at this stage. Natalia will present a proposal to the Board as to how to deal with these costs when the budget for next year is discussed by the CA.

The members of the CFC will be nominated at the next Board Meeting and an invitation will be sent to the parents for applications to join the CFC.

Decision 2014-05-13_1: The board approved the *Internal Rules for the Use of the Community Fund* with amendments as discussed during the meeting. The final version is annexed to these minutes.

Next practical steps will be the creation of a committee. The Committee **cannot yet start handing out money**. Application form or internal code on how projects will be done to be drafted → no grants until September 2014. The Fund **can, however, receive donations** in to the existing bank account provided that the requirements as to the identity of the origin of the funds etc are met.

6 Pedagogical matters:

Iseult has reported on Joint Educational Council (**JEC**) by e-mail. This point is not discussed.

Regarding the **Exchange and Professional Orientation**, some decisions need to be taken on canteen and transport form the students who are leaving school for a trimester and for those who will join EEB4 for few months. Due to time constraint, this point will be discussed in the WG services including Carla, responsible for the WG Exchange and be presented on the next board meeting.

School Advisory Council (SAC): Iseult reports few points from the parents discussed during the JEC.

There is a discussion on who will participate in the SAC. Joëlle will go in her function as President of APEEE and Iseult will go as well. It is not yet fixed if Iseult will go as representative of the parents (educational groups) or as board member. The second APEEE representative will be decided depending on the agenda proposed by the school. JS to contact school to get a draft agenda.

Iseult proposed Veronika as parent representative for the educational group but she will first ask via the Yahoo-Educational-Group who of the members would like to participate.

Sarah briefly report on the state of play of the organization of **Yale Alley Cats visit** in our school. Arrangements must be found for the lunch. It is decided that exceptionally the lunch will be offered by APEEE board members who have children enrolled in the service, from their trimestral right of testing the canteen.

The meeting closed at 14:30. The points not discussed are postponed to the next meeting.