

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, 13 November 2014
Spa Building, rue de la Loi, 80, 1040 Brussels,
room 2-03, from 12:30-15:00**

Present: Sarah Conyers Barber, Kristin Dijkstra, Christian Drantmann, Marc Henriques de Granada, Iseult Lennon Hudson, Horst Nickels, Eric Piettre, Joëlle Salmon, Martina Sindelar, Tobias Stricker, Natalia Vandenberghe, Ralph Wischermann

Excused: Salima Atiaoui, Carla Sabeva, Patrick Ten Brink, Josephine Usher

Absent: Rachid Ahajjam, Benoît Vandergeeten

Minutes (approved on 20.11.2014)

1 The APEEE office proposes organising their annual lunch at the canteen for the APEEE staff and external collaborators. Board members are invited to attend. The lunch will take place on January 6, 2015 at the school. The board approves and insist that a maximum of board members should be present.

2 Discussion of 2013-2014 APEEE accounts

- In general, the main difference between the projected budget and the final expenditures is due to the following:
 - Internal personnel issues: a HR working group had decided to improve staff salaries, but some elements were not able to be implemented due to Belgian law.
 - Training costs were much lower than foreseen for all activities.
 - Equipment budget also includes investment. Some projects are still ongoing and have not yet been fully paid.
 - Loan from other APEEEs has now been fully repaid.
 - Operational affairs. Whereas in the past it was possible for parents to have outstanding services fees (sometimes equalling thousands of euros in total), this is no longer possible thanks to the new inscription service managed by point.be. Now, if the APEEE membership fee is not paid, it is not possible to access services.
- The official external auditor's report will be received this week and made public on the APEEE website for the General Assembly.
- Canteen

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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	

- An unforeseen large volume discount was given by a provider.
- Staff
 - The budget margin for external help was not used last year, but is being used this year.
- Financial buffer
 - Discussion of various options of dealing with the financial buffer. This is the first time EEBIV has reached a level of financial security, after years of instability and constant growth. It is common practise in other APEEEs to maintain a reserve. The Board decides to carry forward the buffer to next year's budget.

- 3** Enrolment on a second line. A mistake done by the transport office has been discovered few days ago. It concerns an "automatic change of lines on a regular basis" given to some parents for many different reasons, confirmed by the payment of an amount the equivalent the number of tickets parents should have used until the end of the year/semester...

This didn't appear clearly on the account as recorded under "tickets heading".

The confusion comes from the fact that the transport regulation foresees 3 different types of subscription without any reference on the possibility offered by OIB to subscribe for a partial-time on the GPS and the fact that staff didn't know what to reply to parents who told them that they use the formula for years.

The problem is complex and cannot be solved within few days as it needs discussion with the PMO for parents benefiting from the school allowances.

In between Eric sent a letter to all parents concerned explaining that there was a mistaken. Parents have been reimbursed and are asked to request on case by case if places are available on buses, as foreseen in the regulations.

- 4** Absentee board members will be contacted and asked if they wish to resign before coming before the General Assembly.

5 Interparents

- Interparents needs a stronger representation from Laeken. Sarah Conyers Barber (President of Interparents) is seeking a 3rd person to attend the 27-28 November meeting in Frankfurt. Any interested parties should contact Iseult Lennon Hudson.