

**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 ai elevilor de la Școala Europeană Bruxelles IV AISBL



## **Admin Board Meeting/Réunion du Conseil d'Administration**

**Brussels Thursday, 15<sup>th</sup> October 2015**

**DEVCO Building, rue de la Loi 41, 1040 Brussels, room 0/33, 13:00-14:57**

**Present:** Bogdan Ambrozie, Michela Beati, Sarah Conyers Barber, Catherine Daguet, Kristin Dijkstra, Christian Drantmann, Marc Henriques de Granada, Nóra Edit Kárpáti, Tobias Stricker, Patrick Ten Brink.

**Excused:** Martina Sindelar, Josephine Usher.

**Proxies :** Martina Sindelar to Christian Drantmann, Josephine Usher to Marc Henriques de Granada.

**Guest:** Lorraine Emsbach, parent of EEBIV, Manuela Pamio, secretariat of APEEE, Eric Piettre, the Director of the APEEE of Brussels IV.

### **Minutes 15.10.2015**

The President of the APEEE chairs the meeting by welcoming Ms Emsbach a parent of the EEBIV invited to the attendance.

All participants of the meeting are introduced briefly.

#### **1 Adoption of the agenda**

Some items are anticipated and not follow the chronological order.

Two items are added to the agenda:

- Group Insurance for the staff of the APEEE
- Timeline: General Assembly of the APEEE of Brussels IV

Point 4 Payment: Financial Circuits is postponed.

The agenda is ADOPTED as amended.

## **2 Adoption of Minutes 28.09.2015**

ADOPTED without any remarks.

**ACTION:** The VP Admin will send to the APEEE secretariat the Minutes adopted for publication.

## **3 Authorisation to launch extra-curricular activities where the minimum number of participants is not reached with a margin rate of 20%.**

It is requested an authorization from the Board to launch the extra-curricular activities where the minimum number of participants is not reached with a margin rate of 20%. The Responsible of the Committee refers that three extra-curricular activities for secondary pupils are covered only at 80 % ( badminton, horse riding and swimming) . The budget line 'activity promotion' could be used to cover the difference of prices.

**Vote on** authorization of extra-curricular activities' manager to proceed with activities where the minimum number of participants weren't reached with a margin rate of 20% in order to advertise those activities:

- 12 in favour
- 0 against
- 0 abstention

The Board unanimously agrees to launch the extra-curricular activities where the minimum number of participants is not reached with a margin rate of 20%.

**ACTION:** a communication will be sent to the secondary class representatives in order to advertise these extra-curricular activities. The message will be reinforced through the APEEE website.

## **4 WG Site web + webmaster**

The Board points out the importance of improving and making easier the communication with parents. The idea of having a new website is re-opened. Four options are discussed among members:

1. Recruiting a webmaster
2. Collaboration with a company (contract)
3. Mix of webmaster + company
4. Recruiting a parent of the EEBIV who has already helped on volunteer bases the APEEE of Brussels IV. Option rejected in the past due to a conflict of interests but now re-opened.

The Director of the APEEE insists that a communication strategy must first be defined by the Board.

The VP Admin clarifies that the Communication Working Group is composed by Ms Usher, Ms Beati, Ms Kárpáti, Ms Conyers Barber, Mr Piettre, Mr Ambrozie (guest), Mr Stricker (guest).

**ACTION:** The recruitment process is ongoing. Applications for the post of webmaster and companies' offers will be analyzed from the Communication Committee. Action the Direction of the APEEE to organise the next meeting.

## **5 Cafeteria and Vending Machines**

The Director of the APEEE explains that P1 and P2 enrolments at canteen are now closed due to maximum capacity reached. The Board recognizes this problem of canteen capacity and the lack of an adequate dining space for students who are not using the canteen service.

The President of the APEEE would like to re-opens the cafeteria topic. She launches the idea of setting up the cafeteria to find a solution and have a room for the "tartinistes" and. She would like to submit to the Board a proposal and eventually present the project at the GA. With reference to the facilities, the school direction could offer two rooms:

- One room for the cafeteria located on the ground floor of R building.
- One dining room on 1<sup>st</sup> floor of R Building where students can eat cafeteria food and home-packed lunches.

The President have requested by phone the treasurer to join the working group. As he is not available. The president consult the board in order to ask to the former treasurer to join the Working Group cafet. All board members agree to extend the working group to the former treasurer and outside the Board.

It is clarified that the working group cafeteria is composed by Ms Beati, Ms Daguet and Mr Stricker and other volunteer parents interested in joining the group.

**DECISION:** The board accept to create a working group Cafet.

**ACTION:** The next meeting of the Working group Cafeteria will be held on 17<sup>th</sup> October in order to fix the actions to be carried out.

With reference to the school vending machines, the contract between the school and the supplier will end in October 2016. Discussion must be opened with the school regarding the vending machines in relation with the motion voted during the GA 2014.

Ms Conyers Barber informs the Board that there will be a SAC meeting on 17<sup>th</sup> December 2015.

## **6 Group Insurance for the staff of the APEEE**

Mr Ten Brink explains to the members that it could be useful to put in place an insurance group for the staff of the APEEE. It could be a tax-efficient way of support APEEE employees' pensions. A draft project is submitted to the Board.

The Board agrees the proposal in principle but the risks and the negotiations between the Belgian government and the Labour Unions have to be evaluated.

**ACTION:** Mr Ten Brink and the Director of the APEEE will work together on this topic. In the meantime some detailed information has been requested by the APEEE to SECUREX.

Mr Henriques de Granada leaves at 2:10 pm.

## **7 Meeting with sec rep 16/10/2015 – State of play**

The VP pedagogical affair informs the Board that the meeting with the deputy secondary director (15.09.2015) was focused on:

- Unplugged Policy
- Bien-être Policy

## **8 State of play and Canteen exceptions**

It is agreed that canteen exceptions will not be accepted during the next school year. The enrolment to the canteen service is for the whole school year and automatically for every week.

**Action:** the canteen manager or the director will send a letter to the families concerned. This point will be formulated and included in the canteen rules 2016-2017.

Mr Drantmann leaves at 2:30 pm.

## **9 Platform tool.**

The Platform tool is functioning but his use is reduced. At the moment the free access is limited to 10 board members and two employees of the APEEE. Mr Ambrozie explains that it is possible to extend the number of users and expand the archive capacity paying a subscription fee.

Action: The Director of the APEEE must investigate the possibility to pay the subscription fee : paypal or visa card.

Ms Beati leaves at 2:35 pm.

## **10 Deadline GA**

The President reminds the timeline of the General Assembly of the APEEE of Brussels IV. According to the statutes, the communication related to the General Assembly will be sent via class representatives.

**ACTION:** Ms Dijkstra will help Manuela to prepare the draft communications for the General Assembly.

Mr Ambrozie and Mr Stricker leave at 2:40 pm.

Ms Emsbach leaves ay 2:50.

The Board meeting ends at 2:57 pm.