



Conseil d'Administration

Draft Summary of Decisions

**of the meeting of 16 October 2007
12h30 - 14h45**

Chair: Laurent-Eker Nathalie
Full Members present: Grotz Eva, Pino Maurits, Torre Ivan, Mahrenholz
Katrin, Gaudina Camilla, Ricci Guido
Excused: Streul Carola, Cenini Antonio, O'Byrne Aedin

1. Approval of the draft agenda

Adopted.

2. Approval of the summary of decisions of meeting of 9 October 2007

Approved.

3. Communications

Maurits Pino informed that the first version of the bulletin would be sent out in due course via Email to class representatives, distributed in the school's pigeon holes and placed at the APEEE's notice board in school.

Nathalie Laurent-Eker informed about the upcoming meeting with the insurance company concerning the association's insurance of civil responsibility.
The police clearance certificates ('certificat de bonne conduit, vie et moeurs') of the staff employed in transport were almost complete.

4. Pending actions

- Canteen

It was underlined that the current prices for meals were only preliminary and would be finally fixed by the parents at the General Assembly in December with the very probable option turning out higher due to cost recovery reasons.

The current invoicing for the meals is a request for an advance on the basis of the preliminary prices.

The association will send out reminders to parents whose children are eating the canteen meals but have not yet enrolled their kids. The reminders will be distributed in the pupils' agendas and via Email.

The draft canteen regulation was approved with one amendment (delete reference to social funds).

- Transport:

An obligatory First Aid training for all surveillance staff on the busses (and APEEE secretariat staff) is scheduled for the morning of the 26 November 2007. An allowance needs to be paid to the attendees.

The CA held an extensive exchange of views on the draft transport regulation, e.g. on procedures for occasional changes of using the bus lines or stops, information flow in case of emergencies, point of handing over of responsibility to parents, change of person collecting the child at the stop etc. Final decision is foreseen at the next CA meeting.

A template indicating the necessary information to be submitted by the parents in case of occasional changes (stop, line, pick up person etc) will set up on the association's website.

5. Payment of meals for kindergarten teachers

The CA deliberated the association's possibilities of how to solve the request of the kindergarten teachers to get their lunch meals paid during their surveillance hours (work time) without taking a final decision.

6. Data of class representatives

The class representatives will be contacted to get their approval in passing on their name, mailing-address and phone number within the association and the school administration. An information chain needs to be set up in due course. A meeting with the association and class representatives will be organised.

7. Meeting of Interparents

The next meeting of the interparents will take place on 20 November 2007 in the ES in Woluwé. The interparents would welcome if the subsequent meeting, scheduled for the 26 January 2008 (Saturday - date to be confirmed) could take place in the premises of BRU IV. The decision on the location was postponed.

8. Educational committee

Eva Grotz reported back from the meeting of the educational committee which took place on 11 October. She emphasized that the meeting took place in a positive atmosphere. An exchange of views on the possible role of the joint committees (school/teachers/parents association) followed. The next meeting of the educational committee is foreseen for the 15 November 2007.

9. Any other business:

The Co-option was postponed as the candidates could not attend the meeting.

The CA deliberated its possibilities to provide the associations' documents in at least two languages (English and French), but due to the current limited resources any translation can be envisaged only at a later moment.

Possible procedures for a modification of the school schedule and the involvement of the school administration were discussed. The timing of the 'learning support' lessons needs to be fixed in relation to this (at the same time of ordinary lessons or during breaks).

10. Next meeting

À définir

Proposal for agenda next meeting

1	Approval of minutes 16 October 2007
2	Communications
3	Preparation of General Assembly on 11 Dec
4	Preparation of Pedagogical Committee on 15 Nov
5	Pending issues: - Extracurricular - Update on Canteen (Regulations) - Transport (Regulations)
6	Association - Statute - Financial circuit - Internal rules
7	Next meeting

Nathalie Laurent-Eker
Vice-President Administration

Katrin Mahrenholz
Secretary

Brussels,
18/10/07