

**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 Thursday, 20 March 2014  
Spa Building, rue de la Loi, 80, 1040 Brussels,  
room 03-SDR\_1, from 12:30-14:30**

**Present:** Kristin Dijkstra, Iseult Lennon Hudson, Jane Okafor, Eric Piettre, Alessandro Roggi, Carla Sabeva, Joëlle Salmon, Tobias Stricker, Josephine Usher, Natalia Vandenberghe

**Excused:** Rachid Ahajjam, Salima Atiaoui, Sarah Conyers Barber, Christian Drantmann, Iseult Lennon Hudson (for last half of meeting), Horst Nickels, Martina Sindelar, Patrick Ten Brink, Josephine Usher (for first half of meeting), Benoît Vandergeeten Ralph Wischermann

**Proxies:** Christian Drantmann, Iseult Lennon Hudson (for last half of meeting), Horst Nickels, Martina Sindelar, Josephine Usher (for first half of meeting), Benoit Vandergeeten, Ralph Wischermann

**Absent:** Cristina Vanberghen

**Minutes (approved on 08.04.2014)**

**1 Approval of minutes from 04.03.2014**

- Discussion and notes. Minutes are approved with minor corrections.

**2 Interparents travel costs**

- Discussion of whether the APEEE should reimburse the travel costs for a second IP rep to attend IP meetings. IP reimburses the costs for 1 person only, but two representatives are invited. The APEEE approves to pay the costs of the second representative, following the same reimbursement rules as Interparents. The three other EEBs budget €1000 a year for this purpose. The next school year budget (in preparation) should include an envelope in this amount.
- **Decision 2014-03-04\_01:** The Board decided unanimously to adopt the reimbursement of travel costs for a second representative to participate in Interparents meetings abroad.
- Suggestion that when the Interparents meetings are held in Brussels, a third representative could attend in order to gain another perspective.

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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	

### **3 Joint Education Council – 10<sup>th</sup> April**

- Notes taken from the Secondary Education Council and the Nursery/Primary Education Council:
  - Possibility to get more information about disciplinary councils so that parents know how often they occur. Highly confidential. The parent body should know what action the school is taking in order to be able to ascertain whether the punishment matches the crime.
  - For secondary students, the behaviour policy documents that parents are required to review are NOT on the website given.
  - Communication policy: largely adopted from the Uccle communication policy. Will be consulted upon in the N/P Education Council and suggested for discussion at the Joint Education Council.
  - Any additional points should be sent by April 3 at the latest.
  - Proposal to translate the “House Rules” into all language section languages.

### **4 Cultural Activities**

- With regard to the 60 euros billed to parents for cultural activities, the school explained that in the Secondary School there are no class funds as in the Primary because the children are not in the same class all day. Currently Mme Gallas is going over each individual child’s spending for 2012-13 and 2013-14 so as to ascertain what was spent on each child and whether any reimbursement can/should be made.
- Suggestions for a better system are welcome.

### **5 Behaviour Working Group – discussion postponed for a later meeting.**

### **6 ACI/CEA**

- Highest 1<sup>st</sup> phase enrolment in history, probably due to the change in enrolment policy. While there is a clear need of a 5<sup>th</sup> European School in Brussels, Belgium has asked for more figures and statistics. As there is still room in the EE schools (in Berkendael), Belgium will not be making a decision soon and certainly not before the elections.  
With regard to Laeken, the OIB Garderie and APEEE offices are officially considered classrooms. A move could be requested – if not for 2014-15 then in the future.
- Technical problem with ranking.
- Special cases and transfers – there is a suggestion to create a template for determining the medical status of children requesting a special placement, to be added with the next enrolment policy.

### **7 Budgetary Committee – cost-sharing is now going to the Board of Governors.**

### **8 Somerfesto**

- A meeting will be held this Friday to start organising. Communications from last year’s Somerfesto will be forwarded to the APEEE Communications Team.

### **9 Communications**

- Somerfesto: tell parents how the money from last year was spent. Something should be published on the web, based on Iseult’s communication.

- Performing Arts Day – there was a communication meeting regarding how to reach parents.
- The communications team is starting from scratch to create a whole new communications strategy, starting with the APEEE website. Keep parents up to date on services and test projects. Prune and streamline the website. Proposal to have a regular update of services news to the Communications team.
- Open Door days for new parents, AdP (Association des Parents des Crèches et Garderies) info meeting in May once new parents know where their kids will be going. We should prepare a one-page document with “everything parents need to know when enrolling their child in a EE”.
- APEEE stand at Somerfest – also have a stand on the first day of school, when all parents are present, in order to present the APEEE and explain the role of class representatives. Proposal to present the APEEE to the teaching staff on the day before school starts. Proposal to organise a Welcome Day for new parents.
- The manual for new parents needs to be updated and put in pride of place on the APEEE website.
- The Communications team will work on a proposal to present to the Board.

## **10 Services**

- Services Working Group meeting March 27<sup>th</sup> 12:30
- Payments for this school year – children whose parents who have not paid outstanding fees will be excluded from services. Black list - people with outstanding fees will be excluded from ALL SERVICES the following school year.
- Proposal to create a system in which it is not possible to sign up for services until the 50 euro membership fee is paid.
- Proposal that certain board members be involved in a strategy meeting with point.be to help fine-tune the on-line enrolment for services and how billing could be improved.