

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, 23rd March 2017

Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB/5B, 12:45-15:00.

Present: Michela Beati, Sarah Conyers Barber, Catherine Daguet-Babich, Kristin Dijkstra, Dorothée Farwerck Lefort, Catherine Hennessy, Karim Kettani, Iseult Lennon Hudson, Gareth Dafydd Lewis, Victoria Petrova, Stefana Puiu, Graziella Rizza, Tobias Stricker, Josephine Usher, Iulian Vasile, Sophie Weisswange, Ana Maria Zaharie.

Excused: Françoise Bodenez, Christian Drantmann, Sarah Ironside, Sven Roehr.

Proxies: Michela Beati to Catherine Daguet-Babich from 2:32 pm, Françoise Bodenez to Dorothée Farwerck Lefort, Christian Drantmann and Sarah Ironside to Josephine Usher, Sven Roehr to Stefana Puiu until 2:04 pm and to Catherine Daguet Babich from 2:04 pm , Stefana Puiu to Iulian Vasile from 2:04 pm.

Guest: Inès Hartwig, parent of the EEBIV and DE section representative for Secondary, Manuela Pamio, secretariat of APEEE, Eric Piettre, the Director of the APEEE of Brussels IV.

Minutes 23.03.2017

Ms Dijkstra opened the meeting.

1. Adoption of the agenda.

The following item is anticipated:

- Request for approval of an application from Professor Roncalli.

The agenda is adopted as amended.

2. Minutes of meetings (29/11/2016, 20/12/2016 and 12/01/2017) approved by written procedure. Report written procedure MEC Strasbourg Community Fund.

By means of the written procedure initiated on 6th February 2017 and completed on 9th February 2017, the Board approved to grant a funding of 1140 euro to support the MEC event.

The Board noted the outcome of this written procedure.

The voting result, published on Bitrix platform, was: 17 in favour, 5 abstentions and 0 against.

By means of the written procedure initiated on 16th March 2017 and ended on 21th March 2017, the Board approved the following Minutes: 29/11/2016, 20/12/2016 and 12/01/2017. The Board noted the outcome of this written procedure. The voting result, published on Bitrix platform, was: 7 in favour, 14 abstentions, 0 against.

3. Treasurer's points, account transfers.

The Treasurer of the APEEE clarifies that her point regarding the account transfers is not a point for information but needs to be voted by the Board.

- Account transfer: Reserve to Community Fund

The treasurer explains that there was a vote of the General Assembly held on 8.12.2016 to transfer a part of our reserve to the Community Fund. The General Assembly held on 8.12.2016 agreed to make a distribution to the Community Fund in the sum of 15 K euro.

Vote: to transfer 15 K euro from the reserve account to the Community Fund account.

The Board agrees unanimously to transfer 15 K euro from the reserve account to the Community Fund account. The Community Fund Committee gets applications from a range of different sources: individual groups of students, students' council, teachers, language sections etc.

The treasurer gives to the Community Fund Committee the advice to plan all consistent projects that could be evaluated with the school and provide concrete proposals in view of the next General Assembly. In this context we could consider to have a small meeting with class representatives in order to express this idea.

- Account transfer Somerfesto to Community Fund.

The treasurer explains that the APEEE has the following bank accounts: general affairs bank account, transport bank account, canteen bank account, periscolaire bank account, community fund bank account, somerfesto bank account, students' bank account. It is pointed out that all APEEE bank accounts follow the APEEE rules.

Following a restrictive interpretation of the Article 22.2 of the Statutes of the APEEE of Brussels IV, the APEEE Board may not make any bank transfer from the APEEE account to another one but the APEEE has to ask formally to the General Assembly.

It is clarified that the payment already approved can be made into the student council bank account without going to the General Assembly.

- Somerfesto expenditure

The treasurer points out that we need to organize this event scheduled in May and there is liquidity on the Somerfesto account. The priority is to fix an expenditure plan and go ahead. If there are other issues requiring fine tuning, the Board will fix them and present them in full transparency to the next General Assembly.

Action: Somerfesto is requested to provide a financial plan in line with the requirements of all APEEE accounts. Ms Lennon Hudson will present the expenditure plan for Somerfesto. Deadline: within this week.

The Board decides unanimously, subject to the provision of a detailed planning by the Somerfesto Committee before end – March 2017, to underwrite the costs of Somerfesto 2017. Detailed accounts will be submitted to the next General Assembly.

It could be useful to create a Bitrix group for the Somerfestò where the Board can upload documents and share information easily. The President requests the setting up of a Bitrix group for the Somerfestò and the Community Fund available to all board members.

It is requested to produce a communication to parents about the various updates on Somerfestò. This event is now integrated in the parents' association, the Apeee has opened a bank account for the Somerfestò, the composition of the Somerfestò Committee has changed.

Action: Ms Rizza, Mr Roehr, Ms Lennon Hudson will prepare the communication by next week.

4. Request for approval of an application from Professor Roncalli.

Ms Usher submits to the Board a request of funding regarding a project organized in cooperation with the University Sant' Anna of Pisa. The Community Fund Committee had provided a written report and plan as requested. This project would improve in the students of secondary schools and universities the meaning of being European. The Secondary School would celebrate the day of Europe the 12th May with a series of events: a music show, debating clubs. This project unanimously agreed by the Community Fund Committee comes from the Italian section and is opened to all language sections: S3-S6-S7. Total amount requested for funding: 2000 euro.

Asking to the Board to approve 2000 euro in unanimous recommendation of the Community Fund Committee to go towards this EUROPE DAY PROJECT:

- 20 in favour
- 1 abstention
- 0 against

The board agrees to grant a funding of 2000 euro to support the Europe Day Project.

5. Confirmation of Susanne Metzler's role as a Laeken Interparents representative in addition to Victoria, Karim and Françoise.

The Board agreed to ask to the pedagogical group to produce a representative to join the Interparents team. Ms Metzler volunteered and the pedagogical group approved her candidature.

Before proceeding to the vote, it is clarified that the appointed person must respect the principle of confidentiality as all APEEE board members.

The Board unanimously agrees to appoint Ms Metzler Susanne, parent of EEBIV, as Laeken Interparents representative.

Ms Petrova informs the Board that she was appointed by the trade union as alternate member of the Local Staff Committee of CEA on 13th March 2017 and formally appointed by the CEA on 15th March 2017. If Ms Petrova attends CEA meetings, follow-up meetings or other ones, it will be under her position of 'membre suppléant du Comité local du personnel de l' ACI'.

6. Discuss the information flow within the Board and the other APEEEs.

There is a long discussion on confidentiality of CEA documents. A distinction should be made between the cases of transfer applications, private issues and the population statistics which do not contain personal information.

As representative of an organization, we have to consult the documents and share the information within a restricted environment.

ACTION: Ms Hennessy will submit to the Board a template regarding the declaration of conflict of interest and confidentiality for the Board members.

When there is a confidential statement, it is complicated to identify which part of information may not be disclosed but it is much easier to restrict the access to the beginning. Technology tools can help to restrict the circulation of documents.

In principle, all documents will be published on Bitrix platform and the relevant communications will be distributed to section representatives on a case- by- case basis, after a Board consultation.

7. Recruitment Procedure –Recruitment of the Communication Officer.

The Board takes note that the draft recruitment procedure is temporary and will be finalized for the next Board meeting scheduled in April. It is clarified that the recruitment procedure includes the job description for the Communication Officer position.

VOTE to publish the communication officer application on Actiris website and on eu.jobs website.

The Board decides unanimously to publish the communication officer application on ACTIRIS website and eu.jobs website by next Friday. Gross salary: 2400 euro per month.

The Director of the APEEE is responsible that the rules on the current project must be respected.

8. DAHO System – Pupils Follow up

The last Transport Working Group discussed the issue of implementing the decision of the GA mentioning the electronic tools to control access of pupils in different services. The last Transport Working group, based on the experience had with the cafeteria, considered to proceed with DAHO. The Periscolaire WG is also in favour of launching the DAHO system. The President points out that two questions need to be clarified before its implementation:

- The school should take in charge the pupils' card.
- Parents should give their consent to track down their children.

The Board member responsible for IT will supervise the implementation of Daho.

With reference to a specific case, the Director of the APEEE will send a communication to school in order to remind that teachers need to be more vigilant.

9. Points from the bureau meeting of 17th March 2017.

All topics discussed during the last Bureau meeting are uploaded on Bitrix platform. Mr Lewis refers that a topic is particularly important: the professional and ethical behavior of the board members in correspondence.

Each board member is aware that we are volunteers, we give our time freely and we should be expected to have the same respect as we correspond with each other.

10. WEBMASTER –COMPANY CHOICE

It is clarified that this point is for information only.

The President of the APEEE refers the IT responsible board member will send the invitation to the web company in order to fix a meeting.

11. CR Meeting with the school direction- comments on Mr Schlabe letter and HB account memorandum.

The Board responsible for transport kindly asks to the President of the APEEE to seek the position of the other Presidents of the APEEEs regarding the school trips before starting any work.

All board members are invited to read Mr Schlabe letter, the HB account memorandum and send their comments.

12. Anti-drug.

Ms Lefort presents the state of play for drugs. A preparation meeting will be held tomorrow in order to raise the points to the school direction next week. Ms Lefort will upload on Bitrix platform a document prepared by parents on this topic.

13. Discuss the role of the APEEE as defender of parents' rights.

Mr Kettani would like to prepare a written guideline of parents' rights. The aim is to inform parents about their rights and how to proceed for an appeal against disciplinary measures. The President of the APEEE supports this proposal and clarifies that each board member could ask individually the APEEE action for a common interest. Mr Kettani could also pursue this project at the Interparents level and call on the expertise of others.

A letter will be sent to the school direction regarding the SEN issue and the developments.

14. State of play – Presentation of accounts.

The State of play and the presentation of accounts are uploaded on Bitrix platform. All Board members are invited to take note of the documents and transmit their observations. The accounts will be published from now on Bitrix platform regularly.

15. Survey Discussion on "vending machine". Action to take.

The Board will ask information to the school about the survey in particular to the questions related to the cafeteria.

The VP Communication and Information is preparing a draft letter related. This document will be circulated to all board members for comments.

16. Minutes of the General Assembly.

The work is in progress. The draft minutes of the General Assembly will follow.

17. Meeting with the other APEEEs based in Brussels on APEEEs staff.

The Vice President for Administrative affairs attended the meeting with the other APEEEs based in Brussels on APEEEs staff.

18. Visit SEN Inspector.

The President informs the Board that there will be the visit of the SEN Inspector at the EEBIV next week. A meeting will be held with Ms Dijkstra, Ms Lefort and Ms Bodenez.

19. Visit UK Inspector.

No feedback provided regarding the UK inspector's visit.

The Board meeting ends at 3:00 pm. Some attendees arrived late or left early. The next Board meeting will be held on 27th April 2017.

The following points are postponed:

- Recruitment Procedure – Communication Officer Recruitment.
- Overview the various accounts / budget lines for Community fund, Social Fund, vending machines.
- Archive structure Bitrix -access to folders - aligned with the organization chart approved by the previous Board.