

**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 Tuesday, 23<sup>rd</sup> June 2015  
CCAB, rue Froissart 36, 1040 Brussels, room AB 304, 12:45-14:45**

**Present:** Bogdan Ambrozie, Sarah Conyers Barber, Catherine Daguet, Kristin Dijkstra, Marc Henriques de Granada, Nóra Edit Kárpáti, Carla Sabeva, Tobias Stricker, Josephine Usher.

**Absent:** Horst Nickels.

**Excused:** Salima Atiaoui, Michela Beati, Christian Drantmann, Martina Sindelar, Karina Suleimanova, Patrick Ten Brink.

**Proxies :** Salima Atiaoui and Martina Sindelar to Kristin Dijkstra, Karina Suleimanova to Catherine Daguet, Christian Drantmann to Josephine Usher, Patrick Ten Brink to Sarah Conyers Barber.

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

**Minutes 23.06.2015**

Catherine Daguet chairs the meeting.

**1 Adoption of the agenda 23.06.2015**

The following points are added to the agenda:

- Report on SEN consultant's visit
- Appointment of a SEN Correspondent
- Community Fund
- CA July

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Comptes bancaires	Général, cotisations	BE34 1325 3154 5590	Banque Delta Lloyd
	Transport scolaire	BE25 1325 3154 4782	
	Service cantine	BE67 1325 3154 5287	
	Activités périscolaires	BE45 1325 3154 5489	

It is specified that the Discipline point of the agenda regards Discipline at school. The Agenda is ADOPTED as amended.

## **2 Report on SEN consultant's visit**

Mr Stricker informs the Board about the SEN consultant's visit held on 19 June 2015. The Sen Consultant collected the information from the transport and canteen services and checked the buildings at school. It is emerged that the school infrastructure is not adapted for a category of SEN students with physical disabilities (for example students who use a wheelchair). He will send a report to Mr Stricker on this issue.

It is clarified that the SEN consultant's report has to be distributed to the Board members and not only to the working groups.

**ACTION:** This report will be submitted to the President of the APEEE, the Canteen Responsible, the VP Pedagogical affairs and the Deputy VP Pedagogical Affairs.

The President informs the Board about the setting up of a working group LS-SEN composed by volunteer parents. Ms Kur, a parent of the EEBIV, is the coordinator into the LS-SEN Working Group. She has to coordonate the action of the working group closely with VP Peda, Deputy VP Peda (LS-SEN) and Responsible Interparents.

**Vote on:** Reimbursement of the working dinner related to the SEN Consultant visit (date: 19/06/2015, expenditure: 40 euro):

- 11 in favour
- 3 abstentions
- 0 opposed

The Board decides to reimburse to the President the amount of 40 euro related to the work dinner with the SEN Consultant.

## **3 Adoption of Minutes 18.05.2015**

ADOPTED without amendments.

## **4 Adoption of Minutes 26.05.2015**

ADOPTED without any remarks.

## **5 Adoption of Minutes 4.06.2015**

ADOPTED with amendments on point 4 (Resignation of the treasurer / Legal issues / GA).

**ACTION:** The Treasurer, the President and the VP Administrative Affairs will look into the e-mail.

## **6 State of play**

The Director of the APEEE presents to the board members the State of play and announces the figures concerning the enrolments to the different Apeee services until Friday 19<sup>th</sup> June:

- Canteen : 1157 enrolments

- Transport: 1792 enrolments in treatment + 474 pending
- Extra-curricular activities : 355 enrolments

It is clarified that the State of play is a confidential document addressed only to the Board members.

With reference to the setting up of an e-cloud storage, Mr Ambrozie informs the administrators that there is a free version that allows to 12 board members to use the platform and evaluate it. He will send a report on functionalities and will ask to the Webmaster to check the information security.

**ACTION:** Mr Ambrozie will send by e-mail a call for interest to the Board members in order to know who is interested in evaluating the platform and sending comments.

The discussion focuses on staff issues as indicated on the state of play CA 23 June 2015 (Annex I)

At the President's request, staff matters will be indicated in a separate section of the State of play in the future instead of being indicated per Committee.

With reference to the renewal of the contracts, the contract of the Transport Administrative Assistant will be signed in August after holidays as requested by the employee.

**VOTE on** renewal of the contract of the Periscolaire assistant proposed by the Periscolaire Committee.

- 9 in favour
- 5 abstentions
- 0 opposed

The Board decides to reconduct the contract of the Periscolaire assistant as proposed by the Periscolaire Committee (signature: 1<sup>st</sup> September 2015 – 30 hours per week (CDI)).

**VOTE on** renewal of the contract of the Webmaster as proposed by the President, the VP Administrative affairs and the Director:

- 9 in favour
- 5 abstentions
- 0 opposed

The Board agrees to reconduct the Webmaster's contract as proposed by the President, the VP Administrative affairs and the Director (CDD contract from 18th July 2015 to 31<sup>st</sup> December 2015).

It is noted that the beginning of the school year 2014-2015 was particularly stressful and difficult for the APEEE staff. Appropriate measures need to be taken to prevent the overwork and provide support to the transport office.

**Vote on** principle to recruit an extra person (FTE) for two months, September and October, in order to help the transport office:

- 9 in favour
- 5 abstentions

➤ 0 opposed

The board agrees to recruit an extra person FTE for two months, September and October, in order to help the transport office. The type of contract will be defined (CDD, Interim or Job student without family link).

### **Student exchanges in the European Schools**

The VP Pedagogical Affairs informs the Board about the first exchange of students: one student S4 came from EE Munich to EEBIV in June 2015. The student was hosted by two families for two weeks by each one. The Board thanks Ms Charlat, a parent of the APEEE of Brussels III, for her support. The APEEE of Brussels IV and the EEBIV had not experience on this matter and she helped for the realization of this project.

Ms Dijkstra asks to the Board members if they are in favour or against the student exchanges between European Schools. If the APEEE of Brussels IV decides to continue this project, a process for student exchange needs to be set up as well as a good communication has to be established with the school on this matter.

Some Board members point out that the students' exchange between EEs is a complex and delicate matter involving responsibilities with the school and parents. It is not simple to clarify the action and the impact of the work has to be evaluated.

**ACTION:** It is proposed the setting up of a working group composed by Ms Conyers Barber, Ms Sabeva and two parents. Ms Sabeva will send the name of two parents interested in joining the Working group.

### **7 Discipline at school**

The Parents' Association has been contacted by some families whose children are LS-SEN students or by parents whose children are involved in disciplinary incidents at school or during the school trips. After discussion it was agreed that the Parents' Association of Brussels IV has to support the school, but must also work to ensure that the Disciplinary rules have been approved in accordance with the "Règlement Général des Ecoles Européennes", and are applied in a manner that is transparent and fair.

The next Education Council will be held in September.

**ACTION:** A formal letter will be formulated to the School Direction in order to request that documents and policies be available for consultation ten days before the first Education Council.

All points of the agenda not addressed are postponed to a future Board meeting.

The President will send a doodle request to the board members to schedule the next Board meeting.

Ms Conyers Barber thanks all volunteers who invested their time, skills and energy for the Somerfestivo.

The meeting ends at 2:45 pm.