



Conseil d'Administration

Summary of Decisions

**of the meeting of 26/27 September 2007
19h30 - 0h30**

Chair: Streul Carola
Full Members present: Laurent-Eker Nathalie, Pino Maurits, Torre Ivan,
Gaudina Camilla, Grotz Eva,
Guests: c, Michael Stenger, Rotraut Moretto
Excused: O'Byrne Aedin, Mahrenholz Katrin, Ricci Guido,

1. Approval of the draft agenda

Adopted

2. Approval of the summary of decisions of meeting of 18 September 2007

The minutes of the meeting of 18 September were adopted.

3. Communications

Carola Streul and Ivan Torre reported back from a meeting on 25 September with the school Headmistress. Issues discussed were the urgent need for an external phone line for the transport office, equipment for the APEEE office and the envisaged move within the building to -1 floor. CS and IT reported that it was agreed with the school that first the new premises must be prepared and agreed by all parties.

The first school pedagogical Committee will take place on the 11 October. Eva Grotz and Aedin O'Byrne will participate for the APEEE.

It was reported at the meeting that an additional 15 minutes for primary children for meals has been agreed.

The next school CA will take place on the 2nd October at the school. Ivan Torre and Carola Streul will represent the parents. Michael Stenger is invited as expert for the kitchen matter by the parents which was accepted by Ms Renée Christmann and the Headmistress.

4. Pending activities

| <i>Subject</i> | <i>Situation</i> | <i>Next steps</i> | <i>Status</i> | <i>Person in charge</i> |
|----------------|--|---|--|------------------------------|
| Kitchen | Report on technical standards and hygiene established; Conclusion: at present some legal standards are not fulfilled. Creation of a kitchen complying with all standards is possible | Action plan on necessary installation to achieve kitchen complying with legal standards and cost forecast | In progress | DV, CS, CG |
| | Noise in canteen | Inquiry into necessary installations to lower noise level | In preparation | CG |
| | | Inform parents about steps that are envisaged | Done | IT, CG |
| Transport | 60 inscriptions in total; new inscriptions need to be incorporated; Meeting with AM, NLE, GR, IC, and bus company on 12 September | Adaptation of the existing lines and publication on web site | In progress will enter into force on Monday 1 st oct. | GR, NLE, MP, team of Ixelles |
| | | Revision of the lines in October | In preparation | GR, NLE, team of Ixelles |
| | | Joint meeting with transport surveillance and staff guiding at parking | In progress | GR, NLE |
| Periscolaire | Questionnaires are collected, Uccle and IS ready to help set up a schedule | Replies on questionnaires to evaluate | Done | EG, HC, AH |
| | | Draft schedule, negotiations with moniteurs, OIB (garderie) and school administration | In progress | EG, HC, AH |

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|-------------|---|--|-------------|---------|
| Association | Insurances for responsabilité civil for administrators and for staff | Appointment with insurance company | In progress | NLE, CS |
| | Election of class delegates | Preparation of documents, date fixed on 9 th Oct, | In Progress | CS, KM |
| | Information evening for parents on the services on 9 th Oct. | Organisation and invitation of experts | In progress | CS, KM |
| | Bulletin new edition | | | MP, AOB |
| Finances | accounts | Financial circuit | In progress | IT |

5. Kitchen

Michael Stenger reported on the status of the proposal for equipment for the kitchen. It will be tabled on the CA of the 2nd October. It was decided to address CAF and CSI in a second step if the decisions envisaged by the school and the "*régie des bâtiments*" do not match those needed for a full functional kitchen. It was agreed that parents need to be informed about the actual situation and the fact that food cannot be cooked in the school at present.

6. Information Policy

Maurits Pino reported that he and Aedín O'Byrne tried to contact Jean-Paul Soyer in order to arrange taking over the Website. It is appreciated that the skills and competence for administering the site ourselves are available. Until then, the task is fulfilled in a very satisfying way by Jean-Paul Soyer.

After a debate on the draft letter by Carola Streul to the parents it was decided that the letter will be part of a new edition of the bulletin which will appear on the website, be distributed electronically to the Yahoo parents' chat group and distributed in a printed version to children in classes. Maurits Pino and Aedin O' Byrne are responsible for preparation of the Bulletin which will also include more information on subscriptions to canteen and bus transport.

Hilary Crowder and Nathalie Laurent-Eker will help with translation.

7. Bus tariffs and rules for implementing changes on the routes

The CA adopted, in the absence of Guido Ricci who had expressed reservations by a vote of five members, with the abstention of one member (Ivan Torre) that a lower tariff for the single use of the garderie bus in the afternoon would be applied.

Rules will be set up by the transport team on how amendments and modifications to bus routes will be put in place and communicated to all parties involved. These rules will take note of complexity, need for security and transparency for any decision taken and a sufficient time frame to assure that all aspects of changes are duly covered.

The CA adopted the draft invoice letter for the first term based on the model provided from the transport committee in Ixelles.

8. Extracurricular Activities

Eva Grotz and Hilary Crowder presented the current state of play for Extracurricular activities, including the results of the survey amongst parents and the draft schedule for activities. It was suggested offering activities after the lunch break and on Wednesday and Friday afternoons. A paper copy of the draft schedule of activities, the statistical results of the survey and a list of existing contacts with potential monitors was distributed to participants at the meeting.

Written feedback to the Extracurricular Activities set-up team is requested as soon as possible, together with the results of the meeting with school administration, the arrangements with the Garderie and the budgetary planning be put into the final draft version to be presented to parents on the 9 October.

9. Administration

Carola Struel reported that the APEEE is affiliated to Partena, the necessary registrations for the staff with Belgian authorities is done. We have an insurance contract for work accidents.

10. Next meeting

Thursday, 4th October, 12.30, rue Spa 3.

Carola Streul
Chairwoman

Nathalie Laurent Eker
Vice Chair administration

Brussels,
03/10/07

