



**Board Meeting/Réunion du Conseil d'Administration
Brussels Thursday 31 May 2012
Commission, JII -79, 27/03, 1040 Bruxelles: 12.30-14.30**

ATTENDANCE

Presents: Marc Henriques de Granada, Martijn Hesselink, Kunka Ilieva, Serge Lebel, Jacopo Lombardi, Anja Mangels, Horst Nickels, Monika Paulus, Joëlle Salmon, Erika Schulze, Martina Sindelar, Maximilian Strotmann, Jacqueline Troquet, Ralph Wischermann.

Absent (excused): Antonino de Lorenzo, Isabelle Mangold-Lecocq, Pascal Manzano, Daniella Terruso, Andrea Weber,

Absent: Lucian Cernat, Carola Streul.

The following delegations have been sent for this meeting:

1. Antonino de Lorenzo gives his proxy to Joëlle Salmon
2. Isabelle Mangold-Lecocq gives her proxy to Joëlle Salmon
3. Daniella Terruso gives her proxy to Joëlle Salmon or Horst Nickels
4. Pascal Manzano gives his proxy to Serge Lebel.

Eric Piettre, director of APEEE, also attends the meeting.

Some Board members come late, some leave soon. The order in which the minute items are reported in this document does not necessary reflect the actual order in which they were discussed during the meeting.

Joëlle Salmon chairs the meeting.

AGENDA

1. Adoption of the Agenda

2. Adoption of the CA minutes of 26th April 2012

3. Feed-back from SAC and debrief of pedagogical affairs (Martina)

4. Debriefing on the "groupe de suivi" meeting of Thursday 24 May 2012 (Monika)

5. Annual membership fee to be paid for September 1st 2012 (art. 3.3. of the statutes).

6. Financial impact of our regulations and adoption of Canteen rules

7. Move: Lunch for CA, staff and teacher before opening: big try of the canteen material before the school starts, for decision.

8. Staff points:

8.1. Upgrade of a position of "commis cuisine" to "sous-chef de cuisine" (Eric + canteen committee – follow-up of the CA meeting of April)

8.2. Meetings with staff and overtime hours (Joëlle)

8.3. Reminder concerning the rule not to employ parents as APEEE staff (huis clos of 12 November 2009) and proposal of Bruno Ispiola (Joëlle)

9. Where are we with?

9.1. Letter to parents for membership fee (Eric)

9.2. Cost of "casier"

9.3. Lettre aux voisins de Laeken (Joëlle)

9.4. Somerfestto

10. AOB

MINUTES

1. Adoption of the Agenda

There is a need to have an updated list of CA member emails. Daniela is asked to provide such a list.

2. Adoption of the CA minutes of 26th April 2012.

The CA minutes of 26th April 2012 are approved with minor modifications (Joëlle).

3. Feed-back from SAC and debrief of pedagogical affairs (Martina)

Martina is going to attend the School Advisory Council meeting that very afternoon and proposed to give short feedback at the next CA meeting. She reported that the participation of parents in the pedagogical working groups for nursery/primary and secondary is getting weaker, that she established very good relations with some parents and they provide good inputs to education council meetings. The idea for next year is to involve more class reps in inputs. The document on class reps roles should then be updated. Furthermore, school will set up a working group on Security and Hygiene.

Martina suggests that the information evening for parents and the class reps in September should be better prepared than last year, taking the opportunity to explain them their tasks and motivate them to support APEEE in its pedagogical tasks. Concerning the issue of bullying, it is reported that few cases already appeared in the past. With the growing number and aging of children it is very likely that this issue becomes more important. Based on her experience so far with bullying cases, Martina raises the question whether the parents association should not become a contact point for parents who need help and the possibility to talk about the problems with the children. She is of the opinion that parents know that they are not alone in these always difficult situations. We could give a contact point (website) and communicate related information. The idea is to put more care on the victims rather than on the perpetrators as the actual anti-bullying rules do. These issues will be further discussed.

4. Debriefing on the "groupe de suivi" (meeting of Thursday 24 May 2012).

Monika reports that in the first phase, 1533 kids have been enrolled. She also reports that 3 buildings were already proofed by the architect as "réception provisoire". According to visit that was organised for the press and the documents published therefore (meanwhile on our website), the global price of the work for the new site is about 88 M€, which is a "prix correct" compared to Belgian regional schools. The removal from Berkendael to Laeken is planned around 15th August. On 27th June, a visit for the APEEE staff is planned.

5. Annual membership fee.

There is a discussion about when the annual fee to the APEEE should be paid by the parents.

Decision 2012-05-31_1: The CA decides that the annual fee of membership to APEEE must be paid by the 1st September of each year.

That decision is adopted (14 pros, 4 abstentions, 0 cons).

Information about that issue will be sent to parents by mail.

6. Financial impact of our regulations and adoption of Canteen rules

6.1. Periscolaire rules: These rules are not discussed since they are not yet revised. Eric will ask Andrea send the CA her latest proposal next week, in advance enough for them to have time to send back comments before the approval by the CA.

Jérôme and Eric are working on the programme. It is reminded that no "big chances" can be done/proposed for the next school year.

6.2. Transport regulation: The transport regulation as proposed by Ralph is discussed. Due to a financial assessment by Marc, a corrigendum on the wording is made about the withdrawal of a kid in the case of a change of residence to another country. It is proposed a second amendment stating that a prerequisite to set up a bus line is that line must have at least 80% of its incurred costs covered by subscription. A very long discussion took place due to the fact that parents already enrolled for this service: do we have to leave it like that with a high risk of financial gap or do we correct it. Although the CA member responsible for transport was not in favour of changes and has to leave before the decision was taken, it was finally decided to vote on these two amendments (for a sound management "en bon père de famille").

- Amendment one: Add "to another country" on the § "change of residence" (point 5 withdrawal)
- Amendment two: Delete the sentence "To put a bus into circulation" (point 6).

Decision 2012-05-31_2: The CA decides to accept these two amendments on the transport regulation.

This decision is adopted (13 pros). The corrected version will be published on the website.

6.3. Canteen regulation is discussed. Some members complaint it is difficult to read the document with all these track-changes which were done on request of another member. After discussion the regulation is adopted. Joëlle will send a clear version. The board must send any other comments if necessary before June 11. Marc will provide the revised price in due time for the launch of enrolment Mid-June.

Decision 2012-05-31_3: The CA decides to approve the revised canteen regulation by unanimity.

7. Move:

Eric reminds that APEEE always invites at the end of the school year the APEEE staff, the CA, bus drivers and bus monitors for a lunch. He reminds as well that the day before the school

year starts teachers always have a lunch. Therefore he proposes to organise a joint lunch on September 3rd 2012 in order to check how the new kitchen material works before the opening of the school for a quite significant group (then there will be no lunch in June). Conclusions by attendees about quality of service are expected. This is approved.

8. Staff points:

8.1. As a follow up of the previous CA meeting, the upgrade of a position of "commis cuisine" to "sous-chef de cuisine" is discussed.

Decision 2012-05-31_4: The CA decides to upgrade the position "commis de cuisine" to "sous-chef de cuisine".

This decision is adopted (12 pros, 1 abstention).

8.2. Meetings with staff and overtime hours.

Joëlle reminds that from a contractual point of view, the overtime hours done by our staff must be recuperated (i.e. we don't pay them). Their contracts foresee recuperation during the holidays which will be difficult this year (before the closure of school they have to prepare the moving and in August to settle in Laeken). Therefore CA members are asked NOT to abuse when organising meetings. Of course we are doing the APEEE tasks beside our normal job but private live of our staff must be safeguarded and respected. In addition, these extra hours have a non negligible cost. At the end of the year, we could have a risk to have to pay them (money or another system of payment). Marc will analyse this cost and the impact it will have on the price of activities in order to take it into account if necessary.

8.3. Reminder concerning the rule not to employ parents as APEEE staff (huis clos of 12 November 2009) and proposal of a parent musician. Joëlle has seen a mail from a parent proposing his availability to give music lessons next year. She reminds that since 2009 the CA has decided NOT to employ parents of children of our school for evident conflict of interest for the CA members and difficulties in case we would have to dismiss parents contractually employed by the association.

9. Where are we with?

9.1. Letter to parents for membership fee. Not yet sent as the file is not yet completed. Maryse is still crossing information and payments.

9.2. Cost of "casier". Not discussed

9.3. Lettre aux voisins de Laeken. This is a point for the school.

9.4. Somerfest. Eric will draft the list of APEEE invitees (staff, drivers and monitors, Misanet people). As last year, they will receive 10 tickets per family. It is also proposed to invite new parents.

10. A.O.B.

None

The meeting is closed at 14:30.