

Association des parents d'élèves de l'école européenne de Bruxelles IV  
Parents Association of the European School, Brussels IV  
Elternvereinigung der Europäischen Schule Brüssel IV  
Associazione dei genitori della Scuola Europea di Bruxelles  
Oudervereniging van de Europese School Brussel IV  
Асоциация на родителите на учениците от Европейско училище Брюксел IV AISBL  
Asociația de părinții elevilor de la Școala Europeană de Bruxelles IV AISBL



# General Assembly

**23 January 2014  
19.00 – 23.00  
in the salle Polyvalente  
European School of Brussels IV  
Drève Sainte-Anne, 86, 1020 Brussels**

English version

**Invitation, Agenda and Documents**



# Convocation

Dear Members,

In accordance with article 6.6 of the statutes of the association, it gives me great pleasure to invite you all to the annual General Assembly (GA) of the Parents Association of the European School of Brussels IV which will take place on Thursday January 23 2014 at 19.00 in the salle Polyvalente of the school. Please find enclosed the Agenda and the accompanying documents for the GA. Registration will start at 18.30.

While all parents are invited to the GA only effective members (class representatives who have paid the annual membership fee of € 50<sup>1</sup>) can vote pursuant article 8.2 of the statutes.

We would like to remind you that the GA can only take important decisions if at least 10% of its effective members are present or represented. Effective members who are unable to participate in the GA are, therefore, called upon to provide a proxy to another effective member, in accordance with article 8.3 of the Statutes. An effective member may represent up to three other effective members via proxies.

Any member of the association - effective or ordinary - who has paid the annual membership fee, may be elected as an administrator of the Administrative Board of the association. Presently, there are 10 vacancies; the Admin Board can have up to 21 members (article 12.1). Candidates are kindly requested to hand in a short written presentation that will be distributed to the class representatives and published on our website for information. Participation in the Admin Board requires a considerable amount of time to actively participate in the meetings which take place once or twice per month; more time is needed to take on a special function or area of responsibility.

A copy of the invitation, agenda and related documents can be found on our website and some paper copies are available in the Parents Association office. Please bring your own copy to the GA, some form of identification if you are an effective member and proof of payment if you have paid the membership fee recently.

We look forward to meeting you all on January 23.

Kind regards,



Steve O'Byrne  
President of APEEE Brussels IV  
On behalf of the Admin Board

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<sup>1</sup> to the Parents Association Brussels IV account **BE34 1325 3154 5590** (DELTA LLOYD)

# **AGENDA**

## **General Assembly 23/01/2014**

### **Part I (19.00 – 20.30): For Members only**

1. Election
  - a. Appointment of the Electoral Board
  - b. Presentation of candidates
  - c. Election
2. Report on Activities (a) and Presentation of Accounts 2012-2013 (b)  
Questions and Answers  
**VOTE** on discharge of the Board on the Certified Accounts 2012-2013 closed on August 31<sup>th</sup> 2013.

### **Part II (20.30 – 21.30): Open to the public**

3. Introduction by the President of the Parents Association
4. Discussion with:
  - A representative of the General Secretariat of European Schools (tbc)
  - Mr Schlabe, Mrs Gallas and Mrs Ivanauskiene, School Director and the Deputy Directors
  - Marie Soder Higgins, Commission DG HR (tbc)
  - Mr Michael Stenger, Member of Alumni Europae
  - Questions/Answers

### **Part III (21.30 – 23.00): For Members only**

5. Presentation of the Budget 2013-2014  
Questions and Answers  
**VOTE** on the Budget 2013–2014
6. Presentation and discussion on the services  
Reply to questions raised by parents (canteen's costs, second bus service)
7. Presentation and discussion on current files  
Secondary reform / costs sharing
8. Points/Resolutions submitted by parents  
Resolution  
Questions and answers  
**VOTE** on the resolution(s)
9. Results of the elections
10. AoB

## **Documents for part I:**

### **1. Election**

There are 11 posts vacant this year and so far we have received candidatures from only 5 parents. Details of the vacancies and the candidates will be available on the website.

You can present your candidature up to the start of the GA using the candidate form.

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### **2. Report on Activities (part (a)) and presentation of Accounts 2012-2013 (part (b)).**

#### ***Part (a): Report of the Board of the Parents Association of the pupils of the European School Brussels IV (APEEE) for the school year 2012/2013***

Since its creation, the European School of Brussels IV has seen a significant increase in pupils every year. 2012-2013 was no exception with the school population rising from about 1130 children the previous year to about 1530<sup>2</sup>.

The move from Berkendael to our final site in Laeken considerably affected the overall functioning of the association, the running of the services but also cooperation with the school.

The enrolment policy of the Central Enrolment Authority (CEA) and participation in the "Groupe de suivi des EE" caused further challenges to the association.

These particular challenges required a stable management by the Admin Board members and staff of the association which allowed us to maintain a lively school community with fully functioning services despite problems and delays with the infrastructure at our new site. But with a strong sense of cooperation and the will to meet all the challenges to benefit our children, the Board, together with the class representatives, was able to realize considerable progress in all aspects of its remit.

The move to Laeken was surely one of the main tasks for our APEEE during the 2012 summer and during the school year 2012-2013. Our Vice-President for Administrative Affairs took this task in order to help the staff who of course had to manage the services as usual above organising the new school and services. Without limiting its effort, our staff worked numerous hours even during August.

The building is owned by the Belgium State, the "maître d'oeuvre" is the "Régie des bâtiments" (RdB), the direct contact person with this federal agency is the school management. This very complicated structure generated many time consuming exchanges of letters and meetings, and very long delays to solve problems and

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<sup>2</sup> Figures published in the document Réf. : 2012-10-D-15-fr-1

achieve fulfilment of requirements regarding improvements to the transport (school gate), canteen infrastructure and security.

The APEEE team: Eric, Stephan and Olivier and some Board members continued their collaboration with the above partners but also with the kitchen equipment suppliers covering furniture, security, hygiene aspects as well as bus providers, the Brussels' Police, the representatives of the commune of Laeken, neighbours, etc... We also helped the school regarding the calls for tenders for the maintenance, some furniture from the drafting of specifications to the evaluation of offers.

The date for moving had been scheduled for August 13<sup>rd</sup> 2012. Therefore, during the usual stress of each end of school year, our team started packing while preparing the next school year in these bad conditions, in Berkendael where also the electronic connexion was cut. After the holidays, it turned out that the new site was still not ready and the move was postponed (without indication of a precise date). Finally it took place on August 28<sup>th</sup>.

Without any access to school, any IT connection (network and internet), all files packed, our team had to manage the enrolment for all services. After the move, day after day, problems appeared on the new site: no water or low pressure but overflowing in some places (in the canteen lifts, teachers' cafeteria, transport office), no electricity, no phone connexion (Belgacom cut by mistake the main cables in the street), no lift (mont-de-charge), problems with electric pans, with water softener and the dishwasher which cannot function with hard water, no access to fridges, construction work in the office.

While after this chaotic beginning many problems were solved, some others continued during the rest of the school year: phone connexions were still weak, transport and extra-curricular managers sharing one office, not enough cupboards for the extracurricular stationary....

This move was a very difficult and bad experience but we can be proud of us and give **VERY VERY BIG THANKS TO ALL OUR STAFF.**

Finally, although we are now settled down on our definitive site, we are still a new school, a new association and we will only reach our "cruise speed" when a complete school live cycle will be completed. The organisation of the secondary level was, is and will be full of surprises for both, our school and the parents association. We should therefore count on everybody's collaboration and comprehension, the elder pupils who are treated as guinea-pigs and the younger pupils who in the future will benefit from this experience.

## **Board**

After the General Assembly in December 2012, the portfolios were distributed as follows:

- Erika Schulze, President (until June 30<sup>th</sup> 2013)
- Steve O'Byrne, President (from July 1<sup>st</sup> 2013), coordinator of Somerfest

- Joëlle Salmon, Vice-President for Administrative Affairs, member of canteen committee and coordinator for the move, member of the security & hygiene working group
- Martina Sindelar, Vice-President for Pedagogical Affairs (until October 2013) & Somerfesto, coordinator of the school working groups.
- Nigel Freake, webmaster, IT project (from February onward) and Vice-President Pedagogical Affaires (since November 15<sup>th</sup>, 2013)
- Daniella Terruso, Vice-President for Communication
- Marc Henriques de Granada, Treasurer
- Serge Lebel, Secretary
- Maximilian Strotmann, secretary back-up
- Sara Conyers Barber, Interparents representative, responsible for cost sharing and secondary reform
- Iseult Lennon Hudson, responsible for cost sharing and secondary reform
- Kunka Ilieva, member of the pedagogical working group and transport committee
- Jacobo Lombardi, member of the canteen committee
- Anja Mangels, member of the transport committee
- Pascal Manzano, responsible for the IT project (until February 2013)
- Monika Paulus, delegate to "Groupe de suivi" and CEA, "working group SEN"
- Carola Streul, responsible for the canteen and coordinator for the canteen committee, Interparents until September 2013
- Joséphine Usher, responsible for extra-curricular activities
- Ralph Wischermann, responsible for transport
- Benoit Vandergeeten, member of the human resources working group
- Christian Drantmann, responsible for the security and hygiene working group.

### **Report of the President on the school year 2012/2013**

After the difficult and resources consuming move from Berkendael to Laeken described above, the Board resumed its work after the General Assembly in December 2012 firstly under the presidency of Erika Schulze.

Right from the beginning, Board Members got more and more involved in discussions on Interparents level and with the school management on budgetary difficulties of the European School system as a whole and EEB IV in particular. These issues were already apparent at the meeting of the Administrative Council of EEB IV in February 2013 (participation Erika Schulze and Marc Henriques de Granada) and became clear to all with the declaration of the UK to stop replacing seconded teachers in April 2013 (please see for more details under the headings of Secondary Reform and Cost-Sharing debate by Sarah Conyers Barber and Iseult Lennon Hudson). These issues were also the major items of the Interparents meeting of February 2013 which was for the first time hosted by APEEE Brussels IV.

In this framework it has to be noted that the so called “teachers crisis”, caused by fewer and fewer Member States seconding teachers and the resultant higher numbers of locally recruited teachers still hits EEB IV as a growing school more than others. Although the high motivation of these teachers can be observed, this situation leads unavoidably to problems in coordination, mainly in Secondary, and strain on the shoulders of teachers and the school management.

As such, the gradual establishment of the Secondary in EEB IV continued to attract many resources of Board Members, on the one hand through participation in monthly meetings with the headmasters and, more recently, in meetings of APEEEs of Brussels' schools or even trade unions. On the other hand, the preparation of the service provisions in the next school year was time consuming for those Board members dealing with transport (Ralph Wischermann), canteen (Carola Streul, Jacopo Lombardi), extracurricular activities (Josephine Usher) and for their coordination (Joëlle Salmon).

A new online-enrolment system, highly supported by Ralph Wischermann, was put in place with benefits in relation to faster and more comprehensive access to data, and less time of staff spent on enrolments (please see for more details under Services). In line with Belgian legislation, the Board adopted a data protection policy drafted by Josephine Usher. More generally, Nigel Freake, in his capacity as webmaster, improved the use of the website as the main communication tool of the APEEE with all parents.

Furthermore, in relation to enrolments, some Board members spent quite some time on discussions with the school on the establishment of the timetable. Because of the increased weekly hours for S4, a common departure of all buses in the afternoon was projected to be no longer feasible. After month-long debates with the school, agreement was reached to have a second departure of the buses on Tuesdays and Thursdays for S3 and S4 pupils for the school year 2013/2014. These buses were later also opened for transport of pupils participating in extracurricular activities after school (please see for more information under Services). In addition, canteen shifts for the school year 2013/2014 were planned in agreement with the school to ensure lunch breaks in combination with one free period before or after lunch, including a comprehensive offer of extracurricular activities, also in follow-up of last 2012 GA discussions (please see under Extracurricular Activities for more details).

The Board, in order to shoulder these tasks and to work in an inclusive way with all Board members, established several Working Groups in addition to the already existent Nursery/Primary and Secondary Pedagogical Working Groups related to the Vice-President pedagogical affairs (for more information of their work, please see the respective sections below). One of the new Working Groups dealt with the human resources strategy of the APEEE and accompanied the Director in specific staff management issues, in the first place regarding remuneration.

With the aim to better organise its work, the Board held a strategic planning meeting on Saturday, 12 January 2013, accompanied by a coach which helped to establish the priorities of its work until the end of the school year (see posters in the hall of APEEE building). The work plan was evaluated at another Saturday at the end of June 2013, after Steve O'Byrne had been appointed APEEE President.

Some of the elements of the work plan have not been achieved. So far, the Board has no internal rules<sup>3</sup> which should regulate the relations between the professional APEEE office and the voluntary members of the Board who have, nevertheless, the

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<sup>3</sup> Article 11 of the statutes

role of employer. Besides, a decision was taken to establish a community fund but no rules on its operation have been established yet. Finally, the Board still has to find a way to work in a really collective way. It turned out in its respective evaluation that the Working Group model, combined with a work plan, is difficult to implement in practice.

### **Committees**

The Board is normally assisted by four committees:

- Transport committee
- Canteen committee
- Extra-curricular committee
- Pedagogical committee.

These committees are open to all parents.

For more information on what has been done, please see the respective reports.

### **Office of the Parents' Association**

The day-to-day business of the services is provided by the associations' staff which is headed by its Director, Mr Eric Piettre.

For the reporting year, the transport assistant has been replaced and two new collaborators were recruited for the canteen service.

In September 2013, a new "chef de salle" has been recruited and an assistant completes the extracurricular activities team.

The team was composed by 16 members, following the structure below:

- Eric Piettre, Director;
- Manuela Pamio, Secretary;
- Maryse Masson, Accounts manager;
- Linda Martens, Administrative assistant
- Jérôme Beurier, Extra-curricular activities manager;
- Arturo Herrera Yague, Assistant for extra-curricular activities
- Anne Robertz, Transport manager;
- Awf Adnan, Assistant Transport manager;
- Stephan Fumière, Canteen manager;
- Christophe Goblet, Chef de cuisine;
- Min Jae, Sous-chef de cuisine;
- Aziz Sanhaji, commis cuisine
- Audrey Clepkens, commis cuisine
- Naoufel Derouiche, commis cuisine;
- Mohamed Saïd El Alkaloussi, Commis de cuisine
- Cyril Jesbac, Chef de salle and transport.

The board is extremely grateful for their commitment and efforts in favour of the well-being of our children, especially during the first few months after the move to Laeken when the working conditions were so difficult.



Apart from the staff employed directly by the Association, there are also the extra-curricular activities teachers, the monitors on the buses and the servers and cleaners for the canteen who are there to facilitate the lives of the children at school and on their journeys to and from school.

### **Parents' participation**

During the school year 2012/2013, 284 parents (43 for maternal, 164 for primary, 77 for secondary) served as class representatives who are qualified as effective members in the statutes. They have the right to vote at the GA (as long as they have paid their membership fee) and were the contact points for all communication between pupils, teachers, the Parents Association and the school. Besides, one class representative for each language section may and should participate in the Educational Council meetings and in the School Advisory Board (SAC) meetings.

### **Board of Governors (BoG) and Interparents**

The BoG is the highest decision-making authority of the intergovernmental European School system which is based on a Convention under international law between the Member States. It consists of representatives on ministerial level from all 28 member countries to the European Union and one representative each from the European Commission, teachers' staff representation and parents. The BoG takes all decisions relevant for the management of the system, among which the presently so relevant decisions on the secondary reform and cost sharing. The BoG is represented in between its meetings through the Secretary General of the European Schools, presently Kari Kivinen. In this capacity, he presides meetings of the Administrative Councils of the EEs and represents the EEs in public. For more information on the BoG, please see the following web-site: <http://www.eurisc.eu/>

Interparents is the umbrella association of all parents associations of the European Schools, presently 14, including EEBIV, with its formal seat in Luxembourg. Interparents has right to vote in the BoG (1 vote) and to send representatives into the different working groups of the Secretary General of the European Schools. Ana Gorey is presently the President of Interparents.

### **Central Enrolment Authority (CEA)**

Board members, in the first place Monika Paulus participated at the meetings of the Central Enrolment Authority charged with deciding on enrolments in the European Schools and with preparing the decision of the BoG on the Brussels' enrolment policy. The Brussels' APEEEs shares one vote in the CEA's decision-making.

For the school year 2012-2013, due to the enrolment policy and the opening of S3, the increase of pupils for the European School Brussels IV reached the expectations with about 1.525 students in September 2012 of which 734 in the FR section. 239 were in 12 nursery classes. The primary had 859 pupils and the S1-S3 had 427 pupils.

During the school year, it was again discussed that the enrolment policy should respect geographical aspects when attributing a place in a school as well as the language balance in our school. BXL IV should not be overcharged based on a shortsighted policy to ease the burden of overcrowding in the three other Brussels schools.

The different solutions proposed in the successive enrolment policies didn't improve the situation. The three other schools are still overcrowded and Brussels IV already

reached its limits for nursery and primary levels, the French section still having the majority of pupils, generating new problems linked to the learning of the second language in the classes of P5, S1 and S2.

It has therefore to be concluded that the situation of Brussels IV did not change with the enrolments for the school year 2013/2014 given the figures<sup>4</sup> of 24 September 2013: the school population counts 1918 pupils of which 929 in the FR section. 257 are in MAT in 12 classes. The primary has 963 pupils and the S1-S4 has 698 pupils.

### **Groupe de Suivi**

The Board of Governors has put in place a working group within the General Secretariat of the European Schools to deal with questions of infrastructure in Brussels after the late opening of the Laeken-site which lead to serious overcrowding in the existing schools. This steering group is actually in close relationship with the CEA as it has to work based on the figures and statistics from the CEA. As a specialty, also representatives from the Flemish and the Walloon government as well a representative from the RdB takes part in these meetings.

The Board continued in 2012-2013 participating in the meetings organized by this group with the view to avoid the same situation for the creation of the 5<sup>th</sup> Brussels school. This aim, however, seems impossible to be reached as there is even no site indicated by the Belgian authorities for the 5<sup>th</sup> school and in 3 years, Brussels IV will also be full. For the moment, even the possibility to keep Berkendael as a site for the EEs in Brussels is put into question.

### **Pedagogical Working Group, Education Council and School Advisory Board (SAC)**

The Board of the Association set up two pedagogical working groups for the nursery/primary (led by Martina Sindelar until October 2013) and for the secondary level (led by Nigel Freake). The members of the working groups are parents who discuss issues of pedagogical interest and who participate in the preparation of the two Education Councils N/P and S. The Education Councils are composed by one parents representative of each language section, the Vice-President pedagogical affairs, representatives of teachers and the School Management (Head and Deputy-Heads). It takes place four times a year. The informal notes of the Education Council meetings are regularly sent through class representatives to all parents while the school also produces official minutes of these meetings.

In order to have a more effective and constructive approach to the different pedagogical subjects or to important issues for the school, additional working groups can be set up within the Educational Council where parents can actively participate, e.g. on health or security issues around the school.

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<sup>4</sup> Review of 2013-2014 Enrolment policy – CEA working document

### **Canteen and lunch packs**

The finalisation of the kitchen and canteen premises in Laeken was delayed on short notice. The new venue contains some challenges for the organisation of the work flow: the food storage, the preparation of meals and serving is distributed on different levels which make the service fully dependent on the functioning of elevators. The dish washer depends on the functioning of a water sweetener which had considerable starting problems. But after a few days, where sandwiches had to be served, the new kitchen running, the new equipment of the kitchen allows for more varieties of food preparation and the restaurant has a low level of noise. All of this contributes to a high level of satisfaction of children and teachers.

During 2012-2013, 1165 students were enrolled in the canteen.

In May 2013 the annual information evening for parents was held at the school. A film of about 10 minutes lengths produced by Stephan Fumière was presented for the first time. It gives a close inside of the preparation of the meals from the delivery of fresh products, preparation and cooking by our internal staff, service at the restaurant and washing the dishes. The film also gives detailed information of all related work steps, application of HACCP (hygiene rules), source of foods (increasing organic, "vita" meat traceable source etc.), menus set up with dietician and many more elements guaranteeing a very high level of quality.

For secondary and P5 a semi-self-service was introduced in order to lower costs of service at the table and allowing more flexibility in the service.

As far as the "tartinistes" are concerned, APEEE checked that all children could have access to a dedicated room, as agreed in the convention between school and APEEE. We went regularly at school to verify the functioning of the lunch during the break. The problems raised during the school year 2012-2013 re-appeared this year. The school seems to get problems with availability of rooms for all children and with the costs linked to the cleaning of tables and rooms.

### **Transport**

During the school year 2012-2013, the complete network had to be re-drawn. 62 lines (28 in the morning and 34 in the afternoon plus short Fridays for the after-school child care) covered the transportation of 1.306 children enrolled for this service. This increased enrolment allowed us to regroup children and we could split some lines reducing the time children spent on the bus.

Also, the Transport team was driving the implementation of the new enrolment system (covering all services) by configuring and testing the system which was acquired from the European School Uccle.

### ***Service organisation***

Transport of European school pupils is organised by the Parents Association (APEEE). At least one member of the Administrative Council (Board) of the Parents Association is responsible for transport, presently Ralph Wischermann.

The Parents Association uses the transport services of several transport companies specialized in transport. This cooperation is based on a service contract that implies an obligation to determine the number of corresponding bus routes and stops at the end of the previous school year. Once the year starts, there is little scope to change or amend the bus stops. The companies provide buses with the capacity for the number of students carried on the line for different prices. If possible, the capacity of each bus line is adapted to the number of users. The companies employ drivers and are responsible for the journeys.

The Parents' Association uses the ALE services as monitors and for the organisation and the security on the parking at school. ALE (Agences locales pour l'emploi) are local agencies which try to organize work for long term unemployed people. The security system had to be modified and adjusted different times during the school year, due to traffic constraints, the behaviour of parents' drivers and neighbours.

### ***Transport costs***

Like all the other services of the Parents Association, the pupil transport must be self-financed. Parents pay for the transport of their children. With regard to staff of the European institutions the cost for transport of primary and secondary pupils, is assumed by the institution concerned. In this case, the invoice is directly sent to the institution.

### ***Management of the service***

#### ***The administrative Council (AC)***

As decisional organ between the General Assemblies, the AC takes all necessary decisions regarding the draft budget, the staff recruitment, rules for the transport use and receives as last authority the complaints.

#### ***The Transport Committee (TC)***

In October 2011 a TC was founded with 14 members under the leadership of Ralph Wischermann, responsible for Transport since February 2012.

In the first half of 2012, a survey was carried out to determine the need for a bus services for nursery and primary 1 and 2 children at lunchtime.

The network of bus stops and line developed for the school year 2012/2013 was based on the enrolment request received by May 2012.

#### ***The Transport Office (TO)***

The Transport office (TO) was set up with one full-time manager and one full-time assistant.

The TO is responsible for:

- Communication with the parents concerning daily management;
- Contact and communication with transport service providers;
- Communication with the ALE monitors and their training;
- Help to draft the transport budget;
- Help for and set up the creation of lines and bus stops and their daily management;
- The first authority for the complaints;

- Sending out the invoices to the Institutions and parents (in liaison with the accounts service of the Parents Association);
- The management of the office;

### **Extra-curricular activities**

There were 521 enrolments for the extracurricular activities during the school year 2012-2013.

As it was our first year in Laeken, the programme had to be adapted to our new environment and new contacts had to be made as a result of the location of the school - for example contacts had to be established with a local swimming pool and riding school and monitors had to be found to teach the programme in Laeken rather than in Forest. The team embraced the change and the activities ran well throughout the year.

The Extra-Curricular Activities team responded to the decision at the AGM to investigate the possibility of increasing the number of music activities offered by organising a survey to assess interest in group and private instrumental lessons. Over 400 responses were received and the results were taken in to account when planning the programme offered in 2013 -2014. The team also supported the fencing class by organising and hosting an inter-club competition in June in which two teams from the school participated. Demonstrations of our activities formed part of the Somerfest.

As is the case every year, organisation of the courses depended on the availability of rooms within the school. This year an agreement was negotiated with the school which has improved this issue and facilitated the planning of the 2013-2014 programme.

### **IT report**

Clearly the most important task facing the IT this year has been the implementation of the online enrolment system. For those members & employees involved in this it was both time consuming and anxiety-inducing - not least because of the need to have a back-up plan in place right up to the very last moment. Whilst by no means perfect & there being scope for improvement based upon the lessons we have learned in the current year it has represented a great step forward for the association. A big thank you to all those who made this possible, and above all to Ralph & Eric.

The expansion of our own website has also been visible to our members. From such simple things as the calendar through to the online lost property this has again been the result of input from a number of people. Thanks to Nigel our webmaster as well as to Eric, Karel & Sergio for their help in making this a viable source of current information.

We looked at the possibility of a card based system for the canteen. The system proposed (a bar-code reader) was considered to be too open to abuse. Currently the proposal for a chip card that would control access to the canteen as well as transport & other services is being investigated.

Sadly there were also some plans & ideas that never took off. From the forum on the website to the cloud based repository of documents we came up against either a lack of interest or an extremity of caution. Some of these issues - especially those relating to communication and document sharing - I believe to be crucial to the future of the APEEE and so it is with regret that I notice we are no further forward today than we were at the start of the year. IT is only a tool and as such only as useful as the willingness of its clients to engage with it.

From the office point of view there have been a number of problems related to our hosting provider. We have tried to move all email addresses to use our own bru4.eu domain, but have occasionally come up against limitations with the current host. This will be something that needs looking into in the future. Thanks to Steve & Pascal for their work in helping to keep the office systems running smoothly.

***Part (b): Presentation of Accounts 2012-2013 - (FR version is the official version due to technical wording)***

**For the statutory Auditor's report on the financial statements for the year ended 31 August 2013 please see annex 1 (Report of Ernst & Young)**

**For the budget for the school year 2012-2013 (and the supporting note on the costs for the canteen service), please see annex 2**

There were a number of problems and unknowns at the beginning of the first school year at the new Laeken site, e.g.

- The late moving of the APEEE office in addition to the technical problems related to the new site.
- The recreation of all the bus lines for Transport in addition to the various constraints of the new site (traffic flow, the main entrance being too narrow etc.)
- The temporary unavailability of the canteen for technical reasons followed by the need to adapt to the site (a limited maximum capacity, the number of floors etc.)
- The reviewing of the working conditions of APEEE staff (HR programme) linked to the past problems (long illness following burn out, high turnover of staff) and the need for stability in terms of personnel.
- Organisation of périscolaire (extra-curricular activities).

All these elements were taken into account, as far as possible, when setting the budget for 2012/2013.

From a financial point of view the results for this first year in the new site seem positive since it was possible to recover a surplus for each service: 160 K for the canteen, 123 K for transport, and 30 k for périscolaire.

The principal items that have had a positive impact on the results are:

- The decisions taken concerning HR have not been implemented. They have been carried forward to the 2013-14 budget. There was less staff training than had been allowed for.

- The cost of the IT project (point.be) was less than foreseen.
- The lower cost of external staff for the canteen following the change in working practices with our sub-contractor and the lack of need to employ interim staff.
- The budget set aside for services & repairs to the canteen was not used.
- The good management of the transport service which limited the financial impact of the reorganisation/adaptation of the bus lines.
- The good management of the périscolaire activities despite the problems encountered.

The past history of our APEEE must be taken into account: in particular, the loans from the other APEEEs for the creation of our APEEE BXL IV and the resulting cumulative loss resulting from the recurring annual deficit of the first years.

We must also take into account this year (see the budget for 2013/2014) and the future evolution of our school (2014/2015), e.g. the creation of a second bus departure, a third service for the canteen, the creation of a cafeteria and the possible relocation of part of the school (nursery).

## **VOTE**

The General Assembly

**DECIDES** to give the discharge to the Board for the 2012-2013 accounts.

**DECIDES** to use the result of the 2013 accounts to repay the total amount of the loan and to place the remaining balance in reserve. (***FR version will be the official version due to technical wording***).

**DECIDES** to reimburse the loan of APEEE Bxl III (Ixelles) before the anticipated deadline.

### Explanatory statement

The statutory Auditors have delivered an unqualified opinion.

The EE3 parents association would like to obtain the reimbursement of the loan as soon as possible.

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## **Part II: Discussion with invitees**

The APEEE is aware that there are a number of issues raised by the parent body which concern the APEEE and the school and/or primarily the school. This part of the meeting is an opportunity to ask the school Directors and other representatives of the school authority's questions.

The APEEE has received resolutions which raised specific issues – namely "Safe Pedestrian Access to the School"; "Tartinistes" and "Timetable". These issues will be addressed first. There will be a dedicated Questions & Answers time of 10 minutes for each topic.

This year, we will have the pleasure to welcome Monsieur Stenger, President of the "Groupe Fondateur" of our association, and member of Alumni Europae. Mr Stenger will introduce the association of formers students, parents and teachers of the EE and explain what we, students and parents can expect being member of this association: orientation and advice on higher studies, access to universities, etc...  
More information on: <http://alumnieuropae.org>

## **Part III:**

### **Documents for item 5 (please see annex 3) - (FR version is the official version due to technical wording)**

For the presentation of Accounts 2013-2014 please see Annex 3.

The budget will be explained during the meeting but main budgetary principles must be kept in mind.

Key figures for the proposed budget for 2013/2014:

- the total revenue and costs are 4.037 K et 3.993 K respectively.
- the growth in revenue and costs is + 21.4 % et +22.1 % respectively in relation to the budget of 2012/2013.
- the foreseen result rises to 44 K as opposed to the 55 K of the previous year.

Things to take into consideration when reading the proposed budget for 2013/2014 :

- the increased activity of all the services.
- higher APEEE staff costs as a result of the development of the services and the implementation of th HR programme.
- the development of the IT enrolment system and foreseen investment in the canteen.
- the creation of the second bus departure for Transport.
- the development of extra-curricular activities.
- experience of the first year.

The budget will be explained in greater detail at the meeting.

## **VOTE**

The General Assembly

**DECIDES** to adopt the budget proposal presented by the Board for the school year 2013-2014.

### **Explanatory statement**

The proposal includes the budgets as presented by the services and for the administration including all revenue and costs that can reasonably be expected to take place during this budgetary year 2012-2013.

### **Documents for item 6**

Please refer here also to the supporting note on the costs for the canteen service.

## **Item 7: Current main files:**

### SECURING A SUSTAINABLE FUTURE FOR OUR EUROPEAN SCHOOL

#### STARTING POINT

2013 was the year in which the European School System celebrated sixty years since its creation by the staff of the European Communities for their children. The educational model is apparently flourishing, judging by its accelerating expansion into numerous Member States through its Associated Schools network. At the same time, **the system is facing serious threats as it attempts to meet the diverse needs of this heterogeneous network.** All this comes at a time when our school is still growing and needing teachers along with a robust management structure. Our EEBIV student population in September 2013 grew by a greater number than the entire population of several of the smaller European Schools.

#### PRINCIPAL OBJECTIVES FOR PAST YEAR

To help us better address the significant challenges facing our school we decided to:

- Develop our dialogue with the **school management** to understand better the impact of these changes on the schooling of our children
- Increase our engagement with parent associations of **other European Schools**
- Thereby, improve our influence with the **Board of Governors and other decision makers**

#### MAIN ISSUES

- **Sustainable funding** of our children's education (school funding-gap and cost-sharing)
- **Safeguarding the quality** of our children's education and ensuring acceptability of the Baccalaureate (Reform of the Secondary Studies programme, proposed new marking system...)

#### 'INTERPARENTS'

In February, we hosted at Laeken, 'Interparents' (the Association of European School Parent Associations) for its two-day preparatory meeting for the Joint Teaching Committee

Through the following months of dialogue (including four further Interparents meetings) we raised the profile of EEBIV, put forward Laeken perspectives and helped shape the Interparents response to the points of key importance being processed through the various committees of the European School's Board of Governors.

#### 'SUSTAIN our SCHOOLS'

With APEEE colleagues from our three sister European Schools in Brussels (EEBs), we have formed a working group to look at the challenges from a Brussels perspective and to coordinate communication (via websites and open information meetings) and lobbying activities (of the Member States, Commission etc.).

#### OUTCOMES

- At the end of 2013, a **cost-sharing plan** was agreed by Member States... in principle. (Its implementation, however, has yet to be agreed.) This is being hailed as a necessary and encouraging 'first step.' Nevertheless, the plan **provides no**

**solution for 2014-2015** and has a substantial in-built funding deficit which will not be resolved during its 5-year roll-out and looks likely to affect our school, particularly, for years to come.

- Lobbying efforts and Interparents interjections have been credited as being influential in securing important concessions on the proposals for Reform of the Secondary Studies cycle. Changes to **S4-7 will now be subject to an impact assessment**. Although some of the proposed S1-3 changes exacerbate the funding and cost-sharing problems of the system, proposals for **S1-3** were considered as a single package in the December Board of Governors and were **passed on majority vote**.

#### OUR UPCOMING CHALLENGES

- Establish the terms and conditions of the **Impact Assessment for Reform of S4-7** to ensure that it is sufficiently comprehensive, ensures compatibility & acceptability in MS and that the steering group includes all key stakeholder groups.

- Identify ways of addressing the **funding shortfall** and meanwhile minimizing its impact and devising compensatory strategies

#### NEXT STEPS

- Extend and focus our involvement in **'Interparents'** and **'Sustain our Schools'**

- Continue our working relationship with our School's Directorial team to find **EEBIV-specific solutions**

- Establish a network of **parent representatives** from each section to **facilitate further lobbying efforts and internal communication** about these issues

- Develop a **team of EEBIV parents to work on specific sub-issues**

#### Documents for item 8: Points submitted by parents

The board received 5 motions/points to be discussed during the meeting. Some of these points are available in their original language and format only.

- Proposal to consider the use of the school bus by children of divorced parents as one single line and not an additional line. (Annex 4.1)
- Safe Pedestrian Access to the School (Annex 4.2)
- Proposal to establish a transparent and representative health and safety working group. (Annex 4.3)
- Proposal to establish a Section Representative system. (Annex 4.4)
- Proposal to reject the 2013/14 budget for management of canteen; Questions regarding: cost of meals in canteen (too expensive); quality & quantity of food insufficient; room for home lunch students - bigger and better adapted to their needs; Not enough time to eat – request 15 mins extra for lunch. (Annex 4.5)

Resolution and **VOTE**

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