



Administrative Board Meeting/Réunion du Conseil d'Administration

Brussels Tuesday, 11th October 2018

Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: AB 0/20, 12:40-14:54

Present: Kristin Dijkstra, Mariana Ghitoi, Alexandre Grigorescu-Negri, Ambar Hernandez Pacheco, Emanuela Innocente, Karim Kettani, Angela Muraca, Tobias Stricker, Pénélope Vlandas, Sophie Weisswange.

Excused: Michela Beati, Dorothée Farwerck Lefort, Graziella Rizza, Ana Maria Zaharie.

Absent: Victoria Petrova, Iulian Vasile.

Proxies: Michela Beati, Dorothée Farwerck Lefort and Graziella Rizza to Emanuela Innocente, Ana Maria Zaharie to Tobias Stricker.

Guest: Manuela Pamio, Secretariat of APEEE and Eric Piettre, the Director of the APEEE of Brussels IV.

Minutes 11.10.2018

The quorum is present. Ms Dijkstra chairs the Administrative Board meeting.

1. Adoption of the agenda.

Adopted

2. Administrative Board - Values/Code of Conduct/Good governance.

It is important to encourage the respectful communication among members and keep the written correspondence polite. Politeness is very important in communication especially with the Parents because this reflects the image of the APEEE. The discussion focuses on how reduce the e-mail overload and manage the information flow better. It seems that the use of Bitrix platform as main channel may prevent the e-mail overload but the classification of documents should be improved. The President of the APEEE encourages all Board members to use Bitrix as well as to ask questions if technical problems are encountered. She kindly asks that all section representatives may have access to Bitrix platform in the near future.

The Secretary of the Board affirms that only written procedures will be announced by e-mail and on Bitrix due to the fact that some Board members are not continuously connected to this platform. It is pointed out that all minutes of the AB meetings are available on the APEEE website showing the transparency of the Parents' Association.

To guarantee a better flow of information, all Board members are requested to announce any meeting planned with a School representative and to send a flash report right after the meeting. By doing so, the Administrative Board can better address topics under discussion and work toward the best position for the APEEE.

#	Action	Owner	Deadline
#01 CA 11 th October 2018	Inform the Administrative Board of any meeting planned with a School representative and to send a flash report right after the meeting.	ALL Board members	On a regular basis

With reference to the data protection, the President stated that she does not support any current and former members using information (contact) gained through their volunteer activities for personal means. The Communication Officer will make a statement on this matter.

3. Resignation AB member (Ms Eleonora Pezzarossa).

Ms Pezzarossa Eleonora has resigned from the Board on 1st October 2018. The Board takes note of her resignation as Board member from 1st October 2018. The APEEE Board is now composed of 16 members.

4. VOTE: Approval CA minutes of meeting 06.09.2018.

Adopted without any remarks.

5. RESULT: Written procedure "Approval draft Statutes APEEE IV".

Vote: The Board approved by written procedure the "Proposed draft Statutes APEEE IV (EN/FR versions). Deadline: 29/09/2018, voting result: 9 votes in favour, 1 abstention, 1 against, 6 members who did not participate to the voting procedure. The Secretary added that one member expressed the support after the deadline had passed.

6. Statutes – update/meeting with parents.

An information evening session on the draft Statutes will be held on Thursday 18 October at 7:00 pm in the meeting hall of the school (salle polyvalente). All documents related to the draft Statutes are available on the APEEE website for consultation:

- The FR and EN versions of the new draft Statutes;
- A text explaining the main changes;
- A comparative table concerning the structure between the 2012 statutes and the 2018 project;

- The 2012 version.

It is important that all parents may express their opinion on the changes. An e-mail invitation was sent to parents on 2nd October 2018 by giving them the opportunity to send their formal comments by 15th October 2018. Ms Weisswange refers that no relevant comments were received until now but a reminder will be sent to parents in the coming days. The President of the APEEE invites all Board members to send their formal comments on the draft Statutes using the link previously sent by e-mail to parents.

#	Action	Owner	Deadline
#02 CA 11 th October 2018	Send formal comments on the draft Statutes within the deadline.	ALL Board members	By 15 th October

The VP Pedagogical Affairs informs the Board that a class representative meeting will be held at school on 15th October 2018.

The meeting is open to all class representatives, section representatives and all other parents interested in getting involved in the school either as section representatives or as part of a working group (behavior, SEN, Interparents, Community affairs, Eureka, events, etc.). Beamers, microphones, water are requested for both meetings: 15/10/2018 and 18/10/2018.

The discussion then focused on the next General Assembly meeting scheduled on 4/12/2018. The GA agenda should be well structured in order to achieve the results with the time allocated. The GA meeting should start and end on time.

The Director of the APEEE of Brussels IV would like that the vote on the proposed budget 2018-2019 and the accounts 2017-2018 may be made prior to the vote on the new draft Statutes. According to the current Statutes, the approval of the annual accounts and the annual budget is one of the responsibilities of the General Assembly. It is noted that the discussions on budget take a lot of time and it is easier to discuss this part at the end of the meeting. It is explained that the draft statutes will be submitted to the GA as whole text for approval.

VOTE: *Does the Board agree:*

- *to start with the Extraordinary General Meeting*
- *that parent questions will be limited for explanations and clarifications*
- *and that the vote will be: Yes or No on the whole text?*
 - 12 in favour
 - 2 abstentions
 - 0 against.

The Board agrees by large majority (12 votes in favour, 2 abstentions, 0 against) to start with the Extraordinary General Meeting. Parent questions will be limited for explanations and clarifications and that the vote will be: Yes or No on the whole text.

7. Performance Audit – update.

The Director of the APEEE has sent an update on interviews planned with Moore Stephens, the performance audit company. The interviews, started on Tuesday 9th October 2018 with the Secretary of the Board, will continue in the coming weeks.

8. School Administrative Meeting – briefing.

The President of the APEEE gives a brief report on the School Administrative Board Meeting held on 4/10/2018. The meeting was really interesting and the supporting documents were really well done. The President and VP Pedagogical Affairs will publish a report on Bitrix platform shortly.

#	Action	Owner	Deadline
#03 CA 11 th October 2018	Report on the School Administrative Board Meeting to be made available in Bitrix.	President	ASAP

9. INTERPARENTS meeting – briefing.

The European School of Brussels IV hosted the INTERPARENTS meeting on 8th and 9th October 2018, welcoming the representatives from across the entire European School system. The APEEE of Brussels IV was represented by Ms Dijkstra, the President and Ms Vlandas, the Board member in charge of Interparents. It is explained that Interparents is an umbrella organisation of all parents' associations which represents all parents of all European schools in the Board of Governors. It has an important function in various committees and working groups of the European Schools system.

Ms Vlandas provides an oral feedback from the meeting. Several topics were discussed: Language Policy, Data Protection, Pre-Bac, Digital Learning, New Marking Scale and Brexit.

10. Somerfesto 2018 – Results and feedback.

Ms Hernandez Pacheco reports to the Board about the accounts for the 2018 Somerfesto edition. The results will be communicated in writing to the Board members shortly. The feedback was really positive, the most popular "attractions" were: drinks stand, Italian food stand, disco etc.. Negative aspects: a lot of trash, lack of visibility of prices in the stands, limited attractions. All Board members thank Ms Hernandez Pacheco for her work and implication.

#	Action	Owner	Deadline
#04 CA 11 th October 2018	Report on the results of the Somerfesto 2018 to be provided to all Board members.	VP IERP	ASAP

11. Somerfesto 2019.

The EEBIV would like to plan the 2019 Somerfesto edition on Wednesday 9th May 2018 (Europe Day). On that day, all students (Nursery, primary and secondary) are at school and parents working for the Institutions are off due to the Europe Day. It is pointed out the Somerfesto is an event which creates links between parents and sections and reinforces the sense of school community. The VP IERP would

like to set up a working group on Somerfesto involving teachers and Somerfesto coordinators (a reserve from the last year). It was reminded that the Somerfesto class representatives should be involved now. The VP IERP clarifies that if Somerfesto can be held during the school day, the school should organize it and she will report of any development coming from the School.

#	Action	Owner	Deadline
#04 CA 11 th October 2018	Inform the Board about the ongoing discussion with School related to date and on progress of the Somerfesto Committee.	VP IERP	CA 08 November

12. Coffee morning – update and budget.

Coffee mornings will be held in the school cafeteria every Friday from 8:00 am. This event is open to all parents of the EEBIV. The aim is to share information and ideas with other parents, to build projects together and respond to the questions about school life. The VP IERP and a guest will be present every Friday. It is announced that the Eureka team will be the guest of honour on 12th October 2018.

Coffee mornings are set up to make the school a friendly place for parents but it is also the opportunity to identify volunteers for the future.

It is submitted to the Board the request to finance coffee mornings to parents every Friday morning at the school cafeteria (purchase of coffee and croissants: total amount estimated 800 euro per year). It was raised that participation might be limited mainly to parent living around Laeken and not working, so it was decided to propose financing this initiative only until December for the corresponding amount.

VOTE: *Does the Board approve to finance of the coffee mornings in the cafeteria until December 2018?*

- Unanimity

The Board unanimously approves to finance the coffee mornings until December 2018, as per estimate provided

13. Community Fund - update.

Ms Ghitoi, the Chairperson of the CFC, gives an update on Community Fund, which was just circulated by email. A meeting with the school management took place on 11/09/2018 in order to fix the financial priorities for this academic year. (Participants: Ms Vignati and Ms Ghitoi from the CFC and Ms Dijkstra and Ms Rizza from the APEEE BXL IV Board). It was agreed:

- To modify the application form including the question "Has the school management been informed about this project? Yes or no.
- To include in the application guidance (website) a short paragraph indicating that the applications for funding should be in line with priorities of the Multiannual school plan 2018-2020: strengthening the school's identity, reinforcing the European dimension in education, enhancing digital education and assuring safety and well-being.

The updated documents are published on the new APEEE website.

On behalf of the CFC, Ms Ghitai informs the Board that there is money left in the CF dedicated budget and new applications are needed. She kindly asks the VP IERP and the Communication Officer to draft a message to parents and teachers in order to inform them about the CF (with a link to the list of projects already funded) and inviting them to apply.

#	Action	Owner	Deadline
#05 CA 11 th October 2018	To draft a communication to parents and teachers informing about CF and ask for applications (a call for projects)	VP IERP and Communication Officer	By the end of the week

Ms Ghitai also reminded that the CFC is looking for the opportunity to be invited to one of the upcoming Board meeting and it was requested to check the availability for the next AB meeting on 08th November. The following in December will be dedicated to the new Board following the GA, so time is limited.

#	Action	Owner	Deadline
#06 CA 11 th October 2018	Inform the Board about feasibility of the CFC members to join the AB meeting in November.	CFC Chair	ASAP

14. APEEE IV Services: State of play 2018/2019 (canteen, cafeteria, transport).

Mr Pietre presents to the Board the State of Play 2018/2019. It is announced that 2435 pupils are enrolled to the transport service. An evacuation training was offered to Nursery 1 - P5+S1+S2 classes + bus monitors. A two-day training on authority and respect was given to 61 monitors. The late communication of the timetable from the school to the APEEE for the secondary cycle had an impact on canteen service and the extra-curricular activities. A huge issue related to the organization of secondary students' schedules is the capacity of the canteen (3rd floor). In order to have more space available for students at the canteen two solutions are proposed:

- to transfer P3-P4 pupils from 3rd floor to 2nd floor;

and/or

- to close the 'restaurant professeurs' in the canteen building.

An ad hoc meeting with the school direction (Deputy Head Nursery and Primary cycles, Deputy Head Secondary Cycle) will be held tomorrow on this issue. A solution should be found by the beginning of November 2018. It is pointed out that the first mission of the APEEE is to ensure the benefit of children.

It is referred that the school is reducing the external supervision and increasing the working hours of the teaching staff for the supervision of pupils.

With reference to the extra-curricular activities, the problem of class available for private music lessons is still in negotiation with the school.

#	Action	Owner	Deadline
#07 CA 11 th October 2018	To report on the meeting with the School on 12 th October.	APEEE Director	In the coming days

The Director of the APEEE of Brussels IV announces that there will be a meeting with DAO at school tomorrow.

#	Action	Owner	Deadline
#08 CA 11 th October 2018	To report on the meeting with DAO	APEEE Director	In the coming days

The Board meeting ends at 2.54 pm. Some attendees arrived later or left early.

The other agenda points will be postponed to the next Board meeting on 8/11/2018.