



Administrative Board Meeting/Réunion du Conseil d' Administration

Brussels Thursday, 24th January 2019

Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: 1D, 12:45-14:40.

Present: Stephanie Buus, Kristin Dijkstra, Emanuela Innocente, Karim Kettani, Nadia Kichaout, Angela Muraca, Dana Adriana Puia Morel, Graziella Rizza, Iulian Vasile, Anneli Veispak, Pénélope Vlandas.

Absent: Dorothee Farwerck Lefort, Nathalie Marchioro-Holzer, Dan Nicolae, Victoria Petrova.

Excused: Luca Dussart Ilies, Mariana Ghitoi, Alexandre Grigorescu Negri, Ambar Hernandez Pacheco, Vladas Kukulskis, Tobias Stricker.

Proxies: Luca Dussart Ilies to Pénélope Vlandas, Mariana Ghitoi and Vladas Kukulskis to Dana Adriana Puia Morel, Alexandre Grigorescu Negri and Ambar Hernandez Pacheco to Kristin Dijkstra, Tobias Stricker to Emanuela Innocente.

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

Minutes 24.01.2019

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

1. Adoption of the agenda.

The Secretary of the Board clarifies that the draft agenda includes the update on the Somerfestio.

The agenda is adopted as submitted.

2. EEB IV Administrative Board meeting on 25th January 2019.

Tomorrow there will be the EEB IV Administrative Board meeting focused on the school's budget. It's a meeting with all stakeholders: representatives from European Commission, Eurocontrol, the Office of the Secretary-General of the European Schools, student representatives, teacher representatives, as well parent representatives (APEEE: Kristin Dijkstra and Karim Kettami). Mr Marcheggiano, the Secretary General of the European Schools, will be present.

Traditionally there are two School Administrative Board meetings per year. The first, at the end of September or beginning of October is on pedagogical issues, the second in January is focused on the budget. The President of the APEEE of Brussels IV and the VP Pedagogical Affairs had a preliminary meeting with the School Management on Tuesday. The Director of the EEBIV communicated the main points that will be presented at the EEBIV AB meeting. A point that probably is going to push back from the EC will regard the Learning Support because the EEBIV has the highest number of learning support assistants.

- **Discussions & Proposals**

It is referred that the EEBIV has the highest percentage of locally hired teachers and the school directors spend a lot of time for recruiting. The discussion is focused on different topics: the school calendar, the creation of new PAS posts at EEBIV.

It is clarified that European Commission fixes the budgetary contribution to each European school. The APEEE of Brussels IV should draw the attention of the EC on the fact that the European schools have not the same treatment. It is explained that a difference may be noted for the education, the infrastructures and other services.

#	Action	Owner	Deadline
#01 CA 24 th January 2019	To draft a letter to the EC on equal treatment (budget)	Pénélope Vlandas and Karim Kettani	By 5 th February 2019

- **Review documents to be available**

Ms Rizza points out that the supporting documents related to tomorrow's meeting were sent quite late. Consequently it was impossible to read all documentation carefully. Ms Rizza refers that she has sent the documentation to the previous treasurer who has kindly offered his support on budget analysis. She has suggested to the previous treasurer that if he has any specific point based on the analysis he can send them to us by e-mail in order to present and send them in writing. Ms Rizza refers that during the General Assembly we received a motion related to the higher number of photocopies and other costs so we have to look at the budget carefully and see if this point is cater for and eventually sent it formally in writing. The Treasurer refers that the following point should be made at tomorrow's meeting as follows:

The supporting documents were sent late, the APEEE of Brussels IV had no enough time to give comments but in occurrence of the next maximum two weeks we would send them the detailed comments that we would like them to take into account and to cater for in the Minutes of the EEBIV School Administrative Board meeting.

3. Update on visit to Arts Loi temporary site.

Parent and teacher representatives from all Brussels-based European schools were invited on Monday 21st January 2019 to visit the buildings at Rue du Commerce 96 which the host country plans to offer to the European school on a temporary basis as from September 2020 until August 2026. The capacity is limited to 1000 pupils due to safety regulations.

The President of the APEEE of Brussels IV gives a feedback on the visit that is available also on Bitrix platform. In her opinion, the building is nice but is not appropriate for a school. It is referred that the *Groupe de Suivi* meeting that followed the site's visit on Monday was very tense. The Woluwe and Ixelles parents are understandably concerned about the site and came with some concrete questions and feedback and the response was that this was the only option on the table. The system is under pressure there are a lot of tensions at the moment. What Parents' Representatives say is to explore all potential options. In this context, Ms Vlandas asks if someone has considered that the Arts Loi temporary site could be better for nursery children rather than for secondary students. It is explained that a lot of nursery parents prefer to take children to school directly without using the school transport service. This age group has other infrastructure needs (examination halls, science laboratories are not needed). A nursery site in the EU quarter could be an added value because all crèches and EU institutions are nearby and parents would be closer to their kids and have a direct link with teachers. If we have a site for nursery children this infrastructure could be used as well as after school care centre.

The President of the APEEE of Brussels IV will talk about this option to Mr Marcheggiano, the Secretary General of the European Schools, following tomorrow's meeting.

4. Discussion on the contract procedure.

Following the VP Administrative affairs input, the Treasurer and the Director of the APEEE of Brussels IV have analyzed the contractual situation of the APEEE. For the transport, we have the same contract model used by the other APEEEs based in Brussels with the bus companies. For the other services (canteen and extra-curricular services) apparently there is not a policy for having a standard contract. In order to develop a contract procedure, Ms Rizza identifies three steps to follow:

1st Step: The Director of the Apeee of Brussels IV with one staff person in charge of a service will put in a file all on-going contracts and conventions signed by the Parents' Association. This means also that all updated documents will be physically collected into a folder. In order to get the information easily, the file will be published on Bitrix Platform.

#	Action	Owner	Deadline
#02 CA 24 th January 2019	To provide a state of play on the contracts in place	Eric Piettre	by the end of the next week

2nd Step: Mr Kettani offers his help for drafting formal model contracts. He envisages having a simple model style contract (NO EU) except for buses. It is explained that we need transparency as well as to ensure business continuity. We do not have to replicate the same control environment of the European Institutions.

Once the file has been compiled, there will be a meeting with Mr Kettani in two weeks. Mr Kettani draws the attention of the AB that according to the new Statutes the daily management of the Parents' Association is a responsibility of the Director of the APEEE and his team, but the supervision is delegated to the Executive Committee. Consequently the members of the Executive Committee should devote their time on this and make their job.

3rd Step: To develop a model by the end of March 2019. It is agreed that the management is with the APEEE Director but the Board will have a say upon the moment of renewal of the contract and this will be the main task of the VP Administrative Affairs to have a look, follow-up and inform the APEEE Board or whoever is going to be delegated.

5. Administrative Board: tasks, priorities & responsibilities.

It is explained that the Rules of Procedure of the APEEE Administrative Board were not adopted by the General Assembly of the APEEE BXL IV on 24th January 2018. Some parts of the draft document might be revised in accordance with new approved Statutes. The Treasurer of the APEEE would like that a new Board member may analyze the document and provide a feedback from a new perspective.

#	Action	Owner	Deadline
#03 CA 24 th January 2019	To check the document and provide a feedback	Stephanie Buus	By two weeks

This point will be discussed in detail during the Team Building on February 2nd 2019. Ms Puia Morel reminds that Team Building will start at 10 am. She invites all attendees to reply to "Number 1 Issue" question as soon as possible. She will create a Wall of issues that will structure our conversations.

6. Learning support (LS).

Ms Muraca, the Board member responsible for LS matters, announces the setting up of a Learning Support Working group. This WG, set up last Monday, is composed of eight well motivated parents.

Ms Muraca points out that it is important the support of the APEEE Administrative Board for a major coordination on LS among the 4 European Schools. One action asked to the Board at today's meeting is to support an initiative through a letter. The President of the APEEE of Brussels IV agrees to sign a letter that should be sent to the members of the EU Parliament before the election. The aim is to raise awareness about an inclusive European school system. This letter should be signed by the all APEEEs based in Brussels.

Another initiative of this WG is to organize an information session on LS for the parents of EEBIV. This idea has been welcomed by the School Management and the LS coordinators. The EEBIV will present the support they do at school. This information meeting will take place at school in the evening. Date proposed to be confirmed by the School Management: 19th February 2019.

Ms Muraca would like that the APEEE of Brussels IV may attend the conference organized by Woluwe and provide a financial support. The Board agrees to launch a written procedure in order to request the financial support to cover a part of costs (approximately 300 euro).

7. Report on the APEEE Work Group 1st Meeting.

The first meeting of the APEEE WG on feasibility study took place at school on 18th January 2019. Ms Rizza, the overall coordinator, gives a brief report of the meeting by explaining that divided opinions were expressed. In this first stage of group discussion, it is too early to make a public report. First of all, we need to have a confirmation on the possibility of having a direct access of the building to the school premises. Ms Rizza has written a draft letter to the Secretary-General of the European Schools on this issue. She invites Mr Kettani and Mr Vasile to read the draft letter and provide their inputs for the legal aspect and the security part if necessary.

#	Action	Owner	Deadline
#04 CA 24 th January 2019	To submit the final letter to Kristin Dijkstra. The letter will be sent from the President's e-mail to the Secretary General of European school and in copy to the relevant parties	Graziella Rizza	By Monday 28 th January 2019

The President of the APEEE BXL IV will announce orally the letter to Mr Marcheggiano.

8. Somerfesto budget/Financial aspects.

The Treasurer of the APEEE of Brussels IV expresses her concerns about the organization of the next Somerfesto edition. She feels uncomfortable that the decision of requiring an entrance fee has been taken without prior approval of the APEEE Administrative Board. Last year, after an estimation of best-worst case scenario, it was agreed not to opt for an entrance fee.

It is pointed out that the APEEE Administrative Board should take decisions on the financial part for this event because we manage the Somerfesto account and the Treasurer of the APEEE of the Brussels IV signs the bank transactions. The President of the APEEE of Brussels IV will clarify this point with the Somerfesto coordinator.

9. AOB.

It is agreed to approve the proposed procedure for the Community Fund by written procedure. Ms Rizza insists on the fact that the new procedure should take into account that we will not provide the endorsement on the final payment unless we have a small record of the activities that we can put.

The Board meeting ends at 14:40 pm. Some attendees arrived later or left early.