



Administrative Board Meeting/Réunion du Conseil d' Administration

Brussels Thursday, 4th April 2019

Location: CCAB, rue Froissart 36, 1040 Bruxelles, room: 5B, 12:45-14:35.

Present: Stephanie Buus, Luca Dussart Ilies, Dorothée Farwerck Lefort, Alexandre Grigorescu Negri, Karim Kettani, Nadia Kichaout, Vladas Kukulskis, Angela Muraca, Dan Nicolae, Victoria Petrova, Graziella Rizza, Tobias Stricker, Anneli Veispak, Pénélope Vlandas.

Absent: Nathalie Marchioro-Holzer, Iulian Vasile.

Excused: Kristin Dijkstra, Mariana Ghitoi, Ambar Hernandez Pacheco, Emanuela Innocente, Dana Adriana Puia Morel.

Proxies: Mariana Ghitoi to Alexandre Grigorescu Negri, Ambar Hernandez Pacheco to Stephanie Buus, Emanuela Innocente to Pénélope Vlandas, Dana Adriana Puia Morel to Karim Kettani, Nadia Kichaout to Pénélope Vlandas from 14:00 pm.

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

Minutes 4.04.2019

The quorum is present. Mr Kettani chairs the Administrative Board meeting.

1. Adoption of the agenda.

One point is added to the agenda:

- Fires: Discipline Councils.
- Point 7 is replaced by public meeting on Educational Support.
- Point 8 is deleted.

The agenda is adopted as amended.

2. VOTE: Approval AB minutes of meeting 7.03.2019.

Unanimously adopted with Ms Vlandas' remarks.

3. Fires – Discipline Councils.

There were two fires at school two weeks ago: the first one on Tuesday 19th March, the second one on Wednesday 20th March. According to the police investigators, the fire on Tuesday was involuntary in its nature, the fire on Wednesday was more deliberate. It was done with the intention to put the premises on fire. The Direction of the EEBIV found the people behind the first fire very quickly. The Discipline Councils related to the fires took place this week. These disciplinary councils were organized according to

the procedures foreseen in the General Rules of the European Schools, in article 44. The discussion focuses on the facts, the procedure followed and the outcome.

The VP for Pedagogical affairs informs the Board that the Disciplinary Council was chaired by the Director assisted by the Deputy Head for the Secondary cycle, the observer. The Disciplinary Council was also composed of one secondary school teacher from each language section. It is explained that the pupil, if he/she is a minor, must be accompanied by his/her legal representative and may request the presence of one of his/her teachers or a representative of the parents' association. The Discipline Council pronounced: 1 permanent expulsion from the EEBIV with immediate effect, 1 temporary exclusion of four days, 2 hours of detention. It is referred that the line of the Discipline Council was extremely harsh towards the main pupil who put the paper on fire and there are many arguments to help the parents due to the disproportional character of the sanction. We should react collectively against this decision, we should write a letter and give some practical advice to parents. In fact according to the new Statutes, one of the aim of the Association is to provide guidance and support to parents, on request, in relation to educational and pedagogical services including, as appropriate, legal and administrative proceedings.

In the meantime, it is important to inform pupils about the seriousness of this act. The VP for Pedagogical Affairs invites the Board to express a supporting principle to help the parents of the child expelled permanently with the appeal and with an eventual editorial review before the Complaints Board. If there are financial aspects on this, we need to come back with specific details and contributions from other sources. The Board member responsible for transport clearly states that she is totally against to use the Social Fund for these purposes.

Vote: *Does the Board agree:*

-To help the parents with the appeal;

-To explore how we can help them if there is a file procedure before the Complaints Board;

-To write to the School Management expressing our concerns with the procedure and the fact we were not able to be there?

- *17 in favour*
- *1 abstention*
- *0 against*

The decision has been adopted by large majority.

#	Action	Owner	Deadline
#01 CA 4/04/2019	To draft a letter to the School Management saying that we are surprised by this verdict.	Pénélope Vlandas	In the coming days

It is clarified that the letter should be published on the APEEE website.

4. APEEE Performance Improvement WG.

It is referred that last part of the report produced by Moore Stephens, the audit firm, identifies all issues that the parents' association should solve.

The VP for Administrative affairs would like to fix a meeting with the auditor next week. The aim is to discuss some of the options what we could do to improve the way we work. To date, the APEEE Performance Improvement WG is composed of 8 persons. The Treasurer of the APEEE informs the Board that Moore Stephens made 20 recommendations of different nature. Some of them are more financial, others are more on the organizational part. Ms Rizza points out that for each recommendation we should identify who in the Board could have a lead or a specific attention to that. All Board members who wish to contribute are well welcomed.

She insists on the fact that once every three months, the APEEE accountant should explain to the Board the budget in order to have an overview. She refers that we have a series of contracts coming to the end and we need to have a meeting for a discussion before the renewal. She would like that for specific requests we receive a feedback rapidly.

The VP for Administrative Affairs refers that the financial reports could be presented at the Executive Committee meetings because all services are represented and we can have more time to discuss pedagogical issues at the Administrative Board meeting. He is against the idea of creating several working groups for each issue. The risk is that we are not able to provide an answer to each issue and to publish a report. We should keep one Working group with all people involved. His hope is that at the end of summer we can publish the final report and the beginning of the action plan. The goal is to come with a plan, to present it to the GA, to vote on it and to communicate it to parents.

#	Action	Owner	Deadline
#02 CA 4/04/2019	To send the invitation to the first session on Performance audit with Moore Stephens, the audit firm.	Grigorescu-Negri Alexandre	ASAP

5. Questionnaire /survey APEEE services – status update.

It was decided in the last meetings to conduct a parent survey on the APEEE services. The Board member responsible for extra-curricular activities has published on Bitrix a series of questions to evaluate the quality of service provided and on how to improve the extra-curricular activities. These questions were finalized with the extra-curricular manager and the Director of the APEEE. Ms Vlandas identifies two difficulties: the lack of an adequate infrastructure at school for the extra-curricular activities and the extra-curricular activity timetable for nursery and primary pupils. These activities normally last 40 minutes and this is a limited time for developing another type of activity.

In addition she would like to use the survey's results to check if it is possible to offer some extra-curricular activities via subcontractors in the European quarter. In this case the transport would be provided by the parents' association but parents should pick up their child (ren) in the premises of subcontractors. This option could meet the needs of parents whose children are on the waiting list for the after-school childcare centres.

The Director of the APEEE explains that he has received the questionnaires from all services (transport, canteen and extra-curricular activities). He has summarized and sent the questions to Mr Grigorescu-Negri. Ms Kichaout points out that it is important to create a survey to identify and collect the parents' needs.

The questionnaire should include some frequently asked questions to check the level of satisfaction and ad hoc questions to identify problems or needs. This point will be discussed at the next Executive Board meeting (11/04/2019).

6. Financial results APEEE up to end of February 2019.

Mr Piettre explains to the Board the APEEE financial results from September 2018 to February 2019. The general situation is good. It is explained that some revenues are not still recorded such as the revenues related to the Ski trip and the Performing Arts Day. The progression of revenues and charges is at the moment in line with the budget. It is noted that the rise of the food cost is more important that at the beginning of the school year because the cost of the food is increasing in the international market.

The Board responsible for transport formally asks the Board's approval for launching the 2019-2020 enrolments to services. She would like to launch the enrolment to the transport service from 1st May to 31st May 2019. The website will be ready on 29th April 2019, e-mail recalls and SMS reminders will follow.

Vote: *Does the Board give the agreement to the services for launching the on-line enrolment procedure?*

- *Unanimity in favour.*

7. Canteen: P5 access to the cafeteria.

The Director of the APEEE refers that P5 pupils eat at the canteen at 1:00 pm. This time slot was adopted in order to solve the problem of the secondary timetable. The proposal submitted to the Board for approval is the opening of the cafeteria service to P5 pupils. At the moment only secondary students are using the cafeteria service. The discussion focuses on this proposal but also on the measures that should be adopted to allow to a major number of pupils to use the canteen service. The Board responsible for the canteen would like that for the next academic year teachers may come to the staff's canteen after 12h00 o' clock.

It is outlined that we have two spaces for the canteen and we need more space. At the last group de suivi meeting on the 5th European School, Ms Petrova raised the question that we need space. Mr Bordoy would like to re-arrange the empty space, under the covered courtyard facing the J building, for canteen or classes. He expressed clearly his willingness to raise this question to the Régie de Bâtiment. For this purpose a specific form should be completed.

#	Action	Owner	Deadline
#03 CA 5/04/2019	To explore with Mr Bordoy where this form is and how we can help them to fill it in in order to raise this question to the Régie de Bâtiment.	Eric Piettre	In the coming weeks

With reference to the cafeteria's proposal, it is not considered a good idea to mix P5 pupils with secondary students.

Vote: *Who is in favour of allowing P5 pupils to have access to the cafeteria?*

- *7 in favour*
- *8 against*
- *2 abstentions*

The submitted proposal is rejected.

8. Public meeting on Educational Support.

Ms Muraca announces that a Parent information evening on Educational Support will be held at school on Tuesday 7th May 2019 from 7 pm. She clarifies that the presentation will be done by the school but the invitation will be prepared by the parents' association. All Board members are warmly invited to the meeting and share this information with parents because it is a good starting point. The Director of the school will be there as well as the Educational Support coordinator who will present what we do in Educational Support.

Next week there will be an Educational Support Working Group meeting focused on this event. They will discuss the agenda points with Mr Mattuscheck, the Educational Support coordinator. It is explained that the invitation letter to parents (EN/FR version) could be published on the APEEE website and sent by the school via the SMS system in order to reach all parents.

#	Action	Owner	Deadline
#04 CA 4/04/2019	To send the invitation to the Director of the APEEE and the Communication Officer.	Angela Muraca	In the coming days

#	Action	Owner	Deadline
#05 CA 4/04/2019	To send the official invitation from the APEEE to Mr Beckmann, the Deputy Secretary-General of the European Schools.	Kristin Dijkstra	In the coming days

9. AOB.

- Transport News.

Ms Petrova, the Board responsible for transport, announces that the Transport Committee is slightly revising the transport rules that go with the enrolments. Two major news have been introduced:

-The use of mobile phones is allowed on the school bus for this last quarter as trial period. It is forbidden to film or take pictures.

-It is allowed to have one per quarter free of charge ticket for occasional emergency situation. When a parent buys a ticket is for the D-Day without any reimbursement or change in case of error.

-With reference to the 2019 Somerfesto, Keolis, the transport company, could organize a shuttle service from Bockstael metro station to EEBIV by electric bus. The Director of the APEEE is tasked to explore this feasibility.

- Information meeting organized by ADP (23/05/2019).

The ADP, the Parents' Association of Crèches and After-school child Centres in Brussels, has organized an information meeting on European schools for new parents. This meeting will take place in the Charlemagne building on 23rd May 2019, at lunchtime. The Parents' Associations based in Brussels (I, II, III, IV) have been invited to respond to parents' questions and give concrete information on transport, canteen and extra-curricular activities. Mr Piettre will attend the meeting together with the service managers and the Board member responsible for transport.

Ms Vlandas who is an APEEE BXL IV Board member and President of the ADP, explains that this is the opportunity for the parents' association to present the role of the APEEE and its services.

#	Action	Owner	Deadline
06 CA 4/04/2019	To prepare and circulate the APEEE presentation to the Administrative Board.	Eric Piettre	ASAP

The Board meeting ends at 14:35 pm. Some attendees arrived later or left early.