



Administrative Board Meeting/Réunion du Conseil d' Administration

Brussels Thursday, 3rd October 2019

Location: CCAB, rue Froissart 36, 1040 Bruxelles, meeting room: 3C: 12:45-14:30

Present: Kristin Dijkstra, Dorothée Farwerck Lefort, Mariana Ghitoi, Alexandre Grigorescu Negri, Emanuela Innocente, Karim Kettani, Vladas Kukulskis, Dan Nicolae, Victoria Petrova, Dana Adriana Puia Morel, Graziella Rizza, Tobias Stricker, Iulian Vasile, Pénélope Vlandas.

Absent: Nadia Kichaout, Angela Muraca.

Excused: Stephanie Buus, Luca Dussart Ilies, Ambar Hernandez Pacheco.

Proxies: Stephanie Buus and Ambar Hernandez Pacheco to Kristin Dijkstra, Luca Dussart Ilies to Alexandre Grigorescu Negri.

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

Minutes 3.10.2019

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

1. Adoption of the agenda.

One item is added to the agenda:

-Feedback from yesterday's CEA meeting.

It is clarified that the information point on Philosophy Day will be discussed at the end of the meeting as AOB point.

The agenda is adopted as amended.

2. Vote: Approval AB minutes of meeting 12.09.2019.

The Administrative Board agrees to approve the Minutes of the Administrative Board meeting held on 12th September 2019 by written procedure.

3. Vote: Increase prices at the Cafeteria & presentation Cafeteria /Snack Shack overall budget.

The vote on the increase of cafeteria prices for the 2019-2020 school year has been removed from the agenda. The Treasurer of the APEEE explains the reasons behind that decision. We have a detailed list of prices by item, we know the management costs, the fix costs, the annual turnover of what we pay in terms of row material, we know the complete costs of the staff that are allocated to the cafeteria but we need also to be aware of what is the percentage distribution of the costs that we are paying in terms of

labour (salary) among the canteen, the cafeteria and the snack shack. If we do not have this variable it is difficult to get an overview of what this implies in terms of impact. We should be in a situation where we are increasing prices because we have this argument that we can justify to parents. Ms Rizza refers that we do not have all figures that allow the Board to take this decision. We should be in a position to argue in the right way why we are taking this decision in front of the GA. All Board members are jointly responsible for the Association but the Treasurer has a role to play when there is a decision that has a financial implication. The role of the Treasurer is to have a prudential approach on financial management. We should be in the situation of "bon père de famille": we do the best of our capacity in the interest of our community in order to best use the services to serve the purpose of the community.

Ms Rizza refers that when an action leads to a financial implication, it would be good to have a meeting and discuss our understandings and what explanations we can bring to the Board. In this specific case, the Treasurer was surprised to learn that there had been an increase in cafeteria prices despite a negative opinion given by the Board on the process and this is something that should never occur another time. The Treasurer of the APEEE has been informed that we have a request to get an extra-position in the canteen, a stock manager, and the decision needs to be taken today. She points out that, before deciding this staff recruitment, we should have a clear view of what we need and what our vision is. She points out the importance of having a financial projection for the next 5 years that allows making the adequate decision. The Board responsible for the canteen explains that we have to improve the controlling because it is not perfect divided into canteen and cafeteria.

The President of the APEEE refers that we need to keep in mind that our canteen is too small, our student population will continue to grow and we need to have an alternative for feeding these people. We are actually in a better position to meet that challenge which is not going to go away in 7 or 10 years.

The Director of the APEEE explains that we bought the WINBOOKS system last year. The APEEE accountant is working in order to feed all data into this new reporting system. Thanks to the implementation of the new software, we are dividing the estimation into business units. Mr Piettre announces that an easy reporting for the Board will be provided at the end of this academic year. He explains that the estimation of revenues is made every year for the budget and this is very close to the reality. The Board agrees the following timeline and actions:

#	Action	Owner	Deadline
01 CA 03/10/2019	To prepare a first draft on the increase of cafeteria prices.	Eric Piettre and Renan Minoche	Within two weeks

#	Action	Owner	Deadline
02 CA 03/10/2019	To have an ad hoc meeting in order to analyse this proposal from a financial point of view.	Graziella Rizza, Eric Piettre, Eric Rega, Renan Minoche	In the coming weeks

#	Action	Owner	Deadline
03 CA 03/10/2019	Once analysed, to submit the document : -to the Executive Committee meeting for validation And then: - to the Administrative Board for approval.	Graziella Rizza and Eric Piettre	In the coming weeks

The Administrative Board agrees to move the Executive Board meeting to 24th October rather than 17th October 2019 in order to discuss this point.

4. RECORD: Approval Community Fund contribution to "Extension of KIVA in the Secondary".

The Board approved by written procedure the project "Extension of KIVA in the Secondary cycle" submitted to the Community Fund. (Deadline: 26th September 2019, voting result: 12 in favour, 0 abstention, 2 against, 5 members who did not participate to the voting procedure).

5. RECORD: Approval Community Fund contribution to "Playtime Theatre".

The Board approved by written procedure the project "Playtime Theatre" submitted to the Community Fund. (Deadline: 26th September 2019, voting result: 11 in favour, 1 abstention, 3 against, 4 members who did not participate to the voting procedure).

6. Official Snack Shack opening and Networking.

This point will be discussed during the upcoming Pedagogical WG meeting and then it will be brought back to the Executive Board meeting (24/10/2019).

7. Elections 2019/2020: outgoing Administrative Board members.

Ms Innocente announces that there are 13 vacancies on the Board. It would be good if we could share our intentions to continue to serve on volunteer basis or to leave the Board at the next Administrative Board meeting (CA 7/11/2019). Ms Petrova reminds that the parents' association has a clear welcome package with a number of documents relating what Board does that could be revised. Ms Puia Morel points out that it could be useful to provide one-page slide on what we do and the efforts needed in order to help new volunteers.

8. General Assembly 2019/2020.

In accordance with the current Statutes, Mr Grigorescu-Negri reminds the Board the timeline for the next General Assembly:

-9.6 The Administrative Board shall announce to the members, the date of the GA at last one month before the convocation (by 18/10/2019);

-9.7 Any subject to be discussed at the time of the GA and all resolutions to be submitted for the vote of the GA must be submitted by way of a motion to the Administrative Board, at the latest three weeks before the official date of the GA in order to be put on the agenda (by 11/11/2019);

-9.9 The General Assembly shall be convened at least two weeks in advance by the President, who shall communicate the agenda by electronic mail to the members, directly or through the Class Representatives (by 18/11/2019).

The Director of the APEEE refers that the General Assembly must vote on:

- The discharge of the Administrative Board on the Certified Accounts 2018-2019;
- The Budget 2019-2020;
- The election of the new members of the Administrative Board.

It is referred that all service managers should prepare the draft activity report and the Board member in charge of each service has to confirm it. All documentation needs to be provided in English and French. The Treasurer of the APEEE points out that we should allocate more time to present the achievements of the APEEE. It is important to show what we have achieved through our actions. Ms Rizza adds that there will not be a presentation of the budget for each service but we will have a vote on the budget as a whole. It is agreed to continue with the formula of electronic voting adopted in the past years. With reference to the audit report, the Apeee has not approved the report produced by the audit firm and a revision was requested in order to take into account our comments. At the current situation, we can't publish the audit report and present it at the GA because there are a series of arguments that we are working on.

With reference to the attendees, it would be good to extend the invitation to the school management with a 30 minute time limit. No decision has been taken. Their presence is subject to the number of the agenda points and the time available.

#	Action	Owner	Deadline
04 CA 03/10/2019	To vote on the 2019-2020 Budget proposal	The Board	At the next AB meeting (7/11/2019)

9. School Administrative Board 19 September 2019-Report.

The President of the APEEE provides a feedback from the School Administrative Board meeting held on 19th September 2019. Several topics were discussed during that meeting: the whole school inspection, the new marking scale, the official announcement of Mr Mattus' departure from the EEBIV, the Commission's audit conducted at EEBIV on HR's needs. Ms Dijkstra refers that the current status of the overcrowding and the future projected overcrowding of the European Schools in Brussels have been a big point of the agenda for the school administrative board of the 4 European schools in Brussels. The overcrowding has an impact not only on the quality of education but also on services provided by the parents' associations.

10. Feedback from yesterday's CEA meeting (2/10/2019).

Mr Kettani and Ms Petrova give an oral report of the CEA meeting held on 2nd October 2019. Ms Petrova clarifies that she attended the CEA meeting as representative of the staff of the Commission and by extension of the staff of all EU Institutions. It is referred that the pupil population of the four European Schools in Brussels is increasing of approximately 400 pupils per year. The capacity of the European school system in Brussels to face this growth's rate should not exceed one year. After that, some decisions need to be taken. The capacity of the European School of Laeken should be around 2.800 pupils but we do not have an official figure from the *Régie des Bâtiments*. The European school of Brussels I, II and III have reached their maximum capacity but it seems that the European school of Brussels IV is less overcrowded. Ms Dijkstra refers that we have to be aware that the discussion about refusing access to Category 1 parents is going to happen in the future. Category 1 pupils/students are those whose parents are officials of the European Institutions. The President of the APEEE refers that it could be interesting to know the position of the other APEEEs on this matter but we have to decide what it is our position as Board. Ms Petrova adds that she insisted on the need to process with adequate language testing in order to orient children to different sections and she has raised the question of OIB acquiring the building next to our school. Ms Vlandas refers that the Association of Parents for creches and garderies is currently asking OIB to open more childcare centres next to the Schuman area. She doesn't see OIB buying a building next our school and she thinks that this is not in the interest of parents.

11. SG EE Global convention with APEEEs for "canteen/transport/extra-curricular activities".

With reference to the framework agreement between the European Schools and the APEEEs, proposed by the Central Office, we have not received any communication to date. The President of the APEEE will keep the Board updated as things progress. The signature of the agreement will probably be requested by the end of this calendar year. It is clarified that we have no intention of signing until we have all agreed with our school management.

12. School decision to not use SMS for APEEE communication.

The decision not to use SMS for the APEEE communication is entirely attributed to Mr Segers, the new school's Deputy Head of Finance and Administration. The President of the APEEE refers that this point needs to be discussed during the financial meetings with the School.

13. AOB.

-Philosophy Day.

Ms Dijkstra informs the Board that two teachers from the EEBIV are going to be planning a Philosophy Day in February 2020. This project looks very interesting. All European Schools would be invited to attend this event at EEBIV. The President of the Apeee of Brussels IV will announce this project at the upcoming Interparents meeting scheduled next Monday and Tuesday. The School has kindly asked APEEE to support this project not financially just in terms of help. Ms Dijkstra will give more details about what type of help is needed.

The Board meeting ends at 2:30 pm.