



## **Administrative Board Meeting/Réunion du Conseil d' Administration**

**Brussels Monday, 3<sup>rd</sup> February 2020**

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

**Present:** Stephanie Buus, Kristin Dijkstra, Luca Dussart Ilies, Dorothee Farwerck Lefort, Mariana Ghitoi, Alexandre Grigorescu Negri, Nadia Kichaout, Horst Nickels, Dan Nicolae, Tzvetomir Penev, Dana Adriana Puia Morel, Luigi Rosario Filippo Sciusco, Tobias Stricker, Iulian Vasile.

**Absent:** Angela Muraca.

**Excused:** Ambar Hernandez Pacheco, Karim Kettani, Vlasdas Kukulskis, Victoria Petrova, Pénélope Vlandas.

**Proxies:** Vlasdas Kukulskis and Victoria Petrova to Stephanie Buus, Karim Kettani to Dorothee Farwerck Lefort, Pénélope Vlandas to Nadia Kichaout, Stephanie Buus to Nadia Kichaout until 13:00 pm.

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

### **Minutes 03.02.2020**

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

#### **1. Approval of agenda.**

Two items are added to the agenda:

- 1) Information point: SECUREX report.
- 2) Vote: Approval Community Fund contribution to 'Céilí dancing workshops.'

The agenda is adopted as amended.

#### **2. Vote: Approval Community Fund contribution to 'Céilí dancing workshop'.**

On behalf of the APEEE Community Fund, Ms Ghitoi submits to the Board the "Céilí dancing workshop project" for approval. This project, submitted by the Primary and Secondary English section, consists on financing 4 x 45-minute Irish dancing workshops in EEBIV on 6<sup>th</sup> March 2020 (St. Patrick's Day).

The amount requested from the Community Fund is 1.200 euro in order to cover the costs of travel, accommodation and workshops. This event, which promotes multiculturalism in the EEBIV, is a good opportunity to show the Irish culture through traditional Irish music and dance.

The CFC recommends supporting this project for the following reasons:

-This event, which has been taken place for several years with the support of the Community Fund, is particularly appreciated by the students from all language sections.

-It is addressed to the whole school community. 400 students from all language sections and all levels throughout the school will be involved in this project. Priority will be given to pupils and classes who may not have had the opportunity to attend these workshops before.

-The cost per student (approximately 3 euro) is particularly low.

-The Organising Committee will donate to the Community Fund the financial profits (if any) of the Céilí evening scheduled on the same day (6/03) for teachers, parents and friends of the Irish community.

**Vote:** *Who is in favour of supporting the Céilí project?*

- 16 in favour
- 0 abstentions
- 1 against

The Céilí project is approved by large majority.

### **3. State of play: Somerfestó.**

Mr Grigorescu-Negri gives a brief update on Somerfestó. He clarifies the following points:

-Somerfestó is not a legal entity but an initiative from a group of parents. They have an account opened by the APEEE called Somerfestó bank account.

-Somerfestó is not part of the APEEE.

-From an accounting point of view, the payments related to this event are made by the APEEE to each provider.

Therefore, the APEEE Administrative Board needs to vote on a detailed budget. The vote on the overall budget is to allow the Somerfestó Committee to build the detailed budget.

Mr Grigorescu-Negri shares with the Board the figures (revenues, costs and benefits) of the past Somerfestó editions (2017/2018/2019). He notes that there is a positive trend, we are getting better at collecting money from parents through on-line tools and increasing revenues, but the food provided to visitors is only supported by national stands. There is a risk of increase in the gap between tickets sold and food you can buy. Consequently, visitors and parents can't spend all their tickets.

Mr Sciusco points out that we should think about the goal of the Somerfestó before taking actions. What is the goal of Somerfestó? Is this event planned to have a fun day or to raise money for a good cause? The discussion focuses on whether the benefits generated from this event should be given to the Community Fund Committee in order to support school's projects or should also be distributed to outside charities. Mr Nickels refers that the parents' association is getting more and more involved in the Somerfestó and we need to have clear rules in what way we should be involved and what our responsibilities are.

Mr Grigorescu-Negri is not in favour of sharing 50/50 of 2020 Somerfestó incomes with charities as proposed by Ms Hernandez Pacheco. In his point of view, this is a risky proposal which might mean a loss for the parents' association even though the Somerfestó balance is positive. He would like that all benefits from Somerfestó could be redirected to the Community Fund and Social Fund in favour of the school community. The Administrative Board proceeds to the following votes:

**1 Vote:** *The AB votes that all benefits from Somerfestó will be redirected to the Community Fund and Social Fund. The Board will vote on a repartition after the Somerfestó results are presented and there will no longer be charity organisations allowed to have stands at Somerfestó.*

- *Unanimity in favour*

**2 Vote:** *The Board approves a provisional target of 32.000 euro which will be used to create the Somerfestó budget based on last years' expenses. The final budget will be communicated by 15<sup>th</sup> April 2020.*

- *Unanimity in favour*

**3 Vote:** *The Board votes to transfer a donation of 3.300 euro to the Community fund from the Somerfesto account based on the final balance of Somerfesto 2019.*

- Unanimity in favour

#### **4. Preparation of EEBIV Administrative Board, February 4<sup>th</sup> 2020.**

The President of the APEEE has posted on Bitrix platform a draft letter to the Director of the EEBIV detailing the challenges that our services are already facing due to logistical capacity limitations particularly for the canteen, transport and extra-curricular activities. The idea is these elements may be minuted in tomorrow's EEBIV Administrative Board meeting. Ms Dijkstra draws the attention of the Board that even with the good news about the delivery of the fifth European School in 2021, there will be an increase in student population during the 2020-21 school year. The Board takes note that the EEBIV needs more capacity for common spaces (for example: sport infrastructures, examination space, rooms for pupils eating sandwiches at lunchtime, graduation ceremony space etc) but the temporary infrastructure in the main courtyard that the school management is proposing is not a realistic option. Analysing the plans provided for this temporary structure, no reference is made to toilets, air conditioning and heating. In addition, there is no discussion on maintenance costs. Mr Vasile points out that this temporary building should comply with both safety and security rules especially in case of fire and it could be interesting that the school could provide the feasibility study conducted for this project. The Board agrees on the principle that a certain capacity needs to be extended and for that, we do support, but at the moment we do not have enough information to take a decision. It is important to know why the school decided to make this proposal and what the impact would be on students and staff. The APEEE recognizes the impact of overcrowding on school life and student well-being, but cannot approve of the structure as it is presented. Furthermore, any request for APEEE funding to extend school building capacity must be rejected as this is the obligation of the host member state under the Convention.

#### **5. Creation of Draft Convention EEB4-APEEE WG.**

At the last meeting between the Directors of the EEs and the Presidents of APEEEs held on 16<sup>th</sup> January 2020, it was decided to come back with comments by mid-March and to re-discuss the convention in April. Ms Dijkstra proposes to create a small group of people who would be interested in working on this draft convention. It is agreed to set up a small WG on this matter composed of the following members: Ms Buus, Ms Dijkstra, Mr Nickels, Mr Piettre and the managers for each service.

#	Action	Owner	Deadline
01 CA 03/02/2020	To look the calendar and propose a couple of meeting dates between now and mid-March.	Eric Piettre	ASAP

#	Action	Owner	Deadline
02 CA 03/02/2020	To create a little spot on Bitrix platform for the draft convention between EEs and APEEEs	Tobias Stricker	ASAP

#### **6. Child Protection Policy.**

Ms Dijkstra will discuss this point with Mr Kettani, the VP for pedagogical affairs, in the Pedagogical working group.

## 7. Discussion of VP for Administrative affairs/ Treasurer points.

Mr Sciusco would like to understand the tasks and duties related to each position on the Board. He refers that it is important that each Board member may describe shortly what his/her role is in the Association. Clearly written job descriptions help to clarify what is expected from each role as well as to avoid tensions that can arise from role confusion.

Ms Puia Morel would like to organise a team building in May after the 2020 Somerfesto edition.

The purpose is to clarify the roles and tasks of anyone and to discuss how we can organize work together.

Ms Kichaut points out that first, we need to start with a basic description on what we do on a regular basis and then, we can start internal procedures and discussions for the WGs. Mr Grigorescu-Negri agrees with the Board secretary and the Director of the APEEE that we need Rules of Procedure of the Administrative Board.

Mr Grigorescu-Negri encourages all Board members to read the audit report produced by Moore & Stephens. This is a good starting point because the audit report highlights the issues we have and all things that we do. The President of the APEEE informs the Board that, as decided at the last Executive meeting, Mr Grigorescu-Negri and Mr Kettani are going to review in detail the audit report that we received and get back to the auditors with detailed comments about elements we think insufficient or not well-developed.

Mr Stricker has created a Job description folder on Bitrix platform, each Board member should start writing his/her Board position description which will be reviewed at the next team building.

#	Action	Owner	Deadline
03 CA 03/02/2020	To start a reflection exercise: to describe shortly what you do and what you think the person in your role should be doing.	The Board	By a week

## 8. Information point: Securex report.

Mr Dussart Ilies informs the Board that in November 2019 there was an audit conducted by Securex, the consultancy company. The audit was focused on Health & Safety issues for the APEEE staff. Following this audit, we received a report that underlined the areas on which APEEE should take some actions and a table with the list of fields and projects that we should implement in the coming future. It looks like a wish-list and a lot of work is requested to fulfil all those criteria.

Mr Dussart Ilies explains that we need to have a reflection with those who would be interested in these topics in order to guide Mr Piettre in the actions that he would like to take for implementing the recommendations and to take realistic steps which correspond to our vision. Mr Piettre refers that we started implementing some recommendations which are part of the daily job of the APEEE staff. He is pleased to see the implementation of the recommendations with the WG and check them regularly. It is agreed to have a meeting on this matter next Wednesday at lunchtime (Attendees: Mr Piettre, Mr Vasile, Mr Nickels, Ms Farwerck Lefort and Mr Dussart Ilies).

The President of the APEEE considers important to review what the APEEE is being asked to do and to look the same thing with the school. In fact, the school has a legal obligation of having security evaluations. Mr Piettre clarifies that Mr Segers is the President of the Prevention and Security Group and Ms Hulsen is the technical person in charge of that. For the APEEE of Brussels IV, Mr Minoche is our prevention counsellor, a training will be given to Mr Herrera next year.

The discussion focuses on the recent disciplinary incidents that took place in the last months. There is a harmful use of social media and an unacceptable behaviour of some students and parents. The Board notes that there is an escalation of violence at school in the last two years. In this context, we should reflect on how to work constructively in the prevention mechanism. It is important to improve and

support the school's follow-up and to have a good collaboration with the school. Ms Farwerck-Lefort points out that our support to the school management is subject to two conditions:

- the parents' association should have a clear description of disciplinary incidents from the school.
- the disciplinary sanctions/measures applied by the school should be proportionate to the seriousness of the act.

#	Action	Owner	Deadline
04 CA 03/02/2020	To include this issue into the agenda of the upcoming Secondary Education Council	Karim Kettani	ASAP

#	Action	Owner	Deadline
05 CA 03/02/2020	To request an urgent Safety and Security WG meeting with the school	Kristin Dijkstra	ASAP

### 9. Bus evacuation for P5 Ski trips.

At the request of the school, the parents' association will provide a bus safety demonstration for P5 pupils tomorrow morning. Ms Dijkstra thanks Mr Dan and the transport office for having helped provide this service in view of the P5 Ski trip organized by the EEBIV.

### 10. Proposed conference on New Marking Scale.

Ms Dijkstra announces that the OSGES Task Force has committed to hold a conference for parents on the New Marking Scale in June. Date to be confirmed.

### 11. AOB.

Our school is the first European school to have a varsity basketball team called EEBIV Wildcats. The teacher who is supervising the team, made an application, to be co-financed by the Community Fund, to buy tee-shirts (amount to be requested approximately 300 euro). The Community Fund Committee would like to finance the purchase of all tee-shirts (total cost: 750 euro) with the mention of APEEE CF label on these. It is pointed out that the school team needs to be supported and we need to encourage more sport at school.

The Board meeting end at 2:45 pm. Some attendees arrived later or left early.