



Administrative Board Meeting/Réunion du Conseil d' Administration

Brussels Thursday, 5th May 2022

Teams Video Meeting: 12:30-14:36

Present: Cerasela Botoroaga, Stephanie Buus, Marianna Cosco, Nicholas Costello, Romina Garbi, Mariana Ghitoi, Karim Kettani, Nadia Kichaout, Vladas Kukulskis, Dana Adriana Puia Morel, Adja Awa Sissoko, Diane Werhert.

Absent: Dan Nicolae, Josephine Norris, Victoria Petrova.

Excused: Angela Guarino, Yannick Hartstein, Maria Koidu, Jane Okafor, Iulian Vasile, Pénélope Vlandas.

Proxy: Angela Guarino to Marianna Cosco, Jane Okafor and Iulian Vasile to Diane Werhert, Pénélope Vlandas to Stephanie Buus, Nadia Kichaout to Adja Awa Sissoko from 1:40 pm.

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

Minutes 5.05.2022

The quorum is reached. Ms Buus chairs the Administrative Board meeting.

1. Adoption of the agenda.

Adopted.

2. Approval of the Board Minutes from April 7th, 2022.

Postponed.

3. EGA:

a) Who will moderate the meeting?

b) Lobbying for participation and support of the proposed revisions of the Statutes.

The Extraordinary General Assembly meeting of the Apeee of Brussels IV will be held online on Tuesday 10th May 2022 at 12:30 pm. The President of the APEEE informs the Board that according to our current statutes, the EGA may validly deliberate on the statutory changes if at least 50 % of the voting members are present or represented.

It is explained that if the quorum is not reached, a new Extraordinary General meeting will be held online on May 31st, 2022, at 7:00 pm with a lower attendance quorum. In accordance with article 13.3 of the Statutes, this new Extraordinary General Assembly may validly deliberate if at least 1/10 of the voting members are present or represented. The EGA will adopt the proposed modifications by two thirds (2/3) of the present or represented voting members.

Mr Kettani reminds that the objective of these changes is to adapt our statutes to the new code on Companies and Associations in order to allow for more flexible, advanced voting procedures and online general assemblies in the coming years. He explains that some provisions, included in the draft Statutes, reflect current APEEE practices such as: the Director of the APEEE has the right to attend all Administrative Board and Executive Committee meetings, to speak and make proposals. There are some clarifications regarding the power to sign contracts that is now conferred to two Board members. According to the proposed statutes, article 10.16, unless a special proxy or a special delegation is given, acts of a contractual and patrimonial nature that bind the Association in relation to third parties are signed by the President who does not have to furnish proof of his/her powers to third parties. The Administrative Board may decide by an absolute majority of its members to give these tasks to the Treasurer in the event of the President's impediment.

With reference to the organizational aspects of the EGA meetings, Ms Buus outlines that it is important to appoint the electoral board composed of three Board members as well as to identify one or two moderators. The President of the APEEE makes a call for volunteers for these positions and thanks Mr Nicolae and Ms Cosco who have kindly agreed to be members of the Electoral Board. It is agreed to have a restricted meeting, before the EGA meeting, ideally next Monday, to go through different questions and scenarios that could occur during the EGA.

#	Action	Owner	Deadline
01 CA 5/05/2022	To send out an e-mail to the Board asking for a volunteer to be the third elector.	Buus Stephanie	ASAP

#	Action	Owner	Deadline
02 CA 5/05/2022	To fix a quick meeting on how to run the upcoming Extraordinary General Assembly meeting (attendees: Buus Stephanie, Karim Kettani, Dan Nicolae and Diane Werhert), ideally on 9 th May 2022.	Buus Stephanie	ASAP

4. Social Fund for refugees' funding.

Ms Kichaout gives a brief update on this matter. She informs the Board that the Social Fund Committee received a request from the English section to fund the participation of three Ukrainian pupils to one day out. The Social Fund Committee evaluated the situation and accepted to fund 100% of the fees. According to her, there is no need to change the Social Fund rules to fund the requests from the Ukrainian refugees admitted to the EEBIV. The communication for Ukrainian families or families who hosted Ukrainian kids to use the Social Fund is already in place and they go through the section/class representatives.

Mr Rega informs the Board that a parent of a pupil from Ukraine has requested that her child be enrolled in the Summer Camp.

The Director of the APEEE explains that this event, organized by our extracurricular service, is highly appreciated by parents and students and places are limited. The summer camp which includes a range of activities for S1/S2/S3/S4 students (Aqualibi, accrobranche, kayak etc.) will be held from 21st to 30th June 2022.

The President of the APEEE clarifies that the APEEE of Brussels IV formally decided that the transport and canteen services would be offered for free to Ukrainian refugee children with the understanding that the extracurricular service was not needed. Ms Kichaout points out that these families requesting free canteen or transport services for Ukrainian pupils should first pay the APEEE membership fees as it is not fair to allow them to subscribe otherwise.

Ms Kichaout outlines that the Social Fund is primarily directed to fund mandatory costs. She considers that this request of funding the participation to the Summer Camp should be treated separately from the Social Fund. Mr Kettani supports Ms Kichaout 's position and adds that the Social Fund is normally used to pay third parties and not pay APEEE expenses. The discussion focuses on who should pay the Summer Camp for Ukrainian pupils: the APEEE? The hosting families? Or should we increase the price of the Summer Camp to cover these costs? It is proposed to have a meeting with Ms Vlandas, the Board member in charge of extracurricular activities and the Extracurricular team about this issue and then probably vote by written procedure on Bitrix platform in the coming weeks.

5. Common position on the situation for LRT's? Submit common position to the SEC (due Friday, 6th May)?

The Administrative Board fully supports the President's proposal to have a discussion on the situation of locally recruited teachers with the section and class representatives and the pedagogical team on 13th May 2022. The aim is to get their views on this issue and then to submit the resolution to the next Secondary Education Council in the fall.

6. Canteen:

a) Overview of the balance trends.

b) Main take-away from the balanced situation.

c) Presentation of the main points of the new canteen services' strategy for next year.

d) Discussion and vote.

Ms Sissoko, the Board member responsible for the canteen, gives to the Board an overview of the balance sheets, the trends and the main take-aways and presents the main points regarding the new canteen strategy.

She draws the attention of the Board to the fact that there is a decrease for all categories of canteen revenues, a drop for the expenditure because we have less activities and an increase of the inflation trend. After an accurate analysis, Ms Sissoko, Mr Rega, and Mr Pilatos with the APEEE canteen team, identified the following objectives to improve the canteen service. It is important to diversify the offer, to work on the price policy and the reduction of costs, to increase the number of canteen subscriptions and improve our communication.

With reference to the quality of the canteen service, the APEEE, in collaboration with the Pupils' Committee and volunteer teachers, has launched two satisfaction surveys on the canteen service (i.e., the canteen, the cafeteria and the Snack Shack) one for parents and the other for pupils. These surveys, which will be closed on 15th May 2022, strictly concern the APEEE's own activities, i.e., questions relating to the composition of meals, prices, or the ecological footprint. Ms Sissoko refers that the survey's result will be analysed and communicated to parents. She announces that 600 responses have been recorded so far: 200 from parents and 400 from pupils.

It is explained that Mr Pilatos, the canteen manager, is working on how to improve the variety of the menus. He is now monitoring all leftovers to evaluate the eating habits and the food preferences of pupils. It could be nice to offer their preferred dishes one day per week for example: pizza, pasta dishes or hamburgers. Ms Sissoko points out that another key point is the pre-order system which is linked to the anti-waste policy especially for the cafeteria and the vegetarian offer. It is important to ensure that people have what they want to eat in the cafeteria. Ms Sissoko explains that we have started improving our communication and an open day for the canteen will be held on the school premises at the end of June jointly with the extra-curricular service. The aim is to show parents what exactly we are offering to kids. With reference to the cost reduction, Ms Sissoko thanks Mr Pierard, the stock manager, for his work on this matter, especially given the current inflationary situation and for ensuring that we have the best discount to change suppliers, if needed. She also announces that we are improving our relationships with the other APEEEs based in Brussels in order to better understand what they do and to increase the negotiation power with suppliers.

The discussion focuses on the price policy. Ms Sissoko would like to revise the discount policy for large families with three or more children. According to her, a discount of less than 5 % should be applied only to the third child enrolled in the canteen service for the whole year. We should apply the same canteen prices and provide the same quantity of food to all pupils in all cycles (Nursery, Primary and

Secondary). With reference to the canteen prices, Ms Sissoko recommends that canteen prices be increased by 10 % or 12% from January 2023. Ms Cosco refers that we should begin with changes to improve the canteen service and then to increase prices in order to show parents that we make efforts to adequate the service to the prices we are requesting. According to her point of view, the decision to increase canteen prices should be made by the General Assembly meeting. The President of the APEEE thanks Ms Sissoko for her excellent presentation.

Ms Buus proposes that this presentation be circulated to the Board and then voted at the next Board meeting on June 2nd, 2022. She outlines that the canteen services of the other Brussels European schools are facing the same problems such as price increases and dwindling subscriptions. It is agreed to vote on the canteen presentation at the next Board meeting that is scheduled on 2nd June 2022.

#	Action	Owner	Deadline
03 CA 5/05/2022	To send out any ideas to improve the canteen service to Ms Sissoko and Ms Werhert.	All	In the coming weeks

#	Action	Owner	Deadline
04 CA 5/05/2022	To circulate and submit the canteen presentation to the Board for approval at the next Administrative Board meeting (AB 2/06/2022).	Adja Awa Sissoko and Diane Werhert	2/06/2022

7. Mobility Working Group.

This point is postponed at the next Administrative Board meeting scheduled on 2nd June 2022. Ms Buus informs the Board that Ms Guarino is writing up a summary of her first meeting with the Mobility Working Group. She will ask her to circulate this summary to the Board members.

#	Action	Owner	Deadline
05 CA 5/05/2022	To send out the summary of the School's Mobility Working Group meeting to the Board.	Guarino Angela	In the coming weeks

8. Pupils from Ukraine: quick update on situation with their enrolment.

Last week, the President of the APEEE of Brussels IV attended a meeting with representatives across the European school system on the temporary enrolment of Ukrainian pupils in the European schools. She informs the Board that there will be some Ukrainian pupils, not many, who will be accepted at our school, next year. Ms Buus will share the latest draft that should be available within one or two weeks, before our Administrative Board meeting on June 2nd, 2022. She hopes that the final draft will be out for written procedure to the Budgetary Committee and the Board of Governors by middle to end of June 2022.

9. Quick update on Framework Agreement (FA) negotiations between OSGES and the 4 Brussels APEEE's.

The President of the APEEE of Brussels IV gives a quick update on the last meeting between the four Brussels APEEEs and the Office of the Secretary General of the European School (OSGES) on the state of this Framework Agreement (FA). As a result, a follow-up meeting between the same parties will be held on 18th May 2022. Ms Buus will share the FA with the Board for feedback once it has been transmitted by the OSGES.

#	Action	Owner	Deadline
06 CA 5/05/2022	To send all comments, if any, on the Framework Agreement to the President of the APEEE of Brussels IV.	ALL	In the coming weeks

10. Extending the Pedagogical VP back group to Diane Werhert and Marianna Cosco.

At the request of the Vice President of the Pedagogical affairs, the Pedagogical group will be enlarged with two Board members: Ms Werhert and Ms Cosco who are both very interested in the pedagogical issues and are working quite actively on them now.

11. Possibility of an Administrative Board in situ in June or an end-of-the-year gathering.

The President of the APEEE of Brussels IV asks the Board if we should start having physical board meetings in June or we should continue with virtual meetings and hold an end-of-year gathering. In terms of time efficiency, several Board members express their preference for virtual meetings. This issue will be discussed at the next Administrative Board/Executive Committee meetings. It is decided to continue with online meetings for the time being, but a gathering/lunch will be scheduled for those who can attend before the end of the year.

12. AOB

The Director of the APEEE of Brussels IV announces that the afterschool childcare centres, managed by the European Commission (OIB), will be closed next Monday 9th May 2022. All school buses from EEBIV to OIB afterschool care centres will be cancelled but all buses from EEBIV to home will run as usual. A communication regarding the state of our services on 9/05/2022 will be sent out to parents today.

The Board meeting ends at 2:36 pm.