

Association des Parents d'Elèves de l'Ecole Européenne de Bruxelles IV Aisbl

Parents Association of the European School Brussels IV Aisbl

Elternvereinigung der Europäischen Schule Brüssel IV Aisbl

Associazione dei genitori della Scuola Europea di Bruxelles IV Aisbl

Oudervereniging van de Europese School Brussel IV Aisbl

Асоциация на родителите на учениците от Европейско училище Брюксел IV Aisbl

Asociația de părinți a elevilor de la Școala Europeană din Bruxelles IV Aisbl

Euroopa Kool Brüssel IV Vanematekogu Aisbl



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Annual Activity Report

2022-2023

General Assembly of the APEEE IV

BRU-Laeken – 23 January 2024

Table of Contents

| | | |
|-------|--|----|
| 1 | President and Vice Presidents activities..... | 5 |
| 1.1 | President's report | 5 |
| 1.2 | Interparents | 7 |
| 1.3 | VP for Administrative Affairs | 8 |
| 1.4 | Vp for pedagogical affairs - Pedagogical working group | 9 |
| 2 | Services reports | 11 |
| 2.1 | Canteen services | 11 |
| 2.1.1 | Overview..... | 11 |
| 2.1.2 | Strategy for the APEEE F&B service..... | 12 |
| 2.1.3 | Canteen subscription prices evolutions and policy | 15 |
| 2.2 | Transport..... | 18 |
| 2.2.1 | Overview..... | 18 |
| 2.2.2 | Statistics for 2022 – 2023 | 19 |
| 2.2.3 | Punctuality and cancellations..... | 19 |
| 2.2.4 | Childcare centres served | 20 |
| 2.2.5 | Bus monitors..... | 20 |
| 2.3 | Extracurricular activities | 21 |
| 2.3.1 | Offer of activities | 21 |
| 2.3.2 | Number of registrations | 22 |
| 2.3.3 | Extracurricular Team | 23 |
| 2.3.4 | Organisation of events..... | 24 |
| 3 | School Community | 26 |
| 3.1 | Community building Working Group | 26 |
| 3.2 | Social fund..... | 27 |
| 3.3 | Somerfesto - 2023..... | 28 |
| 3.3.1 | Event overview | 28 |
| 3.3.2 | Budget..... | 29 |
| 3.3.3 | Entrance,ticket sales and distribution | 30 |
| 3.3.4 | Bar & Food Stands | 31 |
| 3.3.5 | Games and Attractions | 32 |
| 3.3.6 | Independent Stands | 33 |
| 3.3.7 | Set-up and Clean-up | 33 |

| | | |
|--------|------------------------------------|----|
| 3.3.8 | APEEE Stand and Raffle | 33 |
| 3.3.9 | Logo contest | 34 |
| 3.3.10 | Suggestions for acquisitions | 34 |

1 President and Vice Presidents activities

1.1 President's report

Dear EEBIV Parents,

In what follows, you will find activity reports for 2022-2023 from the Administrative Board for the upcoming General Assembly. These reports offer an overview of the current situation of our APEEE—both as regards the operation of our “hard” services (administrative affairs + canteen, transport, and extra-curricular) and our “soft” ones (pedagogical affairs, InterParents, Community Fund, Social Fund, and Somerfesto 2023). In addition, oral presentations about the state-of-play of APEEE services and activities will be held at the General Assembly. These presentations are meant to inform all parents about the state of APEEE services and to provide parents with an opportunity to ask questions and to discuss the evolution of these services together with APEEE Board Members and staff. These activity reports represent many hours of work done by the volunteer parents on the Board and by the dedicated staff of the APEEE. I would therefore like to start this report by thanking my fellow Board members and APEEE staff for the time, care, and energy that they have spent on preparing for the General Assembly alongside the daily work of running all the APEEE's services in the best interests of the EEBIV school community. Without this stalwart group of staff and volunteer parents, none of what the APEEE does would be possible. Thank you again for your service!

Overall, for our APEEE, the leitmotif of 2023 and the past several years continues to be one of uncertainty and adaptation. The last few years have obviously been marked by many large-scale dramatic events—the Coronavirus pandemic, the war in Ukraine, and the attendant rise in costs, inflation, and indexation among them—which have affected operation of all APEEE services, particularly its food and transport services. In greater Brussels, too, the continuing redesign of Brussels' mobility infrastructure has had a significant impact on our bus service, both in terms of the viability of previous routes and the availability of a sufficient number of bus drivers and monitors to operate all routes.

In short, our APEEE is engaged in a period of adaptation of its services in order to better ensure their quality, efficiency, and sustainability for EEBIV families in the years to come. As you will read in the Activity Reports that follow, the APEEE is adjusting to these changes to the best of its ability and making progress in revamping its services where needed, but this takes time, and it has been an imperfect process, we know.

Following the modification of some of our bus routes in combination with external factors (Good Move, shortage of drivers, etc.), some pupils and their families had quite a difficult start to the school year, transportation-wise, and frustrations understandably ran high. These problems have now largely been resolved by our APEEE staff after intensive negotiations with our contracting bus companies and other needed adjustments. Still, we understand that it was a very difficult and challenging way for some of you and your children to have to start the school year, and we are doing our utmost to ensure that our service runs more smoothly for all pupils and their families in the future. This also includes improving the quality of communication between the APEEE and parents when things do not go according to schedule.

As regards our two other “hard” services, the APEEE has already made certain changes in the past year to try to better meet the needs of pupils and their families. For one thing, the canteen’s student menu underwent a fundamental overhaul this year in response to the results of a student and staff survey conducted last Spring. Since then, the menu has been revised to increase its diversity, including more seasonal foods and, as far as possible, organic and local “short-circuit” foods. Students and staff alike seem to be enjoying this new menu. In terms of the APEEE’s extracurricular services, which managed to raise the cost of course fees only slightly this year despite the indexation increase, two new and very popular activities were added to the program for pupils this Fall: Capoeira (P1-P2 + P3-P5) and Potager, nature et découverte (P1-P2).

On a very positive note, after years of pandemic and four years since the last Somerfesto, EEBIV was back with a new, big outdoor *happening* for pupils, parents, teachers and the whole school community. The turnout at Somerfesto 2023 was impressive, with over 4,000 in attendance. Thanks to such a wonderful turnout and the truly tireless efforts of the Administrative Board’s Somerfesto Committee and a cadre of enthusiastic and hardworking volunteer parents, pupils, and school staff, the proceeds generated from Somerfesto 2023 will now be used in different ways to benefit the EEBIV school community.

At this year’s General Assembly, there will as usual be multiple vacancies on the Administrative Board. Please do consider joining the Board, if you have any time and energy to spare. If you are a parent with a background or interest in transportation, HR and legal issues, IT, education, finance/accounting, well-being/mental health, community-building, or food service/HORECA, I can assure you that you are very likely to be handed a task almost from day one. 😊 The health and continuity of our APEEE truly depends not only on the good will and efforts of volunteer parents, but also on the number of parents involved in its services and activities. Without enough parent volunteers, the APEEE cannot function as we all expect it to at our school. So please do consider getting involved as an APEEE Board member or in another capacity that feels suitable to you (Section/Class Representative, Community Fund volunteer, Eureka volunteer, Somerfesto volunteer, etc.).

By way of closing, I would like to thank you for your trust and support these last two years. It has been an honour and a pleasure to serve as your APEEE President. I would also like to take this opportunity to wish the new Board and its new President all the best in the coming year. Thank you in advance for what you’re about to do! It’s important, it must fit reasonably within the confines of the rest of your life (family-work-life balance), and I hope it will be a very collegial experience for you, as it was for me. Indeed, these last two years have really shown me that when it comes to making EEBIV the best school that it can be for all our children, we get a lot more done together.

All the best to all of you.

Stephanie BUUS
APEEE President

1.2 Interparents

INTERPARENTS is the federation of the thirteen Parents Associations (APEEE's) of the European Schools that represents the parents in the Board of Governors and its subsidiary bodies. Each APEEE elects a team of delegates to INTERPARENTS. Our EEBIV team for 2022-2023 was primarily composed of: Stephanie Buus (President, APEEE) and Judith Ecker (Secondary Section Representative, DE). **If you as a parent have expertise and/or a strong interest in policymaking, education, and/or one or more of the key areas listed below and would like to become an IP Representative on behalf of our school in 2024, please don't hesitate to contact the APEEE to discuss at: pedagogie@bru4.eu**

This has been a year when internal INTERPARENTS meetings have again been organised in-person. INTERPARENTS met in October 2022 and in February 2023 in preparation for the Joint Teaching Committee (JTC) meetings, and in November 2022 and April 2023 in preparation for the Board of Governors meetings.

In 2022-2023, priority topics of discussion were:

- European Schools Language Policy and differentiated teaching in L2.
- Discriminatory tables of equivalence translating the BAC results for university admission in national systems.
- Educational support.
- Child protection, tolerance and conflict mediation and the introduction of the Well-Being Policy Framework.
- Education for sustainable development.
- Overcrowding in the Brussels schools and the opening of a fifth school.
- Recruitment and retention of teachers, attractiveness measures and fair treatment for locally recruited teachers (LRT's).
- Quality assurance and pedagogical development, the role of inspectors and school-level annual planning.
- Input and feedback on the European Parliament' resolution of 12 September 2023 on the system of European Schools: state of play, challenges and perspectives, with particular focus on improving governance and the accountability of the ESS. See: [https://www.europarl.europa.eu/doceo/document/TA-9-2023-0306_EN.html].
- Support to students and parents on BAC-related issues, including the moderation of the chemistry and economics paper granted by the Chair of the BAC.
- Suspension of lessons during oral BAC and organisation of pedagogical replacement activities (180-Days Rule).
- Call for tender on school trips.

1.3 VP for Administrative Affairs

Dear Parents,

The 2022/2023 academic year marks my third year as Vice-President of General Affairs, and since February 2023, Marianna Cosco has also taken charge of General Affairs.

The APEEE staff comprised 87 employees, including 22 permanent contract (CDI) employees plus 1 part-time fixed-term contract (CDD) employee, as well as an average of 64 fixed-term contract (CDD) employees (bus chaperons, monitors, teachers, and supervisors for the extracurricular service).

During school days, APEEE Brussels IV also collaborates with approximately 160 external collaborators (bus drivers, cafeteria service, and cleaning staff in the canteen, supervisors).

Our team witnessed the departure of our Communication Officer, Milena Beumers, on May 26, 2023, and the arrival of her replacement, Irène Douvris, in an interim position starting from May 8, 2023. Irène Douvris transitioned to a permanent contract on June 26, 2023.

The Extracurricular team saw the departure of its assistant, Yuehui He, on November 30, 2022. She was replaced by Marie Cazaban on January 30, 2023.

Regarding costs related to our staff, the 2022/2023 year was marked by a significant inflation rate, resulting in salary indexation and consequently an increase in our wage costs.

- Regarding Canteen and Cafeteria staff (Joint Committee 302), there was a salary increase of 10.964% on January 1, 2023. Salary indexations for this Joint Committee occur only once a year based on the calendar year.
- For other staff members (Joint Committee 337), there were three salary increases of 2.00%. Salary indexations for this Joint Committee occur on a monthly basis.

We also terminated our subscription to the Bitrix collaborative platform and subscribed to the WIKI platform, which is more user-friendly and efficient for an equivalent price. Both platforms have allowed and continue to allow the Board to work collaboratively, as well as manage documents, meeting agendas, votes, etc.

Finally, we signed an amendment to the contract with our social secretariat Securex on May 8, 2023, extending it until December 31, 2026, with a 30% discount on the management fee rate starting from June 1, 2023.

Dan Nicolae
Vice-President for Administrative Affairs

1.4 Vp for pedagogical affairs - Pedagogical working group

In 2023, the APEEE Pedagogical Working Group (PWG) continued to work on its goal of creating a school environment where the whole school community – pupils, educators and parents – is well and flourishes. Its main objective is to identify issues that Nursery, Primary and Secondary students are facing, bring them to the attention of the school management and, where possible, co-create actions and solutions that could be put in place to alleviate those issues.

The PWG is composed of language Section Representatives (Section Reps) that are elected every year, APEEE Board members that work on pedagogical issues, the APEEE Vice-president for Pedagogical Affairs and the APEEE Secretary. The PWG meets every month to discuss issues that come up in the language sections or that concern the school as a whole. Section Reps are invited to bring up issues that do not pertain to individual cases and are not confidential in nature. In addition, the issues to be discussed shall not concern transport, canteen and after-school activities. Some of these issues are escalated by the Ped core team* in the monthly meetings with the school management or proposed for discussion in the Secondary or Nursery/Primary Education Councils, respectively. Some examples of the issues discussed are as follows: teachers' absences, teachers' recruitment, school trips, B-tests (monitoring has been discontinued!), parents-teachers' relationships, cell-phone use policy, homework policy etc.

On Apr 21, 2023, the APEEE Pedagogical Working Group had a 1.5 hrs workshop in *Salle de Bal*, facilitated by Dana Puia Morel – VP Pedagogical Affairs. The goal of the workshop was to discuss responsibilities and priorities for the coming years. The outcomes of the brainstorming were as follows:

My Individual Responsibilities as Section Rep (or other):

- Inform parents and Class Reps, collect feedback: ensure a consistent flow of information and communication with class reps
- Mediate between school and parents
- Be a focal point for section issues: prioritizing, vetting, communicating
- Solve issues together with other Section Reps

Our collective responsibility:

- Strategize and decide which issues to work on and raise with school management or other bodies
- Coordinate issues, difficulties, projects in sections
- Ensure that the school takes into account the concerns of parents
- Mediate between stakeholders
- Improve communication between us and with the parents
- Support the school to adapt to modern education tools and techniques



Our PWG Priorities:

- Create an environment of trust that empowers students, including by fighting bullying, and where the school sees parents as solution providers; improve Communication between school, parents, and teachers
- Engage more parents in APEEE: volunteering, raising awareness, communicating
- Strengthen our relationship with teachers – establish regular meetings with teachers' reps; find solutions to improve the recruitment and replacement of teachers; support LRTs (Locally Recruited Teachers)
- Create actions to support inclusion and diversity
- Support to learning and encouraging curiosity-based learning (rather than exam obsession)
- Ensure better class support materials, including books and manuals

The PWG has also offered individual support to parents on a case by case basis, to the extent that this is possible.

For more information, comments or suggestions about the PWG, please feel free to contact the Ped Core team*:

Dana Puia Morel, APEEE Vice-president for Pedagogical Affairs at: dana-adriana.puia@ec.europa.eu

Johanna Al-Khafaji, APEEE Secretary: scarpediem@me.com

Diane Werhert: Diane.WERHERT@ec.europa.eu

2 Services reports

2.1 Canteen services

2.1.1 Overview

The 2022-2023 school year is the second year post the COVID-19 outbreak, and we can say that the APEEE Food & Beverage department has well turned the page of the pandemic crisis. Since early 2022, the Service was at its full working speed, and has continued welcoming, in the Canteen premises, all the school pupils, i.e., both ‘cantinists’ and ‘tartinists’. Moreover, the Food & Beverage department was still actively contributing to the support of the Ukrainian pupils that the school has enrolled and who used the service.

The year 2022-2023 is also marked by an extraordinary price inflation, which has put a lot of pressure on the finance of the Service, right after the exit of the COVID-19 crisis. Following up on the strategy outlined in the previous 2021-2022 activity report (and based on the feedbacks that the parents and pupils provided in the satisfactions surveys), the Food & Beverage department has managed to address the challenge to provide a quality service to the entire school community (including the professors) and at the same time maintaining the price of the meals rather stable.¹

Overall, for the 2022-2023 school year, the number of subscriptions to the canteen (i.e., for the ‘cantinist’ pupils) has significantly increased compared to the previous year.² The subscriptions (per instalment and in order of payment) were as follows:

- T1: 1714 (vs. 1638 in 2021-2022) + 19 Ukrainian pupils
- T2: 1729 (vs. 1612) + 21 Ukrainian pupils
- T3: 1708 (vs. 1569 + 18 Ukrainian pupils)

We also take it an encouraging sign that the changes (e.g., the revised meal menu for the Canteen and new offers at the Cafeteria and the Snack Shack) implemented ahead of the school year 2022-2023 (namely in the course of spring 2022) with the arrival of the new F&B manager, Mr. Evangelos PILATOS have been supported by the pupils and their parents.

Table 1. APEEE Canteen facts at glance – school year 2022-23

| Quantity | Food items |
|-----------|---|
| 215 830 | Canteen meals |
| 12 692 | Sandwiches prepared for school outings |
| 17 847 kg | Fruits distributed (via the canteen menus) |
| 13 234 | Sandwiches sold in Cafeteria and SnackShack |
| 19 736 | <i>Panini</i> sold in Cafeteria and Snack shack |
| 6 547 | Durum sold in Snack Shack |

¹The different audits performed during the year did not flag any major issues regarding the cleaning and the food hygiene in the Canteen premises.

² Please also note that at the same time, the number of pupils in the school has also increased (200).

As concerned the unpaid APEEE Canteen subscriptions, thanks to a number of preventive measures (including an enhanced communication around the launch of the instalment payment) taken by the Canteen department (and presented in the last activity report), we are happy to announce that this issue that had been growing over past few years, is now solved. There are currently no unpaid APEEE Canteen subscriptions.

As regards the financial balance, the F&B department posts

- over the 2022-23 school year, a positive balance of 36 235,3 euros (vs. -160 048,5 euros for the preceding school year). This encouraging result, in reality, turns negative, when including the Canteen's share of the APEEE management fees, at **-86 537,42 euros** (vs. **-294 083.91 euros** in the preceding school year). While the work should continue towards supporting a sustainable financial balance for the APEEE, it is worth stressing that **this represents a most welcome and sizeable financial effort, amid a highly difficult economic situation**. Overall, the ongoing improvement of the financial situation is driven by the good results in the Cafeteria (new products, different organization), reduction of waste and a labour productivity increased for the sub-contractor staff (by reducing hours). Thus, we are confident that all the efforts made over the last years will pay off and the financial situation will be definitely on track in the coming years.


2.1.2 Strategy for the APEEE F&B service

Following up the lessons learnt from the 2022 Canteen satisfaction surveys, the **APEEE-Canteen Service has pursued its efforts to improve the management of the Canteen and the different services under its responsibility** during the school year 2022-2023. This includes in particular:

2.1.2.1 Working on the nature and quality of the meals (i.e. more diversity and simplicity) in order to achieve the nutritional objectives without, however, neglecting the pleasure aspect of the meals.

- **More diverse hot meal menus of the canteen**, in collaboration with a nutritionist and the Belgian national standards and taking into account the multicultural context of the school: The pupils are offered meals that are guaranteed cooked in house with seasonal products. Whenever possible, organic or vegan products are also promoted.

Figure 1. Example of the Canteen menu: week of 4 December – 8 December 2023

|  <h1>MENU</h1> | | | | |
|--|---|--|---|--|
| LUNDI | MARDI | MERCREDI | JEUDI | VENREDI |
| 04/12 | 05/12 | 06/12 | 07/12 | 08/12 |
| <ul style="list-style-type: none"> ● Pain multicéréales Gluten (froment, orge, avoine, seigle), Soja, Sésame ● Soupe à l'oignon ● Emincé de poulet, sauce à l'orange ● Pomme cube rôtie au four Céleri ● Haricots verts filet d'huile d'olive ● Cordon bleu végétarien Gluten (froment), Lait, Œufs, Soja ● Yaourt Lait | <ul style="list-style-type: none"> ● Pain multicéréales Gluten (froment, orge, avoine, seigle), Soja, Sésame ● Velouté d'épinard et laitue ● Bœuf braisé au carotte Gluten (froment), Lait, Œufs, Sulfites ● Cœur de blé Gluten (froment), Œufs ● Chou fleur sauce échalote/paprika Lait ● Nouille sauté aux légumes & sésame Gluten (froment), Œufs, Soja, Sésame ● Spéculoos Saint-Nicolas Gluten (froment), Soja ● Fruit de saison | <ul style="list-style-type: none"> ● Pain multicéréales Gluten (froment, orge, avoine, seigle), Soja, Sésame ● Potage au poireau ● Merlu rôti au four, citron et persil Gluten (froment), Lait, Poissons ● Pomme de terre vapeur, filet d'huile d'olive ● Carottes au persil haché ● Cassolette de légumes à l'indienne Moutarde, Soja, Sulfites ● Spéculoos Saint-Nicolas Gluten (froment), Soja | <ul style="list-style-type: none"> ● Pain multicéréales Gluten (froment, orge, avoine, seigle), Soja, Sésame ● Potage au pois cassé ● Gyros de poulet ● Pâtes grecques, filet d'huile d'olive Gluten (froment) ● Courgette sauce tomate ● Poêlée végétarienne Céleri, Soja, Sulfites ● Fruit de saison | <ul style="list-style-type: none"> ● Pain multicéréales Gluten (froment, orge, avoine, seigle), Soja, Sésame ● Soupe de carotte, crème et miel Lait ● Emincé de porc, sauce au curry doux Céleri, Gluten (froment), Lait, Moutarde, Œufs, Soja, Sulfites ● Riz basmati ● Emincé de fenouil rôti à l'huile d'olive et citron Sulfites ● Lentilles aux légumes ● Flan au caramel Lait |

- The Cafeteria and Snack Shack also proposed an extended **alternative offer to the traditional canteen hot meals**: New products are continuously proposed in order to offer a wider choice while maintaining the ambitious objective of proposing as much healthy and tasty food as possible. Some ready-to-eat items bought from suppliers are also proposed but they only represent a small part of this alternative offer.

2.1.2.2 Avoiding food waste and contributing to the reduction of the ecological footprint.

- The Canteen has taken actions (i.e., via enhanced and clearer communication to parents) to reinforce the lunch pre-ordering and when possible, let at the disposal of the pupils and professors Chef's Boxes with cold buffet items left from the teachers' restaurant.
- The big water plastic bottles in the Canteen have been replaced by filtered water from the Canteen taps for the pupils and professors using the refectories. In November, this has triggered a reduction of 600kg of plastic per year and an annual cost reduction for the Canteen of about 15k euros.³

³ Plastic bottles are still used for class outings (pic-nic lunches) and OIB garderie. We are in contact with the supplier to find a solution about the outings. We have proposed to OIB to replace plastic bottles with jugs like it is now done in the Canteen refectories but so far, they have refused for logistic reasons.

2.1.2.3 Enhancing the communication with the school community, as it is also the mission of the APEEE Canteen to provide the most accurate information possible to avoid that misconceptions govern the food choices of the pupils.

- **Parents:**
 - The Service has reviewed how the parents can have a sound idea of the meals offered and of the Service in general. It has been decided to organise at the beginning of each school year a number of weeks where parents in groups could come at the Canteen during the lunchtime, visit the refectories, meet the Canteen team and share the daily meal together. The first edition of these *Canteen weeks* had taken place last September (and it was a success as all the time slots were quickly filled in and we could not accept all the parents' requests).
 - The APEEE Canteen's website, which is currently being reviewed, is progressively including more complete information on the different options available to pupils for lunch. The APEEE's new Instagram and the Newsletters will also contribute to the improved communication effort by referring and reporting to all the events organised by Canteen services for the pupils. This ranges from the introduction of the new items in the cafeteria and Snack Shack or new Canteen menus for the period to the animations and decorations for Halloween, Christmas and Easter seasons.
- **Pupils:** following the logic of the *Canteen weeks*, the Service has started to reflect on organising Canteen information sessions with the pupils and their professors. The discussions with the professors are still ongoing for the establishment of such sessions on a more permanent and formal basis.
- **Professors:** For many years, the APEEE Canteen, besides the pupil refectories, also manages a Restaurant for the professors (the so-called '*Resto profs*'). This restaurant is basically a dedicated refectory for the professors and the school managers and staff where they have their lunch. The meal for the kids is proposed (at the same price paid by the pupils) as well as an *upgraded* lunch meal and a salad bar (at a higher price though). Due to the current financial difficulties of the Canteen Service, the service at the Resto profs has been reviewed in order to ensure the sustainability of the service, which is very important as it allows the professors, the school managers and staff to meet over lunchtime in a convivial place than classrooms of school offices. The APEEE has engaged discussions with the professors to see how some further adjustments could be envisaged regarding the lunch offers in the *Resto Profs* (including the surveillance and the assistance of the smaller pupils).
- **School:** Due to space and class timetables constraints, the lunchtime given each pupil is quite limited (about 20min). Under these constraints and in order to ensure, the best lunchtimes as possible for every pupil, the APEEE is continuously discussing with the school management. For instance, the Canteen, whenever possible, allows pupils entering the refectories before their designated period and eat.⁴ In addition, with the collaboration of the school, the Canteen has reinforced the supervision to avoid that

⁴ The priority is given to pupils who have subscribed at the Canteen service.

some pupils (mostly from secondary grades) extend their stay at the Canteen, at the expense of the time of other kids.

2.1.2.4 Improving the Canteen management

- **Intensive work is done, on a daily basis, with all the F&B suppliers to obtain the best products at the best prices.** This is an acute and relevant activity given the period of high monetary inflation that we have been through. The aim is clearly to buffer as much as possible the inflation impact on F&B department under a non-price increase assumption of the canteen subscriptions. This crucial work is performed by the stock manager (that we had hired two years ago) under the supervision of the F&B manager with the help of the Chef of the kitchen. The Canteen Service managed to contain the impact of the latter price increase by fierce price negotiations by the suppliers, advance purchases and an adjustment of the meal recipes. Overall, the Canteen supplies had increased by 28% compared to last year. This is explained by the increase of the Canteen revenues (more subscriptions which has a positive impact) but also by the sizeable price increase in the food supplies.⁵
- The Canteen manager has also worked towards an optimisation of Service by making a drastic reduction of the Canteen subcontractor team and improving its productivity, and also thanks to dedicated trainings. To recall, over the past years and during the COVID-19 crisis in particular, the Sub Contractor's cost had continuously and significantly increased to ensure secure lunchtime at school. Currently, 25% reduction of the Sub Contractor's cost has been achieved.
- We also welcomed new team members in the Canteen department: (i) Vasileios Tsaprasidis (September 2022) as '*Chef de partie*' and took over former sub-contractor staff, and (ii) Mohamed Agharbi Abrighach (March 2023) as kitchen assistant in replacement of a retired staff. These new staff members have also brought their expertise to improve the productivity of the Canteen staff and improve the efficiency between its different services.

2.1.3 Canteen subscription prices evolutions and policy

Frist, it is worth stressing that that the **Canteen Service in the European Schools are not subsidized neither by the European Institutions nor by the national governments**. This a key point to bear in mind when it comes to the price of the meals at the Canteen, which at the same time legitimates the intense work done by the Canteen team to compress as much as possible the costs, while trying to ensure a quality service.

⁵ First contacts have been already taken with the school and the Régie du bâtiment to discuss the possibility of adding a second walk-in freezer. A second freezer would allow as to increase the stock of frozen supplies and reduce the cost. We haven't received any reaction yet to our request.

Table 2 - 2022-23 Canteen in EEBIV: subscription prices (per instalment)

| | 2 days | 3 days | 4 days | 5 days |
|-------------------------|---------------|---------------|---------------|---------------|
| T1 | € 258.30 | € 368.55 | € 387.19 | € 492.19 |
| T2 | € 188.38 | € 248.66 | € 301.40 | € 376.75 |
| T3 | € 162.69 | € 226.05 | € 280.85 | € 356.20 |
| S1-S6 T3 | € 128.44 | € 180.84 | € 226.05 | € 287.70 |
| Daily Meal Price | 8.56 € | 7.54 € | 6.85 € | 6.85 € |

The first instalment (T1) had 72 days and the second (T2) had 55 days. the third instalment (T3) had 52 days and for classes S1-S6 the third instalment had 42 days. We calculated two different prices for T3 since classes S1-S6 finished the school year earlier and avoid possible reimbursements at the end of the school year.

Some changes the subscription policy were made as of the start of the 2022-23 school year occurred, as follows:

- More consistency in the Canteen subscription prices: The target was to keep the Canteen subscription prices constant as much as possible with an assumption of **6.85€** price per meal for the enrolment of 5 days per week and. Increase 5% progressively as days decrease.
- The policy for **family discount** has also amended to be aligned with the others APEEEs in Brussels, i.e., the discount is only given to the 3rd member of the family and not at all the children of that family as before.
- The full amount of each period subscribed was required to ensure the same start and end dates for the period for every pupil (except in cases of reimbursement apply).

Table 3a presents the numbers of subscriptions for the current school year up to now. Year to date for the 1st instalment, 1827 subscriptions have been already recorder, which is 116 more than 2022-2023. As regards the 2nd period, 1836 subscriptions have been recorded the instalment so far. The figures for the second instalment might still evolve over the coming weeks. Table 3b complements Table 3a with the subscriptions for which a family discount was granted.

Table 3a - 2023-24 Canteen in EEBIV: Numbers of subscriptions (T1 – T2)

| | Normal Price | | | | | | Total Revenue per Subscription scheme |
|-----------|--------------|------------------------|---------|-------|----|-------|---|
| | 2023-2024 | Complete Subscriptions | | | | | |
| Trimester | Plan | Nursery | Primary | S1-S6 | S7 | Total | |
| T1 | Total | 127 | 646 | 958 | 96 | 1827 | |
| | 2 days | 0 | 1 | 122 | 15 | 138 | € 28,273.38 |
| | 3 days | 7 | 39 | 153 | 20 | 219 | € 67,069.04 |
| | 4 days | 120 | 606 | 589 | 53 | 1368 | € 495,227.60 |
| | 5 days | 0 | 0 | 94 | 8 | 102 | € 46,203.25 |
| | | | | | | | |
| T2 | Total | 127 | 650 | 962 | 97 | 1836 | |
| | 2 days | 0 | 0 | 127 | 16 | 143 | € 24,634.31 |
| | 3 days | 8 | 39 | 167 | 19 | 233 | € 50,793.44 |
| | 4 days | 119 | 611 | 582 | 54 | 1366 | € 373,434.60 |
| | 5 days | 0 | 0 | 86 | 8 | 94 | € 33,085.50 |

* The number total of subscriptions in Table 3a also include the number of discounted subscriptions in Table 3b.

Table 3b - 2023-24 Canteen in EEBIV: numbers of subscriptions (T1 – T2)

| Family Discount | | | | | | Total |
|-----------------|------------------------|---------|-------|----|-------|--------------|
| 2023-2024 | Complete Subscriptions | | | | | Revenue per |
| Plan | Nursery | Primary | S1-S6 | S7 | Total | Subscription |
| T1 | 10% | 5% | 6% | 2% | 21% | scheme |
| 2 days | 0 | 0 | 10 | 1 | 11 | € 2,204.10 |
| 3 days | 2 | 0 | 10 | 0 | 12 | € 3,499.37 |
| 4 days | 11 | 32 | 33 | 1 | 77 | € 26,583.48 |
| 5 days | 0 | 0 | 7 | 0 | 7 | € 3,064.01 |
| | | | | | | |
| T2 | 3% | 4% | 6% | 5% | 13% | |
| 2 days | 0 | 0 | 3 | 3 | 6 | € 970.99 |
| 3 days | 0 | 3 | 15 | 1 | 19 | € 4,058.73 |
| 4 days | 4 | 21 | 42 | 1 | 68 | € 17,607.24 |
| 5 days | 0 | 0 | 2 | 0 | 2 | € 647.33 |

A. Way forward: the Canteen price in 2024-25

Overall, amid a very challenging context on many respects, it seems clear that the **APEEE F&B department is pursuing its financial recovery after years of budgetary troubles**. Besides, some favourable signs as for instance the significant reduction of the inflation, the economic outlook for the coming months remains highly uncertain and the prospects are not the more encouraging ones, as the prices are expected to remain at a higher level than before. Considering all **the fruitful efforts and changes brought by the department (both in terms of the variety of the Canteen offer and the costs reduction)**, it would be definitely warranted to pursue these efforts to reach a balance financial account (and eventually rebuild reserves).

To this end, the efforts should continue to focus on the two main following levers:

1. Improving the quality of the service in order to attract more subscriptions and improve the profitability of the service. For instance, there is quite a number of Canteen subscription cancellations every terms. The Service is looking at the reasons for these cancellations and the way to secure the inscriptions once they are made;
2. Maintaining the costs. This is the corollary of the previous point and also aims to the improve the profitability of the service.

As explained above, the F&B department have been working on the first two above-mentioned points over the last year with success and will keep working on them. For the time being, the focus and the priority should remain on these points (*i.e.*, the quality of the service and the cost reduction). **However, as seen in the past, the situation might evolve rather quickly, and one cannot exclude adverse developments that would dramatically change the current picture and require any significant raise in canteen prices this year or the next one⁶**. The F&B department will keep monitoring closely the situation and keep you inform as appropriate.

Adja Awa SISSOKO

⁶ As a rule, for each instalment, the Service always consider a possible price evolution margin of 5% to cater for increases from suppliers.

2.2 Transport

2.2.1 Overview

1. The Transport service is run by a team of four APEEE employees. There is a Board member who follows the service. The transport working group comprising members of the Board has been reactivated in October 2023⁷. Parents are reminded that they are welcome to join ad hoc working groups such as the transport working group.
2. The transport service continues to grow. During 2022 – 2023, there were a total of 166 routes and 2529 children enrolled.
3. During 2022 – 2023, the service confronted a number of challenges which we acknowledge caused unacceptable disruptions for a number of users. This is reflected in our statistics on punctuality (many afternoon buses were late) and in a high number of cancellations which affected both morning and afternoon routes. These issues were, in large part, caused by factors outside of the control of the service or indeed, the APEEE. For instance, there remained a shortage of bus drivers in Belgium. This meant that when drivers were ill, often they could not be replaced leading to cancellations. Finding bus monitors has also proven problematic. The balance of negotiating power between the APEEE and bus companies has radically shifted and many companies no longer wish to service routes that go outside the perimeter of the 'ring'. Inflation has added pressure to the negotiations. Demand is higher than the offer for some routes leaving the APEEE with very limited choices as to whom services can be contracted with.
4. To respond to these difficulties, as announced at the previous AGM, the service underwent a significant process of rationalising the routes. This involved extensive changes to the network. The decision was taken to downsize the network to better balance the number of lines each bus companies would have to service (reducing supplier dependency), and avoiding contracts with companies which serviced one trip a day, which wouldn't cover the cost of the driver's salaries.
5. During 2023, the APEEE also purchased new software, Together School, which will facilitate the monitoring of the service and communication with parents. This software is being rolled out across the routes progressively. This is part of an overall strategy to digitalise and modernise certain aspects of the organisation of the routes and management of the service.
6. Finally, to increase the number of monitors, it is now possible for students in upper secondary to apply to be a bus monitor.
7. Regrettably during the year 2022-2023, the service continued to confront issues caused by users. These included parents placing their children on buses in which they were not enrolled (especially during the back-to-school period), repeated poor discipline by certain students in some instances leading to exclusions from the service, and aggression towards monitors and staff by parents dissatisfied with the service. We take this opportunity to remind parents that we have a zero-tolerance policy of abusive behaviour towards our staff, including drivers and monitors.

⁷ This is technically outside the reporting period for this activity report.

8. Finally, whilst the service was managed during 2022 – 2023 by long-serving APEEE board member Victoria Petrova, in October 2023 she stepped down. We take this opportunity to thank her on behalf of all parents for her years spent running the service.

2.2.2 Statistics for 2022 – 2023

2.2.2.1 Enrolments

Situation and evolution (comparison with previous year - indicated in brackets)

There has been a steady increase in enrolment, but less than last year for the morning.

A. Mornings

2567 pupils registered (+29, compared to +34 the previous year) for 330 stops (-46, compared to -2 the previous year), 53 buses (-3). The average occupancy rate is 92% (+4%, compared to -1% the previous year)

B. Return trips

First departure at 3.20 pm on Monday, Tuesday, Thursday and Friday:

➤ 310 stops (-10, compared to +5 the previous year), 32 buses (-1, compared to -3 the previous year) including 4 daycare centres (-1) for 1465 pupils registered (-38, compared to -60 the previous year). The average occupancy rate of the buses for the 3.20 pm departure (excluding childcare centres) is 87% (-5%, compared to -3% the previous year).

Second departure at 16.10 on Monday, Tuesday, Thursday and Friday:

➤ 352 stops (-3, compared to +15 the previous year), 35 buses (+1, compared to +1 the previous year), including 2 buses serving most "Garderie" destinations, for 2138 pupils registered (+137, compared to +196 the previous year). The theoretical average occupancy rate of the buses for the 4.10 pm departure is 115% (+4%). This value reflects the number of registrations, not the number of pupils actually present on the bus and is due to student registered to take the 2nd departure after their extracurricular activities.

Wednesday noon:

➤ 372 stops (-2, compared to +12 the previous year), 52 buses (-1, compared to -2 the previous year), including 4 to childcare centres, for 2615 registered pupils (+50). The average occupancy rate, excluding daycare buses, is 98%. • Friday lunchtime at 1pm: 4 buses (going to 4 central OIB nurseries + the Drop OFF Merode) for 104 (+4, compared to -9 the previous year) registered pupils.

2.2.3 Punctuality and cancellations

The punctuality figures have been particularly bad for the return trips. There were 852 recorded instances of late buses on the afternoon routes, almost double recorded instances for the previous year. Whilst the figures on the am routes are less striking, there were a higher percentage of buses that were cancelled.

Punctuality

➤ Percentage of buses on time to school in the morning (before 8.10 am): 90% (compared to 87% in 2021-2022).

Cancellations

➤ In the morning: the number of cancellation was twice the previous year's (167 against 88 in 2021-2022).

➤ On the return trips: 82 against 65 in 2021-2022 (and note that for the past 10 years, the average had been of 3 a year, with the most being 6 in 2018-2019).

2.2.4 Childcare centres served

The lines maintained are: Barnepark, Cole, Geneve, Van Maerlant, Wilson.

2.2.5 Bus monitors

➤ Number of regular bus monitors (minimum 20 hours worked during the year):

| | |
|----------------|----|
| ALE | 37 |
| Bnvl/volunteer | 10 |
| contrat APEEE | 21 |
| GCS | 3 |
| Students | 20 |

Josephine Norris

2.3 Extracurricular activities

2.3.1 Offer of activities

During the 2022-2023 school year, the range of activities on offer remained largely unchanged from the previous year. Two activities were added to the programme: *Capoeira* (P1-P2 + P3-P5) and *Garden, nature and discovery* (P1-P2). Both were a great success in terms of registrations.

In total, more than 50 activities were offered to meet the varied interests and passions of the pupils in the following areas: sports, music, languages, arts & leisure. Some subjects are also offered for individual learning.

Activities are divided by age group: M1-M2; P1-P2; P3-P5; S1-S3; S4-S7.

In music, we worked with 15 teachers and offered 6 different musical activities. Each week, 16 lessons were given to the pupils. In addition to group activities, 76 pupils took private music lessons.

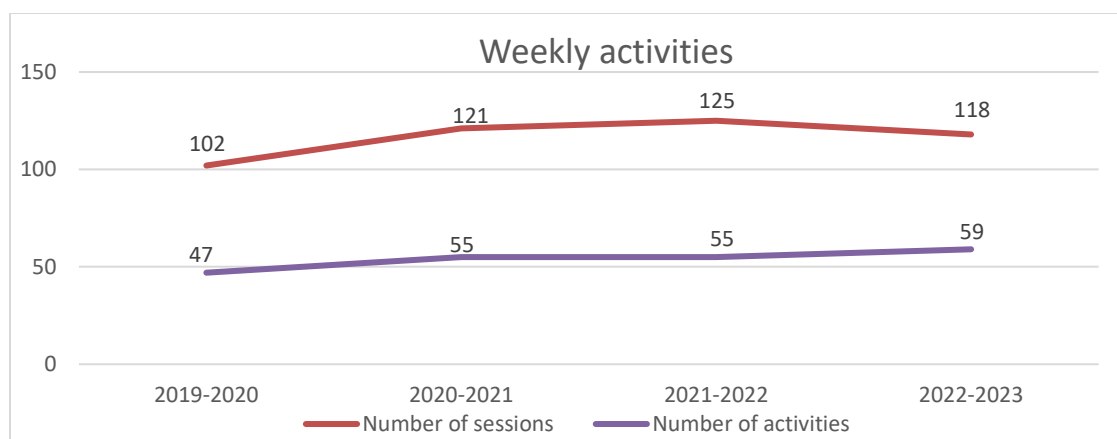
In languages, we worked with 6 teachers. 3 language activities were offered for a total of 5 weekly sessions. 7 private lessons were organised to learn or improve languages as diverse as Bulgarian, French, Japanese and German.

We also organise **sports activities**. 18 were organised, with 17 instructors. This represents a total of 43 sports sessions each week. As far as private lessons are concerned, only one pupil takes Aikido.

Following the installation of a new mini-football pitch, all football lessons took place outdoors, enabling us to improve the range and quality of sports activities taking place in the sports halls.

Arts & Leisure is the area in which we offer the most different activities: 22 and 18 monitors supervised the children. A total of 38 extra-curricular arts and leisure activities took place each week. No private lessons are organised in this area.

Additional services are offered on Wednesdays so that children can take part in activities: a meal in the canteen or supervision with sandwiches, supervision after the activities at 3.50pm and a shuttle bus at 4.30pm to Mérode. In addition to the latter, another shuttle service to the central garderies was proposed to enable children enrolled in the garderie (outside the school) to take part in the extracurricular activities on Wednesday afternoons. However, due to insufficient enrolment, this service was not introduced.



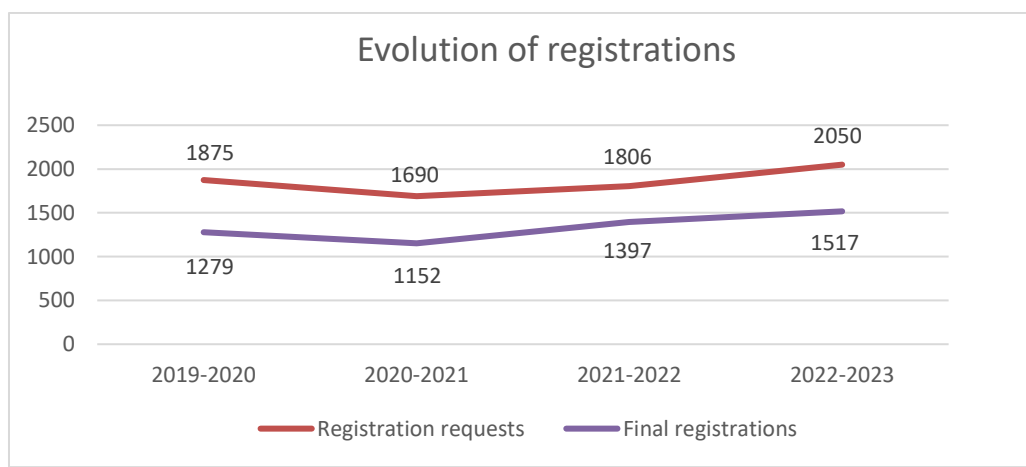
Results:

| | 2019/2020 | 2020/2021 | 2021/2022 | 2022/2023 |
|---|-----------|--------------|--------------|--------------|
| Revenue | 404 450€ | 394 945,84€ | 518 421,35€ | 572 899,48€ |
| Expenditure | -374 924€ | -406 534,83€ | -499 580,95€ | -499 933,52€ |
| Result (Excluding APEEE management costs) | 29 526€ | -11 588,99€ | 18 840,40€ | 72 965,96€ |
| Result (Including APEEE management costs) | 665€ | -39 395,30€ | 835,57€ | 56 401,06€ |

Activity fees have been increased for 2022-2023. It was standardised at €310, excluding musical activities and those outside the school. This represented an increase of between 2% and 11% depending on the activity. This increase in fees has enabled us to invest in new equipment for fencing, for example, but also to cope with successive salary indexations. For example, in January 2023, salaries were indexed by 4.04%. Despite the increase in prices for most activities, the average cost per child per session has not risen significantly, from €11.45 to €12.

2.3.2 Number of registrations

The total number of registrations for extracurricular activities increased slightly during 2022-2023.



It should be noted that during that year, 4 Ukrainian children took part in the activities free of charge.

Nursery:

This is partly due to a reduction in the number of activities offered on Friday afternoons (12.50-3pm). A new formula was tested: 3 multi-activity groups were set up, with a total of 30 places. The groups rotated every three months, enabling the children to take part in all the activities. This formula was not conclusive for either the children or the instructors and will not be repeated.

Primary:

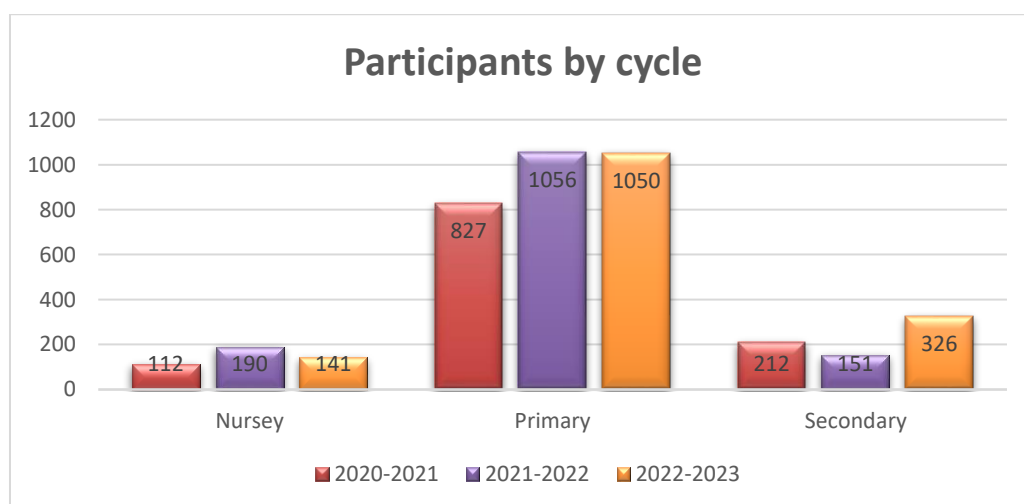
The number of registrations is similar to the previous year.

Secondary:

The extracurricular service noted an increase in the number of registrations, which can be explained by several factors:

- The Summer Camp welcomed twice as many pupils, 112 instead of 56.
- Several new activities were launched: women's football, theatre in French and English.
- Some of the 3.10pm activities, initially planned for primary pupils (P3-P5), were also offered to secondary pupils.

The result: 98 applications at the start of the school year, although more than half of these (57) were cancelled, largely due to incompatibility with the school timetable. This meant that it was not possible to split the groups and organise specific sessions for secondary students. In the end, it was not a conclusive experience so it will be not repeated for secondary students in 2023-2024.



2.3.3 Extracurricular Team

Internal team:

Over the past year, the management of extracurricular activities within our association has undergone significant changes and improvements. Stéphanie Baldelli, who has been in charge of the department since July 2022, is accompanied by her assistant, Marie Cazaban, who joined the team on 30 January 2023, following the departure of Ms Yuehui He two months earlier. The collaboration with the extracurricular assistant, who joined in March 2022, came to an end.

Stéphanie Baldelli and Marie Cazaban are actively involved in the planning and execution of various activities, including the careful selection of monitors, to ensure the best possible experience for participants. Working under the authority of Mr Rega, the director, they collaborate seamlessly with the transport and canteen services, forming a cohesive unit dedicated to the overall enhancement of the experience within our community.

Angela Guarino is the new Extracurricular Service Manager on the Board and has been since the beginning of 2023. Her role is to provide support to the service while acting as a liaison between the Board and activity planning.

Monitors:

Following unexpected departures and a desire to renew certain positions, 15 new monitors joined the team during the year.

Here is the number of monitors, broken down by status:

| MONITORS | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 |
|-------------------------|------------------|------------------|------------------|------------------|
| APEEE contracts | 31 | 39 | 38 | 26 |
| Self-employed | 19 | 22 | 12 | 11 |
| Subcontractors | 3 | 5 | 2 | 2 |
| Volunteers ⁸ | - | - | 8 | 13 |
| TOTAL | 53 | 66 | 60 | 52 |

Supervision:

The new team in charge of the department has decided to abolish the part-time post of senior supervisor, who coordinated the team of supervisors, before the start of the 2021-2022 school year. The tasks have been taken over without any problems by the head of the department and her assistant.

Part of the supervisory team was renewed. The department was able to rely on 9 contract supervisors and to cope with absences, particularly during exam periods, the department was able to rely on occasional reinforcements.

2.3.4 Organisation of events

2.3.4.1 *Ski Trip*

After the COVID years, we wanted to offer a ski trip for secondary school pupils again, but this was not able to be organised due to a lack of places.

2.3.4.2 *Summer Camp*

The end-of-year Summercamp, organised for S1-S4 pupils, took place from Monday 26 June to Thursday 06 July 2023, 1 day longer than previous editions.

To meet the high demand of recent years, the department doubled the number of places available, from 56 students to 112. All the places were booked in 7 minutes, without calling on the school to promote it.

Students had a choice of 2 routes: one artistic (2 groups) and the other more sporting (6 groups), although some adventure activities were organised for all students.

⁸ In 2023, a volunteer can take part in an activity and be paid a maximum of **1626,77€ per year**.

Over the two weeks, the students were able to discover new disciplines: climbing, boxing, capoeira and the course. They also shared some unforgettable moments on kayaking trips, at Aqualibi and at the tree climbing adventure. All the pupils also contributed to the creation of a large fresco, which was exhibited in the canteen during the final days. The course ended on a high note with a great adventure game: Koh Lanta. We called on an external service provider, *Les Bambins fûtés*, to organise this great collective activity.

2.3.4.3 Performing Arts Day

Performing Arts Day took place on 3 June 2023.

The children and their monitors had prepared a number of shows. These included the choir (P1-P2), the various theatre groups (French and English - P3-S2), the music students and the capoeira students (P1-P5). The capoeira instructor had also invited some of his capoeira friends to give a joyful demonstration.

Other monitors exhibited or broadcast the creations made by the pupils during the art activities (P1-P5), *digital art* (P3-S2), *film making* (P3-S2), *art&philo* (nursery), *fashion design* (P3-P5), *coding for kids* (P3-S2), etc...

The day was also an opportunity for parents to talk to the monitors present and for the pupils to try out a number of activities and experiments.

2.3.4.4 Satisfaction survey:

In July 2023, the APEEE IV conducted a satisfaction survey to gather feedback from parents whose children participated in the extracurricular activities during the 2022-2023 school year.

Angela Guarino

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3 School Community

3.1 Community building Working Group

The Community Building working group was reactivated in March 2023. Its mission is to build an active community by creating connections between students, parents, teachers and the school management. It promotes activities that are geared towards improving communication and interactions with the goal of making the school community even more welcoming, supporting and connected.

Activities in 2023:

- During Somerfesto on 6 May 2023, the Working Group organised the APEEE stand (including the raffle) which gave many parents the opportunity to get acquainted and exchange information. For most parents, Somerfesto was the first opportunity to meet in person since the beginning of the COVID pandemic.
- At the Open Day that the school held for potential new families on 24 May 2023, the Working Group organised a Welcome Coffee in the canteen where they provided useful information about the APEEE services (transport, canteen and extracurricular activities) as well as general information about the APEEE's activities and organisation.
- On 6 September, the first day of the school year 2023/24, the Working Group organised a Welcome Coffee for new parents. More than 100 people took this opportunity to make their first connections within the school community. The event was attended by APEEE Board members, section representatives and the school management.
- In the morning of World Teacher's Day on 5 October 2023, the Community Building Working Group (with the help of Board members, section representatives and engaged parents) delivered sweet treats to the teachers lounges of Nursery, Primary and Secondary school to celebrate EEBIV teachers and thank them for their engaging work and commitment to the students.

It is the intention of the Community Building Working Group to repeat the above activities in 2024 and establish them as regular events on the school calendar.

3.2 Social fund

Social Fund Activity Report 2023

The APEEE Social Fund was set up to support members of the school community, mainly students, who are facing financial difficulties to cover certain school expenses, giving priority to mandatory school expenses.

Requests made to the Social Fund are handled on a case-to-case basis following the Social Fund's Rules of procedure. The rules of procedure of the APEEE Social Fund are available here: <https://www.bru4.eu/en/community/social-fund>

All requests are submitted with supporting documents and the committee strives to ensure that all requests are handled in a timely, free, fair, and strictly confidential manner. In the first quarter of the 2023 school year, the Social Fund granted financial assistance to six families: five were for a compulsory school trip and one was for the purchase of compulsory school equipment.

3.3 Somerfesto - 2023

3.3.1 Event overview

Date: 6th may from 12:00 to 17:00

Venue: EEBIV

Coordination Committee: Jane Okafor (chair); Johanna Al-Khafaji; Angela Guarino; Dan Nicolae; Josephine Norris and Diane Werhert

Estimated Attendance: 2000

Eventbrite Registration: 5475

People checked-in: 4190

Volunteers on the day: Around 200 Including around 25 members of staff and 50 students with an average of 3 hours per volunteer.

National Food Stands: 12 stands: Bulgarian, Dutch, Anglophone, Estonian, Francophone, Germanophone, Italian, Nigerian, Romanian, Slavic, Swedish and Turkish.

Stand/ Activity Coordinators: 20 Volunteers helping with logistics before and during the event including: finding volunteers, setting up stands, preparing ticket envelopes, etc.

Student Stands: Giraffe Project, CdE pupils' committee;

Other stands: Bar, Face Painting, Cupcakes, Candy Floss, Haribo, Ice cream/Coffee, Fruit, APEEE, Science Fair, Popcorn

Attractions: Photo Booth, Ninja Run, bouncy castles, giant Lego, carousel, Nintendo Mario Kart competition, Art exhibition, Orchestra, choir and rock band, remote controlled paper planes

The below map gives an overview of the stands. Activities and exhibitions.

Figure 1- Map of Somerfesto 2023 created by Johanna Al-Khafaji



3.3.2 Budget

The Somerfesto budget was prepared by the committee members based on available information of previous editions. It is worth noting that the most recent Somerfesto before 2023 had been organised pre-COVID, in 2019. In spite of this considerable challenge the cost estimate proved to be accurate, with the actual expenditure being only slightly more than €300 higher than the projected amount. On the other hand, the revenues far exceeded expectations, surpassing the forecast by €20,000.

During the October 2023 board meeting, a decision was made to allocate €20,000 to the Community Fund and retain the remainder in reserves for organizing future Somerfestos. This precautionary approach ensures financial prudence, considering factors such as potential lower turnout due to adverse weather conditions, as the APEEE cannot afford a negative balance. In addition, certain expenditures occur 'up-front' and there needs to be a surplus in the account to ensure that there are funds to pay deposits etc.

Figure 2 - Budget Estimated and Actual in Euros

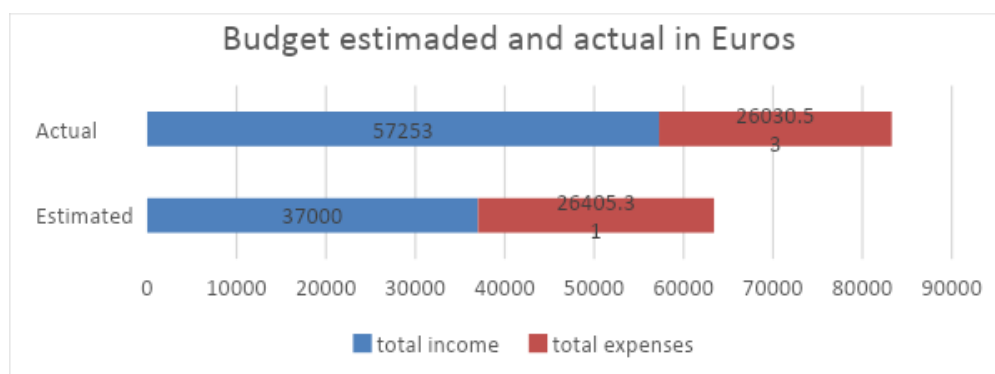


Table 1 Main voices of expenses

| Expenses | Amount in Euros |
|---------------------------|------------------|
| Food Stands | 3.447,87 |
| Attractions | 5.581,13 |
| T-shirt/Tickets/Bracelets | 2.000,85 |
| Fees on digital payments | 1.477,28 |
| Canteen order | 8.545 |
| Rentals and site staff | 4.984.40 |
| Total | 26.030.53 |

3.3.3 Entrance, ticket sales and distribution

APEEE Supervisors: Jane Okafor and Angela Guarino

The school required all participants to be registered to attend the event, and the Eventbrite platform was chosen for this purpose. Eventbrite was selected for its free service and convenient mobile check-in capabilities.

The registration and check-in process proceeded smoothly without significant hiccups. It is worth noting that a majority of participants had registered in the two days leading up to the event, with approximately 1500 out of 4200 registering on the day of the event itself. This influx caused some challenges in the sale and distribution of Kuponos (Somerfesto money) and bracelets, as outlined below. 18 volunteers actively helped during the day for this activity.

For the sale of Kuponos and bracelets, after analyzing various payment platforms, the decision was made to use the APEEE app. A guide was created to provide instructions to all parents, and those purchasing tickets in advance were entitled to a discount. The majority of Kuponos and bracelets purchased in advance were distributed in the week leading up to the event.

Due to the unexpected turnout on the day of the event, on-site arrangements were made for Kuponos sales. This resulted in significant lines at the event's opening, which were efficiently managed with the help of numerous volunteers who came forward to help as best they could. Additionally, the decision to allow cash payments, despite initially considering a cashless event, contributed to the smoother flow. For the Somerfest 2024 enhanced distribution processes and dedicated pick-up locations are being planned.

| | |
|---------------------------|------------------|
| Income details | |
| Admission in cash | 7,830 |
| Admission by card - SumUp | 17,976 |
| Pre-order Apee App | 31,280 |
| Tombola | 167 |
| Total | 57,253.00 |

3.3.4 Bar & Food Stands

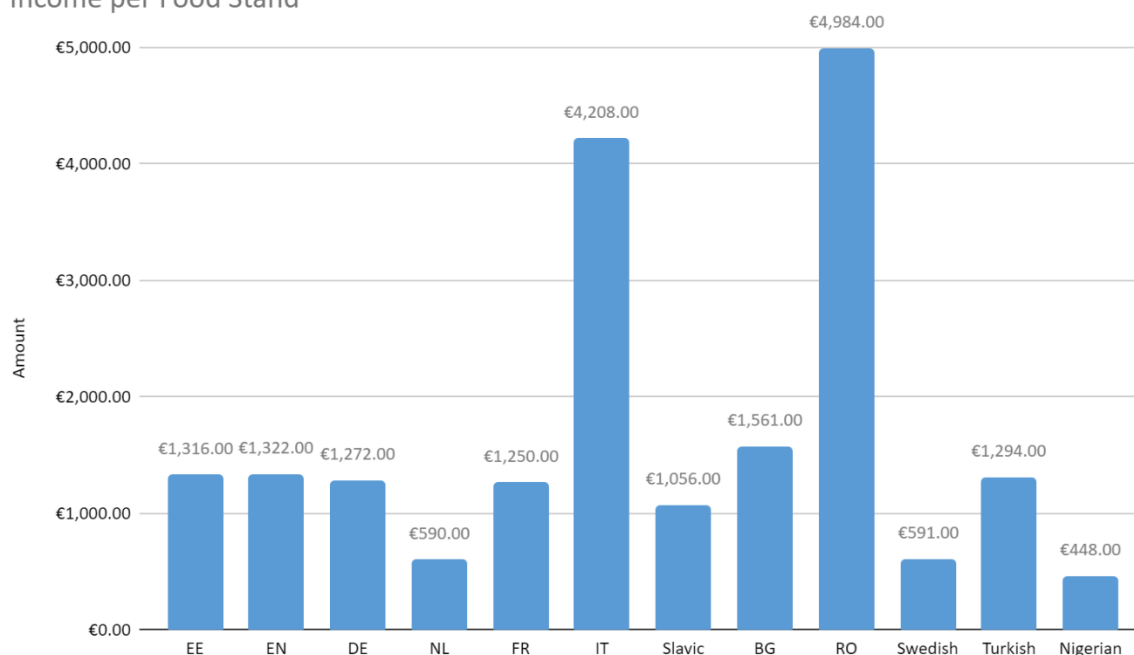
APEEE Supervisor: Josie Norris

The Bar and Food stands proved to be a significant success at Somerfest with all stands producing a profit. Each stand had a dedicated coordinator responsible for organizing volunteers and overseeing operations during the event. Central supplies and logistics were organised and procured by the APEEE. The APEEE used up a lot of residual (unopened) plastic plates from previous editions of Somerfest. Ultimately, the food and drink stands relied on the valuable contribution of over 50 volunteers as well as considerable assistance from the APEEE canteen manager. In addition to the main food stands, there was a fruit stand, cupcake stand, candy floss, popcorn, sweets and a coffee and tea stand.

Looking ahead, there are identified areas for improvement in the coming years, for example in the distribution and variety of food to ensure a better balance between sweet and savoury options. In 2023, there was an abundance of sweet items compared to savoury ones. However, on popcorn machine broke down and we ran out of sugar for the candyfloss machines.

It was clear that some stands would have appreciated more space (i.e. an extra table or two). Future editions will need to purchase sustainable supplies of plates etc as the stocks of plastic have now been used. This will increase the costs of the central supplies. Below are the revenue statistics reported by the food stands. Separate figures were produced for the candy floss, sweets, fruit and cupcakes and coffee (see below).

Income per Food Stand



Regarding the Bar, the APEEE staff responsible for the canteen handled direct procurement, contributing to effective cost containment, and streamlined the delivery logistics. On the day, the bar was managed by a large team of volunteers with a coordinator.

In consideration of environmental concerns, washable and reusable hard plastic cups were used. Also, unopened packages of plastic cups from previous editions were used.

The Bar generated approximately €12,809 in revenue against an expenditure of approximately €7,200. Purchasing amounts will be reviewed for the next edition as there was a surplus of beer (which was returned). Unfortunately the tent used for the bar was badly damaged. The APEEE will investigate purchasing its own tents for the next edition.

3.3.5 Games and Attractions

APEEE Supervisor: Diane Werhert

The numerous activities attracted a large number of participants. A team of approximately 20 registered volunteers and student volunteers picked on the spot contributed to the smooth running of the day; however, it's worth noting that this proved insufficient. Indeed, more parent coordinators and agile students are needed for each attraction. Due to the significant turnout, long queues formed, particularly for the Ninja Run which was the main attraction for upper Primary and Secondary students. Several improvement measures will be implemented for the next year, including more efficient queue management thanks to the school who will provide Nadar barriers to ensure safety for all.

Additionally, attractions will be strategically located in different areas to cater to various age groups. For example, the carousel should be placed alongside bouncy castles and other primary attractions. Efforts will also be made to provide more diverse attractions, especially for the Secondary school group.

A big heartfelt thanks to the students who helped the company set up and dismantle the games.

3.3.6 Independent Stands

APEEE Supervisor: Marianna Cosco

The independently stands organized by volunteers proved once again successful in this edition of Somerfesto, contributing significantly to the overall proceeds and allowing for donations to charitable causes. They were well-received by both students and adults, and we extend our heartfelt thanks to all those involved. Approximately 35 volunteers dedicated their efforts to these stands.

These are the details of the independent stands:

| Name | Coordinate by | Amounts |
|---------------------------------|---------------|-----------|
| Giraffe Project | | €1,140.00 |
| Cupcakes sales & decorating | | €1,370.00 |
| face painting & Glitter Tattoos | | €440.00 |

3.3.7 Set-up and Clean-up

APEEE Supervisor: Dan Nicolae

A dedicated team of approximately 12 volunteers undertook the crucial task of setting up everything necessary for the successful execution of the event. Responsibilities included arranging tables and chairs, assembling tents, and overall event preparation. Post-event, the team efficiently dismantled and disassembled the setup and ensured that the items ordered from external suppliers were returned.

Ensuring the school premises were left in impeccable condition, the team focused on thorough clean-up and restoration. This meticulous effort aimed at returning the school to optimal conditions, ensuring a smooth reopening on the subsequent Monday. Clean-up had been scheduled for Saturday evening and Sunday, but the generous help of volunteers ensured that all cleaning and reorganization tasks were completed within the day of the event.

The Committee would like to note that this is a first in all the years Somerfesto has been organized.

3.3.8 APEEE Stand and Raffle

APEEE Supervisor: Johanna Al-Khafaji

The aim of this stand was to provide valuable information about APEEE and its services. as well as general information on Somerfesto (The display of the event map proved very useful for attendees.) In terms of inquiries, there was significant interest, especially regarding the Summer Camp. This interest was heightened by the timing, with registrations set to open the following week. Additionally, the stand hosted a raffle, which attracted moderate attention. This is partially owed to poor advertisement.

These areas for improvement were identified:

Raffle Organization:

- In order to ensure attractive prizes, they should be collected at least from January onwards
- The raffle was not adequately advertised. Its only mention was on the map, leading to confusion for many attendees. It might be beneficial to call it a "Tombola" for better clarity.
- For effective announcements, including various raffle draws like the Science Fair, a dedicated microphone is essential.

3.3.9 Logo contest

The Somerfesto Committee extends its gratitude to all participants who added vibrant creativity to the event by submitting colourful logo designs. In March, the call for designs resonated with students, resulting in an impressive submission of 80 logos.

The selection process, though challenging, was a testament to the artistic flair displayed by each contributor. After meticulous consideration, Giuseppe Coluccia, a talented student from S2 IT, earned the prestigious recognition for his outstanding design capturing the spirit of Somerfesto 2023.

Giuseppe's beautiful logo was rewarded with 80€ worth of Somerfesto kuponos and bracelets, along with a personalized water bottle featuring his winning creation. The winning logo is displayed on the front page of this report.

A compilation of all submitted logos is available in this captivating video: [Logo Contest Entries](#)

The Logo Contest stands as a remarkable chapter in the artistic legacy of Somerfesto, and we thank everyone for their enthusiasm and creative contributions.

A logo contest for Somerfesto 2024 will also be organized.

3.3.10 Suggestions for acquisitions

Tents:

Purpose: Tents are essential for creating designated spaces and shelters during Somerfesto. These have traditionally been rented for the event, incurring costs for a one-day usage. Purchasing tents presents an opportunity to optimize expenses and provides flexibility for future events.

Benefits:

Cost Savings: While the initial investment is higher than renting, owning tents becomes cost-effective over time as they can be reused for multiple editions of Somerfesto.

Versatility: Durable tents can be utilized for various events, reducing the need for frequent rentals and ensuring a consistent, professional appearance.

Long-Term Investment: Purchasing tents serves as a long-term investment, contributing to the financial sustainability of Somerfesto over successive editions.

Independence: The purchase will ensure the disponibility of tents for any event, even if announced on short notice.

Tokens:

Purpose: Tokens serve as a practical and versatile alternative to traditional coupons, facilitating smoother transactions at various stalls and attractions.

Benefits: By introducing tokens, the purchasing process is streamlined, reducing the need for physical cash, and create a standardized currency for all transactions. This can lead to faster service and improved financial tracking.

Walkie Talkies:

Purpose: Walkie Talkies are crucial for efficient communication among the event organizers and volunteers spread across different areas of the venue.

Benefits: Walkie Talkies enhance coordination, allowing quick responses to unforeseen situations, immediate updates on changing circumstances, and efficient problem-solving. They contribute to the overall safety and organization of the event.

Display Case for Raffle Prizes:

Purpose: A display case is essential for showcasing the raffle prizes prominently, attracting attention and generating interest among attendees. It also ensures the safe storage during the event, thus eliminating the need for constant safeguarding.

Investing in the above mentioned items will not only improve the logistical aspects of Somerfestto but also enhance the overall experience for both organizers and attendees.