

**Brussels Thursday, 4<sup>th</sup> December 2025**

**Online Administrative Board meeting via Teams: 12:35-14:08**

**Present:** Delia Camelia Amariei, Alexandra-Mariana Cojocaru, Marianna Cosco, Alexandre Grigorescu-Negri, Angela Guarino, Fédia Mattarelli, Dan Nicolae, Tzvetomir Penev, Dana Adriana Puia Morel, Ionut-Adrian Sandu, Marius Serbeniuc, Adja Awa Sissoko, Iordan Toujarov, Pénélope Vlandas.

**Excused:** Rachel Aviotti, Marzia Brofferio, Noémie Hangya-Lachmann, Josephine Norris, Jane Okafor, Stefan Petrovski.

**Proxy:** Marzia Brofferio to Alexandre Grigorescu-Negri, Noémie Hangya-Lachmann to Iordan Toujarov until 1:20 pm and then to Dan Nicolae, Stefan Petrovski to Adja Awa Sissoko, Marianna Cosco, Angela Guarino and Dana Adriana Puia Morel to Dan Nicolae (late), Iordan Toujarov to Dan Nicolae at 1:20 pm, Tzvetomir Penev to Dan Nicolae at 2:00 pm, Ionut-Adrian Sandu to Alexandre Grigorescu-Negri at 1:20 pm.

**Guest:** Beatriz Soler Navarro, the Director of the APEEE of Brussels IV, Manuela Pamio, the secretariat of the APEEE of Brussels IV, Stéphanie Baldelli, the extracurricular manager, Evangelos Pilatos, the canteen manager and Anne Robertz, the transport manager.

### **Minutes 4.12.2025**

The quorum is reached. Dan Nicolae, the President, chairs the Board meeting.

#### **1. Adoption of the agenda.**

One item is added to the agenda:

- Update on the transport strategy discussion paper.

The agenda is adopted as amended.

#### **2. Adoption of Minutes of Board meeting 6/11/2025.**

Adopted without any remarks.

#### **3. Priorities for APEEE services.**

The three APEEE managers, who have temporarily joined the meeting, are invited to present the priorities of their service for this academic year. The extracurricular manager identifies the following priorities for the extracurricular service:

- The first priority is to improve the diversification of services and activities offered to parents and pupils. For example, offering a third bus departure after the extracurricular activities at 5:30 pm, exploring the possibility of organizing camps on or off school premises during the school holidays, organizing more extracurricular events and promoting sports competitions such as chess tournaments. This could be a good way to motivate the EEBIV pupils, encouraging them to progress in the activities and meet other students from the EEBIV or other European schools.



-The second priority is to continue increasing the number of registrations for secondary pupils. In order to achieve this target, the extracurricular service has organized a transport service for secondary pupils after their extracurricular activities, offered more and new activities for this age group such as hip hop, photography and provided some activities at lunchtime.

-The third priority is to improve parent satisfaction through more regular communication about extracurricular activities. The idea is to plan and send communications and reports to parents more often, for example two or three times a year, so that parents can have a better idea of what their children are doing during the activity and who is teaching them. In this context, she considers that the communication officer's role is very important in improving the visibility of extracurricular activities and their monitors on the APEEE website and social networks.

Finally, the extracurricular manager refers that the last important point for the service is the deployment of the Together school application this year. Currently, the extracurricular service is trying to fix everything and test the new application with the extracurricular monitors in order to be ready in January. The idea is to launch the use of this application for extracurricular activities at the beginning of January 2026.

The transport manager takes the floor and presents the main priorities of the transport service:

-The first priority is to have a monitor on each school bus. She explains that Wednesday afternoon is the day of the week where there is a shortage of bus monitors, as some secondary students cannot be employed as bus monitors because they have school classes.

-The second priority is to improve communication with parents and send more targeted messages, for example to encourage them to use the Together School application. It would be useful to have a link to the website where we can explain to bus monitors how to use the Together School application or to improve the transport FAQ page on our website for parents.

- The last priority is to reorganize the transport service and have more backup plans and solutions, so that we can plan more and react less. It would be good to have members of the transport team able to take care of the morning shift remotely. The implementation of the automatic check-in/check-out functionality depends on the finalisation and signature of the GDPR/data protection agreement with the Together School provider and will therefore be rolled out progressively.

The Board member in charge of the transport service, is pleased to announce that the members of the Transport Working Group are preparing a kind of strategy for the transport service. They will meet again next Monday.

**Action:** The APEEE Transport responsible will share the transport strategy discussion paper with the Board as soon as possible, preferably next week. Any Board member is asked to indicate comments and suggestions and to incorporate their ideas into the document. The idea is to have a final version before the Christmas holidays and implement it after the holidays.

One Board member would like to have two students as monitors on the same bus, as this will encourage more students to step in and will allow at least one of them to be on board during the exams. To reduce the workload of the transport team (e-mails and calls from parents), it could be good to improve the use of alert messages generated by the application in the event of bus delays and cancellations.



Finally, the canteen manager explains to the Board the priorities of the canteen service for this year and the next academic year:

-To improve the visibility of the canteen's site and invite users, parents and students to visit the canteen on the school premises more often, so we can share more in detail what we do in our service.

-To reach a ratio of 75% for the canteen registrations in order to have approximately 2.475 students enrolled in the canteen service next year.

-To maintain the same canteen prices next year as in the last three consecutive years. This could be achieved thanks to better control of the production and labour costs.

-To reduce food waste. The canteen service has introduced a new option 'take away box 'at the end of the shift for staff members and students. The plan is to introduce this option for parents through a pre-order system next year, in order to reduce food waste and increase our revenues. He also plans to introduce pre-ordered breakfasts for pupils and enable nursery and primary pupils who are not enrolled in the APEEE extracurricular service or the OIB's lunch supervision on Wednesdays to eat hot meals in the canteen before being picked up by their parents.

-To reinforce controls in the refectories and separation between 'tartinists' and 'cantinists' during the secondary periods.

The President thanks Ms Baldelli, Mr Pilatos and Ms Robertz for their presentation.

#### **4. Minutes of the meetings and their publication.**

The newly elected Board Secretary emphasises that we need to publish the Minutes of the meetings we attend on the Wiki platform.

**Action:** the person responsible for attending the meeting will publish the Minutes of the meeting on the WIKI platform. Consequently, any interested Board member will be able to consult them on the Wiki platform.

With regard to the **publication of the APEEE Board minutes**, it was clarified that any sensitive information requiring special handling must be explicitly identified during the Board meeting. Following their approval, the minutes will be published on the APEEE website in their approved form. The approved minutes, together with the AI transcript of the meeting, will be uploaded to the dedicated Wiki/Confluence section.

#### **5. Finances.**

On behalf of the Treasurer, the APEEE Director presents the financial points.

**-Board vote: 1.12.2025-Written procedure for Approval of the APEEE Budget 2025/2026.**

Ongoing.

**Action:** Board members who have not yet voted on the approval of the APEEE Budget 2025/2026 are encouraged to do so, on the Wiki platform as soon as possible.



The deadline for the written procedure is 5<sup>th</sup> December 2025 at 11:59 pm.

### **-Finances -Annual Accounts -2024/2025.**

The APEEE Director informs the Board that we are closing the Annual Accounts for the 2024/2025 financial year. She also gives an update on the audit process. The status of the audit is in progress, and we are now sharing all the information required by the auditors.

**Action:** the treasurer, the director and the accountant of the APEEE will have their trimestral financial meeting tomorrow.

**Action:** once we have the result for the 2024/2025 school year, the Treasurer will ask the Board to vote on the approval of the Annual accounts 2024/2025 and see the allocation of the profit discussed among Board members on the Wiki page.

### **-Potential replacement of the current audit firm.**

The APEEE Director gives an update on the potential replacement of the current audit firm. She has already uploaded one offer received from an audit firm on the Wiki platform, and is awaiting two offers from different audit firms, which will be added shortly. The following actions are identified:

**Action:** the APEEE Director will send to all Board members an e-mail with a link to see all the offers received from three audit firms. Deadline: next week.

**Action:** after an analysis of the offers, the Board will discuss and vote on the replacement of the current audit firm.

**Action:** in the event that the Board decides in favour of the replacement of the current audit firm, the Board proposal will be submitted to the APEEE General Assembly for approval.

## **6. APEEE Board Voting Rules.**

Postponed.

## **7. Vote on two projects from the Community Fund.**

A Community Fund Committee member briefly presented to the Board two projects submitted to the Community Fund for approval.

The first project, 'Niall de Búrca Storytelling Workshops', is submitted by the EN section. The objective of this project is to develop the literacy competence and multilingual skills of nursery and primary pupils in the EN section, as well as P4 and P5 L2 EN students in other sections, by giving them the opportunity to listen and participate in a live workshop with a renowned storyteller. It is explained that the cost of this project is above €750, so the funding application must be approved by the APEEE Board.

The second project, 'Cap with Eurosport logo', is linked to the Eurosport event that will be organized and hosted by the EEBIV in March 2026. Twenty-six schools from different European countries will participate in this great sports event, to compete, connect and celebrate the spirit of teamwork and friendship. The Board is asked to approve this funding application in order to pay the gifts (Cap with



Eurosport logo) for all the participants (the amount requested from the Community Fund is €3.813,19). The Administrative Board proceeds to the votes.

**-Vote to approve the first project: Niall de Búrca Storytelling Workshops.**

Voting result: Unanimity

**-Vote to approve the second project: cap with Eurosport logo.**

Voting result: Unanimity

The Administrative Board unanimously approves the two Community Fund projects: Niall de Burca's Storytelling Workshops and 'Cap with Eurosport logo'. The President informs the Board that a funding application has been submitted to the APEEE Community Fund for the Irish Céilí Day of Dance Workshops. The vote on this project will be held via a written procedure.

**8. Announcement of Alexandra-Mariana Cojocaru's candidacy for the Community Fund Committee.**

The APEEE President is pleased to announce that Ms Alexandra-Mariana Cojocaru has expressed an interest in joining the Community Fund Committee.

**Vote to appoint Alexandra-Mariana Cojocaru as a new member of the Community Fund Committee.**

Voting result: Unanimity

The Administrative Board unanimously appoints Alexandra-Mariana Cojocaru as a new member of the Community Fund Committee.

Finally, the President would like to take this opportunity to thank you all for your efforts this year, and to wish you all a happy holiday season.

The Board meeting ends at 2:08 pm.