

**Brussels Thursday, 5<sup>th</sup> February 2026**  
**Online Administrative Board meeting via Teams: 12:37-14:29**

**Present:** Lourdes Alvarelos Lopez, Delia Camelia Amariei, Matthieu Auzouy, Marzia Brofferio, Alexandra-Mariana Cojocaru, Marianna Cosco, Virginia-Irina Dila, N' Deye Khady Diongue, Alexandre Grigorescu-Negri, Jelmen Haaze, Noémie Hangya-Lachmann, Fedia Mattarelli, Dan Nicolae, Tzvetomir Penev, Stefan Petrovski, Dana Adriana Puia Morel, Ionut-Adrian Sandu, Marius Serbeniuc, Adja Awa Sissoko, Iordan Toujarov, Pénélope Vlandas.

**Proxy:** Dana Adriana Puia Morel to Dan Nicolae until 1:47 pm, Adja Awa Sissoko to Pénélope Vlandas at 1:59 pm, Ionut-Adrian Sandu to Alexandra-Mariana Cojocaru at 2:24 pm, Marianna Cosco to Dan Nicolae at 2:27 pm.

**Guest:** Beatriz Soler Navarro, the Director of the APEEE of Brussels IV, Manuela Pamio, the secretariat of the APEEE of Brussels IV.

**Minutes 5.02.2026**

The quorum is reached. The APEEE President chairs the first meeting of the new Administrative Board and welcomes the new Board members appointed during the APEEE General Assembly meeting on 29<sup>th</sup> January 2026.

Before the adoption of the agenda, all attendees briefly introduce themselves. Some Board members expressed their interest in improving the school community in various areas.

It is explained that all the Board's positions are up for redistribution and will be assigned at the physical Board meeting on 5<sup>th</sup> March 2026. The idea is to give all Board members the opportunity to reflect on what role they could consider taking on and how they might help.

**Action:** the Board Secretary will create a table in the Wiki platform where all Board members can express their intention to stand as candidate for any Board position (responsible, back-up, Working Group member) as soon as possible.

**1. Adoption of the agenda.**

Two items are added to the agenda:

- Somerfestto: call for volunteers to join the Somerfestto Committee.
- Comments to the third motion submitted at the last APEEE General Assembly.

Item 4 (transport: update on the transport strategy) is moved to item 3 of the agenda.

The agenda is adopted as amended.

**2. Adoption of Minutes of Board meeting 8/01/2026.**

Point not taken.



### **3. Transport: update on the transport strategy.**

The Board member in charge of the transport service informs the Board that the transport strategy is still under discussion. He clarifies that the transport strategy document is a live document that will be updated as soon as needed, in accordance with our association's procedures. The idea is to address the various issues faced by the transport service and to react to reality. Consequently, the transport strategy document will be continually updated and revised to reflect changes, new information and developments.

It is agreed to have a preliminary meeting between the APEEE Director and the Transport Working Group members tomorrow at lunchtime. The idea is not only to discuss the transport strategy, but also to prepare a meeting with the transport staff members and agree internally on what should be communicated to them. It is emphasized that the exchange of ideas and information with the transport team is essential to identify transport needs and determine how the transport service may be improved. Any interested Board members are welcome to join the Transport Working Group.

The following actions are identified:

**Action:** The Board member in charge of the transport service will send an e-mail invitation to the APEEE Director and the members of the Transport Working Group for tomorrow's meeting.

**Action:** The Transport Working Group will fix a meeting with the transport team to discuss the transport issues and modify the transport strategy document if needed.

**Action:** Once the document will be finalized and agreed with the transport team, it will be presented to the APEEE Board.

### **4. Next steps after the General Assembly: Moniteur Belge, APEEE Bank, UBO register, Mailing list.**

The APEEE Director informs the Board of the next steps to be taken after the APEEE General Assembly meeting in order to comply with our financial and legal obligations:

-To update the list of the APEEE Board members (appointments, resignations, end of mandate) in the Belgian Official Gazette (Moniteur belge) and in the UBO register (Ultimate Beneficial Owners).

-To file the APEEE Annual Accounts with the National Bank of Belgium within thirty days of the General Assembly's approval.

-To update the list of the APEEE administrators for Nagelmackers Bank.

The APEEE Director informs the Board that when tasks are assigned to Board members at the next Board meeting in March, the information on the APEEE website and their functional e-mail addresses will be updated accordingly.

**It is specified that all Board members are legal representatives of the parents' association and are accountable. The APEEE Treasurer points out that most of the Board's decisions have a financial impact. He reminds the Board that the name and the residence postal**



**address of all Board members are published with the new accounts. This means that all Board members are responsible for finance.**

The Treasurer and the Director of the APEEE remind the Board of the current procedure for weekly payments. The APEEE accountant prepares the payments, which are added into the bank system by the APEEE Director, who validates and signs them. The APEEE Director uploads all weekly payments to the Wiki platform and informs the APEEE Treasurer. Thus, the APEEE treasurer checks and validates the payments and asks the authorised Board member for the second signature. It is explained that two Board members are authorized signatories for the APEEE Bank, and that, to date, a third signatory is not required.

**5. Canteen: internal communication for the canteen staff.**

The Board member in charge of the canteen service points out that the Somerfesto motion presented at the last APEEE General Assembly was not well understood by the audience. Some parents thought that the APEEE staff members who worked for the Somerfesto received very high compensation (extra-money) for the extra time spent with this event's organisation. She therefore submits a specific request to the Board.

She would like that an internal communication may be sent to the canteen staff and eventually to the extracurricular staff members to clarify that the APEEE staff who volunteered for Somerfesto was not paid for the extra-time spent for this event's organisation.

According to the APEEE President, it is clear that the APEEE staff members working for Somerfesto are volunteers and will be rewarded with time off, without any financial compensation, as decided at the last General Assembly meeting.

The following actions are identified:

**Action:** The APEEE Director will draft a brief message to the entire APEEE staff explaining that no payment was made to APEEE staff members who volunteered during Somerfesto. On behalf of the Somerfesto Committee, the APEEE President will sign this internal communication.

**Action:** The APEEE Director will share with the Board the transcript of the GA chat. All the questions raised on the GA chat will be replied by each service, so as not to disclose any confidential and sensitive information. The Q&A form will be published on the APEEE website and will eventually be sent to parents through the APEEE Newsletter.

One Board member considers the APEEE newsletter a good opportunity to communicate in a positive way with the school community. It should be used to thank all the Somerfesto volunteers for their help and assistance during the event, including the APEEE staff, and to ask for more volunteers for the next Somerfesto edition.

**6. Extra-curricular activities: state of play.**

The APEEE Director informs the Board that the number of private lessons has increased significantly, and the organisation of the APEEE ski trip is proceeding smoothly. An information meeting with parents regarding the ski trip will be held at school today. The discussion focuses on two other extracurricular events: the Performing Arts Day and the Summer Camp. She is pleased to announce that the Performing Arts Day will be held at school on Saturday 6<sup>th</sup> June 2026 and the APEEE Summer Camp will be organised



from 22 to 29 June for pupils from S1 to S4 who no longer have classes. It is explained that the school will organise some extra activities on 22-23-24 June for the S1-S2-S3-S4 students who signed up for this through the Forms. The APEEE Director explains to the Board that the APEEE will organise the Mini Summer Camp for the first week and the whole Summer Camp for the two complete weeks. The first three days when the school is organizing these extra-activities on the school premises, the extracurricular team will do the outings to optimise the utilization of classroom space.

**Action:** The APEEE Director will ask the School Deputy Director Finance and Administration the availability of classrooms and sports halls for the APEEE Summer Camp. Deadline: next week.

**Action:** The APEEE President will ask the Deputy Director of the secondary cycle how many pupils are enrolled in the extra activities organised by the EEBIV on 22-23-24 June 2026 next Tuesday.

With regards to Together School application, the APEEE Director informs the Board that Together School application is operational and used from all the extracurricular monitors. A meeting with Together School company should be held next week to check the interaction between the transport and the extra-curricular services. The aim is to have the whole information available for parents.

Finally, the APEEE Treasurer reminds the Board to vote on the renewal of the contract (CDI) of one extra-curricular assistant whose contract is ending. The deadline for the vote, which was launched via a written procedure on the Wiki platform, is 6<sup>th</sup> February 2026 at midnight.

It is explained to new Board members that there are three options for voting: yes, no, or abstain. For abstentions, which count towards the quorum, it is possible to indicate the reason for abstaining or not. The Vice-President of the Administrative Affairs informs the Board that the vote on renewing the contract of the second extracurricular assistant will also be made shortly via a written procedure. Both assistants were evaluated by the APEEE Director and the extracurricular manager and had a debriefing meeting with the Board member responsible for extracurricular activities.

## **7. Finances.**

### **-Publication to BNB of Annual Accounts 2024/2025 after allocation of result/reserves.**

The APEEE Treasurer informs the Board that we need to allocate the financial result/reserves as decided by the General Assembly and then file the APEEE Annual Accounts for 2024-2025 with the National Bank of Belgium for publication. Once the APEEE annual accounts have been published, he will upload the PDF version to the Wiki platform. This will be done systematically every year.

He explains to the new Board members that all financial information is published on the Wiki platform, and he will be happy to answer any questions, if needed.

### **-Budget approved -2025/2026.**

- ✓ **Inform APEEE management.**
- ✓ **Check whether subscription prices on APEEE website/point.be are in line with budget approved and adapt the 3<sup>rd</sup> instalment if needed.**

The APEEE Director will inform the APEEE management of the approved budget for 2025-2026 and its consequences. The APEEE Treasurer specifies that the subscription price for the third instalment of the transport service needs to be modified to reconcile with what was agreed on the budget.



**Action:** Once the budget is approved, the APEEE Director will share the final version of the APEEE budget with each manager. The updated price of the third transport instalment will be published on the APEEE website and in our online enrolment system.

- ✓ **Board decision (Yes/No): No modification of subscription prices (all services) without Board decision further reception of budget Proposal.**

The APEEE Treasurer would like to add a new budgetary principle to avoid that during the subscription period, a modification of the subscription price is made without the Board's approval. In the event of a modification of the subscription price for a service, the Board should first receive the budget's proposal and then agree or disagree with the modification of the subscription price. Once the modification of the subscription price is agreed by the Board, we can update the prices on the APEEE website and in our APEEE online enrolment system.

**Action:** The APEEE Treasurer will create a Wiki page regarding this budgetary principle's proposal. Board members are invited to comment on the proposal. A decision will be made in the future.

#### **-Preparation of Q1 finances reporting 2025/2026.**

The APEEE Treasurer informs the Board that we are currently preparing the financial reporting 2025-2026 for the first quarter (from September to November 2025). He explains that the 2025-2026 budget has been approved, so we will compare the current account (the first quarterly report) with what we have budgeted.

#### **-Request to Somerfesto Committee.**

The APEEE Treasurer asks the Somerfesto Committee to provide the Somerfesto Financial Framework, before the next Somerfesto edition. He points out that if we have the financial rules regarding the organisation of Somerfesto, it will be easier for the financial department to finalise the financial and accounting issues.

### **8. Wiki.**

#### **-European School eco-system.**

Before the presentation of the Wiki platform, Board members are invited to consult the Wiki page on the European School ecosystem explaining the various stakeholders of the European school system and the links between committees, organisations and meetings. The Board Secretary draws the attention of the Board on important points:

#### **- PED Team: visual presentation.**

The Board Secretary has prepared a visual presentation of the Ped Team in response to queries from parents. This first draft will be discussed at the Pedagogical Working Group meeting tomorrow. The aim is to explain the composition of the Ped Team and how the pedagogical issues are dealt by each member of the Ped team.



### **-APEEE Statutes: Revocation - resignation of members of the Administrative Board.**

It is explained that according to Article 10.10 of the APEEE Statutes: any Board member, who without valid reason submitted to the Administrative Board, has been absent from at least 5 Board meetings during the calendar year, shall be considered to have resigned. The Board Secretary emphasizes the importance of attending Board meetings. She explains that in event of an absence, a Board member can give a proxy to another Board member via the Wiki platform. This proxy counts as representation at the Board meeting.

### **-Right to edit and view the Wiki pages.**

The Board Secretary suggests that Wiki pages related to events or meetings should be set to 'view and edit' for all Board members for the duration of the event or meeting. Once the event/meeting is over, the access to the pages will revert to 'view only' for all Board members, in order to maintain an accurate record of what has been done.

The modification of all access is managed by the Board secretary with the help of the Wiki manager if needed.

It is explained that the purpose of Wiki platform is to share as much information, documents and data as possible among the members of the APEEE Board. The Apeee Treasurer reminds new Board members that Wiki platform is only accessible to Board members and the APEEE management (the APEEE Director, the managers of the transport and canteen services and extracurricular activities, the secretary, the communication officer and the accountant). Currently, some Wiki pages are restricted, for example to the APEEE management, as decided by the Board.

With regards to the Wiki page on Board positions, it is agreed to keep the current table with Board positions in a read-only mode and to create a **new one**, empty, where any Board member can express interest in a position as responsible, back-up and/or member of a Working Group for the next period (6 March 2026 – xx March 2027). The Board Secretary clarifies that when a responsible member is absent, the back-up steps in and assumes the same responsibilities of the responsible. She clarifies that the Working Groups are also composed of EEBIV parents who are not Board members and have no access to the Wiki platform.

The newly elected Board members are also encouraged to read the APEEE Statutes as they can find information about the role of the Administrative Board, the composition and tasks of the Executive Committee and evaluate how much time and energy to devote to our parents' association. To date, Board meetings are held online on the first Thursday of the month at lunchtime.

At the end of the meeting, the Board Secretary will share with the Board the empty table regarding the distribution of Board positions created in the Wiki platform. No questions were raised by the Board.

## **9. Comments to the third motion submitted at the last APEEE General Assembly.**

This point is not discussed at today's meeting.

**Action:** The APEEE President will discuss this issue with the Board member who proposed the motion and then they will eventually address this topic in the APEEE Newsletter.



#### **10. Somerfesto: call for volunteers to join the Somerfesto Committee.**

The President of the APEEE informs the Board that the Somerfesto Committee needs one or two additional members: one member for the communication and another to deal with technical issues. He explains that the Somerfesto Committee should already start working to pay for attractions and obtain better prices. Therefore, he calls for volunteers from the Board to fill these two positions. Following this call for volunteers, one Board member expressed her willingness to join the Somerfesto Committee and help with communication.

**Action:** The President of the APEEE will privately contact the Board member who volunteered to be member of the Somerfesto Committee and help with communication.

The Board meeting ends at 2:29 pm. The next Board meeting will be held in person on 5<sup>th</sup> March 2026 at lunchtime. One Board member has kindly agreed to book a meeting room in the Brussels' European Quarter.