

**APEEE BXL II – WOLUWE
REPORT OF THE BOARD MEETING**

- Date :** 18 November 2015 at 19:30
- Location :** Canteen at the school
- Present (15):** Bianco DOROTA - Reinhard BIEBEL - Maria Alice EICHLER – Niina HIRVI – Giles HOUGHTON-CLARKE - Jovita LAZDINIENE – Fiona MEYER ESTRADA - Mario NAVA – Philippe LENNE - Renate REPPLINGER-HACH - Andreas ROGAL - Bettina SCHMIDBAUER-MOGENSEN - Carlos TREJO - Francesca ROMANA TUDINI – Nick REVILL
- Excused (4) :** Christian FARRAR-HOCKLEY - Guido RICCI - Mokhtar MEKNI – Matthew SAYER
- Others :** Anja GALLE, Executive assistant – Erwin VAN DIJCK, APEEE Director
Jacques Clocquet, Auditor
CDE members: Michael Plumaris, Sofia Brusa and Timothy Hensley
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I. Financial report and budget:

1. Approval of the Report of the "Commissaire aux comptes" and presentation and approval of the financial report 2014-2015: Mr Clocquet, Auditor, attended the Board meeting and informed the Board members about the audit he has performed (Rapport du commissaire aux comptes) on the APEEE accounts in the framework of the Financial Report for the year 2014-2015 and in conformity with the Statute of the Asbl. Mr Clocquet informs about the legal obligations the APEEE has as an "asbl". Members of the Board have received the "rapport du commissaire aux comptes".

Mr Clocquet gave a summary of his findings during the audit of the financial accounts for the year 2014-2015. A short discussion was held on the information given by Mr Clocquet.

A vote is taken to approve the Rapport du Commissaire aux comptes and the financial accounts 2014-2015 and to make the documents available to the Annual General Assembly for final approval.

Vote: All Board members present vote in favour to approve and to make the "rapport du commissaire aux comptes" and the financial accounts 2014-2015 available to the Annual General Assembly for final approval.

Decision: The "Rapport du commissaire aux comptes and the financial accounts 2014-2015 have been approved and can be presented to the General Assembly.

Decision: Approval of the Budget 2015-2016 will be organized at the December Board meeting.

Mr Clocquet has been invited to the Annual General meeting on 25/1/2016 to answer possible questions from the parents. Mr Clocquet confirmed his presence.

The President thanks Mr. Clocquet for being present at the Board meeting and for all the work he has done for auditing financial results of the APEEE.

- II. Meeting with CDE members:** President welcomes the CDE members: Michael Plumaris, President, Sofia Brusa, Treasurer and Timothy Hensley, President COSPU. Absent: Vice-President: Austeja LINARTAITĖ – S6EN

The following topics are discussed:

- CDE President informs that in overall students are happy with the food served in the canteen.
- Makeover of the préau of S3 & S4. Proposal to repaint the préau.
- Spring ball: paying the deposit causes often a problem.
- Bac Ball and Bac Day. CDE committee created a separate committee to organize the Bac Ball and Bac Day. Board agrees to open a bank account for the CDE which stays under the supervision and control of the APEEE.
- **Action point:** CDE President to contact E. Van Dijck to organize meeting and discuss further.
- Leftovers of the canteen: question is asked by CDE member what happens with the leftover food of the canteen. Information is given that leftovers are donated to the Food bank.

- Information is given by the CDE members that a small group of students keeps acting rebellious, misbehaving and therefore spoiling the reputation of the other students. Drugs also remains an issue for some students. Information is given by APEEE that a policy on drugs is being prepared to be discussed at the next CEES meeting.
Action point: CDE members to bring up the point on drugs in the next CEES meeting.
- Safety topic: question is asked by Board member how the students feel, and what is the level of fear among the students? CDE members reply that students were shocked by the events, but continue their life and are not afraid to go out or come to school. CDE members are not in favor of providing Military police or armed police in front of the school.
- CDE members inform about the petition which they have launched on the 9th year rule for teachers: they feel that the 9th year rule for teachers is not a motivating rule and should be cancelled. One section referred to a high absence rate among certain seconded teachers in their 9th year.

III. Agenda points:

1. **Approval of the agenda:** Agenda is approved. Question is asked to start the Board meeting with the topic on security.
2. **Approval of the report of Board meeting of 22/10/2015:** Due to lack of time the report of the Board meeting of 22/10/2015 has not been approved.
Action point: Report of Board meeting of 22/10/2015 to be approved via written procedure.
 - **Action points of previous Board meetings:**
 - Communication on the APEEE website: proposition is made to subscribe all parents automatically to receive updates of the APEEE website, and if parents don't want to receive the updates they need to unsubscribe themselves.
Decision: Board members agree to go ahead on this and inform the parents that as of now they will automatically receive updates of the APEEE website. In case they don't want to receive these updates they can unsubscribe.
Action point: A. Rogal to prepare a text on the topic for the parents as soon as the new APEEE website is launched.
 - Optimizing the vote counting at the AGM: question is asked whether a process can be installed to optimize the vote counting at the AGM.
Action point: Presentation of procedure which could be installed to optimize the vote counting at the AGM by P. Lenne via email.
 - CEP&M and CEES - Interaction model: brainstorm on conflict resolution at the school. M. Sayer to draft a model and send around to the Board. F. Meyer to help M. Sayer with the draft.
Action point: Draft to be mailed to the Board before the December Board meeting.
 - Secondary reform: APEEE had scheduled a meeting on secondary reform for the parents of the 4 BXL schools on Thursday 19/11/2015 at our school. Sarah Seabee, from Interparents, would attend and present. However, today 18/11 APEEE and parents have been informed by the school management that as of now no cars are allowed to park in the school after 18:30. Since a lot of parents from Ixelles and Uclle are expected to attend and there's no alternative parking in the area, the Board agrees to postpone the meeting to another date and if necessary find another venue.
Action point: message to be mailed to parents on Thursday morning to inform about the cancellation of the info evening on secondary reform of 19/11.
 - Canteen: Sonar panels have been installed on the canteen ceiling in order to reduce the noise.
Action point: noise will be measured in the canteen over the next few weeks and E. Van Dijk will report back with the results to the Board.
 - Annual General Meeting:
 - **Action point:** F. Tudini had prepared a draft text for the resolution on replacement of Board members who are resigning during their mandate year (article 12 of the rules of procedure – page 10 of the Statutes), and had also proposed several changes to the Statutes. Discussion is held on the topic. Information is given that although the proposed changes might be useful, it will be almost impossible to present them all and have them approved at the next AGM within the available time frame.

Proposal is made to only focus on the following: if somebody leaves the Board and they occupy one of the 2 second mandates, the person of that section with the highest votes receives the invitation.

If there are already 2 persons for that section the next in line with the highest votes receives an invitation.

Vote is taken: all agree that F. Tudini will draft a proposal and send it to the Board for approval.

- **Action point:** G. Houghton-Clarke to draft text to revise the APEEE statutes to expand the Board with 1 mandate and send it to the Board for approval. Text for resolution to be proposed to the AGM on 25/1/2016.
 - Social Fund policy and whether it could be published on the APEEE website:
Action point: G. Houghton-Clarke to circulate the policy to the Board members.
Done - no comments received therefore it is approved
 - Canteen:
Action point: E. Van Dijck to discuss and check with D. Vincent concerning students from S6 and S7 who are sitting at the tables in the back of the canteen and whether they are served or not served as much food as the students at the other tables.
Action point: E. Van Dijck to discuss and check with D. Vincent on the quantity of the meals served on a Wednesday. Apparently it's not sufficient and the ration quantity and number of pupils eating on Wednesday would not be in balance.
 - Transport:
Action point: E. Van Dijck to discuss with R. du Moulin and give Board information on the budget impact of having adult supervisors in the morning buses.
 - Extra-curricular act:
Action point: N. Revill to contact S. Sharron and ask about the school policy for renting the sports hall.
3. **Meeting and attendance question:** next meeting coming up is meeting of Groupe d'Accompagnement of the European schools on Tuesday 24/11/2015 at 11:00.

III Working group activities 2015:

Education: Pedagogical affaires:

- CEP&M working group: postponed to next Board meeting.
- CEES working group: postponed to next Board meeting.
- Interparents: postponed to next Board meeting.

Operational groups:

- Canteen: postponed to next Board meeting.
- Transport: postponed to next Board meeting.
- Extra-curricular act.: postponed to next Board meeting.
- IT Group: postponed to next Board meeting.
- Security & Safety: update is given on the following:
 - STIB Bus incident near the school has been discussed.
 - Information is given that school security has been upgraded as of Monday 16/11. School management has send a letter to the parents to inform them about the security measures taken. School management has asked not to publish this information on the website. Different security measures which could be installed were discussed. Several personal views were shared on whether or not to request police protection.
 - Discussion is held on what practical measures can be taken to improve the security measures. Proposal is made to focus on simple instructions which can be used right away.

- o Information is given on what has been discussed on security at the Groupe de suivi meeting of 17/11:
 - Bus parking: Memorandum of understanding between school and APEEE clearly stipulates that the APEEE is not responsible for the security measures concerning the bus parking. APEEE pointed this out to the School management and has asked what can be done. School management has not replied to the question yet.
 - Budget issue: who pays for the security measures? Remark is made that it's important to repair things around the school for example the fence.
Action point: Board members are asked to mail their ideas to G. Houghton-Clarke on how the area around the school can be more protected.
Action point: F. Meyer to raise the question to primary & secondary headmaster whether school can provide workshop for the teachers in order to organize forums for the students to discuss the terrorism topic.
 - o Meeting is scheduled on Thursday morning 19/11 in the office of the Mr Kivinen with the security director of the Commission. N. Revill will attend the meeting and report back to the Board.
 - o Communication: do we need to communicate something?
Action point: G. Houghton-Clarke and N. Revill to prepare a draft to be mailed to the parents.
- Information: postponed to next Board meeting.
 - Budget: Budget meeting will be organized soon to discuss the budget 2015-2016.
 - Enrolment policy: postponed to next Board meeting.
 - Compliance & risk assessment group: postponed to the next Board meeting.
 - SEN working group: postponed to next Board meeting.

IV Any other business:

1. Organization Annual General Meeting:

Draft OJ/Agenda for the G.A. (planning + who to invite): Next AGM will be organized on Monday evening 25/1/2016 at 19:00 in the GASP meeting room at Charlemagne Center. All Board members have received a draft agenda for the next AGM. Agenda and resolutions need to be discussed and decided by the Board. Proposal is made that once all information is available final draft of invitation and agenda can be approved via written procedure.
Action point: A. Galle to prepare final draft of invitation and agenda for AGM and organize voting via written procedure.

 - a. Proposal E-Voting for election at AGM: will be presented by P. Lenne via email.
 - b. Resolutions: postponed to the next Board meeting.
 - c. APEEE Membership fee 2016-2017: postponed to the December Board meeting.
 - d. Approval of the electoral office for A.G.M: search has been launched to find 4 tellers and 1 president for the Electoral office. At the moment 2 people have volunteered to help.
2. Update on process of the compliance and risk management: postponed to next Board meeting.
3. Feedback on the school C.A. meeting of 1/10/2015: postponed to next Board meeting.
4. Choice of charity topic to the agenda (for the Tsunami funds): postponed to next Board meeting.
5. Footfest tombola prizes: Question is asked whether Board agrees to buy tombola prizes for Footfest 2016 for the amount of 2500 euro. APEEE will be reimbursed for all the prizes bought via the sale of the tombola tickets.
Vote: All Board members voted in favor.
Decision: APEEE will provide Tombola prizes for Footfest 2016 for the amount of 2500 euro.
Action point: F. Tudini to propose a list with tombola prizes for Footfest 2016 and send to Board for approval.

6. APEEE rules & regulations: Only the Board members nominated by the APEEE Board are entitled to attend official meetings or are entitled to nominate other Board members to replace them. Last week a situation occurred during which this official and legal procedure was not followed. Board members were asked by the President to redraw from the meeting to which they were invited, which they refused. The Board members did attend the meeting although they were not given a mandate from the Board to represent the APEEE at the meeting. Specific request from the President that such a situation may not occur again in the future.
7. Follow-up strike day:
Action point: Board members are invited to send feedback from their section on the subject to R. Repplinger-Hach.
8. Feedback from all sections on new set-up of parents evening in secondary:
Action point: Board members are invited to send feedback from their section on the subject to R. Repplinger-Hach.
9. Christmas dinner: question is asked whether Board would like to organize a Christmas dinner like has been done last year. Christmas dinner to which Board members with partner are invited. All present Board members agree.
Action point: B. Schmidbauer-Mogensen to send around proposal of dates in December and in January to organize Christmas dinner.

The next Board meeting will take place on Thursday 10/12/2015 at 19:30 at the cafeteria (in the building of the sports hall) at the school.