

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

Date : 22 October 2015 at 19:30

Location : Canteen at the school

Present (13): Reinhard BIEBEL - Maria Alice EICHLER - Christian FARRAR-HOCKLEY - Jovita LAZDINIENE - Mario NAVA - Renate REPPLINGER-HACH – Guido RICCI - ROGAL Andreas - Bettina SCHMIDBAUER-MOGENSEN - Carlos TREJO - Francesca ROMANA TUDINI - Matthew SAYER – Nick REVILL

Excused (7) : Bianco DOROTA - Niina HIRVI - Giles HOUGHTON-CLARKE - Philippe LENNE - Fiona MEYER ESTRADA - Mokhtar MEKNI - Erwin VAN DIJCK

Others : Anja GALLE, Executive assistant

I. Agenda points:

1. **Approval of the agenda:** Agenda is approved taking into account a point on communication account under AOB.
2. **Approval of the report of Board meeting of 16/9/2015:** Report of Board meeting of 16/9/2015 is approved.
 - **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 at the November Board meeting.
Action point: A. Galle to send information on APEEE statutes to G. Ricci.
 - 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 November Board meeting.
 - School management asked Board whether the APEEE could provide a card to the students at the beginning of the school year, which shows what extra-curricular activities they attend. E. Van Dijck proposes to give the school access to the APEEE database. School would have access to our database via a unique access code. Proposition is made that control functions should be in place to ensure that the APEEE database stays secure.
Action point: E. Van Dijck to discuss with A. Sioen and come back to the Board on the topic.
 - BAC ball: The APEEE has given a loan of 5000 euro to the CDE committee for the reservation of the venue "Salons Waerboom" in Groot-Bijgaarden in order to organize BAC ball. Loan is to be paid back by CDE committee.
Action point: E. Van Dijck to contact A. Mees concerning the loan and ask him to pay the borrowed amount to the APEEE.

- Secondary reform: APEEE would like to organize a meeting in November for the secondary parents of the 4 BXL schools in the Salle Polyvalente at our school to inform parents on the secondary reform. Sarah Seabee, from Interparents, would be willing to attend and present.
 - 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 Dijck will report back with the results to the Board.
 - Annual General Meeting:
 - **Action point:** F. Tudini to prepare 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). Draft text to be mailed to Board for discussion. Text resolution to be decided on at the November Board meeting.
 - **Action point:** G. Houghton-Clarke to draft text to revise the APEEE statutes to expand the Board with 1 mandate. Text for resolution to be proposed to the AGM on 25/1/2016.
 - **Action point:** Texts for the Annual report 2014-2015 to be mailed to A. Galle by 30/10/2015 so that the report can be prepared.
 - 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.
3. **Meeting and attendance question:** next meeting coming up is
- the budgetary committee on 3 and 4/11/2015.
 - next SAC (School Advisory Council) meeting is scheduled on 13/11/2015. B. Schmidbauer-Mogensen, C. Trejo and G. Houghton-Clarke to attend. A fourth or fifth Board member is welcome to attend.

III Working group activities 2015:

Education: Pedagogical affaires:

- CEP&M working group:
 - Brief update is given on the CEP&M meeting of 12/10/2015
 - At the CEP&M meeting a powerpoint presentation was given by the Deputy Director.
 - Presentation was done at the CEP&M meeting on the One drive system in primary.
 - Question is asked what the status is on the annual overview plan?
Action point: follow through of CEP&M commitment to implement an “annual overview” of what is to be taught in each class through the year.
 - Bullying topic is briefly discussed. There’s a project called KIVA, which is a prevention programme against bullying.
Action point: each Board member to check with his/her section whether they know of any bullying cases and send information to C. Farrar-Hockley.
- CEES working group:
 - brief update is given on the CEES meeting of 17/9/2015
 - Feedback on the rentrée.
 - Derogations.
 - Streaming: was discussed in the SAC and in the School C.A. Admin Board. Streaming falls under the school autonomy and therefore the school should have a policy on streaming. It should be clear how the rules are and how the transparency between the groups is implemented. Currently, pupils are tested, without knowing why and what for. However, pupils and parents should be informed about the school's policy. To be discussed further with Mr Schmelz. .
 - School trips
 - BAC ball & BAC day
 - Lost lessons: no progress on information made yet.
 - Replacement of teachers: the school statutes stipulate that the school should provide a replacement plan for teachers.
 - Secondary Deputy Director has informed the APEEE that the distribution of reports will be modified. This only concerns the ‘unofficial’ Autumn and the Spring reports (which are given for information purposes) which will be distributed through SMS only. They will continue to distribute the official School reports (Semester 1 & 2) twice a year in printed form. The school will inform pupils and parents of the exact moment when the reports are published via the MySchool system. Pupils will therefore know when their reports will be available for their parents.

In order to avoid reducing these reports to yet another digital information, parents will receive an email explaining the context and the exact moment of publication.

- School course programming for S6 and S7 students: Question is asked how the school organizes the courses for S6 and S7 students and decides on clashes. Discussion is held on topic.
- Interparents: brief update is given on:
 - Following points were discussed during the Joint teaching committee meeting on 4/10/2015
 - Main discussion on the secondary reform: the reform as it was has been rejected. The reform as it was proposed by Interparents was also not approved. At the Joint Teaching committee Mr Marcheggiano came up with a new document. A reform working group has then been created. Question is asked what the timeline will be.
 - Early education curriculum in primary is done and will be implemented.
 - School failure rate.
 - Large discussion on the BAC.
 - The marking system: information is given that there are certain member states where the marking system would clash with. The passing grades are not accordingly. The marking system is back to the Secretary General who will have a look at it again. The first BAC concerned would be in 2019-2020.
 - Discussion was held on adding the hosting country languages as LII.

Operational groups:

- Canteen: brief update is given on the following:
 - Information is given that students from S6 and S7 who are sitting at the tables in the back of the canteen are apparently not served as much as the students at the other tables. It takes the ladies too long to reach them and they therefore don't get as much food served.
Action point: E. Van Dijck to discuss and check with D. Vincent.
 - The quantity of the meals served on the Wednesday, is apparently not sufficient. The ratio quantity and number of pupils eating on Wednesday is not in balance.
Action point: E. Van Dijck to discuss and check with D. Vincent.
 - Information is given that the school nurses have made the remark that some of the little children get sick during wish week, because they eat too much in too little time.
 - Complaints from parents of kindergarten pupils that the food in the canteen is not adequate enough for kindergarten children.
- Transport: brief update is given on the following:
 - Supervision in the morning bus: question is asked whether there could be adult supervisors in the morning buses. Budget impact of hiring adult supervisors or volunteers in the morning buses to be calculated.
Action point: E. Van Dijck to discuss with R. du Moulin and give Board information on the budget impact.
- Extra-curricular act.: brief update is given on the following:
 - Proposal is made to open the registration of the extra-curricular activities on a Sunday.
 - Question is asked whether there's a school policy for renting the sports hall to external parties?
Action point: N. Revill to contact S. Sharron and ask about the school policy for renting the sports hall.
- IT Group: brief update is given on the following:
 - Website: new APEEE website is being prepared. Merge will be done as soon as it's possible.
- Security & Safety: brief update is given on the following:
 - Working group meeting on Health & Security was organized on 5/10/2015 by J. Arnedo. Newt working group meeting organized by J. Arnedo will be on Monday 16/11/2015.
- Information: brief update is given on the following:
 - APEEE newsletter has been mailed to all the parents last Wednesday. A. Rogal thanks all Board members who have helped creating this newsletter. Next edition is scheduled for Christmas. All Board members are invited to send articles to G. Houghton-Clarke.
 - New President of APEEE Laeken has contacted F. Tudini and asked whether we can share information on communication, website etc.

- Budget: budget working group meeting will be organized within the next few weeks. Information on the meeting will be given at the next November Board meeting.
- Enrolment policy: brief update is given on the past CEA meetings. Discussion is held on whether the APEEE should establish a point of principal. It's extremely important that the school continues to hire qualified teachers for our school. Proposal is made to organize voting on the principal in writing.
- Compliance & risk assessment group: postponed to the next Board meeting.
- SEN working group: Information is given that the SEN name has been changed to ES (Education support) as of now.

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.

Discussion is held on whether guests need to be invited to the AGM (School management or somebody from Interparents). Proposal is made to organize vote on inviting guests or not to the AGM via written procedure.

Action point: A. Galle to organize voting on inviting guests or not to the AGM via written procedure.

- a. Number of vacant mandates: at the moment there are 13 vacant mandates. If no Board member with a 2 year mandate resigns then the vacant mandates will remain at 13.

Decision: Board members approve number of vacant mandates.

- b. Proposal E-Voting for election at AGM: will be presented at the November Board meeting.

- c. Resolutions: postponed to the next Board meeting.

- d. APEEE Membership fee 2016-2017: postponed to the November Board meeting.

- e. Financial report 2014-2015: The financial report has been mailed to all Board members today. Voting on the financial report and the budget will be done during the November Board meeting after the Auditor, Mr Cloquet, will have informed the Board members about his audit and the "rapport du commissaire aux comptes".

Action point: invite Mr Cloquet to the November Board meeting for audit report.

2. Update on process of the compliance and risk management: postponed to next Board meeting.

3. Follow-up strike day: Board members are invited to send feedback from their section on the subject to R. Repplinger-Hach.

4. Feedback on the school C.A. meeting of 1/10/2015: postponed to next Board meeting.

5. Feedback from all sections on new set-up of parents evening in secondary: Board members are invited to send feedback from their section on the subject to R. Repplinger-Hach.

6. Choice of charity topic to the agenda (for the Tsunami funds): postponed to next Board meeting.

The next Board meeting will take place on Wednesday 18/11/2015 at 19:30 at the canteen of teachers at the school.