

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

<b>Date</b>	: <b>18 March at 19:30</b>
<b>Location</b>	: <b>VIP Room – canteen at the school</b>
<b>Present (17)</b>	: Bianco DOROTA (left at 21:00) - Reinhard BIEBEL - Maria Alice EICHLER - Christian FARRAR-HOCKLEY - Niina HIVRI (left at 22:41) - Giles HOUGHTON-CLARKE - Jovita LAZDINIENE - Philippe LENNE - Fiona MEYER ESTRADA - Mario NAVA - Bettina SCHMIDBAUER-MOGENSEN - Renate REPPLINGER-HACH - Nick REVILL - Guido RICCI - Matthew SAYER - Carlos TREJO (left at 22:31) - Francesca ROMANA TUDINI
<b>Excused (4)</b>	: Karl HASSLÖF - Mokhtar MEKNI - RODRIGUES Miguel – ROGAL Andreas
<b>Others</b>	: Erwin VAN DIJCK, Director of the APEEE - Anja GALLE, Executive assistant Tessa KEIJZER, CDE President – Timothy HENSLEY, CDE Vice-President (excused)

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**I Meeting with Tessa Keijzer – CDE President**

1. CDE President informs about the current concerns of students:
  - Maths for BAC: students think that the additional Math training course on Saturday to help them is not enough and also has to start earlier. They fear they will not be ready for the math BAC.
  - The harsh grading by the French teachers  
**Action point:** G. Houghton-Clarke to contact Mr Schmelz to discuss how to get the math working group re-activated.  
**Action point:** G. Houghton-Clarke to address topic on math at the next Headmaster meeting. G. Houghton-Clarke to contact Mr Sharron to schedule a Headmaster meeting.
  - Footfest: CDE President informs that the organization of Footfest is going well. A turning car will be on the playground to show the effect of fast driving, as well as the effect of driving and drinking. Proposition is made to give part of the money which is earned with the turning car to the CDE for their projects.
  - CDE bank account: school management has informed the CDE that the school can't open a bank account for them.
  - BAC ball: students have chosen a venue which is the "De Waerboom" in Groot-Bijgaarden. <http://www.waerboom.com/en/> for the BAC ball on 22/5/2015. CDE has worked out a rule that if students don't behave at the Bac ball they are expelled from Bac Day. CDE President is asking APEEE for sponsoring, since the school management has informed the CDE that they won't financially help them with the BAC ball.
    - Proposition is made by the parents to turn the BAC ball back into a nice event with no alcohol issues or other problems etc. Question is asked to have security guards at the door and to organize an alcohol test at the entrance to test the students when they arrive at the ball.
    - CDE proposes a no-open bar, the rule about behaving or otherwise being expelled from BAC day. CDE President informs that all classes have pre-parties at their house, and some students already start drinking at the pre-party.  
**Action point:** T. Keijzer to organize a meeting as soon as possible with the school management, the teachers and G. Houghton-Clarke & B. Schmidbauer-Mogensen to discuss BAC ball.  
**Action point:** APEEE to inform all S7 parents well in advance that APEEE is not responsible for the BAC ball event.
  - BAC day: T. Keijzer has send a proposal for the organization of BAC day to the school management. The students would love to have the mousse game back on BAC day. They would also like to go around the school via the corridors and throw candy for the other students.
  - Transport: secondary students who supervise the other students in the bus ask whether the list which they need to sign when arriving at school could be put closer to the Preau of S6-S7 students? Information is given that the list is available in the transport office and students have the entire day to

sign it. They don't need to sign the list in the morning if they don't have the time. They can also sign it in the afternoon.

**Action point:** E. Van Dijck to send an email to the students supervisors to inform them that they can sign the presence list between 7:00 and 16:30 at the transport office.

- Canteen: question from students to have more vegetarian food in the canteen and in the cafeteria. Topic to be discussed at the next canteen meeting on 21 April. Remark is made that on Wednesday there's not enough food in the canteen for the secondary students.

**Action point:** T. Keijzer to discuss further in the canteen committee meeting on 21 April.

- Lip dub: Lip dub will take place on 14/4/2015. All pupils from primary & secondary are involved. The film will be shown on Footfest day 24/4/2015.
- Smoking in the toilets:  
**Action point:** G. Houghton-Clarke to contact Mr. Sharron on the topic.
- Student representatives in 5<sup>th</sup> primary: information is given that a committee of student representatives in 5<sup>th</sup> primary has been created. Proposition is made to T. Keijzer to contact them and to invite them to attend the CDE meetings to get acquainted with how the CDE works.
- Project Yellow angels: project in primary has been set up consisting out of students of 5<sup>th</sup> primary who help supervise primary children in the playground.
- Jumpers & scarves: CDE President informs that she questioned about 60 students on the subject. About 51 secondary students out of the 60 students said they are not interested in buying jumpers, since they already have enough jumpers. They would however be interested in buying school scarves.

## II. Agenda points:

1. **Approval of the agenda:** Agenda is approved including additional points under "AOB" on events, as well as few questions on several general topics.
2. **Approval of the report of Board meeting of 12/2/2015:** Report of Board meeting of 12/2/2015 is approved.
3. **Meeting and attendance question:** Next upcoming meeting is Interparents meeting in Munich on 13 & 14 April.
  - Debriefing on Groupe de Suivi meeting of 24/2/2015: all Board members received a report on the Groupe de Suivi meeting of 24/2/2015. Report is shortly discussed:
    - Primary students from Uccle are moved to Berkendael, because the Fabiola building in Uccle needs renovation. The renovation works take a lot of time.
    - Question is asked what information on the topic can be circulated to the parents? Can we give the key lines on the topic to the parents?  
Key lines could be:
      - Aim is to inform and not to alarm
      - More capacity is needed within the system.
      - No particular sections will be mentioned.
      - Short term option is Berkendael

**Action point:** G. Houghton-Clarke to contact Mr Kivinen and discuss what information from the Groupe de Suivi meeting can be distributed to the parents.

**Action point:** G. Houghton-Clarke to write a draft on the key lines and send it to the Board for comments.

## III Working group plans 2015:

### Education: Pedagogical affaires:

- CEP&M working group: Following topics were discussed:
  - CEP&M meeting of 17/3/2015: following topics were discussed during the CEP&M meeting:
    - Classe de Neige
    - Payment of the school trips was not discussed during the CEP&M meeting.
    - Security level will be maintained & the present entrance procedure was clarified.
    - School development plan primary
    - ICT camera's in corridors and playground.

- Point on transparency for written annual work plans (showing chronology of teaching of main subject areas, dates of main exams etc) to help parents to plan complementary learning activities at home to support school planning.
  - Up-date on streaming options for second language learning (including feedback from pilots from other European schools).
  - CEP&M working plan: all Board members present received a copy of the draft CEP&M work plan for 2015. Point on transparency for written annual work plan in the CEP&M work plan 2015 was discussed. The draft work plan will be discussed by the members of the CEP&M working group.
  - One-drive function which is used by the primary department to publish documents and request parents to upload documents.  
**Action point:** N. Hirvi to send copy of such a document to G. Houghton-Clarke for check-up.
- CEES working group: the secondary CEES working plan was discussed during the CEES working group meeting on 16/3. More details will be given at the next Board meeting. Following topics were briefly discussed:
- Lost lessons: request is made that each Board member collects data from their section on the topic. Information to be discussed with the secondary inspector.
  - Foreign exchange programme: this is discussed. It is agreed that the APEEE will not be involved in this programme because it is not in a position to either quality assure the process or to manage the risks and verifying the good character of any receiving parents. As this is a school programme the APEEE will leave it to the school to manage and promote it.
  - Career guidance: university fair will be organized on 28 April. Information will follow through the teacher coordinators of each section.
- Interparents: next Interparents meeting is on 13+14 April in Munich. A topic on the agenda is the review of secondary reform.
- Action point:** C. Farrar-Hockley to send the agenda for the Interparents meeting to the Board and prepare a short briefing of the meeting to keep the Board members updated.

#### **Operational groups:**

- Canteen: one of the continuous complaints concerning the canteen is the noise at the canteen when the children are eating. It's the responsibility of the Régie des Bâtiments to fix the problem, but as the noise level is below the legal limit and due to the lack of financial resources at the RdB it is not expected that the Régie des Bâtiments will address the issue. At the end of last year an independent audio engineering company has analyzed the problem. The company has a solution and could reduce the noise with 2 to 4 decibels.  
The school has no budget to fix the problem. It is proposed therefore that the APEEE funds the installation of sound proofing materials up to maximum cost 50.000 euro. The school has offered to make a small financial contribution.  
**Vote:** 14 Board members are in favor. 2 Board members have reservations as to the vote on the funding for noise proofing.  
**Decision:** proposal is accepted. In case the costs would be higher than 50.000 euro, then the Board will be consulted again.
- Canteen: working plan postponed to the next Board meeting.
- Transport: postponed to the next Board meeting.
- Extra-curricular act.: postponed to the next Board meeting.
- IT Group: postponed to the next Board meeting
- Security & Safety: information is given that 2 communications are being prepared to go out to the parents this week. One communication is on the small fire incident which took place in the canteen kitchen on Monday evening 16/3 and the other communication is on the incident which took place on Monday 2/3/2015, when S6 pupils were victims of an incident at the Marcel Thiry roundabout near the playground.
- Information: postponed to the next Board meeting.
- Budget: postponed to the next Board meeting
- Enrolment policy: postponed to the next Board meeting
- Compliance & risk assessment group: postponed to the next Board meeting.
- SEN working group: postponed to the next Board meeting

**IV Any other business:**

- a) Update on process of the compliance and risk management: postponed to the next Board meeting
- b) Alumni Europae: postponed to the next Board meeting
- c) Student Exchange Programme: has been discussed under point III.
- d) Sheltered cover for parents: postponed to the next Board meeting
- e) Scarves: has been discussed under point I.
- f) “Redesigning” the school-parents relation’s pattern: postponed to the next Board meeting
- g) Suppression of 9<sup>th</sup> hour classes the day before a holiday: postponed to the next Board meeting.
- h) Events: postponed to the next Board meeting
- i) Lip dub: Lip dub will be organized on 14 April 2015 at the school. Mr Colm Kehoe, teacher who’s part of organizing the lip dub is asking the help of parents to help for example supervise the primary children during the lip dub event etc. Proposition is made to send a message to the parents to find parent volunteers.
- j) Conference for parents & teachers: a conference on dyslexia is proposed to the Board. Cost would be around 175 euro. Conference would be in English and would be for parents and teachers. Board agrees to go ahead with the organization of the conference.

**The next Board meeting will take place on Thursday 16/4/2015 at 19:30 at the VIP room in the canteen of the school.**