

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

Date	: 16 April at 19:30
Location	: VIP Room – canteen at the school
Present (13)	: Reinhard BIEBEL - Maria Alice EICHLER - Christian FARRAR-HOCKLEY - Niina HIVRI - Giles HOUGHTON-CLARKE - Jovita LAZDINIENE - Renate REPPLINGER-HACH - Nick REVILL - ROGAL Andreas - Guido RICCI - Matthew SAYER - Carlos TREJO - Francesca ROMANA TUDINI
Excused (8)	: Bianco DOROTA - Karl HASSLÖF - Philippe LENNE - Mokhtar MEKNI - Fiona MEYER ESTRADA – Mario NAVA - RODRIGUES Miguel – Bettina SCHMIDBAUER-MOGENSEN
Others	: Erwin VAN DIJCK, Director of the APEEE - Anja GALLE, Executive assistant

I Agenda points:

1. **Approval of the agenda:** Agenda is approved.
2. **Approval of the report of Board meeting of 18/3/2015:** Report of Board meeting of 18/3/2015 is approved taking into account the following changes:
 1. Change of a sentence on page 3 under CEP&M working plan. Change sentence into: "Point on transparency for written annual work plan in the CEP&M work plan 2015 was discussed."
 2. Note to point III page 3 operational groups – Canteen: C. Trejo was not present at the moment when the proposal for the installation of the sound proofing materials to reduce the noise in the canteen was made and did therefore not take part in this vote.
- **Action points of Board meeting of 18/3/2015:**
 - Maths for BAC: APEEE to ask Mr Schmelz on how to get the math working group re-activated. **To be taken up during the Headmaster meeting.**
 - Bac Ball: T. Keijzer to organize a meeting with the school management, the teachers and G. Houghton-Clarke and B. Schmidbauer-Mogesen to discuss BAC ball. **Ongoing.**
 - BAC Ball: APEEE to inform all S7 parents well in advance that APEEE is not responsible for the BAC ball event. **Ongoing.**
 - Debriefing on Groupe de Suivi meeting of 24/2/2015:
 - G. Houghton-Clarke to contact Mr Kivinen and discuss what information from the Groupe de Suivi meeting can be distributed to the parents. **Information is given that all documents are confidential and need to be used with discretion.**
 - G. Houghton-Clarke to write a draft on the key lines and send it to the Board for comments. **Ongoing. Will be done by G. Houghton-Clarke in the next few days.**
Action point: As soon as the document has been mailed the Board members are asked to send their comments to G. Houghton-Clarke.
 - One-drive function which is used by the primary department to publish documents and request parents to upload documents. N. Revill to send copy of such a document to G. Houghton-Clarke. **Ongoing.**
 - Canteen: discussion is held on the installation of sound proofing materials in order to reduce the noise in the canteen.
Action point: E. Van Dijck to send information on how the project will be financed to the Board members.
- **Action points of Board meeting of 12/2/2015:**
 - 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.
Action point: A. Rogal to discuss during the upcoming meeting next week.
 - 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: E. Van Dijck and P. Lenne to write down a procedure to be used at the future AGM.

Action point: K. Hasslöf to check whether an electronic voting system is possible.

3. **Meeting and attendance question:** Next upcoming meetings are:
- CEES meeting on 21/4/2015 at 17:00: R. Repplinger-Hach, C. Trejo and G. Ricci are available to attend.
 - CEA meeting on 27/4/2015 at 9:00. F. Tudini will attend.
 - Groupe de Suivi meeting on 27/4/2015: discussion is held on the attendance question. Apparently only 1 parent representative of Bxl II Woluwe will be allowed to attend the Groupe de Suivi meeting.
- Action point:** R. Repplinger-Hach to take up with the other APEEEs.

II Working group plans & activities 2015:

Education: Pedagogical affairs:

- CEP&M working group: following topics were discussed:
 - o Transparency concerning the annual work plan of the teachers was discussed. Question is asked whether the parents should receive the work plan from their teacher. All Board members, except 1, agree that it's important to receive this basic information. Second question asked is how to get access to the information? Third question asked is how to link this to the school development plan?

Proposition is made to bring this topic up during the Headmaster meeting on 17/4/2015.

Vote: Do we want the work plan to appear in the school development plan? All Board members agree to have it appear in the school development plan.
 - o Classe verte: on the document of Classe verte a sentence appears saying that parents can contact the APEEE to receive funds / cash.
Action point: C. Farrar-Hockley to send copy of that document to E. Van Dijck.
Action point: E. Van Dijck to contact J. Arnedo and correct that sentence on the classe de neige document.
 - CEES working group: postponed to the next Board meeting.
 - Interparents: information is given on the Interparents meeting which took place in Munich on 13 and 14/4/2015.
Following topics were discussed during the Interparents meeting:
 - o The new marking system.
 - o Secondary reform: the general proposal is to reduce the flexibility in the system. Update is given on the Groupe d'accompagnement meeting which took place last week. Meeting with the 4 other APEEEs will be organized to discuss further.
Action point: C. Farrar-Hockley to send the pre-release of the secondary reform document to the Board members.
Action point: Board members to send their comments on the pre-release of the secondary reform document to C. Farrar-Hockley before next Tuesday 21/4/2015.
- Other Interparents topics which were briefly discussed:
- o Budget 2016
 - o List of General Secretary working groups in which Interparents is represented. C. Farrar-Hockley was asked to be present in the ICT working group.
Action point: C. Farrar-Hockley will send the list with working groups to the Board members. Board members are welcome to indicate in which other working groups we should be represented.
 - o Employment of local teachers. No proposal has been done on employment of local teachers for September. This might cause that we lose 19 teachers from the Anglophone section.
Action point: G. Houghton-Clarke to ask at the Headmaster meeting when non-native teachers will be recruited.

Operational groups:

- Canteen: Working group priorities for 2015 are:
 - o Reduction of the noise in the canteen.
 - o Cafeteria is making a loss. Solution needs to be found.
 - o Topic on allergens.
 - o Re-run a canteen survey.

- Misbehavior of children in the canteen: create a set of rules of what is acceptable and not acceptable.
- Short eating times need to be addressed.
- Proposal by the teachers to pre-order sandwiches for lunch.
- Special dietary requirements.
- Improvement of the wish week menu.
- Decision:** the priorities for the canteen working group for 2015 are approved.
- Transport: following topics were discussed:
 - IPads project: all Board members have received a proposal on the transport iPad project. Proposal is to give each bus supervisor on the afternoon bus an iPad, so that he/she can check easily where each child is. Via this iPad project the security on the buses can be improved. The system is user-friendly and efficient. The cost is 15.000 euro for about 40 iPads.
Proposal is made to talk to the school in order to discuss whether the order of the iPads could be done via the school (ICM).
Voting on the iPad project : 2 Board members abstain and 14 Board members vote in favor.
Action point: E. Van Dijk to contact the school and check the possibility to make an order via the school.
 - The special bus regime before each holiday. Question was asked to the school management to keep the normal Friday school day time table on the Friday school day before a 2-week holiday.
 - Keep the Wednesday buses for the S6 & S7 students. At the moment only about 10 students take those buses, therefore question is asked whether this should be kept or changed.
- Extra-curricular act.: postponed to the next Board meeting.
- IT Group: following topics were discussed:
 - Upgrading the APEEE billing system. Will be discussed during the next IT meeting.
 - APEEE website
- Security & Safety: following topics were discussed:
 - Security audit: the written report has not been received by the school yet.
 - Lock down procedure.
 - Proposal for the CCTV camera's to be used in the school. About a dozen camera's are in the school available at the moment. A new CCTV camera plan is being proposed.
- Information: following topics were discussed:
 - APEEE website: proposal of a new APEEE web page is given to the Board members. The APEEE website is being revamped. The agency in charge of the project was going to propose 2 idea's. However only 1 has been proposed yet. Question is asked to add a section on Eureka to the new website.
Next meeting on the APEEE website is on Tuesday 21/4 at 9:30 at the morning in the new prefabs. Board members interested are welcome to attend.
- Budget: no specific information to share at the moment.
- Enrolment policy: next CEA meeting is on 27/4.
- Compliance & risk assessment group: postponed to the next Board meeting.
- SEN working group: postponed to the next Board meeting.

III Any other business:

- **Update on process of the compliance and risk management:** following topics were discussed:
 - A canteen evacuation exercise was done for the primary students.
 - A real school evacuation took place before the Easter holidays. There was no real danger. The evacuation went fine. School communicated on the event on their website. Question was asked to receive more clear information from the school on such an event.
 - A first aid course was organized during the carnival holiday for the bus supervisors and the monitors.

- BAC prizes for BAC ceremony 3/7/2015: last year APEEE offered a music prize, a sports prize and a school community prize to be handed out by the APEEE President during the BAC ceremony. The BAC students winning the music prize and the sports prize were elected by the music teachers and the sports teacher. The school community prize was given to the CDE president. Question is asked how to take this forward for this BAC ceremony on 3/7/2015.
Action point: G. Houghton-Clarke to contact school in order to see which students will receive the music prize, the sports prize and the school community prize, as well as to discuss which prizes will be offered.
- Alumni Europae: in 2013 the APEEE has sponsored Alumni Europae Asbl in its goal to unite and reunite former students of the European schools and create a network. They are now asking for new sponsoring of about 2500 euro. The APEEE had asked them to reframe their offer to take into account career guidance support they can provide and is waiting for this revised proposal.
Action point: Alumni Europae to send revised proposal to APEEE.
- Sheltered cover for parents: school management has asked whether the APEEE would consider the finance of a shelter cover for the parents, who are waiting each day for their children at the entrance of the school?
Action point: E. Van Dijck to check the price of such a shelter and inform the Board members. Topic will be re-discussed after the information is made available.
- "Redesigning" the school-parents relation's pattern: postponed to the next Board meeting.
- Suppression of 9th hour classes the day before a holiday: APEEE proposes to the school to keep the same time schedule of a usual Friday school day for the Friday school days before a 2-week holiday. This to reduce the security risk concerning the buses.
Vote: Board members agree to the proposal.
Action point: E. Van Dijck to inform the school management. APEEE to inform the parents.
- Request to organize prizes for tombola Footfest 2016: postponed to the next Board meeting.
- Lip dub event 14/4/2015: the lip dub event on 14/4 went very well. The movie will be showed during the Footfest ceremony on 24/4/2015.

The next Board meeting will take place on Wednesday 6/5/2015 at 19:30 at the VIP room in the canteen of the school.