

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

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| <b>Date</b>         | <b>: 12 February at 19:30</b>   |
| <b>Location</b>     | <b>: VIP Room – canteen at the school</b>   |
| <b>Present (21)</b> | : Bianco DOROTA - Reinhard BIEBEL - Maria Alice EICHLER - Christian FARRAR-HOCKLEY - Karl HASSLÖF - Niina HIVRI (left at 22:00) - Giles HOUGHTON-CLARKE - Jovita LAZDINIENE - Philippe LENNE - Mokhtar MEKNI - Fiona MEYER ESTRADA - Mario NAVA (left at 21:15) - Bettina SCHMIDBAUER-MOGENSEN - Renate REPPLINGER-HACH - Nick REVILL - Guido RICCI - Miguel RODRIGUES - Andreas ROGAL (left at 21:30) - Matthew SAYER - Carlos TREJO (left at 22:00) - Francesca ROMANA TUDINI |
| <b>Others</b>       | : Erwin VAN DIJCK, Director of the APEEE - Anja GALLE, Executive assistant  |

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**I Agenda points:**

1. **Approval of the agenda:** Agenda is approved including additional point under “any other business” on statistics on the results of pre-bac 2015 and on results BAC 2013 and 2014 as well as point on feedback on meetings under point IV point 2.

**II APEEE Organization:**

1. **Results of the General Assembly of 22/1/2015:** All members of the Board have received the document with the results of the elections as well as the document indicating the length of mandate of each Board member. Results signed by the President of the electoral office will be published on the APEEE website.

**III Elections:**

- 1) **Elections of the President, Vice-Presidents, Bureau members and working group coordinators.**  
The various functions of the bureau members and working group coordinators were outlined.

**Chairperson & Bureau:**

- President: **Giles Houghton-Clarke**  
Votes: is elected unanimously
- Administrative Vice-president: **Reinhard Biebel**  
Votes: is elected unanimously
- Pedagogical Vice-president: **Renate Repplinger-Hach**  
Votes: is elected unanimously
- Treasurer: **Jovita Lazdiniene**  
Votes: is elected unanimously
- Secretary: **Christian Farrar-Hockley**  
Votes: is elected unanimously
- Information secretary: **Andreas Rogal**  
Votes: is elected unanimously
- Board member without Portfolio: **Mario Nava**  
Votes: is elected unanimously

**Working group coordinators and the members of the pedagogical groups:**

- Working group coordinator for Interparents: **Christian Farrar-Hockey**
  - Members: C. Trejo, G. Ricci, M. Sayer
- Working group coordinator for kindergarten and the primary (CEP&M): **Niina Hirvi**
  - Members:
    - German section: B. Schmidbauer-Mogensen
    - English section: A. Rogal
    - Finnish section: N. Hirvi
    - French section: M. Sayer
    - Italian section: F. Tudini - backup Guido Ricci
    - Lithuanian section: J. Lazdiniene

Dutch section: P. Lenne  
Portuguese section: M. A. Eichler  
Swedish section: C. Farrar-Hockley

- Working group coordinator for secondary (CEES): **Dorota Bianco**
  - Members:
    - German section: R. Repplinger-Hach
    - English section: N. Revill
    - Finnish section: C. Trejo
    - French section: F. Meyer Estrada
    - Italian section: D. Bianco + backup: Guido Ricci
    - Dutch section: P. Lenne
    - Portuguese section: M. Rodrigues
    - Swedish section: K. Hasslöf and G. Houghton-Clarke

2) Identification of working group members

**Working group coordinators and the members of the operational groups:**

- Canteen group: coordinator **G. Houghton-Clarke**
  - Members: C. Trejo, M.A. Eichler
- Transport group: coordinator: **P. Lenne**
  - Members: R. Biebel
- Extra-curricular activities: coordinator: **M. Rodrigues**
  - Members: F. Tudini, N. Revill, C. Farrar-Hockley
- IT Group: Coordinator: **G. Houghton-Clarke**
  - Members: M. Rodrigues,
  - Parent volunteer: S. Haapakka
- Health & Safety: Coordinator: **N. Revill**
  - Members: K. Hasslöf, M. Mekni, D. Bianco, G. Houghton-Clarke
- Information working group: Coordinator: **A. Rogal**
  - Members: G. Houghton-Clarke, B. Schmidbauer-Mogensen, C. Trejo
- Budget group: coordinator: J. Lazdiniene
  - Members: R. Biebel, R. Repplinger-Hach, C. Trejo, G. Houghton-Clarke
- Enrolment policy working group: A group which discusses the position of the APEEE regarding the enrolment guidelines to be submitted to the BoG. Each section to nominate one member of the group.
  - Coordinator: **F. Tudini**
  - Members:
    - German section: R. Repplinger-Hach
    - English section: N. Revill
    - Finnish section: C. Trejo
    - French section: M. Sayer
    - Italian section: : F. Tudini + backup: D. Bianco
    - Lituanian section: J. Lazdiniene
    - Dutch section: P. Lenne
    - Portuguese section: M. Rodrigues
    - Swedish section: G. Houghton-Clarke
- Compliance & risk assessment: coordinator: **D. Bianco**
  - Members: G. Houghton-Clarke, E. Van Dijck, R. du Moulin

**Focus persons for the following topics:**

- SWALS: coordinator: **J. Lazdiniene**
- Events: coordinator: **B. Schmidbauer-Mogensen + M.A. Eichler + M. Mekni**
- Cat II & III: coordinator: **P. Lenne**
- SEN: coordinator: **F. Meyer Estrada**
  - Members: G. Houghton-Clarke

Question is asked whether parent volunteers can join the working groups. Parent volunteers are welcome to join the working groups, but APEEE Board has made the decision in 2014 that parent volunteers are not allowed to substitute a Board member in the meetings with the school. Only Board members can represent the APEEE in meetings with the school.

Proposition is discussed to start monitoring the "Pupil exchange programme". Short discussion is held on the topic. Concerns are raised that the APEEE could be legally and morally liable if it has promoted or endorsed this

programme, should an exchange result in negative consequences for a pupil. The APEEE, does not have the ability or processes to vet participating families or quality control the programme therefore the present status is that the APEEE is not involved in this activity. It will be discussed at the next Board meeting more fully.

**Action point:** A. Galle to fill out the APEEE structure document with the names of the elected Bureau members, the names of the working group coordinators and the names of the working group members and send it to the Board members for check-up. Final APEEE structure document to be published on the APEEE website.

**Action point:** for agenda of the June Board meeting: "to discuss the number of Board members for the LT section and the possible increase of board members to 22, in order to keep 4 free mandates."

- 3) Next steps for working groups are: Meet and agree the work plans for presentation by each working group coordinator at next Board meeting in March.

**Action point:** Each working group to prepare a work plan for 2015 to be presented at the March Board meeting.

#### **IV Immediate issues:**

- a) Choice of options S6 and S7: Question is asked whether the APEEE could support the question from the parents whether a certain choice of options for S6 and S7 could always be possible. Additional information has been requested from the school in order to allow APEEE to form an opinion on the matter.
- b) Meeting and attendance question: First upcoming meeting is the Joint Teaching Committee on 12/2 and 13/2. Following topics will be discussed:
- Secondary reform and the report of the consultant
  - New marking scheme

On 9/2 and 10/2 Interparents meeting took place at the EEBII Woluwe. Following topics were briefly discussed:

- Information is given that the yearly fee for Interparents will go up from 1200 to 1500 euro.
- The Interparents representatives attend different working groups. A Per Diem is paid by the Commission. APEEE position is that no per diem is payable for meetings held in Brussels and for meetings outside Brussels, expenses will be re-imbursed rather than paid as a per diem.
- Confidentiality of the Interparents documents: all Board members received a message from C. Farrar-Hockly on the best practice.

On 24/2/2015 the next meeting of Groupe de Suivi is scheduled. This meeting is a follow up on infrastructure development in Brussels and other structural questions. Information is given that the Belgian Government has rejected the use of Berkendael as a 5<sup>th</sup> school but has given permission to use the Berkendael school for 2015-2016. Therefore the Group de Suivi needs to review the next steps.

On 5/2/2015 the Health & Safety meeting took place at the school. Following topic was briefly discussed:

- School lock down: a teacher training is needed on a school lock down.

- c) Dates of Board meetings 2015 and date of next Annual General Meeting: All members of the Board have received a document with the proposed dates for the Board meetings in 2015.
- Decision:** proposed dates of 2015 Board meetings and AGM date 2016 are approved.

**Note:** Information is given that all Board members need to attend 50% of the Board meetings, as is stipulated in art. 12 on page 10 of the APEEE statutes. Board members who can't attend in person are invited to participate via Skype.

#### **V Any other business:**

- a) Update on process of the compliance and risk management: Each month an update is given by the APEEE director on the compliance and risk management. Topics which were outlined were:
- on 12/3/2015 a canteen evacuation exercise is scheduled for the children.
  - Next week a First aid course is organized for the staff of the APEEE services.
  - Companies have been contacted to request a price offer to install panels in the canteen to reduce the noise.
  - The cooker hood was broken in the canteen kitchen and will be repaired during the Carnival holidays.

**Action point:** meeting to be organized on the canteen noise with G. Houghton-Clarke, E. Van Dijck and S. Sharron.

- b) Alumni Europae: all Board members received the presentation of Alumni Europae. Organization is asking for financial support.

**Action point:** to be further discussed at the next Board meeting.

- c) 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.  
**Action point:** M.A. Eichler to send the information on this proposition to A. Rogal.

Information is given that there's a bad smell near the canteen and the Salle polyvalente.

**Action point:** E. Van Dijck to check with the cleaning company and D. Vincent how the bad smell can be avoided.

- d) Timetable clashes in the FR and other sections: was discussed under point IV a.
- e) Optimizing the vote counting at the AGM: question is asked whether a process can be installed to optimize the vote counting at the AGM. E. Van Dijck and P. Lenne to write down a procedure.  
**Action point:** E. Van Dijck & P. Lenne to write down a procedure to be used at the future Annual General Meetings.  
**Action point:** K. Hasslöff to check whether an electronic voting system is possible.
- f) Report on school C.A. meeting of 28/1/2015: This is the school administrative Board which meets twice a year (around January and September). Participants are Kari Kivinen, the Commission, Administrative staff, the APEEE, Eurocontrol representative, CDE (=student committee), teacher representatives. Formal decisions about school budget (including derogations) and school development plans are discussed. Following topics were briefly discussed at the school C.A. meeting:
- Safety & security: provide a secure school site. Access to the school is still unsecure: school fence needs to be fixed for example.
  - School calendar: the final calendar has still not been decided on and this because some schools outside of Belgium have objected to the holiday day of 9 May. The school calendar will be published at the beginning of March.
  - School has not taken care of the action points of the previous school C.A. meetings.
- g) Statistics on the results of pre-bac 2015 and on results BAC 2013 and 2014: question is asked whether it's possible to ask the school for the statistics on the results of pre-bac 2015 and on the results BAC 2013 and 2014.  
**Action point:** G. Houghton-Clarke to send a message to the school management to ask for the information.
- h) Support library working group: Information is given that a support library working group has been created and will be operational soon. First meeting took place and further meetings are planned.

**The next Board meeting will take place on Wednesday 18/3/2015 at 19:30 at the VIP room in the canteen of the school.**