

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

Date : 16 September 2015 at 19:30

Location : VIP Room – canteen at the school

Present (13): Maria Alice EICHLER - Niina HIVRI - Giles HOUGHTON-CLARKE - Philippe LENNE - Mario NAVA (Skype) - Fiona MEYER ESTRADA - Renate REPPLINGER-HACH – Guido RICCI - ROGAL Andreas - Bettina SCHMIDBAUER-MOGENSEN - Carlos TREJO - Francesca ROMANA TUDINI - Matthew SAYER

Excused (6) : Reinhard BIEBEL - Bianco DOROTA - Christian FARRAR-HOCKLEY - Jovita LAZDINIENE - Mokhtar MEKNI - Nick REVILL

Others : Erwin VAN DIJCK, Director of the APEEE - Anja GALLE, Executive assistant

General remark: the President informs the Board that K. Hasslöf and M. Rodrigues have left the Board. He hereby likes to thank them for their contributions over the years they have been members. Their work, help and input has been highly appreciated.

I. Agenda points:

1. **Approval of the agenda:** Agenda is approved taking into account a point on a charity organization account under AOB.
2. **Approval of the report of Board meeting of 18/6/2015:** Report of Board meeting of 18/6/2015 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.
 - 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 A. Sioen at the October Board meeting.
 - Point on hygiene at the school: proposal was made to talk to the responsible of the cleaning company and write down his/her experiences on the topic. Proposition is made to discuss the topic "keep the school clean" further during the CEES meeting on 17/9/2015 and request a meeting on the topic.
Action point: discuss during the CEES meeting on 17/9/2015 and organize a meeting on the topic.
 - CEP&M and CEES - Interaction model: brainstorm on conflict resolution at the school.
Action point: M. Sayer to draft a model and send around to the Board. F. Meyer to help M. Sayer with the draft.
 - School trips: breakdown information of the school trips which have been organized in secondary last school year.
Action point: G. Houghton-Clarke to organize a meeting with A. Mees to discuss further.
 - 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.

- o 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.

3. **Meeting and attendance question:** next meeting coming up is CEES meeting on 17/9/2015 and SAC meeting on 24/9/2015. Question is asked who could attend the SAC meeting on 24/9/2015 from 8:00 to 9:15 in the Titanic room. N. Hirvi, M. Sayer, B. Schmidbauer-Mogensen, G. Houghton-Clarke and R. Repplinger-Hach will attend the SAC meeting on 24/9/2015.

Action point: A. Galle to send the report of the previous SAC meeting to N. Hirvi, M. Sayer and B. Schmidbauer-Mogensen.

Question is asked whether the Board members receive information on the budget from the school. Clarity on the forthcoming budget & meeting is important and Board members should receive the information in order to discuss.

Action point: A. Galle to send mail to A. Mees and S. Sharron to schedule a meeting on the budget.

III Working group activities 2015:

Education: Pedagogical affaires:

- Annual stock-taking exercise "problems of la rentr e":
 - o CEP&M:
 - Concerns from parents about the renovation of the kindergarten playground.
 - Number of students: as of 30 students per class school should make a provision meaning prepare to look for an extra teacher and an extra class. Question is asked whether Board can contact the school and ask what provision they are taken for the class in primary and secondary in which there are now 30 students per class?
 - No replacement teacher yet in a German primary class.
 - Point on communication in general. For example no formal communication on the meetings with the teachers.
 - **Problems concerning streaming of L2 in primary.**
 - Several book lists are not complete and information is missing. Information on list of material to buy is not always clear.
 - Time-tables keep changing.
 - o CEES:
 - Time-tables are an issue in secondary.
 - Teachers absent and not replaced.
 - Not enough space in the cafeteria to eat. Students sit on the ground to eat their sandwiches. Ask school for more tables and chairs for the cafeteria.
 - BAC choices
- CEP&M working group: has been discussed under "annual stock-taking exercise problems of la rentr e".
- CEES working group: brief update is given on the following:
 - All documents for the CEES meeting of 17/9 have been mailed to the Board members. Following topics will be addressed at the CEES meeting:
 - Teacher replacements
 - School trips
 - Time-table
 - Streaming
 - Secondary reform: the last document on secondary reform has been produced. It's still a draft and can't yet be circulated. A brief update on the document is given to the Board members. Proposition is made to organize an information session for all the parents on the topic.
Action point: draft a communication to be mailed to the parents on secondary reform.
- Interparents: brief update is given on the following:
 - o Meeting was held by Interparents on how to be pro-active concerning the secondary reform.

- o Next Interparents meeting will be organized in ES Uccle in October 2015.
- o New working group has been created on translation of important ES documents. Working group to standardize all curriculum / syllabus documents in the 3 vehicular languages: English, French and German.

Operational groups:

- Canteen: brief update is given on the following:
 - o Due to overcrowding in the canteen, primary students eat in the canteen of the teachers. At the moment this is working well.
 - o 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.
- Transport: brief update is given on the following:
 - o Due to the important road works on the Woluwe-laan the transport department had to make changes to some of the routes.
 - o More and more requests from the parents to have adult supervisors in the morning buses. This because it's very difficult for little children to put on the seat-belts themselves. Financial impact needs to be calculated.
 - o Question is asked how many times the transport department changes the transport plan with the stops. The transport plan is being reviewed each year. Parents can request a new stop and need to contact the transport department to see whether it's possible.
- Extra-curricular act.: brief update is given on the following:
 - o M. Rodrigues has left the Board. F. Tudini is volunteering to replace M. Rodrigues as group coordinator for the extra-curricular activities. Special thanks to M. Rodrigues for all the work done for the Board and the APEEE over the past 5 years.
- IT Group: brief update is given on the following:
 - o Meeting was held with an IT company on the presentation of an ODOO ERP system.
- Security & Safety: brief update is given on the following:
 - o Meeting took place with the Commission on standardizing the security measures over all the European schools. All Board members received a short report on the meeting with K. Kivinen and Mr. Becquet which G. Houghton-Clarke attended together with the Presidents of the 3 other APEEEs.
- Information: no specific information to share at the moment.
- Budget: postponed to the next Board meeting.
- Enrolment policy: following topic was discussed:
 - o Next CEA meeting is scheduled on 28/9/2015. F. Tudini will attend.
 - o Rule on siblings.
 - o APEEE has supported the parents which have filed an appeal against the new rules.
- Compliance & risk assessment group: postponed to the next Board meeting.
- SEN working group: brief update is given on the following:
 - o Status report about the SEN situation at our school:
Action point: G. Houghton-Clarke to send documents for this report or the links to the information to F. Meyer.
 - o Conference is scheduled to take place on 24/9/2015 at the school on dyslexia. Invitation and programme are published on the APEEE website. F. Meyer mailed the invitation to all Board members. Some of them have mailed it to their section, others didn't.
Action point: A. Galle to coordinate with F. Meyer and send invitation to all parents on Thursday 17/9.

IV Any other business:

1. Organization Annual General Meeting:
 - a. 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.
Action point: Agenda and resolutions need to be discussed and decided by the Board.

- o Any proposal of which the object is **to amend the Statutes** shall be made by the Administrative Board. The Administrative Board shall give the members of the Association **not less than one month's advance notice** of the date of the AGM which will decide on the said proposal. The General Meeting may only debate amendments to the APEEE statutes **if the amendments have been explicitly indicated in the notice convening the meeting and if at least two thirds of the full members are present or represented at the meeting.**
In case resolutions are proposed which change the APEEE statutes then documents for the AGM need to be ready 1 month before the AGM.
- o The General meeting **may adopt internal rules of procedure. A three-fifths majority** of the full members present or represented shall be required for the purpose of approving or amending the rules of procedure. Any proposal to amend the rules of procedure, submitted by the Administrative Board and sent to the Secretariat **at least one month** before the General Meeting.

Therefore it's important to decide on whether to have such resolutions or not in advance, so that everything can be prepared in time.

Proposition to change the internal rules of procedure is done and question is asked whether a resolution can be drafted on replacement of Board members who are resigning during their mandate year (article 12 of the rules of procedure - page 10 of the Statutes).

Action point: F. Tudini to prepare a draft text for the resolution to be discussed and decided at the October Board meeting.

Question is asked whether the APEEE would like to invite guests (school management or members of the Secretary General office) to the AGM? Brief discussion is held.

Action point: point to be decided at the October Board meeting.

- b. **Number of Board members for the LT section:** discussion is held on 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: Voting is done on the following:
Vote: does the Board agree to suggest to the GA to give the Lithuanian section a second mandate? All present Board members vote yes.
Decision: Lithuanian section receives a second mandate.

Vote: does the Board agree to suggest to the GA to increase the number of Board members (expand) or does the Board give the Lithuanian section a free mandate (convert)?

Do we expand the Board: 7 votes in favor

Do we convert the Board :1 vote in favor

Abstain: 2

Decision: Board decides to suggest to the GA to increase the number of Board members from 21 to 22.

In order to increase the number of Board members from 21 to 22 a change to the APEEE statutes needs to be proposed to the AGM. Change of article 13 (page 5) point A. "The Association is administrated by the Administrative Board of the APEEE. The Board is composed of a minimum of 11 and a maximum of 21 members. The members of the Board are elected by the General Meeting."

The Annual General Meeting can modify the APEEE statutes during the meeting on 25/1/2016, but only in 2017, the additional LIT mandate will be filled for the first time.

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.

- c. **APEEE Membership fee 2016-2017:** postponed to the October Board meeting.
- d. **Financial report 2014-2015 (planning):** a copy of the financial report 2014-2015, as well as of the budget 2015-2016 will be mailed to the Board members.
- e. **Annual report 2014-2015 (planning):** All Board members have received a copy of the annual report 2014 as an example in order to prepare for the annual report 2015. Each working group responsible is asked to send their text to A. Galle by 30 October 2015.
Action point: texts for the Annual report 2014-2015 to be mailed to A. Galle by 30 October 2015 so that the report can be prepared.

2. Article 12 APEEE statutes: attendance of the Administrators to the Board meetings. 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. Article 12 states the following:

"A position will be deemed vacant if:
a) The administrator has resigned by a simple letter addressed to the Chairperson of the Administrative Board, or
b) if the administrator has failed to turn up to over half of the meetings of the Administrative Board, of the Bureau, or of the General Meeting to which he had been invited, during the current year."

The document showing the attendance of the Board members has been mailed to the Board members.
3. Written procedure on derogations: Members of the School Admin Board have received a written procedure from the school management on derogations which they are asked to vote on by 23/9/2015. Most of the derogations go to religion courses. Discussion is held on the topic.
Action point: Voting by the Board members to be organized via email.
4. Tombola prizes for Footfest 2016: E. Irvine, who's responsible for the Footfest organization, is asking whether the APEEE could order the prizes for Footfest 2016 for an amount of about 800 euros? B. Schmidbauer-Mogensen to discuss with E. Irvine on what the school expects from the APEEE and inform the Board.
5. BAC results: postponed to the next Board meeting.
6. Consultations of parents: postponed to the next Board meeting.
7. Update on process of the compliance and risk management: meeting is scheduled in week 25.
8. "Redesigning" the school-parents relation's pattern: postponed to the next Board meeting.
9. 180 days: APEEE should acknowledge that there will not be 180 days of schooling.
10. Discussing numbers on school failure: postponed to the next Board meeting.
11. 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.
12. The account Tsunami fund: to be discussed via email.

The next Board meeting will take place on Thursday 22/10/2015 at 19:30 at the VIP room in the canteen of the school.