

**APEEE BXL II – WOLUWE
BOARD REPORT**

Date	: 20 October 2016 from 19:00 to 22:00
Location	: Canteen – Woluwe
Present (14)	: Katarzyna HOREMANS - Christian FARRAR-HOCKLEY (Skype) - Johan MELANDER - Fiona MEYER ESTRADA - Albert RAEDLER - Philipp REIFENRATH - Sara RODA - Johanna SAARENTALO-VUORIMÄKI - Bettina SCHMIDBAUER-MOGENSEN (Skype) - Carlos TREJO - Francesca TUDINI - Corinna VALENTE - Jan VON PFALER - Adam WATSON-BROWN
Excused (5)	: Dorota BIANCO – Jovita LAZDINIENE – Philippe LENNE - Mario NAVA - Andreas RO GAL
Others	: Erwin VAN DIJCK Anja GALLE, Executive Assistant APEEE Reggy DU MOULIN, Responsible Transport

I Presentation on AMOC

a) Presentation by R. du Moulin: all Board members received a document informing about AMOK. This was a training on security organized by the Commission which Mr du Moulin attended. During 8 hours of training they were taught on how to detect the signs which can indicate whether a person will commit a violent act.

Action point: R. du Moulin to give a training on the topic to the APEEE staff.

Action point: the security working group to discuss further with Mr Sharron and Ms Andries.

Action point: J. von Pfaler to ask Interparents whether anything is implemented in the other ES schools.

b) Security (dress code etc):

- Dress code: discussion is held on the dress code of the staff. The school has informed that there's no strict dress code for the staff at the school. APEEE continues to observe the situation.

II Agenda points:

a) Approval of the agenda:

- Agenda is approved.

b) Approval of the report of Board meeting of 8/9/2016: report of Board meeting of 8/9/2016 is approved.

Action points of Board meeting of 8/9/2016:

- Kids run - 5km/10km: information is given on the charity run which will be organized on 2/4/2017 by the APEEE with the patronage of the Safe de Children Brussels Office. Organization has started and is going well. All Board members received information on the route of the run. School management agreed to use the school premises to store the bags, put tents for massage and organization team. Still looking for a food truck to provide food for the children and the parents. Board members are welcome to send their ideas for who to contact concerning the food truck to K. Horemans.

Action point: K. Horemans can contact English teacher Christine Frazer (P1EN) if a contact point at school is useful.

- Water fountain project: Water fountains with cups were installed for the teachers. No water fountains yet for the students.

Action point: B. Schmidbauer-Mogensen to follow-up.

- **Action point:** F. Tudini and A. Galle had meeting with Mr Sharron, Mr Schmelz and Ms Andries on organizing a series of meetings with the class representative and other parents of secondary. First meeting to be organized at the end of November with Class Reps only

Action point: F. Tudini to set a date with Mr Sharron, Mr Schmelz and Ms Andries.

Information is given that new parents seem to be lost when arriving at our school and nevertheless the APEEE website contains all the information about the APEEE services, a request is made whether an introduction brochure could be organized for new parents.

Action point: A. Rogal to discuss with information working group the possibility of creating an introduction brochure for new parents.

- **Action point:** F. Tudini acknowledges that there have been not inputs for the the Internal Working Methods document. Work is therefore not considered as a priority.. Statute and Implementing Rules had been sent to A. Watson-Brown for double checking of clerical mistakes and translation errors

Action point: A. Watson-Brown to check the linguistic versions.

- **Exchange programme:** there are new guidelines concerning the exchange programme. APEEE needs to give a position on the exchange programme to H. Christiaensen. Vote is taken on the following question: do we agree to send out a message to the parents looking for a volunteer to take on the task of volunteer for the exchange programme?

Vote: 8 votes in favor

Decision: F. Tudini to prepare a message for the parents to look for parent volunteer for the exchange programme.

- **Complaint policy:** final draft have been mailed to Mr Sharron and will be discussed during the SAC meeting of 28/10/2016.

c) **Meetings and attendance question:** upcoming meetings are:

- Central enrolment authority meeting on 26/10/2016. A. Rogal s to attend.
- SAC meeting on 28/10/20016: F. Tudini will attend. P. Reifenfrath and B. Schmidbauer-Mogensen will confirm whether they can attend or not.

Action point: A. Galle to confirm name of participants to Ms Breur.

III Discussion points / vote:

a) **Streaming:** topic is discussed and several opinions are shared. The survey which the Board members held among the parents show that the parents are unhappy with the non-transparency of the streaming topic. Question is asked whether the APEEE should communicate on the topic to the parents or not?

Action point: CEES working group to meet and prepare a draft on streaming to be send to the parents.

b) **School inspection:** school inspection will be held at the school from 14/11 to 18/11/2016. Board members are welcome to help prepare for the school inspection.

Action point: J. von Pfaler to send out a call for meeting to discuss further.

c) **Preparation of common messages for our meetings with linguistic sections in November:**

Each Board member is invited to organize a section meeting in order inform the class representatives about the annual general meeting, their role within the APEEE etc. Following section meetings are scheduled:

- PT section meeting on 25/10 at 19:30 in the cafeteria in the sports hall
- IT section meeting on 9/11/2016 at 19:00 in the cafeteria in the sports hall

d) **Exchange programme:** discussed under point II.

- e) Sponsorship Race: discussed under point II.
- f) Cambridge exams: information is given that decision was taken not to apply for the Cambridge exams.
- g) Preparation of the meeting between Mr Sharron and parents: discussed under point II.
- h) General Assembly:

- a. Draft OJ/Agenda for the G.A.: inviting to the AGM. Approved.
Next AGM will be organized on Thursday evening 26/1/2017 at 19:00 in the GASP meeting room at Charlemagne Center. All Board members have received a draft agenda for the next AGM in which the following modifications were proposed:
 - the presence of the school management team at 21:45
 - date of introductory meeting on 1/2/2017 and date of first Board meeting on 9/2/2017
 - resolution on the appointment of the company Groupe Audit Belgium sprl: "The GENERAL ASSEMBLY appoints the company "Groupe Audit Belgium" sprl, Avenue du Bourgmestre Etienne Demunter 5/10, at 1090 Brussels (Jette), represented by Mr Clocquet Jacques, Company Auditor, resident at Avenue du Bélier 12 Woluwe-Saint-Lambert (1200 Brussels), for a term of three years expiring after the Ordinary General Meeting which will approve the annual accounts as at 31 August 2019."
 - resolution on the contribution fee to be added to the resolutions:
"APEEE statutes : art. 4 – proposal for revisions "- Article 4 -
The number of members is unlimited and must be at least three. Every member must be a parent of a child at the European School of Brussels II – Woluwe. ("Parent" is understood to mean any person with sole or shared parental authority over the child).
All parents are associate members, no formality for membership being required. Associate members shall only vote in an advisory capacity at the General Meeting.
Only families who have paid the APEEE membership fee may use APEEE services, which include but are not limited to, the provision of bus transport to and from the school, provision of school meals and provision of after-school activities. The level of the APEEE membership fee is set each year at the Annual General Meeting."

Decisions: Board members agreed to invite the school management team at 21:45 at the AGM and agree with the proposed dates for the introductory meeting and the first Board meeting.

Board members also approved and agreed to add the resolution on the appointment of the Groupe Audit Belgium sprl for a term of 3 years and the resolution on the membership fee.

Vote is taken on the agenda and the resolutions of the AGM. All Board members voted in favor.

Decision: agenda of the AGM and resolutions are approved.

Action point: F. Tudini to send message to school management (Mr Sharron, Mr Schmelz and Mr Arnedo) to invite them to the AGM.

- a. Number of vacant mandates (14): at the moment there are 14 vacant mandates. If no other Board member with a 2 year mandate resigns then the vacant mandates will remain at 14.

Decision: Board members approve number of vacant mandates.

- b. E-voting for elections at G.A.: Last time a test of E-voting was done at the AGM for the elections of the Board members. Question is asked whether the elections of the board members can be done via E-voting at the next AGM?

Action point: A. Rogal to discuss with A. Sioen and prepare an answer for the next Board meeting.

- c. Resolutions: point discussed under a. No other resolutions to be added.

- d. APEEE Membership fee 2017-2018: Budget working group made the proposition to keep the APEEE membership to 45 euro per family for the next financial year and to assign 5 Euros per contribution paid to the Social Fund.

A vote is taken.

Vote: All Board members vote in favour.

Decision: APEEE membership fee 2017-2018 is 45 euro (of which 5 euro for social fund). This will be proposed to the General Assembly.

- e. Financial report 2015-2016: The financial report and the budget has been mailed to all Board members today.

The Auditor, Mr Cloquet, will come to the next Board meeting to inform the Board members about his audit and the "rapport du commissaire aux comptes".

Voting on the financial report and the budget are done.

Vote: all Board members vote in favor of the financial report and the budget.

Decision: Financial report 2015-2016 and the budget 2016-2017 can be presented to the AGM.

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

- f. Preparation of annual report: each working group coordinator is invited to send the text for the annual report to A. Galle by 7/11/2016.
- i) Set up of priorities until the end of the mandate: each working coordinator is asked to reflect on any priorities to add. Proposal is made to prepare a background document for the new Board.
- j) Preventing violence in the playground: conference will be organized on preventing violence in the playground on 17/11/2016 with Prof Hardy. Invitation will be sent out on 26 October. The fees for the conference have already been approved at the last Board meeting. Sara Roda requested the Board's approval for two new tasks to be carried out by Prof Hardy: visit premises and report drafting. The cost of the visit estimated by Prof Hardy would be 4 hours (€480) and for the report with practical suggestions to improve the playground area in primary, would be 10 hours (€1200), in a total of €1680. Prof Hardy is available to come and visit the school premises on 26 October at 9:00 and Sara Roda would like to accompany him on that day. We could consider requesting the School that the person responsible for resolving conflicts in primary is also present. Considering possible VAT, the total cost would be around 2.100 euro.
Vote is taken on the total cost of 2.100 euro.
Vote: all Board members voted in favor.
Decision: total cost of 2.100 euro for visit premises and report drafting by Prof Hardy.

IV Working group activities:

Pedagogical groups:

- **Interparents:** information is given on following topics:
 - October Interparents meeting during which the Joint Teaching Committee was prepared.

- Next meeting of Interparents is on 1 & 2/12/2016 in Alicante, which will be the meeting to prepare for the BoG of December. Board is informed that C. Farrar-Hockley might be unable to attend, J. von Pfaler will confirm whether he can attend, and C. Trejos is available to attend.

Operational groups:

Information: Information working group would like to prepare a next newsletter, to be published after the All Saints break. Topics could be:

- security,
- streaming,
- events + reminder of next conferences/eurosport,
- information on annual general meeting,
- conflict resolution,
- an appeal to combat rising theft and substance abuse cases,
- the word from IP,
- a summary of what's been said about Brexit consequences for the EE system
- interview with representative of the school management, the teachers or the students...

Active community: all Board members received update from C. Valente for the active community group:

- Imagine tomorrow (movie, reflection and planning)
- Preventing of violence in the playground conference
- Database active community: question is asked whether the excel table with the data can be mailed to J. Arnedo? Proposal is made to ask the 50 parents who filled out the survey first.

IV. Any other business:

- 1) Feedback on meeting of 12/10 with L. Andries: a point discussed during the meeting was about the use of drugs at our school by some students. There was a long discussion on how we should tackle this problem but no action point was taken. Position of the school is very clear. The school wants the parents to go to the police and file a complaint. It's the responsibility of the police to follow up.
- 2) Delegation of authority: all board members received a detailed proposal on the delegation of authority for the APEEE.

Action point: J. Melander to add the financial actors to the document.

Action point: All Board members are welcome to send their comments to J. Melander.

Next Board meeting will take place on Wednesday 16/11/2016 at 19:00 in the canteen of the teachers.