

**APEEE BXL II – WOLUWE
BOARD REPORT**

Date	: 3 March 2016 from 19:00 to 22:00
Location	: Canteen – Woluwe
Present (19)	: Peder BISTRÖM - Maria Alice EICHLER - Christian FARRAR-HOCKLEY - Katarzyna HOREMANS - Jovita LAZDINIENE - Philippe LENNE - Johan MELANDER - Fiona MEYER ESTRADA - Mario NAVA - Albert RAEDLER - Philipp REIFENRATH - Sara RODA - Andreas ROGAL - Johanna SAARENTALO-VUORIMÄKI - Bettina SCHMIDBAUER-MOGENSEN - Francesca TUDINI - Corinna VALENTE - Jan VON PFALER - Adam WATSON-BROWN
Excused (2)	: Dorota BIANCO - Carlos TREJO
Others	: François LHUISSIER – Deputy representative of the secondary teachers Erwin VAN DIJCK, Director of the APEEE Anja GALLE, Executive Assistant APEEE

I Meeting with teachers: President welcomes Mr Lhuissier, Deputy representative of the secondary teachers. Mr Lhuissier thanks the President for the invitation and informs that the teachers welcome the support of the parents and how important a good relationship between parents and teachers is. The President explains that the parents would be very pleased to hear from Mr Lhuissier in what way the parents can contribute to help the teachers. Mr Lhuissier says that a efficient and good communication is important.

Following topics are briefly discussed:

- Bac exams and copies of exams – identifying that there could be room for improvement, in particular having the possibility to review and answer the exam 30m before it starts in order to check for any mistakes.
- Change in schedule of secondary students
- Seconded teachers & locally hired staff
- Study room

Board members thank Mr Lhuissier for the very useful discussion and propose that he is again invited to discuss on specific areas of cooperation.

II Agenda points:

a) Approval of the agenda:

- Agenda is approved with the addition of a point under AOB on the letter on the secondment of Swedish teachers.
- Board members agree to discuss working group priorities after the points of AOB.

b) Approval of the report of Board meeting of 2/2/2016 and overview of action points: report of Board meeting of 2/2/2016 is approved. Working group coordinators that have not yet send list of priorities are invited to do it by next week.

III Working group priorities: All Board members received via email the working group priorities for 2016 of CEP&M, CEES and Interparents.

a) Education:

CEP&M working group: the following points were identified as priorities for this year for CEP&M:

- Teacher secondments and local contracts / replacement and their quality
- Communication with parents on the new teachers
- Defining and anti-bullying policy
- Cleaning of the toilets and hygiene

Proposition is made that school should keep data on anti-bullying incidents. Request not for detailed information but for overall numbers.

Decision: the priorities for the CEP&M working group for 2016 are approved.

CEES working group: Working group priorities for 2016 are:

- Cross Board issues:
 - School reform
 - Transparency
- Pedagogical issues:
 - Harmonization:
 - Streaming
 - Educational support
 - Repeat rates
 - Marking system
 - BAC
 - Accessibility to higher education
 - SWALS
 - Career guidance
- School management
 - Personnel
 - Lost lessons
 - School calendar
- Systematic issues
 - Overcrowding
 - Resourcing
 - comprehension
- Other
 - Calculators
- Safety and atmosphere
 - Drug policy
 - School trips
 - Safety issues
 - Bullying

Decision: the priorities for the CEES working group for 2016 are approved.

Interparents: Working group priorities for 2016 are:

- Encourage greater transparency with IP to a wider audience.
- Ensure Brussels II priorities are reflected in IP work.
- Facilitate the sharing of information between ESs.
- Priorities for APEEE within the IP framework for 2016. Emphasis on policy building, within IP-WG, CEES-WG and APEEE-board, to actual questions being raised in IP.

Decision: the priorities for the Interparents working group for 2016 are approved.

Information is given that Interparents is sorting out their financial accounts. The plan forward is that they first would like to close the 2014 books, then the 2015 books. APEEE will be reimbursed by Interparents.

b) **Operational groups:**

Canteen: all Board members received a report of the first canteen group meeting. During the canteen group meeting following topics were discussed:

- Wish week
- Survey
- Noise in the canteen

- Refunds due to school trips
- Damages in the kitchen basement

Decision: Board keeps in mind that topics of the canteen must be voted on at the next Board meeting as for the working groups which have not been dealt with tonight.

It is agreed that the Canteen working group will put forward proposals for the possible revision of the Wish Week concept.

Transport: the 1st meeting of APEEE transport working group held on 24/2 focused on 5 issues. The working group priorities for 2016 are:

- Incident follow-up - continuous action: this is a yearly monitoring of incidents or anomalies.
- Morning bus "monitors".
- General overview for legal documents, service agreements, information on website etc.
- Logistics at the bus parking.
- Ipad phase 1 report + discuss phase 2

Decision: the priorities for the transport working group for 2016 are approved.

Extra-curricular activities: postponed to the next Board meeting.

IT group: information is given that first IT meeting will be held on 14 March 2016 to discuss priorities. Question is asked whether the Board agrees to give a mandate to the IT group to request ODOO a GAP analysis based on the terms of reference of the APEEE?

Voting question: give mandate to IT group to accept the GAP analysis based on the reference of the APEEE or not?

Votes: all Board members present vote in favor.

Decision: IT working group has the mandate to request ODOO for GAP analysis based on the APEEE terms of references.

Security & safety: postponed to the next Board meeting

Information: Working group priorities for 2016 are:

- Improve communication between parents as well as within the entire school community.
- Developing the APEEE's quarterly newsletter.
- Make full use of the APEEE's new and improved website, as well as investigate and develop the opportunities of social media platforms.

Decision: the priorities for the information working group for 2016 are approved.

Budget: APEEE received a request for granting a subsidy to the pupils participating in the Model European Council that will take place in Mol from 9 to 11 March 2016.

Total cost is estimated at 180 € per student. APEEE is asked for a contribution of 60 € per student x 10 students = 600 €.

In the past, APEEE has always contributed for 1/3 of the costs in this kind of activity; 1/3 third was paid for by the school and the remainder third was paid by the parents of the participating pupils.

J. Lazdiniene, coordinator of the Budget working group, informs the Board that the Budget working group has decided to grant the subsidy of 600 euro for the 10 students to participate in the Model European Council.

Decision: APEEE will contribute 600 euro for the 10 students to participate in the Model European Council.

Enrolment policy: postponed to the next Board meeting.

Compliance and risk assessment group: postponed to the next Board meeting.

Education support: information is given on the following:

- a proposal to amend the Educational support. Check will be done whether the document will be approved by the BoG in April 2016. Proposition is made to write an article on the possible amendment of the Educational support in the APEEE newsletter.
- survey on quality of the services which are offered for the education support

Active community: Working group priorities for 2016 are:

- Engagement of parents: to develop a database with contacts of parents willing to be involved in activities at school on specific issues
- Events:
 - propose a conference related to anti-bullying for primary and secondary.
 - propose an activity for parents and students of secondary with a projection of a film, followed by a debate/conversation around appetizers brought by the parents. The film proposed is called Demain (<http://www.demain-lefilm.com/>)
- Voluntary work:
 - study how to ensure to continue to have the help of parents for voluntary work
 - propose to school a project for secondary students in order to have experiences related to social work.

Decision: the priorities for the active community working group for 2016 are approved.

IV. Any other business:

1) Information concerning decisions Bureau Board 2015:

Following decisions were taken by the Bureau in 2015:

- decision to subsidize the European school Science Symposium, as has been done in the past.
- Promotion given to APEEE staff (IT, Transport, Extra-Curricular activities, Supervision and Director).
- Decision to have assessment of APEEE staff once a year.
- GAP analysis: the previous APEEE Bureau has confirmed approval to contract Oodo to perform the GAP analysis for their software with respect to the APEEE needs and requirements.

Information is provided on the latest decision of the current Bureau Board to end contract of Kitchen-help (Aide-cuisinière) who started on 25/1/2016.

2) Standard replies to parents concerning legal advice + further discussion: all Board members received draft of standard replies to parents concerning legal advice. [**Note**: by email some Board Members expressed reserves (linked to ethical concerns) about APEEE recommending a specific lawyer to parents. As a compromise solution, it was suggested to create a list of lawyers using the same criteria used by Embassies/consulates (i.e., every lawyer requesting to be in the list, is added), and that only a general list with such disclaimer should be given to parents if directly requested]

3) Generic Risk Assessment: Board members are invited to read the document which they received in February about the Generic Risk Assessment and discuss further via email.

4) Feedback from parents on study room: Topic was discussed during the CEES meeting on 3/3/2016. Parents informed that the study room as a concept is fine, but as remedy for no-teaching it's not acceptable. Information is needed on how many times the study room is used

and by how many students. School informed to implement favorable measures from now until the end of the school year and availability to discuss it further at the end of the school year. Use of library is discussed. In primary several parent volunteers help in the primary library. In the secondary library no parent volunteers are found yet to help.

Action point: J. Saarentalo-Vuorimäki to prepare a document with recommendations concerning the study room and send it to the Board for remarks.

Action point: C. Farrar-Hockley to prepare a document with information on the functioning of the primary & secondary libraries in the other European schools and share with the Board. The point will be then be taken over by the CEES working group

Action point: B. Schmidbauer-Mogensen to add point on use of primary library to the agenda of the CEP&M meeting.

5) Meetings and attendance question: upcoming meetings are CEA meeting on 14/3, CEP&M meeting on 15/3, Budgetary committee on 15&16/3 and SAC meeting on 17/3.

6) Organization of meeting between school management and parents: M. Sharron agreed to organize a meeting with parents to answer questions from parents. First meeting for the secondary parents.

Action point: CEES working group members to propose several dates to be send to Mr Sharron.

7) Charity funding: Proposition is made to ask advice from lawyer on the responsibility and whether the APEEE has the mandate to spend the money on another charity project besides the Tsunami funds. Proposition is made to send a letter to the school with what APEEE will propose to do and whether this is in agreement with the school.

At the moment the charity project Médicines sans frontières received 7 votes. Followed by Moas.eu with 4 votes, and Fondation Saint-Luc 4 votes.

Vote: all Board members agree to ask the advice of the lawyer concerning the responsibility of the APEEE on the topic of the charity funding.

Decision: Board agrees on getting the advice of the lawyer on the topic.

Action point: F. Tudini to contact the lawyer to get the advice and share with the Board.

8) Swedish letter: All board members received copy of the letter on qualified teachers in the Swedish section. The letter went through a long process before becoming a final letter. The 2015 APEEE Board supported to get advice from a lawyer on the topic to get the information in order to make a correct judgment. The timing of this letter in the current framework of relations with the school is discussed. Proposition is made to send the letter out in name of the Swedish section. Proposition is made that the President discusses first the topic with M. Arnedo together with the SW representative with the view of obtaining the clarifications requested in the past from the Swedish section on seconded teachers and quality of their replacements. Depending of the result of the discussion with Mr Arnedo a decision will be taken on the way forward concerning the letter.

Action points: F. Tudini and C. Farrar-Hockley to meet with Mr Arnedo to discuss further and report back on the meeting to the Board.

Next Board meeting will take place on Wednesday 6/4/2016 at 19:00 in the canteen of the teachers.