

**APEEE BXL II – WOLUWE
BOARD REPORT**

Date	: 25 May 2016 from 19:00 to 22:00
Location	: Canteen – Woluwe
Present (16)	: Maria Alice EICHLER - Christian FARRAR-HOCKLEY (Skype) - Katarzyna HOREMANS - Jovita LAZDINIENE - Philippe LENNE - Fiona MEYER ESTRADA - Albert RAEDLER - Philipp REIFENRATH - Andreas ROGAL - Johanna SAARENTALO-VUORIMÄKI - Bettina SCHMIDBAUER-MOGENSEN - Carlos TREJO - Francesca TUDINI - Corinna VALENTE - Jan VON PFALER - Adam WATSON-BROWN
Excused (5)	: Dorota BIANCO – Peder BISTRÖM - Johan MELANDER - Mario NAVA – Sara RODA
Others	: Erwin VAN DIJCK Anja GALLE, Executive Assistant APEEE

I Agenda points:

a) Approval of the agenda:

- Agenda is approved with the addition of points on exchange programme, BAC day, extra-curricular activities, Classe de neige and letter to Finnish parents under AOB.

b) Approval of the report of Board meeting of 6/4/2016: report of Board meeting of 6/4/2016 is approved taken into account the change of the name of Ms Andries into Mr Sharron on page 4 point IV complaint policy: "meeting with Mr Sharron is scheduled on the topic next Friday 15/4."

Action points of Board meeting of 6/4/2016:

II Topics for discussion (page 3):

f) CEP&M: Anti-bullying: Deputy-Director of primary considers project on the playground as implemented. Prof Hardy could come over to evaluate the specifics of the school premises and playground area to make tailor made recommendations.

Action point: S. Roda to ask what cost would be for the conference and inform the Board. Then decision to be taken via written procedure. Ongoing.

c) Meetings and attendance question: upcoming meetings are :

- CEP&M meeting on 7/6/2016: Board members are invited to send points for the agenda to B. Schmidbauer-Mogensen and confirm if they can attend.
- SAC meeting on 9/6/2016

II Topics for discussion:

a) School trip policy: Board members received the document on the school trip policy. Survey on school trips was held among the parents. Overall findings are:

- Educational value is fundamental for the school trips in secondary, and this value should compensate the loss of classes.
- LT trips to France, UK, the Latin trip and the economy trip didn't take place.
- Parents are willing to accept higher cost for trips abroad.
- Request to have more days for a school trip. Parents are apparently ok to include the weekend into the school trip.

During the CEES meeting on 3/5/2016 the school trips were discussed. At the CEES meeting it was said that apparently parents would not be in favor of the weekend being included in the school trip. The teacher survey is done as well and is apparently in line with the school trip policy.

Action point: discuss at latest during the next CEES meeting with Mr Schmelz on cost and length of school trips.

Proposition is made to publish the results of the survey for the parents.
Proposition is also made to suggest to the school management to have regular a feedback after each school trip.

- b) Goûter in the afternoon: Board members received the proposition about serving a snack to the children at the supervision in the afternoon. Written procedure did not reach the quorum. The proposal is briefly discussed and proposition is made to consult the parents on what they feel about the proposal. It might be good to hear from the parents what they want for their children: a snack in the afternoon or not?

Vote: Question is asked whether the Board agrees to organize a survey on the topic? Board agrees to organize a survey among the parents on the topic.

Decision: each service group to prepare a survey on their services. Point to be further discussed in the June Board meeting.

- c) Report on CEES meeting of 3/5/2016: information is given on what has been discussed during the CEES meeting on 3/5/2016:

- School trips
- Quality control of written tests in secondary, as well as the topic of not giving a copy of the exams to the students. The school policy restricts the access to a copy of the exams to the students.

- Result on BAC revision week project: results of the survey were briefly presented
- BAC Day and BAC ball
- Planning next year for languages: L2: as from this year streaming will be done based on written competency.
- Book lists: book lists for 2016-2017 will be published at the beginning of July. If this is the case, the scheduled 2nd hand book sales on 21/6, 23/6 and 30/6 can't be organized.

Action point: J. von Pfaler to contact Mr Schmelz and ask to have the book lists published at the beginning of June.

- d) Report on replies received on BAC revision: Board members received a summary report with the results from the survey on the "1 week BAC revision".

- Majority of parents are in favor of the proposal.
- Quite a high number of positive replies are subject to certain conditions, such as:
 - Respect of 180 days
 - Exams schedule should not be too tight and the week between written and oral must be kept.
 - BAC ceremony should not be postponed.
- Proposal for following steps:
 - Set up a small working group to double check the replies.
 - Fine tune the summary report.
 - Take decision on the follow-up – discuss with Board.
 - Inform Mr Schmelz and parents and if appropriate the other APEEEs.

Action point: Board members are invited to inform F. Tudini by next week whether they want to join the working group handling this topic.

- e) SEN Development plan:

- Proposition is made to publish documents on SEN on the APEEE website under the Educational section.
- Question is asked who can help to translate the articles on SEN into French?
- Education support protocol: question to translate the protocol document into French and publish it on the APEEE website.
- Education support survey

Action point: Board members are invited to send their comments on the SEN documents to F. Meyer.

f) Wish week: during the last canteen meeting the wish week was discussed. There are 3 options:

- Have a wish day once a month
- Celebrate the independence day of a country
- Have a wish day every 3 weeks

Vote: vote is taken on whether to cancel wish week or not and change. 1 Board member is against, 3 Board members abstained and 12 Board members voted in favor.

Decision: Wish week is cancelled and will be changed.

Vote: vote is taken on the options to change the wish week into:

- 1 wish day every 3 weeks: 16 board members voted in favor
- 1 wish day every month: no votes in favor
- Celebrate the independence: no votes in favor

Decision: Wish week will be changed into a wish day every 3 weeks.

h) Active community group:

- Conference on 23/5/2016 "surfer sans danger": conference which was held on Monday 23/5 at the school was a success.
- Eureka: parents volunteers organizing Eureka are using tablets from the APEEE and with success. This allows them to contact parents whose children have lost their belongings.
- Database: project is proposed to create a database to know from parents whether they have the wish to be engaged in the school community life. If so, they click yes. If not, they click no. In case they click yes, they can mark their areas of interests and their areas of capacities. The implementation is still open but the database could potentially be run by the school.

Vote: vote is taken whether the Board wants to support the idea of such a database? Board members vote in favor.

Decision: Board supports the idea of a database which regroups the contact details of parents who are willing to be engaged in the school community life.

- Sustainable development in education event: project is proposed to organize a full day event on a Saturday at the school on sustainable development in education. During that day the movie "Demain" will be screened and a workshop involving participants will facilitate discussion on real-life questions faced by EEBs students, their families and the school community. Budget would be 1.075 euro. Event is supported by the school.

Vote: vote is taken on whether the Board agrees to support this project and the budget of 1.075 euro. All Board members in favor.

Decision: Board supports the project.

- Gardening project: project is proposed to organize an event at the school in October for parents, students, teachers and staff to plant flowers. Parents would be asked to bring food so that food from all nationalities would be available and in such a way organize a multi-cultural day at school.

Vote: vote is taken on whether the Board agrees to support this project. Board members are all in favor.

Decision: Board supports the project.

g) The recent developments in school system: topic on recent developments in school system is briefly discussed. Board members are welcome to share their views and discuss further with J. von Pfaler.

III Working group priorities:

Operational groups:

Canteen: information is given that in case the school population would be higher than 3000 students in 2016-2017, the canteen might have to change the configuration of serving meals to the students. The problem is the large number of pupils from P3-P4-P5-S1-S2 using the canteen during the same time slot. Solutions will have to be discussed such as for example use the teacher canteen to serve meals to the students, or change the time schedule for P3.

Action point: C. Trejo to organize a meeting with Mr Sharron and Mr Arnedo to discuss the options

Extra-curricular activities: The enrolment for the extra-curricular activities will start on Sunday 12 June at noon.

Action point: D. Bianco organize a meeting with the extra-curricular activities working group.

Budget: at the budget meeting on 23/5/2016 following decisions were taken:

- A machine will be installed in the cafeteria which will provide sandwiches.
- As of September no more cash will be used in the canteen or the cafeteria.
- Families with more than 3 kids will keep receiving a discount concerning the canteen invoice.
- Transport office has requested to buy a big screen to monitor live the buses at the transport office. Request has been approved and screen will be purchased.
- Cancellation of reduction for "familles nombreuses" for the occasional supervision. As of now the amount of 10 euro per child per day will be charged.
- Bad debts: 5 families are not paying their APEEE invoices for a total of about 10.000 euro. A court procedure will be launched.
- Travel expenses for the monitors of the extra-curricular activities: travel expenses for the route home-work will be paid to the monitors of the extra-curricular activities. This is already the case for the bus supervisors.

IV. **Any other business:**

1) Internal working methods:

- Webdor: DG HR recently communicated to the 4 APEEEs that they will be no more at our disposal for the booking of the venue for the general assembly at the Charlemagne Center or the Borchette. This is because of their decision to invest APEEE of the responsibility of booking through Webdor. Together with the other APEEEs, we have requested to change this decision. We are still waiting for the reply.

In case the reply of the Commission is negative, the options are the following:

- Someone of us working in the Commission will take over the task of Webdor correspondent (unless we are allowed to provide the access to the system to Anja, which is not guaranteed)
- We hold the AGM at school in the meeting room Salle Polyvalente.

Question is asked who is willing to volunteer to be Webdor correspondent? K. Horemans volunteers.

Action point: A. Galle to send information to K. Horemans for reservation of the meeting room GASP in the Charlemagne Center for the AGM of 26/1/2017 in the Webdor system.

- Internal working methods:
 - Update on working groups: Board members are welcome to change working groups in case they feel they would like to do so.
 - How to work together? internal working methods on for example writing reports on meetings, sending votes when a written voting procedure is launched etc. are discussed.
 - Improvement of information flow

Action point: F. Tudini to prepare a document on the internal working methods and share with Board members for comments.

All members are invited to express their wish as to the participation in the working groups during the next Board meeting

2) Kids run - 5km/10 km: Project is proposed to organize an event "Kids run" at the school on a Sunday. The organization "Save the Children" is willing to take the patronage. More information will be given when available.

Vote: vote is taken on whether the Board wants to support this event or not. All Board members vote in favor.

Decision: Board supports the project Kids run 5 km / 10 km.

Action point: K. Horemans to send information on the organization of the event to the Board.

3) Conference on Reform of the European BAC: Information is given that June is not a good moment to organize the conference. Conference will be postponed to September.

4) Exchange programme: Interparents has mailed information on the exchange programme. Feedback on the topic is needed before 10/6/2016.

Action point: C. Farrar-Hockley and J. von Pfaler to share information with the Board.

5) BAC day: Wednesday 25/5/2016 the BAC day was organized at the school for the S7 students.

6) Extra-curricular activities: question is asked to organize a meeting on extra-curricular activities to discuss the service.

Action point: see action point under III.

7) Classe de neige: Parents have been informed that next year there will be no classe de neige organized in Valmenier. A new location in Switzerland has been named as an option. All 4th primary class representatives have been contacted and Board awaits their feedback.

Action point: B. Schmidbauer-Mogensen to inform the Board about the feedback from the 4th primary class reps on the topic.

8) Newsletter: proposition is made to make a newsletter by 12 June 2016. Topics for the newsletter could be:

- Results of survey on school trips: J. von Pfaler and P. Reifenrath
- SEN tools on website: F. Meyer
- Survey on services: J. Melander
- Wish week: C. Trejo
- Active community projects: M.A. Eichler and C. Valente
- Kids run 5km / 10 km: K. Horemans

Next Board meeting will take place on Wednesday 15/6/2016 at 19:00 in the canteen of the teachers.