

**APEEE BXL II – WOLUWE
BOARD REPORT**

Date	: 16 November 2016 from 19:00 to 22:00
Location	: Canteen – Woluwe
Present (14)	: Katarzyna HOREMANS - Christian FARRAR-HOCKLEY - Jovita LAZDINIENE - Johan MELANDER - Mario NAVA (Skype) - Albert RAEDLER - Philipp REIFENRATH - Sara RODA - - Andreas ROGAL - Johanna SAARENTALO-VUORIMÄKI - Bettina SCHMIDBAUER-MOGENSEN - Francesca TUDINI - Jan VON PFALER - Adam WATSON-BROWN
Excused (5)	: Dorota BIANCO – Philippe LENNE - Fiona MEYER ESTRADA - Carlos TREJO - Corinna VALENTE
Others	: Erwin VAN DIJCK Anja GALLE, Executive Assistant APEEE Jacques CLOQUET, Auditor

I Report of the "Commissaire aux comptes":

Approval of the Report of the "Commissaire aux comptes" and presentation and approval of the financial report 2015-2016: Mr Cloquet, Auditor, attended the Board meeting and informed the Board members about the audit he has performed (Rapport du commissaire aux comptes) on the APEEE accounts in the framework of the Financial Report for the year 2015-2016 and in conformity with the Statute of the Asbl. Mr Cloquet informs about the legal obligations the APEEE has as an "asbl". Members of the Board have received the "rapport du commissaire aux comptes".

Mr Cloquet gave a summary of his findings during the audit of the financial accounts for the year 2015-2016.

Mr Cloquet explains about the allocation of the result and the choice which the APEEE has in this matter. The APEEE can either decide not to allocate the result 2015-16 but to leave it on the "Résultats reportés" or can decide the allocation of the result 2015-16 to the "Fonds Affectés" of the 5 departments.

A discussion was held on the information given by Mr Cloquet.

A vote is taken to approve the Rapport du Commissaire aux comptes and the financial accounts 2015-2016 in order to make the documents available to the Annual General Assembly for final approval.

Vote: All Board members present vote in favor to approve and to make the "rapport du commissaire aux comptes" and the financial accounts 2015-2016 available to the Annual General Assembly for final approval.

Decision: The "Rapport du commissaire aux comptes" and the financial accounts 2015-2016 have been approved and can be presented to the General Assembly.

Decision: the Budget 2016-2017 has been approved.

Mr Cloquet has been invited to the Annual General meeting on 26/1/2017 to answer possible questions from the parents. Mr Cloquet confirmed his presence.

The President thanks Mr. Cloquet for being present at the Board meeting and for all the work he has done for auditing financial results of the APEEE.

II Agenda points:

a) Approval of the agenda:

- Agenda is approved.

b) Approval of the report of Board meeting of 20/10/2016: report of Board meeting of 20/10/2016 is approved.

Action points of Board meeting of 20/10/2016:

- Kids run - 5km/10km: information is given on the charity run which will be organized 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. At the moment there are only about 15 volunteers to help. Question is asked whether monitors from the extra-curricular services could help with the supervision?
President asked to provide the Board with a clear planning and list of possible costs.
Action point: K. Horemans can contact English teacher Christine Frazer (P1EN) if a contact point at school is useful.
Action point: K. Horemans to confirm to Mr Sharron that the APEEE will organize the run and get on with the organization.
Action point: K. Horemans to circulate the planning and the list of possible costs to the Board.
- Water fountain project: Water fountains with cups were installed for the teachers. No water fountains yet for the students. During the last CEP&M meeting it was discussed again.
Action point: B. Schmidbauer-Mogensen to send message to F. Tudini, who will send a gentle reminder to Mr Mees.
- 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. S. Roder informs that during the meeting with the Active Community working group a parent volunteer came forward and proposed to help with creating a brochure or leaflet for the APEEE.
Action point: S. Roda to send contact info of parent volunteer to A. Rogal.
Action point: A. Rogal to discuss with information working group the possibility of creating an introduction brochure for new parents.
- **Action point:** A. Rogal and A. Raedler to contact Ms Christiaensen concerning exchange programme.
- **Action point:** Statute and Implementing Rules had been sent to A. Watson-Brown for double checking of clerical mistakes and translation errors. A. Watson-Brown to check the linguistic versions
- Streaming: Information is given that the topic was discussed during the meeting with the inspectors on 15/11/2016. The inspectors were surprised to hear that not all students had been tested.
Action point: CEES working group to prepare a handover document for the next Board for follow-up in February 2017.

c) Meetings and attendance question: upcoming meetings are:

- Groupe de suivi meeting on 22/11/2016. F. Tudini to attend. All Board members are welcome to send agenda-points to F. Tudini. K. Horemans suggested "overcrowding"
- Tuesday 29/11/2016 at 19:00: meeting with the secondary class reps and the school management.
- Interparents meeting on 18&2/12/2016 in Alicante: J. von Pfaler and C. Trejo to attend. C. Farrar-Hockley to attend via tele-conference.
- Woluwe Friends club dinner on 5/12/2016 at 19:00 in the canteen of the teachers. The Woluwe Friends club consists out of former APEEE Presidents and Vice-Presidents and are invited once or twice a year for an informal gathering with the current President and Vice-Presidents.

- Next Board meeting on 7/12/2016.
- CEP&M meeting on 8/12/2016.

III Discussion points / vote:

1. Delegation of authority: All Board members received an updated version of the delegation of authority proposal. The 2 comments made at the October Board meeting on the document were both incorporated in the updated version.

Vote is taken on the updated version of the delegation of authority.

Votes: all Board members present vote in favor of the document.

Decision: Delegation of authority document is approved.

2. General Assembly:

- a. Draft OJ/Agenda for the G.A.: All Board members have received the final agenda for the next AGM. This agenda will be mailed to all the class representatives in December, once we have received the confirmation of the Commission concerning the meeting room.

Resolution 3 is discussed: discussion is held on whether the board members agree to slightly amend the resolution and add the sentence: "the Board can grant exceptions" to the text below.

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.

Action point: update the resolution above with the proposed sentence and send to Board members for approval via written procedure.

Resolution 4 is discussed: following the explanation given by Mr Cloquet (see point 1) on the allocation of the financial result, proposition is made to add this to resolution 4.

Vote is taken on: to allocate the result 2015-2016 to the "Fonds Affectés" of the 5 departments or not?

Votes: All Board members present vote in favor to allocate the result 2015-2016 to the "Fonds Affectés" of the 5 departments.

Decision: The result 2015-2016 will be allocated to the "Fonds Affectés" of the 5 departments

Decision: Resolution 4 will be modified to: "l'Assemblée Générale approuve les comptes 2015-2016 qui lui sont présentés et approuve l'affectation des résultats de l'exercice au fonds affectés des 5 départements".

- b. Update on E-Pass system to register participants for AGM: in order to grant access to the class representatives to the AGM in the Charlemagne Center the list of the class reps with their personal information (name, sure name, nationality, ID card number) needs to be uploaded in the E-Pass system at the Commission. Question is asked who from the board has access to the E-Pass system and could upload the information.

Action point: A. Raedler will check at his office how the upload could be done.

- c. E-voting for elections at G.A.: Last year we tested the E-voting in parallel with the voting on paper. The stats and results showed that there has been not any problem, technically speaking. The differences are due to the fact that people did not vote electronically sometimes (or did not have time to do both paper+ electronic). So we can state that the system is ready.
The board has now the legal possibility to enforce the electronic vote as from this AG. Choice will have to be made understanding and accepting the potential risk of a possible failure as per any system.

A vote is taken on the following: to go for single mean of vote = electronic or not?

Vote: all Board members present vote in favor of the electronic vote.

Decision: The vote at the next AGM will be done electronically.

- d. Approval of the electoral office for the AGM: Approval of the electoral office for the G.A.: The statutes stipulate that a minimum of 4 tellers is required for the electoral office. Ms Ieva Eggink (P4NLA), Ms Jane Deasy (P5ENB), Ms Ruth Lopian (SDEA), Ms Nathalie Capillon (P4FRB) and Ms Johanna Saarentalo-Vuorimäki have volunteered to act as tellers for the electoral office. Mr Mario Nava has volunteered to act as President of the electoral office.

Decision: The Board members approve the composition of the electoral office and the President thanks the members of the electoral office for their assistance.

- e. Update on preparation of annual report: At the moment only texts received concerning Transport, Active Community and Enrolment policy working group.

Action point: All working group coordinators are urged to send the requested texts to A. Galle asap.

3. Preparation of meeting 29/11 between Mr Sharron and secondary class reps:

Some of the horizontal topics which were proposed by the class reps are:

- Absences of teachers
- Poor communication
- Better use of SMS system
- Drugs & theft
- Bullying
- Book lists
- Qualification of teachers and lack of mother tongue

Action point: F. Tudini to send list to the Board members in order to decide which topics to choose for the meeting on 29/11.

Action point: invite the teacher representative for the December Board meeting.

IV Working group activities:

Operational groups:

CEP&M: Information is given that N. Tenderenda will organize a training of Office 365 for the parents.

Action point: S. Roda to confirm the dates to J. Arnedo and ask him to resend the invitation to the parents.

Active community: all Board members received update from S. Roda for the active community group:

- Preventing violence in the playground : Prof Hardy, accompanied by S. Roda, visited the school on 26/10 in order to prepare a report with practical suggestions to improve the playground area and current school measures. Next steps are 1) the conference on 17/11/2016; 2) receive report from Prof Hardy; 3) follow-up with school measures to implement; 4) support info sessions to surveillants and teachers.

IV. Any other business:

1) Feedback on meeting of 16/11 with Mr Schmelz (BAC preparation): following topics were discussed during the meeting with Mr Schmelz:

- BAC preparations
- End of year organization: traineeships, workshops etc
- Drugs & theft

Action point: F. Tudini to streamline the results of the surveys and send them to Mr Schmelz in view of a new meeting to be held before the Christmas break.

2) Debrief on the Dyscalculia event: information is given that the event went very well and there was a high turn up. The slides of the event were mailed to the participants of the conference. Question is asked whether an information document on learning support and SEN could be created for the parents?

Action point: SEN working group to prepare a document explaining about learning support and SEN.

3) Debriefing on meeting with inspectors of 15/11/2016: some of the points discussed during the meeting with the inspectors were:

- The annual school plan
- The absences of teachers: the rules concerning the absences of teachers in secondary and in primary are the same. The only difference is that in primary the school is obliged to replace the teacher and in secondary the school is not obliged.

4) Purchasing photographs (change of procedure): information is given that the students from secondary have now to collect the pictures themselves. Before parents were allowed to collect the pictures.

Next Board meeting will take place on Wednesday 7/12/2016 at 19:00 in the canteen of the teachers.