

**APEEE BXL II – WOLUWE
BOARD REPORT**

Date	: 7 December 2016 from 18:30 to 22:00
Location	: Canteen – Woluwe
Present (14)	: Katarzyna HOREMANS - Christian FARRAR-HOCKLEY - Johan MELANDER - Fiona MEYER ESTRADA - Mario NAVA - Albert RAEDLER - Philipp REIFENRATH - Sara RODA - Andreas ROGAL - Johanna SAARENTALO-VUORIMÄKI - Carlos TREJO - Francesca TUDINI - Adam WATSON-BROWN - Corinna VALENTE (Skype)
Excused (5)	: Dorota BIANCO – Jovita LAZDINIENE – Philippe LENNE - Bettina SCHMIDBAUER-MOGENSEN - Jan VON PFALER
Others	: Erwin VAN DIJCK Anja GALLE, Executive Assistant APEEE Prof Hardy and Sophie De Wolf

I Preventing violence in the playground: Prof Frédéric Hardy and Sophie De Wolf presented the preliminary results of the draft report. They also presented a pilot project, called Project TV, following the conference on preventing violence in the playground on 17 November. Prof Hardy requested to link the preventing violence project to the project TV in order to ensure, among other issues, a better implementation of the preventing violence project. The project TV would be the creation of a web TV inside the school for the primary department (if it went well it could be expanded to secondary). This tool would be used for educational/pedagogical purposes to complement or serve as support of teaching methods, and to create a sense of school community, working together students, teachers and parents. Examples to be developed under this project: TV journal, reportages, educational videos on specific topics, etc. They would start by organizing a survey among primary students to understand their themes suggestions and any other suggestion in order to fit the project to the school reality.

They proposed making 20 videos of 4-5m each, dividing them as follows: 5 videos about the implementation of the project on preventing violence in the playground (to function as a way for students to speak about the issue, "espace de parole"/discussion time); 5 videos about Monday's ateliers (European hours) and 10 videos on the other themes (see document attached). The videos would be published in the intranet via Office 365.

The project TV would be executed by professionals in a small team of 3. Every video would cost around €1200, making a total cost of the project of €24.000. If the decision would be taken to work together, they would also do free video/reportage about the implementation of the preventing violence in the playground at School.

Project is discussed. Question is asked whether it would be possible to see videos which they have created in the past (video shown during the conference of 17 November). Question is also asked whether this could be done together with the other APEEEs/schools to share costs? And should the APEEE pay for this alone or should it be more a project for the school? Questions are asked on the budget.

Action point: Mr Hardy to send the report on the project "preventing violence in the playground" to the Board.

Action point: prepare possible questions to understand more in depth the project and re-discuss it when there is more evidence on possible outcomes.

II Agenda points:

a) Approval of the agenda:

- Agenda is approved with the addition of the point Interparents under IV. The point III3 Monkey garden and the point III5 Request for support to the environmental letter are postponed.

b) Approval of the report of Board meeting of 16/11/2016: report of Board meeting of 16/11/2016 is approved.

Action points of Board meeting of 16/11/2016:

- Water fountain project: Water fountains with cups were installed for the teachers. No water fountains yet for the students. Mr Mees has replied to F. Tudini that the assessment of the project needs to be postponed to 2017.
Action point: to be followed up by the next Board in January.
- 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. A. Rogal is organizing a meeting on Friday 9/12/2016 at 13:00 with parent volunteers interested in helping create an information brochure for newcomers.
Action point: A. Rogal to send a report on the meeting of 9/12 to the Board.
- **Newsletter**: still some articles needed for the newsletter. Proposition is made to add the survey concerning the services to the newsletter.
Action point: Articles for newsletter to be send to A. Rogal by Monday 12/12 at the latest.
Action point: C. Trejo to send draft version of the survey to the working group coordinators of transport and extra-curricular activities for final update. Then send the final survey to A. Rogal to add to the newsletter.
- **Exchange programme**: A. Rogal and A. Raedler have contacted Ms Christiaensen concerning exchange programme. Progress is being made and Ms Christiaensen has mailed an update on the students who will participate in the exchange programme. Information on the students has been given to transport and canteen service for follow-up.
- **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.
- **Meeting with locally hired teacher representatives**: F. Tudini has been in contact with them in order to meet. Only one replied received. The meeting has then to be postponed
- **Training of Office 365**: S. Roda has not yet received a reply from the school concerning the dates for the training of Office 365. S. Roda will relance a message to the school.
Action point: S. Roda to contact N. Tenderenda concerning the dates for the training and resending the invitation to the parents.
- **SEN working group**: SEN working group to prepare a document explaining about learning support and SEN.

- **Update on preparation of annual report:** text on CEP&M is not yet ready for the annual report. Question is asked who from the CEP&M working group can help write the text. S. Roda volunteers.

Action point: A. Galle to send text of CEP&M of 2015 to S. Roda.

c) Meetings and attendance question: upcoming meetings are:

- HSSG Meeting on 8/12 at 16:30 in the Titanic meeting room: J. Melander and C. Farrar-Hockley to attend. Question is asked to discuss the topic concerning the class rooms for secondary students. Request is made to keep the class rooms for S1 & S2 students on the ground floor of the secondary building due to security reasons, and keep the class rooms for S3 & S4 students on the first floor.
- CEA meeting on 12/12. K. Horemans to attend.
- SAC meeting on 13/12 at 8:30 in the Titanic meeting room: F. Tudini, J. von Pfaler to attend. S Roda will confirm whether she can attend or not.
- CEP&M meeting on 15/12: B. Schmidbauer-Mogensen, S. Roda, F. Tudini and A Rogal to attend.

III Discussion points / vote:

1. General Assembly:

- a. Draft OJ/Agenda for the G.A.: All Board members have received the final agenda for the next AGM. This agenda with the resolutions will be mailed to all the class representatives next week.

- b. Discussion on topics for presentation of school management at AGM: question is asked what topics should be given to the school management to talk about at the Annual General Meeting within the time slot which they will be given.

Following propositions are made:

Drugs topic for Mr Sharron

BAC and post BAC preparation + career guidance for Mr Schmelz

Office 365 & Classe neige for Mr Arnedo

Action point: F. Tudini to discuss with the school management.

2. Survey for the services: C. Trejo has mailed the survey to the Board for suggestions and questions. Has been discussed under point IIb.

3. The Monkey garden - investment rubber tiles: postponed.

4. Extra-ordinary Board meeting in January: proposition is made to organize an extraordinary Board meeting in January before the AGM to discuss the legacy for the new Board and prepare the handover to the next Board.

Action point: A. Galle to send propositions dates for extraordinary Board meeting in January to Board.

Action point: A. Galle to send propositions dates for dinner in January for Board members and their partner.

5. Request for support to the environmental letter concerning the support to air quality in Brussels: postponed.

IV Working group activities:

Operational groups:

Interparents: Interparents meeting took place on 1 and 2/12/2016 in Alicante. Following topics were discussed during the Interparents meeting:

- Enrolment policy
- New marking system as of next school year.
- New deputy Secretary General -> Mr Andreas Beckmann.
- Learning support and moderate support
- Brexit
- Seconded teachers

Enrolment: next CEA meeting will be on 12/12/2016.

- Flying classes in Berkendael

IV. Any other business:

- 1) Position of Director APEEE: Information is given that E. Van Dijck, Director of APEEE, will start working part time as of 1 January 2017. Interviews were launched and there are 3 candidates from within the APEEE staff who stepped forward and applied for the position of Operation Director.
- 2) Drugs / thefts - debriefing on meeting with students: A. Rogal has mailed a short report on the meeting with the student representatives of the CDE which took place on 29/11/2016. Following topics were discussed during that meeting:
 - webpage for students
 - well being
 - drugs policy

Action point: raise the point on drugs policy at the HSSG meeting on 8/12.

- 3) Exchange students: we have made progress and the new rules are on the school website. Point was discussed under point IIb.
- 4) Debriefing on meeting class reps and school management of 29/11/2016: F. Tudini will send the feedback from the class reps concerning the meeting on 29/11 to the Board members.
- 5) Footfest tombola: Board members agree to help the school to organize the Footfest tombola 2017 as has been done last year. F. Tudini will follow the same procedure as last year and purchase the prizes.
Action point F. Tudini will inform E. Irvine.
- 6) Planning and budget Run for Life 2017: K. Horemans has send a planning and a budget for the Run for Life event to the Board members. Budget would be around €495.
- 7) Locally hired teachers' status and contracts: was discussed under point IIb.
- 8) Board Christmas dinner in January: has been discussed under point III 4.
- 9) Summary of the Dyscalculia conference and the possibility to offer maths workshops as extra-curricular activities: proposition is made to organize maths workshops as extra-curricular activity. Workshops for children who need help and support with math and would be paid by the parents

Vote is taken: Board members agree to organize maths workshops as extra-curricular activity if there's sufficient interest of parents to register their children.

Action point: F. Meyer to send the information to E. Van Dijck and C. Farrar-Hockley for discussion with A. Jean Villanueva.

Next Board meeting will take place on 12 January 2017 at 19:00 in the canteen of the teachers. Date will be confirmed as soon as possible.