

**APEEE BXL II – WOLUWE  
BOARD REPORT**

<b>Date</b>	: 6 June 2017 from 18:30 to 23:00
<b>Location</b>	: Canteen – Woluwe
<b>Present (14)</b>	: Vanessa AULEHLA - Mounia BENYAHIA (left at 21:02) - Manuela CARAMUJO - Katarzyna HOREMANS (left at 20:20) - Rose Mc CARTHY - Johan MELANDER - Guido RICCI (left at 22:00) - Sara RODA - Johanna SAARENTALO-VUORIMÄKI - Bettina SCHMIDBAUER-MOGENSEN (left at 21:00) - Francesca TUDINI - Jan VON PFALER - Adam WATSON-BROWN
<b>Excused (7)</b>	: Anthony BISCH - Bengt DAVIDSSON - Jovita LAZDINIENE - Mario NAVA - Albert RAEDLER - Andreas ROGAL - Pernilla SJÖLIN
<b>Others</b>	: Anja GALLE, Director of the APEEE Erwin VAN DIJCK – Manager Administration & Finance Aliocha SIOEN – IT responsible

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**I Agenda points:**

Approval of the agenda: Agenda is approved.

Approval of the minutes of the Board meeting of 10/5/2017: minutes of the Board meeting of 10/5/2017 are approved.

Action points from the 10/5/2017 Board report:

**Action point:** V. Aulehla has drafted a letter for the S7 parents concerning the BAC exams. The letter has not been mailed to the parents yet on request of S. Conyers Barber from Interparents since they are preparing a similar letter with an information form.

Update is given on the situation. Interparents is proposing to have 1 local PA per school for the BAC season.

Information was given that this topic was already discussed at two previous Boards, namely the appointment of V. Aulehla as focal point. The appointment is confirmed.

**Action point:** J. von Pfaler will send the final letter to V. Aulehla to be send to the S7 parents.

**Action point:** V. Aulehla will send update to the Board as soon as she receives information from Interparents.

**Action point:** ceremony for P5 at the end of the school year is discussed. List of ideas were put together and will be discussed at the CEP&M meeting on 7/6/2017.

**Action point:** social media strategy to be discussed at the next Board meeting. A. Rogal would like to prepare a June edition of the Newsletter. Ideas for articles for the newsletter are: 1 article on the veggie week (debriefing), 1 article with information points following the CEP&M meeting, 1 article with information points following the CEES meeting, 1 article on the welcome policy etc.

**Action point:** Board members are welcome to send articles to A. Rogal for the June edition during the week of June 12.

**Action point:** A. Galle to contact the members of the ECO group of the CDE to ask for an article on the veggie week.

Concert caritatif organised by the 4 European schools: F. Tudini has contacted C. Daguet-Babich and confirmed her that APEEE Bxl II will only support the event for a maximum of 300 euro. C. Daguet-Babich was not able to provide for more detail about the different roles of the 4 APEEEs (who will be co-hosting) and is still awaiting for the positions of Uccle and Ixelles.

Bees project: S. Roda confirmed to the teacher that the bees project has been approved. He will buy the material and will install everything for being ready for spring next year.

Casting & guidelines: S. Roda collected the guidelines on small adds from the Commission and has discussed with the working group Active community. Proposition would be to allow small adds only to parents, students and ex students. S. Roda will send the proposal to the Board for comments.

Silent room: M. Caramujo has mailed the information on the silent room to the Board. Question is asked whether it can be proposed to the CEES working group? M. Caramujo will prepare the information, in cooperation with the CEES working group members, and send to F. Tudini for discussion at the next management meeting with Mr Sharron.

Meetings and attendance question: Upcoming meetings are:

- CEP&M on 7/6/2017: B. Schmidbauer-Mogensen, R. Mc Carthy, S. Roda and A. Dumitrache to attend – Proposition is made to inform J. Arnedo at the CEP&M meeting that S. Roda will take over the role of working group coordinator for CEP&M as of September 2017.

The Board thanks B. Schmidbauer-Mogensen for having been the working group coordinator for CEP&M and all the work done. Her efforts are highly appreciated!

- SAC meeting on 12/6/2017 at 8:45: J. von Pfler, S. Roda, A. Rogal, A. Dumitrache and M. Caramujo to attend.
- CEES meeting on 13/6/2017 at 17:00: M. Caramujo, V. Aulehla, J. von Pfler and M. Benyahia to attend.

## **II. Discussion points / vote:**

- 1) Point on IT: J. Melander has mailed an investment request to the Board concerning the implementation of a new invoicing programme. The current APEEE billing system is causing problems and is not functioning well. Bugs appear which means the current system is not stable and reliable. The company 56K could implement a new invoicing system and also add new functionalities such as electronic invoicing and invoice visibility in the secured zone of the APEEE website. The cost would be 20.000 euro.

A meeting is scheduled with the company 56K on Thursday 8/6/2017 to discuss their offer more in detail.

Question is asked whether a mandate can be given to J. Melander and J. von Pfler to sign a contract with the company 56K if they are satisfied with the information received on Thursday. The contract would consist out of replacing the invoicing programme, adding new functionalities and training of A. Sioen for the function of data protection officer.

Proposition is made to ask the company 56K to provide a maintenance contract for follow-up after the implementation and training of staff.

**Vote:** vote is taken on whether the Board agrees to give a mandate to J. Melander and J. von Pfler to sign a contract with the company 56K for 20.000 euro.

**Votes:** unanimous vote

**Decision:** J. Melander and J. von Pfaler have received the mandate to sign a contract with the company 56K for the amount of 20.000 euro for implementation of a new invoicing programme.

- 2) Working methods: F. Tudini has mailed the draft document on internal working methods to the Board members. Proposition is made to dedicate an evening to this topic after a round of additional comments for adoption at the first Board in September. This document could become the guidelines for the current and future Boards.

The content of the document is explained:

- Introduction
- Code de Bonne conduit: question is asked what the position of the Board is on taking on the point on confidentiality in the working methods and asking the Board members to sign it.
- General competence of the Board
- Structure and tasks of the Members
- Working groups
- Task forces
- Class representatives
- Board meetings
- Other provisions

Discussion is held on the possibility on giving a budgetary mandate to working groups. After discussion the decision is made to drop the budgetary mandate for the working groups.

**Action point:** all Board members are welcome to send comments and modifications on the document working methods to F. Tudini.

- 3) Survey on the use of mobile phones in secondary: S. Roda has mailed information on the survey to the Board. The question is asked whether the Board would like to send the survey to the parents on behalf of the APEEE concerning the use of mobile phones? If there's no consensus or majority the Portuguese Board members can send the survey to the Portuguese parents since they have receive a mandate from the PT parents.

Do we want to send the survey on behalf of APEEE or per section?

**Vote:** do we agree to send the survey to the parents on behalf of APEEE? All Board members vote in favor.

**Action point:** S. Roda to send the questions to the Board for comments.

- 4) Preventing violence in the playground project: Prof. Hardy's report was mailed to all Board members. Prof Hardy gave a discount and therefore the APEEE saved quite some money. The total amount charged for the conference, the visit to the school and the preparation of the report was 1500 euro. The amount saved was 1000 euro as the initial budget was 2500 euro.

The request is made to the Board for the possibility to use the saved 1000 euro, requesting an additional 500 euro to use on 3 objectives:

- a) Specific training for surveillants (1 hour x 3 weeks)
- b) Specific training for teachers (2h to focus on mediation only / "space parole")
- c) 3 capsules: filming and editing during the "space parole" with students in order to record/keep track of how these sessions should be, so that teachers can train future colleagues on the issue, and to use it as a tool to raise awareness among students about this topic. Prof Hardy suggests one class of MAT, one of P3 and one of P5.

Discussion is held on the topic. Evaluation strategy is advised. How will success be defined? (lower the rate of violence in the playground, inform the parents etc). How much should the project improve the situation in the playground?

**Vote:** vote is taken on giving S. Roda a mandate to implement the project of Prof Hardy for the budget of 1500 euro and in cooperation with the school (cost between now and end of December no more than 1500 euro).

**Vote:** all Board members voted in favor

### III. **Any other business:**

1. Chinese classes: question is asked whether the APEEE is willing to organize Chinese classes for primary P1-P2 + P3-P5 + S1-S3 during the school year 2017-2018 under the auspices of the Confucius Classroom? Discussion is held on the topic. It's important if the Board decides to go along with the Confucius classroom programme that information to parents is transparent and that is published with the description of the course on the APEEE website.

**Vote is taken on the following:** to give mandate to A. Galle to choose teacher and organize Chinese classes under the auspices of the Confucius classroom programme.

**Vote:** 1 vote against + 13 Board members voted in favor

2. Update from the WG & task forces:
  - a) Active community – presentation of info session Dr Renz Polster on 22/11/2017: postponed to next Board meeting.
  - b) BAC exams follow up of problematic issues: has been discussed under point I.
  - c) AMOK training: postponed to next Board meeting.
  - d) SEN task force: report on follow up on some particular cases and future activities: information is given on the following:
    - SEN Working group is waiting for the date of Mr Sharron to present the results to the school staff.
    - Particular cases are discussed during the SEN working group meeting.
    - An information meeting for parents on SEN will be organized on 20/11/2017. Question is asked whether it's possible to organize small sandwiches, desserts and drinks for the parents after the information meeting. M. Caramujo to sit down with A. Galle and discuss the possibilities.
3. Dissemination of information to parents: postponed to next Board meeting.
4. Special leave for volunteers: postponed to the next Board meeting.
5. Points for CEP&M meeting of 7/6/2017: Discussion points for the CEP&M meeting will be:
  - a. the first day of school
  - b. the diploma award
  - c. toilets in primary
  - d. role of class reps
  - e. garden projects: update
  - f. security doors & camera's
6. Points for SAC meeting of 12/6/2017: Board members are welcome to send points for the SAC meeting to J. von Pfaler.
7. Welcome service : R. Mc Carthy has mailed a proposal on the welcome service - launch welcome event to the Board.
  - a. Proposition to convert the task force Welcome service into a working group.

- b. Proposal for a launch of the APEEE welcome service on the 5th September 2017 in partnership with the school. Strong event at the beginning of September: can we have the service and have the welcome event?
  - c. The budget: what would the cost be for the drinks and food to be served at the welcome event? Information is given that each year the APEEE already offers the drinks and food served at the Welcome cocktail organized by the school for the new parents.  
**Action point:** A. Galle to confirm the cost of the food and drinks at the welcome cocktail last year to R. Mc Carthy.
8. A. Watson-Brown is leaving the Board as of September 2017: The President thanks A. Watson-Brown for his contribution as a member of the Board over the past 2 years. His work and input has been highly appreciated. The Board wishes A. Watson-Brown and his family all the best for the future.
  9. Director APEEE Bxl II: information is given to the Board that after a trial period the Bureau has decided to ask A. Galle to continue the function of Director for the APEEE BxL II. Ms Galle has accepted the offer and will continue as the Director of APEEE BxL II. The Board members congratulate Ms Galle with the nomination.

**Next Board meeting will take place on Wednesday 20/9/2017 in the canteen of the teachers.**