

**APEEE BXL II – WOLUWE
BOARD REPORT**

Date	:	19 October 2017 from 18:30 to 23:00
Location	:	Canteen – Woluwe
Present (13)	:	Vanessa AULEHLA - Anthony BISCH - Manuela CARAMUJO – Ana Dumitrache - Jovita LAZDINIENE - Rose Mc CARTHY - Johan MELANDER - Albert RAEDLER - Guido RICCI - Sara RODA - Bettina SCHMIDBAUER-MOGENSEN - Francesca TUDINI - Jan VON PFALER
Excused (7)	:	Mounia BENYAHIA - Bengt DAVIDSSON - Katarzyna HOREMANS - Mario NAVA - Andreas ROGAL - Johanna SAARENTALO-VUORIMÄKI - Pernilla SJÖLIN
Others	:	Anja GALLE, Director of the APEEE Erwin Van Dijck – Manager Administration & Finance

I Agenda points:

Approval of the agenda: Agenda is approved.

Approval of the minutes of the Board meeting of 20/9/2017: minutes of the Board meeting of 20/9/2017 are approved.

Proposition is made to inform the info class representatives once the Board minutes are approved that the reports are published on the APEEE website for their information. Proposition is also made to add documents to the Board minutes, in order to inform parents more in detail on certain topics. In order for these attachments to be added to the website, it's important that the author of the information gives clear authorization.

Action points of the minutes of 20/9/2017:

1) Draft guidelines on ads: all Board members received the draft guidelines on ads.

Action point: Board members have time until next Wednesday to send their comments to S. Roda. Has been done and file is closed. Guidelines will be implemented as of now.

Meetings and attendance question: Upcoming meetings are:

- SAC meeting on 9/11/2017: F. Tudini, J. Melander, J. von Pfaler, B. Schmidbauer-Mogensen and B. Davidsson to attend.
- Education support conference organized by M. Caramujo on 20/11/2017 at 19:00 in the canteen at the school. Invitation will be mailed around 7 November 2017.
- Board meeting on Thursday 23/11/2017 at 18:30.

II. Discussion points / vote:

1. Annual general meeting:

- Draft OJ/Agenda for the AGM (who to invite): Next AGM will be organized on Monday evening 29/1/2018 at 19:00 in the GASP meeting room at Charlemagne Center. All Board members have received a draft agenda for the next AGM in which the following modifications were proposed:
 - invite the school management to be present at 21:45
 - date of introductory meeting on Thursday 1/2/2018 at 18:30 and date of first Board meeting on Wednesday 9/2/2018 at 18:30.
- Decision:** Board members agree on both dates.

Action point: F. Tudini to contact Mr Sharron and discuss the invitation to the AGM.

Decisions: Board members agreed to invite the school management at the AGM and agree with the proposed dates for the introductory meeting and the first Board meeting.

- Number of vacant mandates (13): at the moment there are 13 vacant mandates. If no other Board member with a 2 year mandate resigns then the vacant mandates will remain at 13.

Decision: Board members approve number of vacant mandates.

- Financial report 2016-2017 + Budget 2017-2018: The financial report and the budget have been mailed to all Board members.
Information is given that a loss of 21.002,01 euro is budgeted for 2017-2018. The prices of the warm meals in the canteen will raise with 0,20 cent. The prices of the transport subscription will raise to 1.365 euro.
The APEEE has a reserve of 1.550.683,28 euro. However, 1.398.348,66 euro is "passif" social, which by law must be kept in reserve in order to pay the APEEE employees in case the APEEE would stop its activities. This shall be better reflected in the financial report.

Discussion is held on the Social Fund and proposal is made to promote the Social Fund more among the parents.

The Auditor, Mr Cloquet, will come to the next Board meeting to inform the Board members about his audit and the "rapport du commissaire aux comptes".

Voting on the financial report and the budget are done.

Vote: all Board members vote in favour of the financial report and the budget.

Decision: Financial report 2016-2017 and the budget 2017-2018 can be presented to the AGM.

Action point: invite Mr Cloquet to the 23 November Board meeting for audit report.

- APEEE Membership fee 2018-2019: Budget working group made the proposition to keep the APEEE membership to 45 euro per family for the next financial year and to assign 5 Euros per contribution paid to the Social Fund. A vote is taken.

Vote: All Board members vote in favour.

Decision: APEEE membership fee 2018-2019 will be kept at 45 euro (of which 5 euro for social fund). This will be proposed to the General Assembly.

- E-voting for elections at G.A.: At the last AGM the elections of the Board members were organized via E-voting. Question is asked whether the elections of the board members can be done again via E-voting at the next AGM?

Decision: Board members agree to organize the elections of the Board members via E-voting. Paper documents to be prepared and to bring to the AGM for back-up.

Action point: check with A. Sioen whether the voting via I-pads has been corrected as was requested last year.

III. **Any other business:**

- 1) Interparents: feedback on Interparents meeting of 9-10/10/2017 is given. Following topics were discussed at the Interparents meeting, reporting in detail only made regarding points the board expressed interest for.
 - Preparation of the Joint Teaching Committee meeting.
 - Sarah Seabee resigned as President of Interparents. The only candidate which came forward is Pere Moles Palleja, President of Uccle, and he has been elected as the President of Interparents.
 - Website of Interparents

- Data protection: question is asked whether the information on data protection which Interparents receives and distributes to its members could also be distributed to the Board members.
- Event Fames in Frankfurt – more detailed information will be mailed to the Board members
- Marking scheme
- Executive hiring

Action point: J. von Pfaler send document on BAC from DOCEE to Board members.

Action point: A. Rogal send information on data protection to Board members.

2) Update from the WG & task forces:

- Active community: the report of the activity community meeting of 29/9 has been mailed to the Board members. Following topics were briefly communicated:
 - Finding speaker for surfer sans danger
 - Finding speaker on games addiction as well as on mobile phones and use of excessive screens by primary children.
 - Conferences on drugs
 - WG Education Support is organizing a conference on "Learning Disabilities: ADHD, Autism and Dislexia" for February 2018
 - Imagine tomorrow - Calendar for Saturday's workshop activities
 - Preventing violence in the playground – brief information is given on the state of play, informing that the school was analyzing Prof Hardy's report and deciding on the actions to take. The allocated APEEE budget of €1500 should be used until December 2017 and could address the following areas: a) training on mediation for teachers and the surveillance team; b) improve playground areas (with games, painting division of areas); or c) help prepare a video which could be used in the future by the school to facilitate discussion on this topic with students and in-house teacher training.
- Decision:** The APEEE Board is in favor of the possibility of spending the money of €1500 (including VAT) to improve the playground areas in the primary, either by buying the rubber balls (mentioned by the German teacher at the last CEP&M meeting) and other items for the primary playground (buddy bench, outside games, etc.), and/or to contribute to the painting of the division lines areas in the primary playground.

- Welcome committee: feedback is given on the work done by the welcome committee. The welcome morning coffee was organized on 9/10/2017 and it went very well. Mr Sharron, Mr Schmelz, Mr Arnedo, Ms Andries and Mr Van Geel attended the event. The next Welcome coffee morning for new parents is planned to coincide with the Christmas fair (9th December), where a table is reserved where the new parents will be invited to attend the faire with their children. This is a family-event, where they can network with other families. A mail will be sent to them to call up to the table where they will be warmly received and heard as to any issue they need following up, any matter that is left outstanding will be followed up by email. The Welcome Board volunteers will be welcomed to assist if they are planning to attend the fair.

Question is asked whether a document exists which explains what a Board member can do when accompanying a parent to a disciplinary council meeting with the school. What is the role of the APEEE in these situations besides supporting the parents? The query is raised of the role of APEEE board members in each language section when contacted by a

parent for support in disciplinary proceedings. Question is asked specifically what the role is of the Board members. Discussion is held on the topic.

It is recalled that in the past APEEE was excluded from meetings related to disciplinary measures and only admitted to SEN-related meetings. In relations to the former ones, recent discussions with the school management seems to show a more open approach from their side and the principle should be that APEEE is accepted to take part upon request of the parents (given that exclusion of third parties is normally imposed for confidentiality reasons).

Proposal is made that Board members should be able to do more in order to support the parents.

- CEP&M: all Board members received a copy of the report of the CEP&M meeting of 16/10/2017. Following topics were discussed during that meeting:
 - Safety: escape route staircase on the 3rd floor primary building is to be installed during 2017-2018.
Discussion is held on how to proceed to get the escape route staircase installed during the All Saints holidays. The school has made the request and has put the installation of the staircase on the list of the priorities of the Régie des Bâtiments.
Action point : F. Tadini will contact Mr Sharron on the matter + inform him that we either send a letter to him or to the Régie des Bâtiments.
 - The electricity (power) system in primary building
 - Carnet Oral - formal dialogue and oral feedback with teachers
 - Footfest: proposition was made to organize the Footfest event on a Saturday. The school replied that this is not possible. Another proposition is to have the Footfest event on Europe day which is 9 May. However in 2018 the 9 May is on a Wednesday.
 - The quiet room: meditation, mindfulness. Per day there might be about 4 to 5 students who use the quiet room during the breaks.
 - European hours: the program is different for English and French. There are 4 groups of French and 5 groups of English. 1 hour per week on Monday.
 - Video-surveillance: A. Bisch has mailed the document with the information on the Belgian law concerning video-surveillance at school.
 - Garderie of the Commission: the school is creating a MoU with the Garderie of the Commission in order to improve the organization of the garderie.

Action point: A. Dumitrache to organize a meeting with the Garderie of the Commission, J. Arnedo and A. Galle on the supervision of the Garderie.
- CEES: the minutes of the CEES meeting were circulated to the Board members. Points which were discussed at the CEES meeting were:
 - The derogations: a request was made by the parents to receive the list of the refused derogations.
 - The internal rules: following the incident at school modifications to the internal school rules are proposed by the school. The parents advised the school to ask information from the other European schools about the internal rules which are applied there and also have the text checked by a lawyer. Proposition to organize a task force in order to get opinions of different parents on the topic.
 - Préau of S3-S4 students
- IT group update: a meeting will be organized. Topics which will be on the agenda are:
 - Compliance with directives on storing data
 - Plan 2018
 - Functional mailboxes

Information is given that the implementation of Winbooks Logistics (billing software) in the APEEE computer system is almost done. Last tests will be done on Tuesday 23-10-2017. If tests are successfully the invoices will be printed and sent to the parents.

3) Reports on school SAC and CA meetings: report of the SAC meeting of 2/10 and the CA meeting of 5/10 were mailed to the Board members. Board members who have comments or questions are welcome to send them to F. Tudini.

4) Report on CEA meeting of 6/10/2017: report was mailed to the Board members. Board members who have comments or questions are welcome to send them to F. Tudini.

5) Working methods: document on working methods has been mailed to the Board today – same version as before the Board of September. Discussion is held on how to proceed and whether the Board members want to rework it, since the item has not been included in the agenda, the working group has only met once. The working group meet on 7 – 8 or 9/11/2017. The point will be foreseen for the November Board meeting.

Action point: A. Galle to send invitation to the Board for the working group meeting on 7 November at 20:00 at Johan's house.

6) Newsletter: Board members are invited to send articles to A. Rogal for publication in the next newsletter.

Next Board meeting will take place on Thursday 23/11/2017 in the canteen of the teachers.