

**APEEE BXL II – WOLUWE  
BOARD REPORT**

<b>Date</b>	: <b>20 September 2017 from 18:30 to 23:00</b>
<b>Location</b>	: <b>Canteen – Woluwe</b>
<b>Present (16)</b>	: Vanessa AULEHLA - Mounia BENYAHIA (left at 21:45) - Anthony BISCH - Manuela CARAMUJO - Bengt DAVIDSSON - Katarzyna HOREMANS (left at 22:55) - Rose Mc CARTHY - Johan MELANDER - Albert RAEDLER (left at 22:40) - Sara RODA - Andreas ROGAL - Johanna SAARENTALO-VUORIMÄKI - Bettina SCHMIDBAUER-MOGENSEN - Francesca TUDINI - Jan VON PFALER
<b>Excused (4)</b>	: Jovita LAZDINIENE - Mario NAVA – Guido RICCI - Pernilla SJÖLIN
<b>Others</b>	: Anja GALLE, Director of the APEEE Simon Sharron – Director of the school

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**I Meeting with Mr Sharron**

Mr Sharron informs about the incident which happened at school on Friday 15/9/2017. A secondary pupil was found to have a number of illegal items in his possession at school. Therefore the police was called as well as the parents. The pupil has been suspended until further notice pending a Discipline Council. Mr Sharron is of the opinion that this is an isolated incident.

Mr Sharron informs that each student in the school has to sign a code of conduct that clearly states that wearing illegal items is strictly forbidden. He proposes to update the school rules with a sentence stating that each student who wears weapons is to be excluded and says that this will be discussed at the next SAC meeting on 5/10/2017. Mr Sharron also informs that the Central Bureau has appointed a new security officer. Her name is Mireille Debusscher.

Mr Sharron informs that following the incident preventive measures are taken such as a search of the bags of students on a random basis at the entrance of the school. The school has the intention to continue to have random bag checks at the entrance. Concerning the lockers, in case the school would want to open a locker the presence of the student is required and he/she needs to give his/her consent. The idea of organizing random search of lockers was discussed.

Mr Sharron informs that the school has started a program concerning dangerous behaviors (drunk driving, violent behavior etc) in order to educate the students. The school will continue to do its utmost to provide a secure environment for all stakeholders on school premises.

Question is asked whether the school will organize a meeting with the students to inform them about the school rules and restating the obvious, restate the law in Belgium etc.? Mr Sharron will ask the police if they can help the school in this process. The meeting should be done in small groups for example in the classes in order to be more efficient. It should be done in a professional way and with professional guidance.

Question is asked whether a lockdown exercise will be scheduled in order to train all the stakeholders? Lockdown training (AMOK training) for all school & APEEE staff was organized last school year. The lockdown drill has not yet been organized. Idea is launched to let all new staff and teachers attend an AMOK training. This training could be given by the new security officer.

The President thanks Mr Sharron for his presence.

## I Agenda points:

Approval of the agenda: Agenda is approved.

Proposal is made to write a report between two Board meetings in order to highlight what has happened at the APEEE. This to keep the Board members informed on the ongoing business between Board meetings.

Approval of the minutes of the Board meeting of 6/6/2017: minutes of the Board meeting of 6/6/2017 are approved.

Meetings and attendance question: Upcoming meetings are:

- CEA meeting on 26/9/2017: K. Horemans will attend
- CEES on 28/9/2017: B. Schmidbauer-Mogensen, V. Aulehla, J. Saarentalo, A. Rogal, F. Tudini will attend.
- Groupe de Suivi meeting on 29/9/2017: F. Tudini will attend.
- SAC meeting on 2/5/2017: F. Tudini and J. Melander to attend.
- School C.A. meeting on 5/10/2017: F. Tudini, J. Melander and J. von Pfaler to attend.

## II. Discussion points / vote:

1) Working methods: F. Tudini has mailed the draft document on internal working methods to the Board members. Proposition is made to have a document ready before the election of the next Board. This document could become the guidelines for the current and future Boards.

2) Catering budget for the Education support event on 20/11/2017: all Board members received the document with the information on the organization of an Education support event for parents at the canteen at the school. The budget for this event is 10 euro/per person.

**Vote:** organization of Education support event on 20/11 with budget of 10 euro/per person. All Board members vote in favor.

**Decision:** budget for the Education support event is approved.

3) Proposition for SEN conference: M. Caramujo would like to invite Dr Nuno Lobo Antunes, neuro-pediatrician, specialist on "troubles du comportement liés aux difficultés d'apprentissage" with special focus on teenagers, to give a conference on ADHD in February. She would like to invite also the parents from the other European schools. A budget of 500 euro to organize the conference is proposed.

**Action point:** M. Caramujo to contact the other European schools to see whether they are interested in organizing the event together.

## III. Any other business:

1. Annual general meeting:

- Draft OJ/Agenda for the AGM (planning + who to invite): next AGM will be organized on Monday 29/1/2018. In order to prepare the agenda decision should be taken on whether the Board would like to invite the school management or any other visitors to the AGM.

- Resolutions? question is asked whether the Board wants to propose any resolutions at the AGM? Information is given on the following:

- Any proposal of which the object is **to amend the Statutes** shall be made by the Administrative Board. The Administrative Board shall give the members of the Association **not less than one month's advance notice** of the date of the AGM which will decide on the said proposal. The General Meeting may only debate amendments to the APEEE statutes **if the amendments have been explicitly indicated in the notice convening the meeting and if at least two thirds of the full members are present or represented at the meeting.**

In case resolutions are proposed which change the APEEE statutes then **documents for the AGM need to be ready 1 month before the AGM.**

- The General meeting **may adopt internal rules of procedure. A three-fifths majority** of the full members present or represented shall be required for the purpose of approving or amending the rules of procedure. Any proposal to amend the rules of procedure, submitted by the Administrative Board and sent to the Secretariat **at least one month** before the General Meeting.

Therefore it's important to decide on whether to have such resolutions or not in advance, so that everything can be prepared in time.

- Financial report 2016-2017 (planning): a copy of the financial report 2016-2017, as well as the budget 2017-2018 will be prepared and send to the Board members by October or November. Auditor will be invited to organize an audit.

**Action point:** E. van Dijck to send the documents to the Budget working group.

- APEEE Membership fee 2018-2019 (planning): budget working group to discuss and propose at the next Board meeting in October.

**Action point:** Budget working group to discuss the matter and send their proposal to the Board.

- Annual report 2017 (planning): All Board members have received a copy of the annual report 2016 as an example in order to prepare for the annual report 2017. Each working group responsible is asked to send their text to A. Galle by 6 November 2017.

**Action point:** texts for the Annual report 2017 to be mailed to A. Galle **by 6 November 2017** so that the report can be prepared.

## 2. Update from the WG & task forces:

### a) Active community:

- a. Survey for the volunteer database: proposal is made to launch the survey mid October. All Board members agree to do so.

- b. The preliminary results of the survey on mobile phones: information is given about how the survey was conducted. Apparently the link to the survey was shared by students, and therefore it might be possible that the survey was filled out by students, and not only by parents. The results of the survey were discussed.

**Action point:** S. Roda to send main conclusions to F. Tudini, who will then inform Mr Sharron and Mr Schmelz.

- c. 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.

### b) Changes in the WGs (CEP&M + set up of the Welcome service):

#### a. Welcome

- b. CEES: P. Sjölin is resigning from her position of working group coordinator. Question is asked who would be willing to take on the task of CEES working group coordinator. V. Aulehla is happy to take on the task.

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

**Decision:** V. Aulehla is as of now CEES working group coordinator

- c. CEP&M: S. Roda is replacing B. Schmidbauer-Mogensen for the position of CEP&M working group. A. Raedler and A. Bisch (back-up) will be the working group members for DE section in the CEP&M.

- d. SEN: M. Caramujo has been appointed SEN working group coordinator. Members of the SEN working group are J. von Pfaler, A. Rogal, P. Sjölin and M. Benyahia
  - e. Question is asked whether anybody else would like to join a working group or change working groups or positions. No other changes are noted.
- c) Welcome committee: feedback is given on the work done by the welcome committee. The welcome pack for primary and secondary are a success.

Project on creating welcome video with students showing their school is ongoing. Meeting on 25/9 with Colm Kehoe to discuss further.

Discussion is held on a budget for the Welcome morning coffee. Proposal is made to have a 165 euro budget for the welcome morning coffee event.

**Vote**: all board members vote in favor of a maximum of 165 euro budget for the welcome morning coffee event.

**Decision**: a maximum of 165 euro is allocated for each welcome morning coffee event

Discussion is held on how the volunteers, who are dedicating their time and effort to help the APEEE, can be rewarded. Proposition is made to organize a dinner or buffet for them in the canteen.

**Decision**: all Board members agree with the idea to organize a dinner or buffet for the volunteers.

- d) Extra-curricular activities: Last week the APEEE was informed by the school that we would only be able to use the sport fields on Monday, Tuesday, Thursday and Friday as of 15:30. However, the extra-curricular activities start at 15:30 in order to allow the primary students to participate to an activity right after school.

A meeting with the school management and the person responsible for the time-scheduling was organized in order to discuss the availability of the sports fields for the APEEE activities. J. Melander, F. Tudini, A. Sioen and A. Galle attended that meeting. Finally the school confirmed that the APEEE can use 2 sport fields on Monday and Friday as of 15:30. On Tuesday and Thursday there are no sport fields available until 16:10.

Since the extra-curricular activities already start next Monday 25/9 it's too late to cancel the registrations. Therefore it has been decided that the APEEE will organize the football and athletics activities as scheduled, meaning as of 15:30, and try to find a cooperation with the school sport teachers to use a part of the sport field on Tuesday and Thursday as of 15:30.

For next year it will be important to remind the school that it is essential to inform us in advance, during the month of May or June, about the availability of the sport fields and part of the sport hall for the APEEE for the next school year.

- e) Interparents: next meeting will be on 9 & 10 October at the Berkendael school. This meeting will be for the preparation of the Joint Teaching Committee. There's also the question concerning the election President. Proposal is made to give a mandate to A. Rogal and J. Von Pfaler to vote in the best interest of the Board.
- f) CEP&M: S. Roda had a meeting with J. Arnedo during which the following was discussed:
- a. the supervision of the OIB garderie. Several concerns have been raised by parents. A meeting between the OIB garderie and Mr Arnedo will take place on Friday 22/9/2017 and APEEE CEP&M coordinator was invited to attend. As S. Roda will not be able to attend (clashes with CEP&M WG meeting), Anja will attend on behalf of APEEE. S. Roda will send the key points to address at the meeting by Anja.
  - b. Vivre ensemble team. New person responsible for managing conflicts in the playground and quiet room, Mr Enrique EZQUERRA, replacing Ms Sophie Speckaert

- who left school to study. Waiting for the school to inform how it intends to use the remain budget from APEEE.
- c. Creation of the role of supervisor coordinators in the playground. If an incident happens in the playground then the supervisor coordinators will report to the school and the parent.
  - d. Office 365 – changes will be presented by J. Arnedo
3. Future of the school - preparation for the Gds: on Monday 18/9/2017 a meeting was organized with Mr Marcheggiano and the Presidents of the other APEEEs on the possible future impact assessment. All Board members received the preliminary APEEEs' contribution to the discussion to be held at the next Groupe de Suivi (attended by F. Tudini).
  4. IT project - update: contract with the company MCH has been signed. MCH company will prepare the APEEE extranet to be linked to the Winbooks logistics, in order to organize the invoicing. Project is scheduled to be ready and tested by 15/10/2017.
  5. Reporting back from meeting with Mr Schmelz::

Derogations: Mr Schmelz acknowledged that an unprecedented high number of derogations for opening of classes below threshold was denied this year. Not only the EN, DE and NL Latin classes in S4 had been cancelled but also several classes for S6. **The school management and APEEE supported the derogations, the Commission services were against.** The situation is clearly regrettable but complex and there seems to be very little APEEE can do in the short term. On the one hand, it is true that the Commission does not have a formal veto on derogation proposals (i.e. proposals to establish classes on their pedagogical merit even though they do not fulfill the minimum pupil quota requirement). DG HR does, on the other hand, give a recommendation on the proposals, and this year these seem to have been overwhelmingly negative. The formal decision to run the classes or not lies with the management of the individual European School (EE). However, if a EE decides to establish the class against the counsel of DG HR it runs the risk of adverse budgetary decisions in other areas where DG HR is solely calling the shots. APEEE understanding is that school management decided not to go against DG HR's recommendation for this reason. The APEEE board decided to gather information about this year's derogation decisions from the other EEs in the framework of Interparents (the body representing all EE school parents on all institutional levels). To stay in touch with affected parents and with school management to look for ways of offering viable classes in the future and to address this issue in the forthcoming meetings of CEES and CA.

Pedagogical material close to the European syllabus: The European syllabus differs from the national programs and tall actors confirm that especially for new teachers it is not easy to adapt to it. Considering furthermore that fluctuation of teachers, absences etc. are structural challenges of the European schools, it would be useful to elaborate common teaching material throughout the sections. That could be helpful for teachers and students alike.

As an example and starting point, there is teaching material in French for math secondary elaborated by a longtime experienced teacher specifically suited to the European curriculum (

The idea is that it could be replicated and translated for the use in other sections, too. This would entail translation works as well as awareness raising initiatives from the school. To put this in practice either the school could motivate teachers to translate the books into their language and get a reward for this extra work or APEEE/Commission could subsidize translation into all languages.

This initiative could also be extended to other areas, such as science and geography etc. if teachers are willing to share their teaching material in order to organize translation.

Streaming LII: Mr Schmelz reports that this year there is much less agitation and problems, maybe because in the transition P5 to Secondary, many questions were already solved. A proper evaluation of the effects will be envisaged after 2 years from the

introduction, i.e. after this school year. Mr Schmelz can already report that teachers seem very happy with this system.

6. Charity concert organized by Laeken: to be postponed to the next Board meeting.
7. Proposal what to cancel from and what to add to APEEE website: to be postponed to the next Board meeting
8. Summary BAC - Info point: V. Aulehla prepared a document with information on the BAC 2017, the written exams, a summary of APEEE activities and possible lessons learnt for next year. All Board members received a copy of the document (and is attached).
9. Budget working group: Update is given on the Social Fund projects for 2017-2018. Up till now following projects have been accepted:

1) Model United Nations:

It concerns the Model United Nations project. Mr Kehoe will attend the event in Munich with 8 students from our school ). This request was also done last school year, and was approved.

The way of funding is as follows: 1/3 is paid by the school, 1/3 is paid by the parents of the participating pupils, 1/3 is paid by APEEE. The total cost for this activity would be 4560 €. Cost for APEEE = 1520 €. Budget group approved the request.

2) Request from parent: - financial support for the school trip to Ireland in October 2017. Following the rules of the social fund the APEEE could intervene for 75% of the cost, which would be 244€. This would leave 81€ to be paid by the parent. Budget working group approved the request.

3) 5 welcome coffee mornings

4) Conference "born to be wild" on 22/11/2017 organized by B. Schmidbauer-Mogensen

5) Conference SEN on 20/11/2017 organized by M. Caramujo

**Next Board meeting will take place on Thursday 19/10/2017 in the canteen of the teachers.**