

**APEEE BXL II – WOLUWE
BOARD REPORT**

Date	: 25 April 2017 from 18:30 to 23:00
Location	: Canteen – Woluwe
Present (13)	: Vanessa AULEHLA - Mounia BENYAHIA - Manuela CARAMUJO - Bengt DAVIDSSON - Ana DUMITRACHE (left at 20:25) - Albert RAEDLER (left at 19:15) - Guido RICCI - Sara RODA - Andreas ROGAL - Johanna SAARENTALO-VUORIMÄKI - Francesca TUDINI - Jan VON PFALER - Adam WATSON-BROWN
Excused (8)	: Anthony BISCH - Katarzyna HOREMANS - Jovita LAZDINIENE – Rose Mc CARTHY - Johan MELANDER - Mario NAVA - Bettina SCHMIDBAUER-MOGENSEN - Pernilla SJÖLIN
Others	: Anja GALLE, Director of the APEEE

I Agenda points:

Approval of the agenda: Agenda is approved.

Approval of the minutes of the Board meeting of 9/3/2017: minutes of the Board meeting of 9/3/2017 are approved.

Meetings and attendance question:

Information is given that the Annual General Meeting will take place on Monday 29/1/2018 at the Charlemagne Center. Reservation of the meeting room GASP (S3) has been done. Confirmation of the reservation of the meeting room will be communicated by the Commission 6 weeks before the AGM.

Upcoming meetings are:

- On Friday 28/4/2017 the Footfest tombola tickets will be drawn for the 121 prizes.
- Canteen working group meeting on 2/5/2017 at 12:30
- APEEE Board meeting on 10/5/2017 at 18:30
- Meeting with Mr Sharron on 11/5/2017 at 8:15: F. Tudini, J. von Pfaler and J. Melander to attend

II. Discussion points / vote:

1) Chinese classes: On 10/3/2017 a meeting was organized by Mr Sharron with the APEEE (J. von Pfaler, P. Sjölin, F. Tudini and A. Galle, the representatives of the China Mission to the EU and the teachers Ms Vlietinck and Ms Luo). Mr Sharron would like us to consider the organization of Chinese classes within our extra-curricular activities. The China Mission has a funding programme called Confucio classroom which can be used to fund the classes.

Questions is asked whether the APEEE would like to organize Chinese classes and take on the proposal of the China Mission for funding.

Decision: Board members agree that APEEE could first explore the possibility to organize Chinese classes for primary as an extra-curricular activity taking into account the current APEEE conditions (pay of the teacher and price of the classes for the parents.)

Action point: J. von Pfaler to contact Ms Vlietinck and inform her about the decision of the Board to explore the possibility to organize Chinese classes for primary and discuss contract and terms, but without the financial support of the China mission.

Question is asked whether the Board is open to a possibility of cost sharing? Proposal is made to first have a meeting with teacher concerning contract and terms.

2) Interparents: information is given about the last Interparents meeting which took place at Karlsruhe on 30 and 31/3/2017. A. Rogal has mailed a report on the Interparents meeting to the Board on 6/4/2017. The main purpose of the Interparents meeting was to prepare the IP position for the BoG meeting.

Following points were discussed at the Interparents meeting:

- The new marking scale
- Board of Governors
- Brexit: a working group is being created on BoG level to discuss Brexit.
- The introduction of online marking
- Restructuring of the Brussels schools

Bac exams: question is asked whether the APEEE should prepare S7 parents and inform them what procedure they could follow in case problems would be detected during the BAC exams? Proposition is made that class reps could collect the comments from the parents of the class and send them to APEEE.

Action point: V. Aulehla to prepare letter to be mailed to the parents of S7 students and present letter to CEES working group.

3) Dissemination of information to parents: postponed to the next Board meeting.

4) Advice and training on security issues for parents - AMOK:

Question is asked whether it would be useful to organize for parents a conference on security issues? A training on AMOK situations could be organized by the security directorate of the Commission.

Action point: F. Tudini to ask A. Bisch to check for more information on training (cost and timing)

5) Update on CEP&M meeting of 20/3/2017: following points were discussed at the CEP&M meeting:

- Use of Office 365
- Comments from Comité D'élèves primary (P5) on the canteen
- Use of smart boards
- Use of video cameras in the primary department: APEEE suggested to Director Arnedo to develop a policy on video surveillance focusing on the following: who has access to the data, for how long is kept, for what purpose is collected. Anthony Bish was to prepare a first draft for discussion.
- Absence of teachers are now mentioned in announcements in the class site
- Planning of the week mentioned in announcements in the parents' site on Sunday
- Possible creation of a vegetable garden/quiet area in primary, but school lacks of funds
- Formal complaint to the Secretary General concerning data protection -> request has been made to the Secretary General Office to see the contract between Microsoft and Secretary General Office. Request has been denied.
- Transition period between P5 to S1.

Ceremony for P5 students at the end of the school year is discussed. Question is asked whether it can be improved?

Action point: F. Tudini to contact P. Lenne for ideas. All Board members are welcome to send their proposals to F. Tudini.

Report of CEP&M is discussed and question is asked how it can be improved. It can be confusing mentioning "minutes" for a meeting that has not yet taken place, but in fact they are what can be considered as an "annotated agenda". Proposal is made that members of the CEP&M working

group who attend the CEP&M meeting edit the report of the CEP&M meeting with track changes and send to B. Schmidbauer-Mogensen to be transmitted to J. Arnedo.

Action point: Board members who attended the CEP&M meeting to send their comments on the report in track changes to B. Schmidbauer-Mogensen for transmission to J. Arnedo.

6) Update on CEES meeting of 28/3/2017: following points were discussed at the CEES meeting:

- Streaming: The APEEE requested to be informed about progress achieved in the unstreamed groups. Continuity is important but we need to assess also if the impact is positive. Are all concerned happy? Could further tests for changes between S1 and S3 be organized? Could not all students be assessed? Couldn't there be 3 levels (beginners – intermediate-mother tongue)? The school expressed the view that it seems that everybody profited from this. What needs to be improved for this year is timing and communication. The test will be only for P5 students. S1 and S2 students will be judged by respective teachers if the level is ok for them. It is up to the teachers to propose change of class or test. In responding to APEEE's requests if the unstreamed students would also benefit from the fact that the better students had left their group, the school management promised that they will check the evaluation of the students to understand if this new project has led to improvement.
- BAC day will be on Friday 2/6/2017. BAC ball will be on 5/7/2017. School management reminded all that this year is a key year for the following years to come. Depending on how it is organised and how it will actually be, school management will decide on authorization for the following years. Preparation so far seems promising. The students' proposal is good. They have taken on board some real concerns the school management had (security, aggression, humiliation...). Students confirmed that the plan looks good and that they want to avoid last year's mess. The 6th graders are involved as well, so that this year's BAC day will go smoothly, which is also in their interest.
- End of year activities in June: very positive response to inscription. 158 parents inscribed their children to the activities. Several activities are booked out. Only very few will most probably not take place as interest is too low. In this case students will be asked to choose another activity or the parents will get their money back. The APEEE asked to use direct emailing next time to all parents concerned, instead of passing the message on through the class representatives, as it has caused delays and misunderstandings
- Eurosport 2017: was a lot of work, but it was worth it.
- Classes in S6 next school year: the school had addressed 20 students, telling them that they had to reconsider their choices as they had been the only one or one of two who had chosen a given subject. The school informed that as a general rule there are 2 important thresholds to open a course:
 - S1 to S5, 7 pupils
 - S6 to S7, 7 pupils for complementary courses
 - S6 to S7, 5 pupils for other courses.the school's strategy is to ask for derogations in situations where there are 4 instead of 5 pupils, or 5 instead of 7. This strategy is applied for every subject in every year. Furthermore the school actively tries to find solutions.
- Lost lessons for students: Parents asked if there is a set number of hours students should get teaching in per subject per year and to know about impact on number of lessons students have in a particular subject when teachers are absent and not replaced. Furthermore they wanted to know how the use of the study room could be improved. Mr. Schmelz promised to follow up this issue at the next CEES meeting.

- Canteen issue raised by teachers: Teachers asked APEEE to revive canteen working group to address issues. APEEE agreed. Canteen committee meeting with the school and APEEE will be organized on 16 May 2017.
- Online correction: School confirmed that the system looks good and easy to work with and gave reassurances to parents. On the long run it will increase exchange of information and best practice amongst EEs.
School management informed that a peer mediation group for S1 to S4 (pupils for pupils) was established

Request is made that after each CEES meeting a short report or at least bullet points are sent to the Board for information.

Action point: V. Aulehla to send report of CEES meeting of 28/3/2017 to members of the Board.

Proposition is discussed to organize a silent study room for S7 students to study for exams during the BAC period. Technique handled at the International school. Students pay for a place in the study room. To be further analyzed by CEES working group.

7) Update on SAC meeting of 3/4/2017: F. Tudini send a report of the meeting to all Board members on 5/4/2017. Following points were discussed at the SAC meeting:

- Eurosport
- Topic of use of smartphones at school
- Annual development plan
- Whole school inspection
- Budget 2018
- About 40 teachers will leave in June (especially in German & French section).

8) Update from the WG-task forces:

- Update on SEN task force: All Board members received documents on the results of the SEN survey. Proposition is made to first have a meeting with Mr Sharron and then send the information on the SEN survey to the parents.
Proposition is also made to follow up on the students who leave the school and actually everybody who leaves the school system.
Action point: SEN working group to prepare a letter with questions which can be mailed to the parents whose child is leaving the school.

9) Task description for parent volunteers: discussion is held on whether parent volunteers can join the APEEE working groups. The APEEE statutes (article 2 page 9) stipulate that: "tous les parents ont la possibilité de participer aux travaux de l'Association, notamment aux groupes de travail constitués par le Conseil d'Administration visés à l'article 16."

It is pointed out that parent volunteers have not received a mandate from the AGM and are not elected Board members. Board members have a responsibility towards the parents and the APEEE, which parents volunteers have not.

Board members agree that the parent volunteers are welcome to join the working group meetings, but have no right to vote and they could be invited to leave the meeting if sensitive issues need to be discussed. The working group would then meet in closed sessions.

10) School trips: F. Tudini informs that during the meeting on 5/4/2017 with Mr Sharron, he talked about the mandatory and not mandatory school trips.
The not mandatory school trips are organized on a volunteering basis by the teachers. Mr Sharron informed that the organization of the financial accounts of these non mandatory school trips cause

an extra workload for the school accounting department and it might be possible that in the future the school will no longer be able to manage the extra work.

Question is asked by Mr Sharron whether it would be possible for the APEEE to set up an account to handle the financial side of the organization of the school trips? Question is discussed by the Board and proposition is made to explore the option for a financial derogation at the General Secretary Office. Proposal is also made to check with the other APEEEs how the organization of non mandatory school trips is done in their schools.

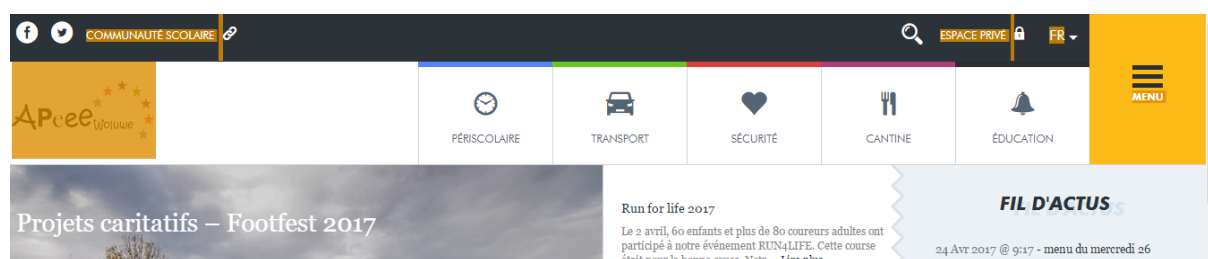
Decision: Board agreed that APEEE cannot set up such an account to handle the financial side of the organization of the school trips.

Action point: F. Tudini to advise the school to explore the option for a financial derogation.

III. Any other business:

- Information: A. Rogal informs about a meeting he had with A. Galle and A. Sioen on social media strategy. Following topics were discussed:
 - that APEEE disposes of Twitter & Facebook page but these are not used often.
 - proposition is made to relocate the information in the section "MENU" on for example the Board + Mission & statutes + school life, on the front page of the website. The section "security" on the front page could be changed into "Info" and this section could then gather all information on the board, mission & statutes, school life, glossary, WoluwInfo and Security. This relocation could be done by A. Sioen.

Decision: Board agrees with this relocation.



Question is asked whether in the secured zone a page for parent volunteers can be added? To be checked with A. Sioen.

Action point: Social media strategy to be discussed at the next Board meeting.

- Update organization of canteen working meeting: during the canteen working group meeting next Tuesday 2 May the meeting for the canteen committee meeting with the school (16/5) will be prepared. Agenda points for the canteen working group meeting are:
 - Update on project "vegetarian week" from 29/5 to 2/6
 - Outcome of the survey on canteen services
 - Questions teachers (salad bar etc)
 - Update on Good food label
 - Update on kitchen infrastructure
 - Use of 1, 2 and 5 cents for payment in the cafeteria
- Survey on services: All Board members received the results of the survey on services which was done at the end of March 2017. The survey was mailed to about 3.760 parents

and 929 replies were noted, which is about 25%. This is a rather good response rate which makes it possible to draw certain trends.

Overall, we can conclude that for all three activities, more than 40% of parents score their satisfaction as "excellent" or "very good", 36% as "good" "and" sufficient ". Taking into account that 17% of the people indicated "do not have an opinion" or "do not know", only 5% still consider our services "poor" (on average).

Next Board meeting will take place on Wednesday 10/5/2017 in the canteen of the teachers.