

APEEE BXL II – WOLUWE BOARD REPORT

Date	:	8 February 2017 from 18:30 to 22:00
Location	:	Canteen – Woluwe
Present (20)	:	Vanessa Aulehla - Mounia BENYAHIA - Anthony BISCH - Manuela CARAMUJO - Bengt DAVIDSSON - Ana DUMITRACHE - Katarzyna HOREMANS - Rose Mc Carthy - Johan MELANDER - Mario NAVA - Albert RAEDLER - Guido RICCI - Sara RODA - Andreas ROGAL - Johanna SAARENTALO-VUORIMÄKI - Bettina SCHMIDBAUER-MOGENSEN – Pernilla SJÖLIN - Francesca TUDINI - Jan VON PFALER - Adam WATSON-BROWN
Excused (1)	:	Jovita LAZDIENE
Others	:	Anja GALLE, Director of the APEEE

- I Agenda points:** Approval of the agenda: Agenda is approved with the addition of the following points under any other business:
point 9 on data projection of Office 365
point 10 proposal for establishing an admission support team
point 11 on streaming in LII secondary and question to organize evenings with the LII parents.

II Elections:

- 1) Elections of the President, Vice-Presidents, Bureau members and working group coordinators.
The various functions of the bureau members and working group coordinators are outlined and the election of the new President is organized.

Chairperson & Bureau:

- President:
2 candidates are standing for the position of President: Jan von Pfaler and Francesca Tudini. Both candidates present themselves and give their arguments why they are standing for the position of President of the APEEE.

Voting is organized on whether the voting for the President should be done by hand or in writing? 11 Board members voted in favour for voting by hand

Decision: voting for the position of the President will be done by hand.

Voting for the President:

- Francesca Tudini: 12 votes in favour
- Jan von Pfaler

Decision: Francesca Tudini is elected with majority.

- Vice-president Administrative affaires: **Johan Melander**
Votes: Johan Melander is elected unanimously
- Vice-president Pedagogical affaires: **Jan von Pfaler**
Votes: Jan von Pfaler is elected unanimously
- Treasurer: **Jovita Lazdiniene**
Votes: Jovita Lazdiniene is elected unanimously
- Secretary: **Mario Nava**
Votes: is elected unanimously
- Information secretary: **Andreas Rogal**

Votes : Andreas Rogal is elected unanimously

- Board member without Portfolio: **Bettina Schmidbauer-Mogensen**
Votes: Bettina Schmidbauer-Mogensen is elected unanimously

Working group coordinators and the members of the pedagogical groups:

- Working group coordinator for Interparents: **Andreas Rogal**
Second member: **Jan von Pfaler**

Decision: Andreas Rogal is elected as coordinator for Interaprents and Jan von Pfaler is elected as second member for Interparents.
- Members: all members of the Board.
- Working group coordinator for kindergarten and the primary (CEP&M):
 - Working group coordinator: **Bettina Schmidbauer-Mogensen**
Decision: Bettina Schmidbauer-Mogensen is elected as working group coordinator for CEP&M
 - Members:
German section: Albert Raedler and Anthony Bisch
Anglophone section: Rose Mc Carthy and Andreas Rogal
Finnish section: Jan von Pfaler
French section: Mounia Benyahia and Ana Dumitrache
Italian section: Francesca Tudini and Guido Ricci
Lithuanian section: Jovita Lazdiniene
Dutch section: Katarzyna Horemans
Portuguese section: Sara Roda
Swedish section: Bengt Davidsson
- Working group coordinator for secondary (CEES): 2 candidates are coming forward: Pernilla Sjölin and Vanessa Aulehla

Voting for the function of working group coordinator CEES:
 - Pernilla Sjölin: voted in majority
 - Vanessa Aulehla
 - Decision:** Pernilla Sjölin is elected with majority. Vanessa Aulehla will act as back-up.
- Members:
German section: Bettina Schmidbauer-Mogensen
Anglophone section: Adam Watson-Brown
Finnish section: Johanna Saarentalo-Vuorimäki
French section: Mario Nava and Mounia
Italian section: Vanessa Aulehla
Lithuanian section: Jovita Lazdiniene
Dutch section: Katarzyna Horemans
Portuguese section: Manuela Caramujo
Swedish section: Pernilla Sjölin

2) Identification of working group members

Working group coordinators and the members of the operational groups:

- Canteen group: coordinator: **Bettina**
 - Members: Johan Melander, Johanna Saarentalo-Vuorimäki, Albert Raedler, Anthony Bisch, Sara Roda, Guido Ricci
- Transport group: coordinator: Albert Raedler
 - Members: Johan Melander, Anthony Bisch, Bengt, Guido Ricci

- Extra-curricular activities: coordinator Katarzyna Horemans
 - Members: Johan Melander, Francesca Tudini, Andreas Rogal, Ana Dumitrache, Manuela Caramujo, Mounia Benyahia, Bettina Schmidbauer-Mogensen, Anthony Bisch, Guido Ricci
- IT Group: Coordinator: **Johan Melander**
 - Members: Andreas Rogal, Adam Watson-Brown, Bengt Davidsson, Katarzyne Horemans, Bettina Schmidbauer-Mogensen
- Health & Safety: Coordinator: **Johan Melander**
 - Members: Johanna Saarentalo-Vuorimäki, Bengt Davidsson, Manuela Caramujo, Ana Dumitrache, Mario Nava, Anthony Bisch, Mounia Benyahia.
- Communication working group: Coordinator: **Andreas Rogal**
 - Members: Francesca Tudini, Rose Mc Carthy, Ana Dumitrache, Sara Roda
- Budget group: coordinator: **Jovita Lazdiniene**
 - Members: Johan Melander, Albert Raedler, Francesca Tudini, Jan von Pfaler, Sara Roda, Mario Nava
- Enrolment policy working group: A group which discusses the position of the APEEE regarding the enrolment guidelines to be submitted to the BoG.
 - Coordinator: **Katarzyna Horemans**
 - Members: all members of the Board.
- Compliance & risk assessment: **coordinator: Albert Raedler**
 - Members: Johan Melander, Francesca Tudini, Bengt Davidsson
- Active Community working group: **coordinator: Sara Roda**
 - Members: Vanessa Aulehla, Katarzyne Horemans, Rose Mc Carthy, Manuela Caramujo

Focus persons for the following topics:

- SWALS: will be included in CEP&M & in CEES working group.
- Cat II & III students: will be included in the enrolment working group.
- Education support: coordinator: will be decided later.
 - Members: Manuela Caramujo, Adam Watson-Brown, Ana Dumitrache, Mounia Benyahia, Jan von Pfaler

Action point: A. Galle to fill out the APEEE structure document with the names of the elected Bureau members, the names of the working group coordinators and the names of the working group members and send it to the Board members for check-up. Final APEEE structure document to be published on the APEEE website.

- 3) Discussion on priorities for the working groups: each working group coordinator to meet with the members of his/her working group in order to agree on the priorities for the upcoming year.
- 4) Identification of working group members / focal points: has been done under point II. Focal points for CEES WG are to be decided at their first meeting.
- 5) Next steps for working groups are: Meet and agree the priorities for presentation by each working group coordinator at next Board meeting in March.

Action point: Each working group to prepare a presentation with the priorities for 2017 to be presented at the March Board meeting.

III. Any other business:

1) Results of the General Assembly of 26/1/2017 - document with mandates: All members of the Board have received the document with the results of the elections as well as the document indicating the length of mandate of each Board member. Results signed by the President of the electoral office will be published on the APEEE website, as well as the document concerning the mandates.

2) Meetings and attendance question: each Monday morning the Board members receive a document with an overview of the meeting and events scheduled for that week and the next week.

3) Report on school CEES meeting of 23/1/2017 and of C.A. meeting of 25/1/2017: Working group coordinators will send report of the CEES meeting and of the school C.A. meeting to the Board for their information.

4) IT Infrastructure for APEEE: information is given to set up an IT working group which will focus on improving the IT infrastructure for the APEEE: book-keeping, invoicing, servers, security, accessible storage of data, internet, communication etc.

5) Proposal of the school for workshop to improve study skills for S6 and S7 (possible vote): School is proposing to organize a workshop for S6 and S7 secondary students to improve study skills. Board members received the information on the workshop via email.

Vote is taken on the proposal of the school for the organization of "Mindset for Exams" workshop:
Do we support the proposal of the school and share the cost of the workshop (max 550 euro)?

Votes: all voted in favor unanimously

Decision: APEEE will support the workshop and share the cost of the workshop up to max 550 euro.

Vote is taken on the following:

Students need who register need to pay a participation fee of 5 euro and money will be kept in order to organize other such events.

Votes: all voted in favor unanimously

Decision: a 5 euro participation fee will be asked from the students.

Vote is taken on the following:

Give mandate to Vanessa Aulehla to discuss further with L. Andries.

Votes: all voted in favor unanimously

Decision: mandate is given to Vanessa Aulehla to discuss further with L. Andries.

6) Update on Euroclean - canteen and cleaning service: information is given on what has happened on Monday 6/2/2017.

The APEEE has a contract with the company Euroclean to provide the canteen and cleaning ladies for our canteen services. Last Friday 3/2/2017, the canteen management has announced to the canteen and cleaning ladies of the company Euroclean that they would like to test during the month of February a reorganization of tasks in the canteen. This in order to optimize the organization (serving and cleaning of the canteen), which is something which needed to be done because this had not been done since many years. Therefore the canteen and cleaning service had become less cost-effective. The new planning could represent a saving of about 50.000 euro per year for the APEEE.

On Monday, some of the employees (about 15 people) of the company Euroclean who are in charge of serving at the canteen and the cleaning have refused to come to work. They had

contacted their union representatives about the new planning. After talking to the union representatives the ladies went back to work as of Tuesday. The APEEE also informed the responsible of Euroclean that such an unannounced strike is not acceptable and should not happen again.

On Monday, thanks to the help of teachers and of some of the staff of Euroclean who didn't go on strike, all children in Primary and in Secondary were served a warm meal.

Next step forward is a meeting which will take place on Friday 10/2 with Mr Devlies of Euroclean to discuss the contract between APEEE and Euroclean and the proposed new planning for the service.

7) Workshop "surfer sans danger" for the students: Workshop "surfer sans danger" was a very interesting workshop which the APEEE organized for parents in 2015. Proposal is made to prepare a document with the background information and send to the Active Community WG for information, in order to see whether another such workshop could be organized.

Action point: F. Tudini to prepare the background document

8) Risk register of the school: all Board members received a copy of the risk register of the school. This document is for internal use only and is not to be distributed. Horizontal topics for further discussion in the different working groups.

9) Data projection - Office 365: postponed to next Board meeting.

10) Proposal for establishing an admission support team: all Board members received a document from Rose Mc Carthy with a proposal to establish an admission support team and to provide ongoing support to newcomers at the school. Rose Mc Carthy presents the proposal more in details to the Board.

Proposal is made to organize interviews with parents and ask them how they experienced the welcome at the school, as well as how they experienced leaving the school.

First action points are to find volunteer parents to become part of the admission team and organize a survey for the parents.

Creation of taskforce to coordinate the creation of the admission support team: Bettina Schmidbauer-Mogensen, Manuela Caramujo, Mounia Benyahia, Ana Dumitrache and Rose Mc Carthy.

11) Streaming in LII secondary and question whether evenings with LII parents could be organized: postponed to next Board meeting.

Next Board meeting will take place on Thursday 9/3/2017 in the canteen of the teachers.