

**APEEE BXL II – WOLUWE
BOARD REPORT**

Date	: 9 March 2017 from 18:30 to 22:45
Location	: Canteen – Woluwe
Present (17)	: Vanessa AULEHLA - Anthony BISCH - Bengt DAVIDSSON - 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 (4)	: Mounia BENYAHIA - Manuela CARAMUJO – Ana DUMITRACHE - Jovita LAZDINIENE
Others	: Anja GALLE, Director of the APEEE Erwin VAN DIJCK, Manager Administration & Finance

I Agenda points:

Approval of the agenda: Agenda is approved with the request to treat point on Office 0365 - data protection first.

Approval of the minutes of the Board meeting of 8/2/2017: minutes of the Board meeting of 8/2/2017 are approved.

Meetings and attendance question: upcoming meetings are:

- CEA meeting on 17/3/2017: K. Horemans will attend.
- Groupe de Suivi meeting on 17/3/2017: F. Tudini will attend.
- CEP&M meeting on 20/3/2017 at 18:00: B. Schmidbauer-Mogensen will attend. Board members are invited to inform B. Schmidbauer-Mogensen in case they would like to attend.
- CEES meeting on 21/3 at 17:00: P. Sjölin and F. Tudini will attend. Board members are invited to inform P. Sjölin in case they would like to attend.

II. Discussion points / vote:

1) Financial topic (how APEEE spent money, who is responsible): All Board members received a copy of the delegation of authority. The aim of this document is to define who is approved to do what, maintain segregated duties and keep it workable. The document shows who can sign for which contract, who can sign for which payment etc. Board members who have propositions to improve the document are welcome to send them to J. Melander.

2) Priorities for 2017 of the working groups: working group priorities for 2017 are presented by the working group coordinators.

a) Education:

CEP&M working group: the following points were proposed as priorities for this year:

Pedagogical points:

- Transition from primary to secondary, in particular streaming of L2 courses in S1-3
- Continuity of teachers in some language sections
- Teachers' absences – replacement teachers
- European Hours: what is the pedagogical aim of these hours?
- Too short lessons of LII in the primary P1 and P2
- The repair of nursery playground
- Preventing violence in the playground / promote positive behaviour

Communication points:

- Taskforce on welcome programme
- Role of the class representatives
- Books for new term
- Camera surveillance
- Office 0365

CEES working group: Following points were proposed as priorities for 2017:

- Streaming of LII courses
- Teacher absences – replacement teachers
- The study room
- The BAC results
- The new marking system: information and communication to the parents
- Career guidance
- Water fountains & infrastructure of the school
- 180 days policy
- School trips policy

b) **Operational groups:**

Canteen: a first canteen group meeting was held on 7-3-2017. The report of the canteen group meeting will be mailed to the Board members. During the canteen group meeting following topics were discussed:

- Update on Euroclean and new planning as of September 2017
- Proposition of project vegetarian week by S6 students
- Proposition of new projects:
 - The canteen plans to take part at a label issued by Bruxelles Environnement called "Good Food". See website:
<http://www.environnement.brussels/thematiques/alimentation/restauration-et-cantines/le-label-good-food-pour-les-cantines>
The certification process takes some time, the label is planned for early 2018. Out of 10, the APEEE fulfils already 8 criteria. The 2 remaining criteria are: 1 vegetarian dish per week + communication with pedagogical value to children
 - Bio certification -> the word "Bio" is protected and can't be used by the APEEE unless we agree to pay 3500 euro to the organization. Proposition was done to replace the word "bio" by Eco or organique
 - Replacing glasses by plastic cups -> safer and will last longer. Budget investment of 5.144 € for 3000 pieces was proposed and approved.
- Eurosport: cafeteria will be open on Thursday 23/3 and Friday 24/3/2017.
- Survey

Priorities

- Damages in the kitchen basement: repair of ceiling necessary
- Respect of the time table to take the children to the canteen
- Installation of gas detection material in the canteen necessary

Transport: the 1st meeting of APEEE transport working group was held on 28/2. In the discussion, the following priorities for the new board 2017 were proposed:

- Installation of container at the bus parking. All in all difficult, because "permis" of the commune necessary, and in particular Regie de batiment is responsible for it. We would need school for pushing this forward.
- Distribution of tasks between School and APEEE and transfer of maternelle & primary children from bus parking to school. With the introduction of the bus parking, there had been a memorandum of understanding that the school is in charge for bringing the students to the right busses in the afternoon. This sometimes leads to problems and mistakes, as the normal teachers are not present, or too many children, or temporary supervisors.

- Assessment of necessity of relaunching website: in discussion, the website for transport, but also of APEEE Woluwe had been stated to be too detailed and the really interesting information is there but hidden. To be discussed with information group.
- Ecological standard of busses used: R. du Moulin to suggest a way how to incentivize the use of EURO V or even VI busses for the transport of the students. To be re-discussed in April.
- Safety and Compliance issues. Assessment of whether we can improve things.

Extra-curricular activities: propositions for the priorities 2017 are:

- To keep the number of activities and to ensure the quality of the activities.
- To ensure to be able to continue to organize workshops at the school for the children during the holidays.

IT group: proposition of the IT priorities 2017 are:

- Update of IT systems so we are not dependent on one single person – suggestion: to create a work group that includes employee(s), IT group member(s), someone with good insight in our needs and what is available for SME's in Belgium (M. Stenger) and someone who has worked with converting data flows to actionable information (G. Houghton-Clarke)
- Raise awareness of data protection issues and train a Data Protection Officer
- Improve our website with a focus on cost benefit as requested by the other working groups.
- Integrated billing:
By asking a company to integrate a billing module in our main tool we would:
Improve the current work and data flows.
Avoid interoperability problems.
Have a company that knows our systems in a deep manner and would be able to provide support.
Current status : a *cahier des charges* has been sent to a company and we are waiting for their quote.
- Bring https to our website and apps
- Make a Secured Zone overhaul in order to simplify the registration / modification / cancellation processes.

Question is asked whether it would be possible to create within the secured zone a place where parents can indicate when they want to become a volunteer.

Security & safety: propositions for the priorities 2017 are:

- Drugs
- Fence & gate
- Monitor and give active input to the development of the risk assessment done by the school.
- Support IT group with input for IT security
- Work to get the gas detectors installed in canteen – kitchen.

Information: propositions for working group priorities for 2017 are:

- Improve communication between parents as well as within the entire school community.
- Make full use of the APEEEs new and improved website, as well as investigate and develop the opportunities.
- Developing the newsletter better and on time
- Use of social media platforms

Action point: Board members are invited to send articles for the newsletter to A. Rogal before 17/3.

Budget: Working group priority for 2017 is:

- Support the treasurer and the APEEE staff in preparing the budget.

Enrolment policy: Working group priorities for 2017 is:

- Making sure that our interests are taking after in the context.

Compliance and risk assessment group: a meeting will be organized by the end of March and feedback will be given at the April Board meeting.

Active community: A first meeting was organized on the 28/2/2017. The report of the meeting was mailed to the Board. The propositions of the working group priorities for 2017 are:

- Update volunteers' database and render processing more efficient; increase its use;
 - Database should be made available to the APEEE and the school
 - The survey should be done every year and a link should be published in the secured zone
 - Valid the volunteers more and publish a list with their names in the secured zone
- Organise conference(s) on teenagers' issues
- Support Run for Life, Eurosport 2017 and conference on surfer sans danger
- Promote positive behaviour / continue to support preventing violence in the playground project;
- Assess the future project TV, to be linked with preventing violence in the playground (creation of a web TV inside the school, to be used as a pedagogical/educational tool to complement or support teaching methods, and to create a sense of school community by working together students, teachers and parents. Under this project students would create a TV journal, reportages, educational videos on specific topics, etc.)
- Support the induction policy / welcome service
- Encourage more interaction between sections;
- Devote a page for WG Active Community on APEEE website;
- Create a form in the private part of the website for volunteers' database (to be discussed with Anja and Aliosha its feasibility).

Information is given that tickets for Footfest tombola prizes will be on sale soon. On 3 April the Footfest committee is organizing a meeting to select the 10 charity projects for Footfest 2017. S. Roda and A. Galle will be attending the meeting.

3) **Task forces for horizontal issues**

- **Future of the Brussels schools & overcrowding** in general: all Board members are part of the taskforce.
- **Drugs & abuses:** members of the task force are: J. Lazdiniene, P. Sjölin, J. Melander
- **Internal working methods:** members of the task force are: J. Melander, J. von Pfaler, F. Tudini, S. Roda
- **Welcome/induction policy:** members of task force are: R. Mc Carthy, A. Rogal, F. Tudini, B. Schmidbauer-Mogensen, J. Saarentalo-Vuorimäki

Welcome and support service for new families:

- Consultation, partnership and research
- Creating and shaping a service evidences by the research
- Developing wider support for new pupils in partnership with the school

- **Brexit** and reporting to the Board for further discussion: Members volunteering to be part of the task force are A. Watson-Brown, V. Aulehla, R. Mc Carthy, A. Rogal, M. Caramujo, J. von Pfaler
- **SEN**: proposition is made to create a working document, which can be published on the website for the parents. Members volunteering to work on the topic are J. von Pfaler, A. Rogal, A. Watson-Brown, M. Caramujo, Kim Revill, Miquel França. A draft questionnaire on SEN services prepared by Miguel França would be sent to Board Members for comments and approval. S. Roda requested that this questionnaire is sent afterwards to parents that benefit from SEN.
- **Mobility programme**: members of the task force are: A. Rogal, A. Raedler

4) **Interparents**: discussion is held on the transparency. Question is asked whether it would be possible to receive a short report after each Interparents meeting with a couple of bullet points stating the important issues?

Question is also asked whether it would be possible to receive the documents for the Interparents meetings at least a week before the meeting.

Note: the interparents reporting is postponed due to lack of time and therefore to be taken up at the next Board meeting.

Action point: working group coordinator to send a short report to the Board after each Interparents meeting.

Future of the Brussels schools: Discussion was held on whether the Board could vote on the position of the Board, in case the Secretary General would propose to force a section to leave the school as a solution for overcrowding? Board members agree that sections should support each other and that the Board is united. Discussion is also held on whether the Board could support that S5-S7 students, from all sections, should be transferred to another school, this to respond to overcrowding, limiting EEB2 to students from S1-S4. Most Board members welcomed this idea, but decided to postpone a vote until the meeting with the Secretary General takes place.

5) **Office 365 - Data protection**: When data is processed there are several obligations attached. It's important to have a clear view about who will use the data, who will have access, how long the data will be kept, where it will be stored etc.

At our school all information of the children is published on the platform Office 365 (only for primary children, available in members' only part and parents can only access the information from their children's respective classes). No privacy statement was given and parents didn't give a prior agreement to this transfer to Microsoft. A parent has filed a complaint to the Secretary General on the topic. The office of the Secretary General has replied negative to the parent.

Question is asked: Data protection: whether the APEEE wants to do something and if so, what actions can be taken? Discuss with the other APEEEs?

Proposition is made to have a data protection officer for our APEEE. Person should receive the necessary training in order to receive the certificate.

Data protection is discussed within Interparents. There's a presentation available. Proposition is made to create a focus group, under the working group IT.

Action point: create a focus group, under the working group IT. Members are: J. Melander, A. Bisch, J. von Pfaler.

Action point: organize a meeting with the other APEEEs on data protection.

III. Any other business:

Next Board meeting will take place on Tuesday 25/4/2017 in the canteen of the teachers.