

**APEEE BXL II – WOLUWE
BOARD REPORT**

Date	: 15 June 2016 from 19:00 to 22:00
Location	: Canteen – Woluwe
Present (16)	: Maria Alice EICHLER - Christian FARRAR-HOCKLEY - Jovita LAZDINIENE - Philippe LENNE - Fiona MEYER ESTRADA - Mario NAVA - Albert RAEDLER - Philipp REIFENRATH - Sara RODA - Johanna SAARENTALO-VUORIMÄKI - Bettina SCHMIDBAUER-MOGENSEN - Carlos TREJO - Francesca TUDINI - Corinna VALENTE - Jan VON PFALER - Adam WATSON-BROWN
Excused (5)	: Dorota BIANCO - Peder BISTRÖM - Katarzyna HOREMANS - Johan MELANDER - Andreas ROGAL
Others	: Erwin VAN DIJCK Anja GALLE, Executive Assistant APEEE

I Agenda points:

a) Approval of the agenda:

- Agenda is approved with the addition of point on survey under point II topics for discussion and point on budget for info evenings for parents under AOB.

b) Approval of the report of Board meeting of 25/5/2016: report of Board meeting of 25/5/2016 is approved.

Action points of Board meeting of 25/5/2016:

- School trip policy: J. von Pfaler had meeting with Ms Christiaensen during which was agreed that the list of the school trips could be published.
- SEN development plan: Board members were invited to send their comments on the SEN documents to F. Meyer. No comments were sent up till now. Board members are still invited to do so.
- Kids run - 5km/10km: K. Horemans had sent a message to inform that she has received the preliminary agreement from S. Sharron concerning this event. She's working currently on the programme. Safe the Children is very much interested in and will present the project to the General Assembly at the end of June. She also received an interest from the sport shop Jogging Plus, who's in contact with Save the Children as well.
Action point: K. Horemans to send information on the organization and the programme to the Board.

c) Meetings and attendance question: upcoming meetings are:

- Meeting on organization of reservation of meeting rooms at the Commission is organized on Monday 20-6 at 16:00. K. Horemans and A. Galle will attend.
- SOS meeting on Monday 20/6/2016. J. von Pfalher will attend. *The meeting will be probably postponed.*
- CEA meeting on Wednesday 6/7/2016. K. Horemans to attend.

II Topics for discussion:

a) Students traineeship in the European schools: information is shared that there's a Memorandum of Understanding between the Commission and the European School Bxl IV Laeken which allows S5 students to perform a traineeship and obtain work experience at the Commission.

Action point: CEES working group to gather information on what the school offers concerning traineeship.

Action point: F. Tudini to ask for a copy of the MOU between ES Laeken and the Commission.

- b) Report on the CEP&M meeting of 7-6-2016: following points are discussed:
- Replacement teachers: question is asked where information on the contracts of the replacement teachers can be found. Brief discussion is held on the topic.
 - Water fountain project: Mr Arnedo has asked whether the APEEE would like to share the costs to install water fountains in the school for the children?
Vote: Vote is taken on whether the APEEE wants to commit itself to this project: 9 votes in favor, 4 votes abstain, no votes against.
Decision: Board supports the idea of clean drinking water. Any commitment in terms of budget will be taken when additional information are received.

Action point: B. Schmidbauer-Mogensen to ask J. Arnedo information on the water fountain project (cost etc) and inform the Board.

Action point: A. Watson-Brown to ask S. Sharron on the list of priorities concerning the Régie des Batiments.
 - Anti-bullying: A planned survey to the parents on anti-bullying was presented to Mr Arnedo.
- c) Internal Working Methods – changes in the Working Groups: F. Tudini drafted a document which is intended to be the basis for a first brainstorming on how to improve our internal working methods. All Board members received a copy of the document and are welcome to send their comments and modifications to F. Tudini. Following items were briefly discussed:
- a. The principles
 - b. Governance – responsibilities
 - c. Efficiency
 - d. Consistency
 - e. Board meetings
 - f. Exchange of information
 - g. Taking positions – role of the WG
 - h. Meetings with counterparts

Proposition is made to contact the ES Laeken to share the information they have on IT tools for communication. Question is asked to look for platform to share documents.

Written procedure: proposition is made to reply on a written procedure within for example 5 days.

Proposition is made to organize a meeting between parents and Mr Sharron. Meeting to be organized in October 2016.

Action point: F. Tudini to contact S. Sharron to organize a meeting with the parents in October 2016.

Action point: F. Tudini will update the Internal Working Methods document with the discussed propositions and send it back to the Board for approval.

- d) BAC – follow up of problems during the exams: Parents have communicated their concerns on the following BAC exams: biology, physics, maths 5, Lithuanian. Interparents is co-ordinating the APEEE's response. Latest update from Interparents on the biology BAC exam has been mailed to the Board members and to the parents of S7 students.
- e) Exchange programme: 14 students will participate in the exchange programme (4 students will come to our school and 10 of our students will go to another school). However, school management has given the information that the exchange programme might not be offered in

2017 to our students without APEEE participation under the condition previously rejected by APEEE.

Ms Christiansen has asked the APEEE to send a message to the parents informing them that students are looking for host families. Board agrees to convey the request to the parents informing them about the search for host family and directing the queries to the school. Parents who are volunteering to host an exchange student will be asked to contact Ms Christiaensen at the school.

Action point: F. Tudini to send a reply to H. Christiaensen explaining that APEEE can send the information to the parents, but can't take any responsibility in the programme or in finding a host family.

Action point: APEEE to send out a general message to parents saying that the school is participating in the mobility programme, it will host 4 students for whom hosting families are needed. If they are potentially interested, they have to contact Ms Christiaensen.

- f) Wednesday afternoon buses S6 & S7: during the school year 2015-2016 it has been noted by the transport service that the number of S6 & S7 students using the bus service on Wednesday at 16:20 has gone down. Since several months now there's have only been 2 students of S6 and 1 or 2 S7 students taking the bus on Wednesday afternoon at 16:20. The total cost for this service is 5.075,00 € per year. Therefore question is asked to delete the bus service for S6 & S7 students on Wednesday afternoons at 16:20.

Vote: vote is taken on whether or not to continue to have Wednesday afternoon buses at 16:20 for S6 & S7 students: 15 votes in favor and 1 vote abstain.

Decision: APEEE will no longer organize a bus service for S6 and S7 students on Wednesday afternoon at 16:20.

- g) Surveys: Working coordinators of the canteen, transport and extra-curricular activities are asked to prepare a survey on the services to be ready by July.

Survey for the canteen: information is given that content will be discussed via email (quality service, change in menu and harmonize the service in the canteen and the cafeteria). Board members are welcome to join the group.

Action point: each service group to prepare a survey on their services to be ready by July.

III Working group activities:

Pedagogical groups:

- **CEP&M:** question is asked whether Board members would like to join or leave the CEP&M working group? F. Meyer asks to be removed from the CEP&M working group.
- **CEES:** question is asked whether Board members would like to join or leave the CEES working group? F. Tudini will join the CEES working group. F. Meyer will join the group and work with P. Reifenrath on Secondary School Reform.
- **Interparents:** question is asked whether Board members would like to join or leave the Interparents working group? F. Tudini will join the Interparents working group. C. Trejo will back up her.

Operational groups:

Canteen: question is asked whether Board members would like to join or leave the canteen working group? No change is indicated.

Brief information is given on the canteen meeting with Mr Sharron, Mr Arnedo and Mr Van Geel, which took place on Tuesday 14/6/2016. Topic on possible overcrowding in the canteen

was discussed. Solution which was given is that the APEEE will be able to use the VIP room again. From 11:00 to 13:00 the secondary students will not be able to use the study room. Solution will be reviewed during the school year.

Transport: question is asked whether Board members would like to join or leave the transport working group? No change is indicated.

Extra-curricular activities: question is asked whether Board members would like to join or leave the extra-curricular activities working group? F. Tudini and B. Schmidbauer-Mogensen would like to join and C. Farrar-Hockley is available to take on the task of coordinator.

Action point: F. Tudini to contact D. Bianco and ask about her willingness to continue acting as WG coordinator

IT group: question is asked whether Board members would like to join or leave the IT working group? No change is indicated.

Security & Safety: question is asked whether Board members would like to join or leave the Security & Safety working group? No change is indicated.

Budget: question is asked whether Board members would like to join or leave the Budget working group? No change is indicated.

Enrolment policy: question is asked whether Board members would like to join or leave the enrolment working group? No change is indicated.

The Scandinavian school is closing down. A lot of these students are children of people working at the Commission. This might increase applications to the school, Swedish section in particular.

Action point: K. Horemans to gather information on the topic and inform the Board.

Compliance and risk assessment group: question is asked whether Board members would like to join or leave the compliance and risk assessment working group? No change is indicated.

Education support: question is asked whether Board members would like to join or leave the education support working group? F. Meyer confirms that she would like to leave the education support working group. B. Schmidbauer-Mogensen and J. von Pfaler would like to join the working group.

Active community: question is asked whether Board members would like to join or leave the active community working group? M.A Eichler is leaving the Board as of September 2016. As of September C. Valente will take on the task of coordinator of the working group.

Sustainable development in education event: Information is given that Mr Sharron embraced the idea to involve the entire school community for the sustainable development event. The lady from England will help with the event. Mr Sharron proposed to call the event: "school community weekend imagine tomorrow". Event will take place on 21/10 and on 22/10/2016.

The database: M.A Eichler received information from Venla Gilles that there will be a permanent survey on the school website which the parents can join to express their availability to contribute to school's activities in different domains. Mr Sharron has agreed to have this database on the school website. M.A Eichler and C. Valente will prepare the questionnaire for the survey.

Name proposed by the school for the database is "yes, exp". The database will allow parents to make a difference at the school. The database will be created and hosted by the school, and the school will also keep it updated. APEEE will have access to the database.

Action point: M.A. Eichler and C. Valente to send the text of the survey to the Board for approval.

IV. Any other business:

- 1) Annual General Meeting – reservation of meeting room: K. Horemans has introduced the request for the reservation of the GASP meeting room at Charlemagne in the Webdor system. However, to be on the safe side, a back-up plan might be necessary. Proposition is made to send request to Mr Sharron to use the salle polyvalente for the AGM.

Action point: F. Tudini to send a request to S. Sharron to use the salle polyvalente for the AGM of 26/1/2017.

- 2) BAC preparation and Complaint Policy: will be discussed via email.
- 3) BAC prizes: APEEE will hand out 3 prizes at the BAC ceremony this year. 1 prize for music, 1 prize for sport and 1 prize for an outstanding contribution to the school social environment. the students will receive a trophy and a FNAC voucher for the amount of 50 euro each. Students will also receive a certificate.
- 4) M.A Eichler is leaving the Board as of September 2016 due to personal reasons.
The President takes the opportunity to thank M.A. Eichler for her contribution over the past years as a member of the Board, and for all the volunteering work she has done for Eureka and other projects. Her work, help and input has been highly appreciated. The Board wishes M.A. Eichler and her family all the best for the future.

Next Board meeting will take place on Thursday 8/9/2016 at 19:00 in the canteen of the teachers.