

**APEEE BXL II – WOLUWE
BOARD REPORT**

Date	: 8 September 2016 from 19:00 to 22:00
Location	: Canteen – Woluwe
Present (17)	: Katarzyna HOREMANS - Christian FARRAR-HOCKLEY - Jovita LAZDINIENE - Johan MELANDER - Fiona MEYER ESTRADA – (left 21:55) - Mario NAVA (left 21:30) - Albert RAEDLER - Philipp REIFENRATH - Sara RODA - Andreas ROGAL - Johanna SAARENTALO-VUORIMÄKI - Bettina SCHMIDBAUER-MOGENSEN - Carlos TREJO (left 21:56) - Francesca TUDINI - Corinna VALENTE (Skype) - Jan VON PFALER - Adam WATSON-BROWN
Excused (3)	: Dorota BIANCO – Peder BISTRÖM - Philippe LENNE
Others	: Erwin VAN DIJCK Anja GALLE, Executive Assistant APEEE

I Agenda points:

a) Approval of the agenda:

- Agenda is approved.

Question is asked whether the Board meeting of 19 October can be changed to 20 October. All Board members agree

Decision: Board meeting in October will take place on 20 October 2016.

Question is asked whether the Board meeting of 17 November can be changed to 16 November 2016. All Board members agree.

Decision: Board meeting in November will take place on 16 November 2016.

b) Approval of the report of Board meeting of 15/6/2016: report of Board meeting of 15/6/2016 is approved.

Action points of Board meeting of 15/6/2016:

- SEN development plan:

Action point: Board members are invited to send their comments on the SEN documents to F. Meyer.

- 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. K. Horemans is now waiting for the reply of the commune on the event.

Action point: K. Horemans to prepare a letter to the parents to inform them and to save the date, after she has received confirmation from the school and the commune.

- Students traineeship in the European schools: information is given that apparently there's no MOU between the commission and ES Laeken on the topic.

- Water fountain project: Board has not yet received any additional information concerning the cost of the water fountain project from the deputy Director of primary.

Action point: B. Schmidbauer-Mogensen to discuss with Mr Arnedo.

- **Action point:** F. Tudini has contacted S. Sharron concerning the organization of the meeting with the parents. Meeting will be organized at the end of October or at the beginning of November, after the elections of the class representatives.

- **Internal Working Methods:** All Board members have received a copy of the document on the Internal Working Methods which has been updated by F. Tudini. Discussion is held on the APEEE states and the Internal rules of procedure. Proposition is made to create a working group to revise the APEEE Internal rules of procedure. All Board members are welcome to send their comments to F. Tudini so that decision can be made next week whether to go on with this project or not.

Action point: decide next week whether to go on with the revision of the Internal rules of procedure or not.

Action point: A. Watson-Brown to check the linguistic French and English version of the Statute and Internal rules of procedure. F. Tudini to highlight possible discrepancies between the different versions.

- **Exchange programme:** meeting is scheduled with Ms H. Christiaensen, F. Tudini, J. von Pfaler and C. Trejo on Friday 9/9/2016. Proposition is made to create a working group on the exchange programme topic in order to discuss more in detail what the possible mandate of the APEEE. Once the working group has defined the mandate for the APEEE it will be proposed to the APEEE Board.

Action point: Board members who are interested in joining the working group are welcome to contact J. von Pfaler.

- **Survey on the APEEE services:** C. Trejo shared the survey on services which was done in 2011. Proposition is to prepare the survey for October and sent it to the parents in December 2016.

Action point: C. Trejo to send the 2011 survey of the services to the Board for comments. Board members are welcome to send their comments on the survey to C. Trejo until 9/10/2016.

- **Extra-curricular activities:** F. Tudini informs that D. Bianco resigns, due to work obligations, as working group coordinator of the extra-curricular activities. Question is asked who would like to take on the task of working group coordinator for the extra-curricular activities? C. Farrar-Hockley volunteers to take on the task. Board members agree and thank C. Farrar-Hockley the offer. B. Schmidbauer-Mogensen volunteers to become a member of the extra-curricular activities working group.

Decision: C Farrar-Hockley takes on the role of working group coordinator of the extra-curricular activities.

- **Database:** all Board members received the text of the survey concerning the database. Survey should be ready to be launched by October.

Action point: Board members can still send comments on the text of the survey to C. Valente.

- **Money which was returned to the school (Tsunami Fund):** Question is asked whether the school has informed the APEEE to which charity projects they have given the money which the APEEE has returned them?

Action point: F. Tudini to ask S. Sharron.

c) **Meetings and attendance question:** upcoming meetings are:

- Health & Security meeting on 15/9/2016 is to be confirmed by the school.
- SAC meeting on 19/9/2016: J. von Pfaler, J. Melander, F. Tudini and B. Schmidbauer-Mogensen will attend.

Action point: A. Galle to confirm the presence of the participants to C. Breur.

- Meeting of Central Enrolment Authority on 26/9/2016. K. Horemans to attend.
- School C.A. meeting on 29/9/2016: F. Tudini and J. von Pfaler will attend.

Action point: A. Galle to confirm the presence of the participants to N. Wauters

Information is given that our school is up for a global inspection. The office of the secretary general will perform an audit of the school.

Action point: SEN working group and & Health & Security working group to prepare the inspection.

Action point: A. Galle to send the document of the previous audit to the Board members.

II Topics for discussion:

a) Annual general meeting:

- Draft OJ / Agenda for the G.A. (planning + who to invite): Next AGM will be organized on Thursday evening 26/1/2017 at 19:00.

All Board members have received a draft agenda for the next AGM. Agenda has been discussed and Board members agree with the proposed agenda.

Decision: Board agrees with the proposed agenda for the AGM.

Discussion is held on whether to invite the school management and/or the new Secretary General. Board members decide to postpone this decision to the October Board meeting.

Action point: discuss on who to invite to the AGM at the next Board meeting.

Resolution concerning number of Board members, in order to have 2 Board members for the LT section: question is asked whether the Board wants to propose again the resolution of last year on the possible increase of Board members to 22.

- Resolutions?
 - Resolution concerning number of Board members, in order to have 2 Board members for the LT section: question is asked whether the Board wants to propose again the resolution of last year on the possible increase of Board members to 22.

Vote: voting is done on whether the Board agrees to propose the following resolution to the AGM: "The Association is administrated by the Administrative Board of the APEEE. The Board is composed of a minimum of 11 and a maximum of 22 members. The members of the Board are elected by the General Meeting."

Vote: all board members voted in favor.

Decision: resolution will be proposed to the AGM.

- Changes to the APEEE statutes?
 - do we want to propose once again the changes of last year at the next GA?
 - do we want to work on additional changes? One on which we started working was related to the replacement of leaving members during the mandate. Currently if someone of us leaves he/she is not replaced.

Action point: Board members who would like to propose a draft on for example the replacement of Board members are invited to send their proposal to F. Tudine.

- 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.

- APEEE Membership fee 2017-2018: budget group to discuss and propose at the next Board meeting in October.

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

Action point: A. Galle to send to the Board members resolution which was proposed at the AGM of 22/1/2015 on making membership fee obligatory for all parents who want to use the services. At the next Board meeting discussion to be held to propose this resolution to the AGM again or not.

- Financial report 2015-2016 (planning): a copy of the financial report 2015-2016, as well as the budget 2016-2017 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 Board.

- Annual report 2015-2016 (planning): All Board members have received a copy of the annual report 2015 as an example in order to prepare for the annual report 2016. Each working group responsible is asked to send their text to A. Galle by 7 November 2016.
- **Action point:** texts for the Annual report 2016 to be mailed to A. Galle by 7 November 2016 so that the report can be prepared.

- b) Discussion on principles (concerning family who ask to be accompanied to a school meeting with an APEEE representative). J. Von Pfaler to check with P. Moles-Palleja from Bxl I the legal conditions and send a report on the matter to the Board.

- c) Delegation of authority: discussion is held on background for delegation of authority for Board members and APEEE staff. Question is asked how the topic is handled in the other APEEEs and is being done in the other associations? Discussion is held on whether the budget group can be given an mandate and a budget cap.

Action point: E. Van Dijck to contact the other APEEEs and check what is being done there

Action point: All Board members are welcome to send their comments and proposals to J. Melander.

- d) IT Security: information is given about the school email system. Question is asked on whether IT security can be added to the school C.A. meeting of 29/9/2016.

III Working group activities:

Pedagogical groups:

- **CEP&M**: no information to be shared at the moment.
- **CEES**: proposition is made to organize a prep-CEES meeting. A doodle with propositions of dates will be mailed to the CEES working group members.
- **Interparents**: information is given on following topics:
 - BAC exams probably for discussion at the next JTC.
 - Extra-ordinary meeting in order to vote for the new Secretary General. The new Secretary General is Mr Giancarlo Marcheggiano, who's the former deputy Secretary General. He will start as of the 1st of October 2016.
 - Brexit: Interparents has set up a working group on the topic.

Operational groups:

Canteen:

- The basement of the canteen has not been fixed over the summer. There's no time-table on the planning of the start of the works known yet. The reason why the ceiling in the storage area for the canteen was not fixed was due to that Régie De Bâtiment only received one quotation so they have kicked up the question higher to get an exception approved. They would then be able to start within a couple of weeks or the process has to be relaunched and we are then looking at completion early 2017.
- The first Wish day will be in 2 weeks.
- About 40 students this year will eat in the canteen of the teachers, due of lack of space in the canteen.
- The welcome drink for the new parents is paid by the APEEE, but it's the school who send outs the invitation to the new parents. The welcome drink on 2/9/2016 was a bit chaotic. There was no schedule or programme. Discussion is held on whether to keep the welcome drink or not.

Transport: nothing to report at the moment.

Extra-curricular activities: nothing to report at the moment.

IT group: nothing to report at the moment.

Security & Safety: nothing to report at the moment.

Budget: information is given on the request for support by Mr Colm concerning the participation of 7 students of our school in the Mock United Nations Conference. 1/3 of the cost will be paid by the school, 1/3 is paid by the parents of the participating pupils and 1/3 is paid by the APEEE. The total cost for this activity for the APEEE would be 917 euro.

Decision: The budget group has discussed and approved the request.

Enrolment policy: information is given on the enrolment situation. A short discussion is held on the topic.

Compliance and risk assessment group: discussion is held on the topic. Question is asked who from the Board would like to take on the tasks of working group coordinator? A. Raedler proposes to take on the task of working group coordinator. The Board thanks him for the offer and approves. A. Raedler before the end of the term will send a report on the compliance and risk assessment group and to whether it's opportune to keep it or not.

Education support: request is made to organize a meeting for the education support working group.

Active community:

- **Conference on dyscalculia 13/10/2016:** all Board members received the information about the conference on Dyscalculia which will be held on 13/10/2016 and the request for approval to pay for the speaker. 12 Board members voted via email in favor of organizing the conference and for the approval of the cost.
Decision: Organization of conference on dyscalculia and the cost for the conference are approved.
- **Sustainable development – 21-22 October (Corinna)**
Mr Sharron announced the IMAGINE TOMORROW day at the opening of year meeting last Friday 2/9: the projection of the Film Tomorrow (Demain) is scheduled on Friday 21 October at 19:30 and a discussing/planning event using non-conference techniques (Fish Bowl and Open Space) will take place on Saturday 22 October at 10:00.

This event targets students, parents and the whole school community. The projection of the movie will be powered by bikes (Cycling in event) by the "Quartier durable de Maelbeek - Commune d'Ixelles". The Fish Bowl will create the framework for an open discussion about general subjects and the Open Space will consist in specifically

discuss and plan activities for the school community to implement sustainable practices in the long term.

Preparatory and follow up actions: by the 3rd week of school till the projection of the movie, building up activities will be optionally carried out by secondary moral/religion teachers who will receive to this end DVD copies purchased with the budget approved by APEEE for this event. We are currently exploring activities to be carried out by primary and nursery classes to involve them in the project as well. Follow up activities will also be discussed by teachers on 7/11 to ensure continued work in this field beyond the Imagine Tomorrow day.

- **Eurosport - 22-25 March 2017 (F. Tudini & C. Valente)**

Students from different European Schools will come to Brussels from 22-25 March 2017 to participate in the next Eurosport. EE II has been assigned 120 students (S4-7, in some cases also S2-3) from EE Strasbourg, Luxembourg I-II, Munich. F. Tudini and C. Valente met with sport teachers and agreed that APEEE will send out a survey to gather names and contact details of parents and teachers preliminary interested in hosting the one or two of the 120 students allocated to EE II. C. Valente will draft this scoping survey which will outline the duties involved for voluntary hosting parents/teachers, i.e. bring the hosted student to school, and provide for 3 night accommodation, 3 evening meals and 3 daytime pic-nic. F. Tudini will liaise with the other Bxl-based APEEEs to coordinate efforts.

- **Database on voluntaries (C. Valente)**

Comments on the draft survey have been shared by board members. C. Valente will incorporate suggested changes for a final version that should ideally be launched by mid-October. C. Valente will catch up discussions with Mr Arnedo and/or Secretariat on the IT tool to be used to best manage the database.

- **Preventing of violence in the playground:** information is given by S. Roda on the event and the cost. This would be an event organized by APEEE and would consist of a conference lectured by Prof Frédéric Hardy, which would also be open to school staff. She also asked Prof Hardy the cost estimate to do a workshop on mediation and prepare a report that provides specific suggestions to improve the playground area in primary, as previously requested by the Board. Prof Hardy is available to visit the school premises on a Thursday or Friday morning (and we can then see if he is able to extend this analysis to the secondary playground as requested by one Board Member during the discussion; authorization/ involvement from Director SCHMELZ to visit this part of the school premises could be needed). He charges €120 an hour and S. Roda believes that the estimate for this assignment would be 5h-10h (but she needs a concrete reply from the Prof). For the evening lecture (1:30m plus time for Q&A) the cost would be €250 plus travel expenses (a total of around €300). For the workshop, it would depend on the numbers hours and content desired. To be followed up with Prof Hardy depending on the Board's decision on the way forward.

Voting: voting is done on whether the Board agrees to organize the conference. All Board members vote in favor.

Decision: Board members agreed to have conference with a maximum amount in terms of cost of €400. For the two other tasks, the Board requests further confirmation on the total price.

An online questionnaire about the "Implementation of Anti-bullying policy at EEB II (for nursery, primary and secondary parents)" has been prepared by APEEE, but was put on hold since the School implemented several new measures during the school year and it was necessary to give sufficient time to understand if such measures are effective. Considering the current scenario, the questionnaire could be made at the end of the above-mentioned conference.

- **Gardening Day and School Works – tbc (S. Roda)**

Initially proposed by Mr Sharron, this initiative aims to organize a barbecue with families with gardening activities on a Saturday in September/October. S. Roda will follow-up to check if this idea has converged in the planned Sustainable Development Open Space event of 22 October.

IV. Any other business:

- 1) Report on meeting with Mr Sharron in July 2016: following topics were discussed during the meeting with Mr Sharron:
 - School trips
 - Survey on the activities in June
 - School calendar: APEEE would like to be involved with the discussion on the next school calendar.
 - The terrain rouge - sports fields: plan to create an indoor sports hall on the terrain rouge - sports field
 - Result Math Bac exam
 - Teacher absences
- 2) Complaint policy: Complaint policy document to be send to the Board and organize written procedure for approval.
Action point: P. Reifenrath to send the document to the Board and organize a written procedure.
- 3) Report on feedback on last weeks at school: a survey was held among the parents concerning the organization of the last weeks at school. The results to be discussed with Mr Schmelz together with the results from the survey on the BAC. F. Tudini will prepare the summary and send it to Board.
- 4) Preparation of next meeting(s) with school management:
Topic for the next C.A. school meeting are:
 - Brexit and the next Headmaster: how will this be handled?
 - The school budget: will the budget be the same as last year?
 - Teacher absences: ask for data.
- 5) Survey on the APEEE services: was discussed under point Ib.
- 6) Appeal for support – Mock United Nations conference: was discussed under point III.
- 7) Classe de neige – organization of second hand ski material: Proposition is made to organize a second hand sale for ski equipment or create an opportunity for parents to borrow ski equipment from other parents. Board members are welcome to send their ideas for such a sale to B. Schmidbauer-Mogensen.

Next Board meeting will take place on Thursday 20/10/2016 at 19:00 in the canteen of the teachers.