

**APEEE BXL II – WOLUWE**  
**RESOLUTIONS VOTEES & DECISIONS APPROUVEES**  
**PAR LE CONSEIL D'ADMINISTRATION 2012**  
**(période du 12-1-2012 jusqu'à 17-1-2013 année scolaire 2011-2012 inclus)**

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## BUREAU – STRUCTURE DU BUREAU DU CONSEIL D'ADMINISTRATION

### **C.A. 18-1-2012 – page 2 point III**

Election of the President, Vice-Presidents and Bureau members:

All persons were elected unanimously.

#### **Chairperson & Bureau:**

President: Wolfgang Munch

Administrative Vice-president: Giles Houghton-Clarke

Pedagogical Vice-president: Hanna Anttilainen

Treasurer: Pasqualino Battista

Secretary: Paulina Sabell-Nielsen

Information secretary: Brenda Maher

Board member without portfolio: Rachel Lancry

## ASSEMBLEE GENERALE

### **C.A. 18-1-2012 – page 1 point II2**

Decision: The Board decided that the General Assembly will be on 17 January 2013 (second week of term).

### **C.A. 19-9-2012 – page 4 point IV**

APEEE membership fee 2013-2014: The President proposes to keep the APEEE membership to 45 euro per family for the next financial year and to assign 5 Euros per contribution paid to the Social Fund. A vote is taken. Vote: all Board members vote in favor.

**Decision:** APEEE membership fee 2013-2014 is 45 euro (of which 5 euro for Social Fund).

This will be proposed to the General Assembly.

### **C.A. 15-11-2012 – page 3 point V**

Point on the electoral office for the General Assembly: Marit Hololei, Helene Correia, Maureen Delaney, Michel Jacques, Vanessa Vignatie and Egbert Holthuis have volunteered to act as tellers for the electoral office. Egbert Holthuis has been elected President by the members of the electoral office.

**Decision:** The Board members approved the composition of the electoral office and the Vice-President thanks the members of the electoral office for their assistance.

Number of vacant mandates: **Decision:** Board members agreed that 13 mandates are vacant and up for election. Number will be put on the invitation of the General Assembly.

Potential amendment of the rules for elections for adoption at the General Meeting: A revision to art. 13.1 and 13.2 was proposed and agreed, to clarify that sections represented in primary and secondary receive 2 seats and sections in only one department, 1 seat.

In the case of early resignation from the Board, that seat, becomes available at the next annual general meeting.

#### **APEEE statutes : art. 13 – proposal for revisions**

*The below general procedure and special provisions aim to lead to a situation where at every General Assembly at least half of the Board Mandates are up for renewal.*

#### **Art. 13.1 General procedure**

The Association is administrated by the Administrative Board of the APEEE. The Board is composed of a minimum of 11 and a maximum of 21 members. The members of the Board are elected by the General Meeting.

Each language section existing in both primary and secondary school is entitled to two mandates – so-called "Sectional Mandates". Each language section existing in either primary or secondary school only is entitled to one sectional mandate.

At each General Meeting at least half of the Board Mandates will be up for election. The lengths of these Mandates are determined by Art. 13.1.D.

The Mandates that are up for election will be distributed according to the following two step procedure:

Step 1: The vacant Sectional Mandates will be attributed to the candidates for that section, in such a manner that the candidates with the higher number of votes are prioritized. For a section with 1 vacant mandate, the candidate with the highest number of votes is given a 2 year term. For a section with 2 vacant mandates, the candidate with the highest number of votes is given a 2 year term, the candidate with the second highest number of votes is given a 1 year term.

Step 2: The remaining mandates which have not been attributed by step 1 above, including any unfilled "Sectional Mandates", will be allocated to the remaining candidates in such a manner that the candidates with the higher number of votes are prioritized. These mandates will have a 1 year term.

### **Art. 13.2 Special provisions**

As of the moment that a member of the Board resigns or leaves the Board his or her mandate expires. Mandates cannot be transferred. Mandates may only become available at the next General Meeting and will be allocated in conformity with section 13.1.D of the general procedure.

These changes were universally agreed. If approved by the General Assembly the new rules will apply for the General Assembly in 2014.

A vote was taken on whether the 2 year term for non claimed section mandates should be changed to a 1 year term.

**Votes:** 3 votes for 2 year term / 13 votes for 1 year term.

**Decision:** The Board voted for changing the Free Mandates to a 1 year term.

Potential amendment on appointment of an auditor as stated in the APEEE statutes on page 4: Proposition was made to change the statutes so that the appointment of an auditor can be assigned following the Belgian law.

**Decision:** The Board agreed to propose the amendment to the General Assembly.

### **General Assembly 17-1-2013**

#### **Resolution voted unanimously**

The GENERAL MEETING names as tellers: Ms Maureen Delaney, Ms Marit Hololei, Mr. Michel Jacques, Ms Vanessa Vignati, Mr. Egbert Holthuis the last being President of the electoral Office, and fixes **at 14** the maximum number of "crosses" per ballot paper.

#### **Resolution voted unanimously**

The GENERAL MEETING approves the accounts 2011-2012 presented to it.

#### **Resolution voted unanimously**

The GENERAL MEETING approves the draft budget 2012-2013 presented to it and sets the annual contribution at 45 euros per family for the next financial year (5 euros per contribution paid is assigned to the social Fund).

#### **Resolution voted unanimously**

The GENERAL MEETING gives full discharge to the Governing Board for 2011-2012.

#### **Resolution voted unanimously**

The GENERAL MEETING approves the activity report for the year 2011-2012.

#### **Resolution voted by majority**

##### **APEEE statutes: art. 13 – proposal for revisions "- Article 13 -**

*The below general procedure and special provisions aim to lead to a situation where at every General Meeting at least half of the Board Mandates are up for renewal.*

##### **Art. 13.1 General procedure**

- A. The Association is administrated by the Administrative Board of the APEEE. The Board is composed of a minimum of 11 and a maximum of 21 members. The members of the Board are elected by the General Meeting.
- B. Each language section existing in both primary and secondary school is entitled to two mandates – so-called "Sectional Mandates". Each language section existing in either primary or secondary school only is entitled to one sectional mandate.
- C. At each General Meeting at least half of the Board Mandates will be up for election. The lengths of these Mandates are determined by Art. 13.1.D.
- D. The Mandates that are up for election will be distributed according to the following two step procedure:
  1. **Step 1:** The vacant Sectional Mandates will be attributed to the candidates for that section, in such a manner that the candidates with the higher number of votes are prioritized. For a section with 1 vacant mandate, the candidate with the highest number of votes is given a 2 year term. For a section with 2 vacant mandates, the candidate with the highest number of votes is given a 2 year term, the candidate with the second highest number of votes is given a 1 year term.
  2. **Step 2:** The remaining mandates which have not been attributed by step 1 above, including any unfilled "Sectional Mandates", will be allocated to the remaining candidates in such a manner that the candidates with the higher number of votes are prioritised. These mandates will have a 1 year term.

##### **13.2 Special provisions**

As of the moment that a member of the Board resigns or leaves the Board his or her mandated expires. Mandates cannot be transferred. Mandates may only become available at the next General Meeting and will be allocated in conformity with section 13.1.D of the general procedure.

##### **13.3. Dismissal**

Administrators shall retain their status as full members throughout their term of office, unless they are dismissed by the General Meeting, acting by a two-thirds majority of the full members present or represented."

#### **Resolution voted by majority**

##### **APEEE statutes : art. 9 – proposal for revisions of one sentence of article 9**

**" – Article 9 –** At its ordinary annual meeting, the General Meeting shall:

- appoint at least one auditor **taking into account the regulations for the appointment of auditors for Asbl according to the Belgian law.**

Every other part of the article 9 stays without any changes.”

### **Resolution voted unanimously**

The GENERAL MEETING proclaims elected the new Governing Board, according to the report of the President of the electoral Office.

## **CONSEIL D'ADMINISTRATION**

### **C.A. 18-1-2012 – page 2 point III**

Election of the President, Vice-Presidents, Bureau members and working group coordinators:  
All persons were elected unanimously.

#### **Chairperson & Bureau:**

President: Wolfgang Munch  
Administrative Vice-president: Giles Houghton-Clarke  
Pedagogical Vice-president: Hanna Anttilainen  
Treasurer: Pasqualino Battista  
Secretary: Paulina Sabell-Nielsen  
Information secretary: Brenda Maher  
Board member without portfolio: Rachel Lancry

#### **Working group coordinators of the pedagogical groups:**

Working group coordinator for Interparents: José Sanchez  
Members for Interparents are: Renate Repplinger-Hach, Rachel Lancry, Stefano Dotto, Brenda Maher and Hanna Anttilainen  
Working group coordinator for kindergarten and primary: Renate Repplinger-Hach  
Working group coordinator for secondary: Rachel Lancry

Focus persons for the following topics:

Events: Ana Farai (school trips will be treated under CEP and CES)  
SWALS: Stéphane Wojciechowski  
Social Fund is to be moved to the Finance group

#### **Working group coordinators of the operational groups:**

Canteen group: Giles Houghton-Clarke  
Transport group: Alexander von Campenhausen  
Extra-curricular activities: Miguel Rodrigues  
IT Group: Michel Jacques  
Security & Safety: Robert Missen  
Communication: Brenda Maher  
Budget group: Pasqualino Battista  
Ad-Hoc working group: Wolfgang Munch

### **Written procedure dd 27-3-2012:**

Request to send survey on behalf of the UK University admissions team to parents (info class representatives) to achieve more information on post EBAC: Votes: 14 members voted yes.

**Decision:** survey has been mailed to the info class representatives.

### **C.A. 19-9-2012 – page 5 point 8**

Benefits for APEEE Board members: Each Board member invests a lot of his /her time in the APEEE on top many member pay representation costs. Question was asked to what extent social events and certain costs invoked by the work for the APEEE could be taken over? A brief discussion was held.

**Conclusion:** Social events could be organized on a more regular basis, in order to strengthen ties and team character of the Board. Moreover members can ask for repay costs such as for representation and working group meetings. Board members are free to use the VIP room plus lunch for working group meetings.

### **Written procedure dd 18-12-2012:**

Approval of the Board report of the Board meeting of 5/12/2012: 11 Board members voted and approved the Board report of the Board meeting of 5/12/2012. **Decision:** December Board report is approved.

## **GROUPES DE TRAVAIL PEDAGOGIQUES**

### **CEP&M**

### **C.A. 18-10-2012 – page 2 point IIB**

The school director of primary wanted to know the opinion of the parents on a new structure of EH (workshops taught in shorter periods, children attending about 4 per year, rotating system). The question is asked whether the parents can agree to give the school director the support to change the structure of the European Hours.

**Decision:** The Board members agree that the parents can give this support to the school Director of primary; independently of the structure, other questions should be looked into further in the context of EH (quality of teaching, "European" character of topic taught, selection procedure, information of parents).

Proposal from the school director of primary to modify the procedures concerning the "caisse de classe": at the moment the teachers pay the costs of the day trips for the primary children from their own account upfront, and then after they receive the bills they receive the money from the class treasurer. The school director of primary now proposes that the parents would pay per class a lump sum for the day trips per year at the beginning of the year, so that the teachers don't need to pay from their own account upfront anymore. Furthermore, the proposal is that the treasurer of one class per level is co-responsible, together with the teacher level coordinator, to handle the account (check bills of the trip etc); account at the name of the school.

**Decision:** Board members agree to say no for any upfront payment by the parents without presentation of a bill or to the creation of any funds for school trips into which parents prepay. Board members consider the issue whether teachers can be asked to make payments from a private account as an internal issue of school organization.

## **GROUPES DE TRAVAIL OPERATIONNELS**

### **Budget committee**

### **C.A. 18-10-2012 – page 4 point III**

Presentation and approval of the financial report 2011-2012 + budget 2012-2013:

All Board members have received the figures for the Budget 2012/2013 and the Treasurer gives an explanation for each service department. The financial results of the canteen department for year 2011/12 have been a huge loss, as expected. For next year (2012/2013) we cannot afford the same approach on prices therefore for the canteen department 2 options are proposed.

**Option 1:** Confirm for the canteen department the very same official prices in application (but without discount) since 2 years.

or

**Option 2:** Confirm for the canteen department the very same official prices in application (but without discount) since 2 years only for the maternelle and primary. Increase the secondary prices of 0,10 euro/meal.

After discussion the Board opted out for option 1. Therefore the prices for the canteen department will not increase in respect from the "official" prices. Nevertheless it has been reminded that last year we did apply a rebate when invoicing the canteen services to parents, thus this decision will actually imply an increase for parents.

Proposition is made to write a note to the parents on the decision taken for the canteen department to explain the reasons behind the decision. This note can be joined to the bill when it's send to the parents.

**Vote:** Vote is taken on the 2 proposed budget options: **Option 1:** 8 votes and **option 2:** 4 votes

**Decision:** Budget option 1 is chosen.

### **C.A. 15-11-2012 – page 2 point II**

**Approval of the Report of the "Commissaire aux comptes":** Mr. Bassens, Auditor, attended the Board meeting and informed the Board members about the audit he has performed (Rapport du commissaire aux comptes) on the APEEE accounts in the framework of the Financial Report for the year 2011-2012 and in conformity with the Statute of the Asbl. Mr. Bassens informs about the legal obligations the APEEE has as an "asbl". Members of the Board have received the "rapport du commissaire aux comptes".

Mr. Bassens gave a summary of his findings during the audit of the financial accounts for the year 2011-2012. A discussion was held on the information given by Mr. Bassens.

Mr. Bassens was asked whether he could attend the General Assembly on 17/1/2013 to answer possible questions from the parents. Mr. Bassens confirmed that he will be present.

**Vote:** All Board members present vote in favor to make the "rapport du commissaire aux comptes" available to the Annual General Assembly for final approval.

The Vice-president thanks Mr. Bassens for being present at the Board meeting and for all the work he has done for auditing financial results of the APEEE.

### **Presentation and approval of the financial report 2011-2012 & budget 2012-2013**

A vote is taken to approve the financial accounts 2011-2012 and the budget 2012-2013: all Board members present vote in favor.

**Decision:** The financial accounts 2011-2012 have been approved and can be presented to the General Assembly, as well as the budget 2012-2013.

## **PERSONNEL DE L'APEEE**

## Structure de l'APEEE

### **C.A. 16-2-2012 – page 3 point V**

The succession of the Managing Director is discussed in a closed Board meeting. Note to the minutes: The Board unanimously gave the Bureau the mandate to continue discussions and to take a decision on the succession of the Managing director of APEEE.

## RELATIONS AVEC L'ECOLE

### **C.A. 16-2-2012 – page 3 point 3**

Enlarging possibilities for primary children during lunch breaks: The director of the primary department has presented first ideas to the APEEE CEP coordinator, in order to further enlarge the possibilities for the primary children during some lunch breaks. This project would entail a need for about 3000 Euros from the APEEE to purchase movable equipment which the children can use to play. The material would remain the property of the APEEE.

Decision: The Board voted on the question to buy the requested material and try to see with the school whether the APEEE will be able to use the equipment and infrastructure as well: all Board members voted in favor and therefore decision is positive.

### **C.A. 16-2-2012 – page 3 point IV**

The European Schools Science Symposium 2012 in Alicante: The school will participate in the European Schools Science Symposium 2012 in Alicante from 11 March to 14 March 2012. They will present 8 science projects, developed by 17 students from different classes and in all science subjects (biology, chemistry and physics). In previous years the APEEE has supported this event. The school asks the APEEE for an 1800 euro contribution so that the students can participate in the symposium. The school, the parents and the APEEE all pay 1/3 of the fee each.

**Vote**: A vote was taken whether the Board agrees to support this project. The Board agreed unanimously.

**Decision**: the APEEE will sponsor the event with 1800 euro.

### **C.A. 22-3-2012 – page 4 point V**

Point on the calculators: last school year the APEEE has organized a collective purchase of the calculators for the S4 and the S6 students. The question is asked whether the APEEE can continue to do this as long as this can help the school.

**Decision**: The Board agrees that the APEEE can continue to organize the collective purchase of the calculators for the S4 students, as long as this can help the school.

### **C.A. 31-5-2012 – page 4 point IV**

Point on chariots: The canteen uses 6 trolleys which keep the meals warm. These trolleys are about 15 years old and the time has come to replace them. It's the schools responsibility to replace the trolleys, but the school has been waiting with ordering the new trolleys. The school has now agreed to buy two, but the canteen needs in fact 5 trolleys by September 2012. The possible actions which can be taken were discussed.

**Decision**: The Board unanimously accepts the offer from the school to buy 2 trolleys. E. Van Dijck to ensure the follow-up.

**Written procedure dd 20-12-2012:**

Written procedure to vote on letter to the school management which summaries the Board's position towards fund raising and the APEEE supporting the school. 12 Board members voted in favor of the letter and 2 Board members voted no. **Decision:** the letter has been approved and has been mailed to the school management during January 2013.

**Written procedure dd 20-12-2012:**

Written procedure to vote on adoption on APEEE policy on school request on funding. 11 Board members voted in favor, 2 Board members voted no and 1 Board member abstained. **Decision:** the APEEE policy has been adopted.