

APEEE BXL II – WOLUWE
RESOLUTIONS VOTEES & DECISIONS APPROUVEES
PAR LE CONSEIL D'ADMINISTRATION 2015
(période du 23-1-2015 jusqu'à 25-1-2016 inclus)

**DECISIONS PRISES PAR LE CONSEIL D'ADMINISTRATION ET L'ASSEMBLEE
 GENERALE EN REUNION**
**DECISIONS TAKEN BY THE BOARD AND THE ANNUAL GENERAL MEETING DURING
 THE MEETINGS**

C.A. 12-2-2015 – page 1 point III

1) Elections of the President, Vice-Presidents, Bureau members and working group coordinators.

Chairperson & Bureau:

- President: **Giles Houghton-Clarke**
Votes: is elected unanimously
- Administrative Vice-president: **Reinhard Biebel**
Votes: is elected unanimously
- Pedagogical Vice-president: **Renate Repplinger-Hach**
Votes: is elected unanimously
- Treasurer: **Jovita Lazdiniene**
Votes: is elected unanimously
- Secretary: **Christian Farrar-Hockley**
Votes: is elected unanimously
- Information secretary: **Andreas Rogal**
Votes: is elected unanimously
- Board member without Portfolio: **Mario Nava**
Votes: is elected unanimously

Working group coordinators and the members of the pedagogical groups:

- Working group coordinator for Interparents: **Christian Farrar-Hockey**
 - Members: C. Trejo, G. Ricci, M. Sayer
- Working group coordinator for kindergarten and the primary (CEP&M): **Niina Hirvi**
 - Members:
 - German section: B. Schmidbauer-Mogensen
 - English section: A. Rogal
 - Finnish section: N. Hirvi
 - French section: M. Sayer
 - Italian section: F. Tudini - backup Guido Ricci
 - Lithuanian section: J. Lazdiniene
 - Dutch section: P. Lenne
 - Portuguese section: M. A. Eichler
 - Swedish section: C. Farrar-Hockley
- Working group coordinator for secondary (CEES): **Dorota Bianco**
 - Members:

German section: R. Repplinger-Hach
 English section: N. Revill
 Finnish section: C. Trejo
 French section: F. Meyer Estrada
 Italian section: D. Bianco + backup: Guido Ricci
 Dutch section: P. Lenne
 Portuguese section: M. Rodrigues
 Swedish section: K. Hasslöf and G. Houghton-Clarke

2) Identification of working group members

Working group coordinators and the members of the operational groups:

- Canteen group: coordinator **G. Houghton-Clarke**
 - Members: C. Trejo, M.A. Eichler
- Transport group: coordinator: **P. Lenne**
 - Members: R. Biebel
- Extra-curricular activities: coordinator: **M. Rodrigues**
 - Members: F. Tudini, N. Revill, C. Farrar-Hockley
- IT Group: Coordinator: **G. Houghton-Clarke**
 - Members: M. Rodrigues,
 - Parent volunteer: S. Haapakka
- Health & Safety: Coordinator: **N. Revill**
 - Members: K. Hasslöf, M. Mekni, D. Bianco, G. Houghton-Clarke
- Information working group: Coordinator: **A. Rogal**
 - Members: G. Houghton-Clarke, B. Schmidbauer-Mogensen, C. Trejo
- Budget group: coordinator: J. Lazdiniene
 - Members: R. Biebel, R. Repplinger-Hach, C. Trejo, G. Houghton-Clarke
- Enrolment policy working group: A group which discusses the position of the APEEE regarding the enrolment guidelines to be submitted to the BoG. Each section to nominate one member of the group.
 - Coordinator: **F. Tudini**
 - Members:
 - German section: R. Repplinger-Hach
 - English section: N. Revill
 - Finnish section: C. Trejo
 - French section: M. Sayer
 - Italian section: : F. Tudini + backup: D. Bianco
 - Lituanian section: J. Lazdiniene
 - Dutch section: P. Lenne
 - Portuguese section: M. Rodrigues
 - Swedish section: G. Houghton-Clarke
- Compliance & risk assessment: **coordinator: D. Bianco**
 - Members: G. Houghton-Clarke, E. Van Dijk, R. du Moulin

Focus persons for the following topics:

- SWALS: coordinator: **J. Lazdiniene**
- Events: coordinator: **B. Schmidbauer-Mogensen + M.A. Eichler + M. Mekni**
- Cat II & III: coordinator: **P. Lenne**
- SEN: coordinator: **F. Meyer Estrada**
 - Members: G. Houghton-Clarke

C.A. 12-2-2015 – page 3 point IV

- a) Dates of Board meetings 2015 and date of next Annual General Meeting: All members of the Board have received a document with the proposed dates for the Board meetings in 2015.
Decision: proposed dates of 2015 Board meetings and AGM date 2016 are approved.

Note: Information is given that all Board members need to attend 50% of the Board meetings, as is stipulated in art. 12 on page 10 of the APEEE statutes. Board members who can't attend in person are invited to participate via Skype.

C.A. 18-3-2015 – page 3 point III

Operational groups:

- Canteen: one of the continuous complaints concerning the canteen is the noise at the canteen when the children are eating. It's the responsibility of the Régie des Bâtiments to fix the problem, but as the noise level is below the legal limit and due to the lack of financial resources at the RdB it is not expected that the Régie des Bâtiments will address the issue. At the end of last year an independent audio engineering company has analyzed the problem. The company has a solution and could reduce the noise with 2 to 4 decibels.
The school has no budget to fix the problem. It is proposed therefore that the APEEE funds the installation of sound proofing materials up to maximum cost 50.000 euro. The school has offered to make a small financial contribution.
Vote: 14 Board members are in favor. 2 Board members have reservations as to the vote on the funding for noise proofing.
Decision: proposal is accepted. In case the costs would be higher than 50.000 euro, then the Board will be consulted again.

C.A. 16-4-2015 – page 2 point II

II Working group plans & activities 2015:

Education: Pedagogical affairs:

- CEP&M working group: following topics were discussed:
 - Transparency concerning the annual work plan of the teachers was discussed. Question is asked whether the parents should receive the work plan from their teacher. All Board members, except 1, agree that it's important to receive this basic information.
Second question asked is how to get access to the information?
Third question asked is how to link this to the school development plan?
Proposition is made to bring this topic up during the Headmaster meeting on 17/4/2015.

Vote: Do we want the work plan to appear in the school development plan? All Board members agree to have it appear in the school development plan.

Operational groups:

- Canteen: Working group priorities for 2015 are:
 - Reduction of the noise in the canteen.
 - Cafeteria is making a loss. Solution needs to be found.
 - Topic on allergens.
 - Re-run a canteen survey.
 - Misbehavior of children in the canteen: create a set of rules of what is acceptable and not acceptable.
 - Short eating times need to be addressed.
 - Proposal by the teachers to pre-order sandwiches for lunch.
 - Special dietary requirements.
 - Improvement of the wish week menu.

Decision: the priorities for the canteen working group for 2015 are approved.

- Transport: following topics were discussed:
 - IPads project: all Board members have received a proposal on the transport iPad project. Proposal is to give each bus supervisor on the afternoon bus an iPad, so that he/she can check easily where each child is. Via this iPad project the security on the buses can be improved. The system is user-friendly and efficient. The cost is 15.000 euro for about 40 IPads.
Proposal is made to talk to the school in order to discuss whether the order of the IPads could be done via the school (ICM).
Voting on the iPad project : 2 Board members abstain and 14 Board members vote in favor.
Action point: E. Van Dijck to contact the school and check the possibility to make an order via the school.

C.A. 16-4-2015 – page 4 point III

III Any other business:

- Suppression of 9th hour classes the day before a holiday: APEEE proposes to the school to keep the same time schedule of a usual Friday school day for the Friday school days before a 2-week holiday. This to reduce the security risk concerning the buses.

Vote: Board members agree to the proposal.

Action point: E. Van Dijck to inform the school management. APEEE to inform the parents.

C.A. 6-5-2015 – page 2 point II

II Working group plans & activities 2015:

Education: Pedagogical affairs:

- CEP&M working group: Board members present have received the working group priorities 2015 for CEP&M working group.
 - o General pedagogical issues.
 - o Disseminate information directly related with the pedagogic aspects of the nursery and primary curriculum.
 - o Wellbeing and integrity in school.
 - o European hours: proposition is made to add following sentence to the action point next to European hours: "improve the info ahead of time on the actual content of forthcoming classes".
 - o LS phenomenon – increasing demand for qualified support.
 - o Act as aggregator and facilitator to promote positive and stimulating human relations between school partners.
 - o Teachers written overview of each class in the beginning of the school year.

Decision: working group priorities 2015 for CEP&M are approved.

Operational groups:

- Transport: Board members present have received the working group priorities 2015 for the Transport working group.
 - o Working group priorities for 2015 are:
 - o I-Pad project
 - o Container at the bus parking
 - o Review of lines 2016-2017
 - o Yearly follow up

Decision: the priorities for the transport working group for 2015 are approved.

- Extra-curricular act.: Working group priorities for 2015 are:
 - o Improve communication.
 - o Evaluation system – Star system
 - o Quality and safety.
 - o Sports/Educational/Cultural clubs at school: floorball club (Kraainem Tigers)
 - o Developing a sports program within the sport: mini-Eurosport
 - o Relations with monitors: a social event with the monitors will be organized on 19/6.

Decision: the priorities for the extra-curricular activities working group for 2015 will be sent to the Board. Board members are welcome to send their comments to C. Farrar Hockley. In case no comments are received by the end of this week, the extra-curricular activities working group priorities are considered as approved.

- SEN working group: Working group priorities for 2015 are:
 - o Data collection
 - o Create a library and make the information accessible to everyone.
 - o Organization of conference about dyslexia in September or October 2015. Organization together with the school.
 - o Writing articles to create awareness on SEN.
 - o To assist parents on SEN topic.
 - o Survey: contact class representatives to know about parents who might need help.

Decision: the priorities for the SEN working group for 2015 will be sent to the Board. Board members are welcome to send their comments to F. Meyer. In case no comments are

received by the end of this week, the SEN working group priorities are considered as approved.

C.A. 18-6-2015 – page 2 Point II

- Communication on the APEEE website: proposition is made to subscribe all parents automatically to receive updates of the APEEE website, and if parents don't want to receive the updates they need to unsubscribe themselves.
Decision: Board members agree to go ahead on this and inform the parents that as of now they will automatically receive updates of the APEEE website. In case they don't want to receive these updates they can unsubscribe.
Action point: A. Rogal to prepare a text on the topic for the parents.
- Sheltered cover for parents: school management has asked whether the APEEE would consider the finance of a shelter cover for the parents, who are waiting each day for their children at the entrance of the school?
Decision: Board members agree not to install such a shelter.

C.A. 18-6-2015 – page 3 Point III

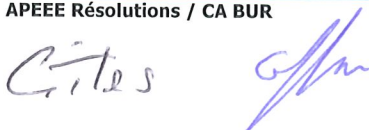
Operational groups:

- Canteen: installation of the panels to reduce the noise in the canteen is briefly discussed.
- Transport:
 - proposition is made to cancel the two 6th & 7th year Wednesday afternoon buses which are still in operation, because there are only 2 x 6 students taking these buses (the other buses had already been cancelled some time ago, and students have to take public transport). Voting is taken on whether to keep the two Wednesday afternoon buses for 6th and 7th students or not.
Voting: 8 votes in favor of keeping the buses, 1 vote against keeping the buses and 1 vote abstain.
Decision: Board decides to keep the two Wednesday afternoon buses for 6th and 7th students.
- Extra-curricular act.:
 - School management asked Board whether the APEEE could provide a card to the students at the beginning of the school year, which shows what extra-curricular activities he/she attends or think of another system to more easily identify the students which are hanging out on the school premises after school hours.
Question for vote: does the Board agree with the concept?
Decision: Board members agree with the concept.
Action point: E. Van Dijck to discuss further with M. Rodrigues and A. Jean-Villanueva.
- IT Group: working group priorities 2015 are briefly discussed:
 1. New website
 2. Presence system
 3. Online canteen inscription
 4. Upgrade billing system.
 5. Picture gallery for Eureka**Decision:** the priorities for the IT working group for 2015 are approved.

C.A. 18-6-2015 – page 4 Point IV

IV Any other business:

1. Legal advice (qualified teachers & absences): agreement is requested to ask a lawyer to look at the obligations of the school and what parents can do in order to have these obligations upheld. Board members agree that such legal advice can be taken. C. Farrar-Hockley to contact the lawyer and ask for the cost.



Decision: C. Farrar-Hockley to check with Interparents whether they can take the lead regarding the legal advice and inform the Board. If Interparents cannot or are not able to move in a timely fashion, the APEEE will bear the cost.

C.A. 16-9-2015 – page 4 Point IV

IV Any other business:

2. Organization Annual General Meeting:

- a. **Number of Board members for the LT section:** discussion is held on the number of Board members for the LT section and the possible increase of Board members to 22, in order to keep 4 free mandates:

Voting is done on the following:

Vote: does the Board agree to suggest to the GA to give the Lithuanian section a second mandate? All present Board members vote yes.

Decision: Lithuanian section receives a second mandate.

Vote: does the Board agree to suggest to the GA to increase the number of Board members (expand) or does the Board give the Lithuanian section a free mandate (convert)?

Do we expand the Board: 7 votes in favor

Do we convert the Board :1 vote in favor

Abstain: 2

Decision: Board decides to suggest to the GA to increase the number of Board members from 21 to 22.

C.A. 22-10-2015 – page 4 Point IV

IV Any other business:

1. Organization Annual General Meeting:

- a. **Number of vacant mandates:** at the moment there are 13 vacant mandates. If no Board member with a 2 year mandate resigns then the vacant mandates will remain at 13.

Decision: Board members approve number of vacant mandates.

C.A. 18-11-2015 – page 1 Point I

I. Financial report and budget:

- 1. **Approval of the Report of the "Commissaire aux comptes" and presentation and approval of the financial report 2014-2015:** Mr Cloquet, 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 2014-2015 and in conformity with the Statute of the Asbl. Mr Cloquet informs about the legal obligations the APEEE has as an "asbl". Members of the Board have received the "rapport du commissaire aux comptes".

Mr Cloquet gave a summary of his findings during the audit of the financial accounts for the year 2014-2015. A short discussion was held on the information given by Mr Cloquet.

A vote is taken to approve the Rapport du Commissaire aux comptes and the financial accounts 2014-2015 and to make the documents available to the Annual General Assembly for final approval.

Vote: All Board members present vote in favour to approve and to make the "rapport du commissaire aux comptes" and the financial accounts 2014-2015 available to the Annual General Assembly for final approval.

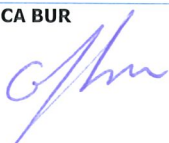
Decision: The "Rapport du commissaire aux comptes and the financial accounts 2014-2015 have been approved and can be presented to the General Assembly.

Decision: Approval of the Budget 2015-2016 will be organized at the December Board meeting.

C.A. 18-11-2015 – page 2 Point III

o Annual General Meeting:

- **Action point:** F. Tudini had prepared a draft text for the resolution on replacement of Board members who are resigning during their mandate year (article 12 of the rules of procedure – page 10 of the Statutes), and had also proposed several changes to the Statutes.

Gites 

Discussion is held on the topic. Information is given that although the proposed changes might be useful, it will be almost impossible to present them all and have them approved at the next AGM within the available time frame.

Proposal is made to only focus on the following: if somebody leaves the Board and they occupy one of the 2 second mandates, the person of that section with the highest votes receives the invitation.

If there are already 2 persons for that section the next in line with the highest votes receives an invitation.

Vote is taken: all agree that F. Tudini will draft a proposal and send it to the Board for approval.

C.A. 18-11-2015 – page 4 Point IV

IV Any other business:

1. **Footfest tombola prizes:** Question is asked whether Board agrees to buy tombola prizes for Footfest 2016 for the amount of 2500 euro. APEEE will be reimbursed for all the prizes bought via the sale of the tombola tickets.

Vote: All Board members voted in favor.

Decision: APEEE will provide Tombola prizes for Footfest 2016 for the amount of 2500 euro.

Action point: F. Tudini to propose a list with tombola prizes for Footfest 2016 and send to Board for approval.

C.A. 10-12-2015 – page 2 Point III

III Organization Annual General Meeting:

- Draft OJ/Agenda: next AGM will be organized on Monday evening 25/1/2016 at 19:00 in the GASP meeting room at Charlemagne Center. A draft agenda for the next AGM is handed out to the Board members present. Agenda is discussed.

Vote: vote is taken on the agenda. All Board members present vote in favor of the agenda.

Decision: agenda to be proposed to the AGM has been approved.

- E-voting for elections: information on E-voting system has been mailed to all Board members by P. Lenne. Proposition is made to run the 2 voting systems in parallel. This means that the paper voting system will be the official one at the AGM, and the electronic voting system will be tested in parallel. Vote is taken on the proposition to run the 2 voting systems in parallel:

Vote: 4 Board members abstain + 9 Board members are in favor of running the 2 voting systems in parallel.

Decision: at the AGM on 25/1/2016 the paper voting will be the official voting system. The electronic voting system will be tested in parallel.

- **Resolutions:** document with the resolutions for the AGM is handed out to the Board members present. Discussion is held on resolution 2 (article 14 of rules of procedure) and resolution 3 (article 13.1 of APEEE statutes). Proposition is made to use a flexible formulation for article 13.1, meaning instead of just raising the number of Board members from 21 to 22, indicate that the minimum number of members equals twice the number of language sections present in the school, or 7, whichever greater. The maximum number is the minimum plus four.

Vote is taken on whether Board agrees to use a more flexible formulation for article 13.1 as described above.

Vote: 8 votes in favor.

Decision: proposition to use a flexible formulation for article 13.1 has been approved.

Action point: G. Ricci to send draft text for article 13.1 to Board for approval.

- APEEE Membership fee 2016-2017: Proposition is made 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 favour.

Decision: APEEE membership fee 2015-2016 is 45 euro (of which 5 euro for social fund). This will be proposed to the General Assembly.

- Electoral office for the G.A.: Approval of the electoral office for the G.A.: The statutes stipulate that a minimum of 4 tellers is required for the electoral office. Ms Ieva Eggink (P3NEA), Ms

Marja Kohler (S1DEA), Ms Meri Löyttyniemi (S5FI), Mr Andreas Rogal and Ms Olesya Rud (M2NEA) have volunteered to act as tellers for the electoral office.

Decision: The Board members approve the composition of the electoral office and the President thanks the members of the electoral office for their assistance.

Assemblée Générale Ordinaire 25/1/2016:

L'Assemblée Générale approuve à l'unanimité l'ordre du jour.

Résolution votée à l'unanimité

L'ASSEMBLÉE GÉNÉRALE nomme comme scrutateurs: Mme Ieva Eggink, Mme Marja Kohler, Mme Meri Löyttyniemi et M. Andreas Rogal le dernier étant Président du Bureau électoral, et fixe **à 16** le nombre de « croix » maximum par bulletins.

Résolution votée à la majorité

Règlement intérieur: proposition de révision Article 14

Au moment de l'élection, chaque membre effectif présent indiquera son choix sur un bulletin de vote en papier ou électronique sécurisé.

Pour être valable, chaque bulletin devra comporter au maximum le nombre de noms marqués d'une 'croix' fixé par l'Assemblée générale.

L'élection a lieu au scrutin secret par l'expression de préférences sur une liste alphabétique des candidats, comportant indication de leur nationalité et de la section linguistique qu'il représente.

Le dépouillement sera effectué par les scrutateurs, le cas échéant moyennant un outil informatique.

Au cas où le nombre de candidats est inférieur ou égal au nombre de postes à pourvoir, l'Assemblée générale peut décider de procéder à un vote par acclamations.

Les votes sur les autres résolutions soumises à l'assemblée générale peuvent aussi avoir lieu par la voie électronique.

Résolution n'a pas été votée, car le quorum de 2/3 de membres effectifs présents ou représentés pour pouvoir apporter une modification aux statuts n'a pas été atteint.

Statuts de l'APEEE: proposition de révision Article 13.1 Procédure générale:

L'association est gérée par le Conseil d'administration de l'APEEE. Le conseil est composé d'un minimum de 11 membres et d'un maximum **de 22 membres**. Les membres du conseil d'administration sont élus par l'Assemblée Générale.

Résolution votée à l'unanimité

L'ASSEMBLÉE GÉNÉRALE approuve les comptes 2014-2015 qui lui sont présentés.

Résolution votée à l'unanimité

L'ASSEMBLÉE GÉNÉRALE approuve le projet de budget 2015-2016 qui lui a été présenté et fixe la cotisation à 45 euros par an et par famille pour la prochaine année financière (5 euros par cotisation payée étant affectés au Fonds social).

Résolution votée à l'unanimité

L'ASSEMBLÉE GÉNÉRALE donne décharge de sa gestion au Conseil d'Administration sortant pour l'exercice 2014-2015.

Résolution votée à l'unanimité

L'ASSEMBLÉE GÉNÉRALE approuve le rapport d'activité pour l'année 2014-2015.

Résolution votée à l'unanimité

L'ASSEMBLÉE GÉNÉRALE proclame élu le nouveau Conseil d'Administration, au vu du rapport du Président du Bureau électoral.

DECISIONS PAR PROCEDURE ECRITE / DECISIONS VIA WRITTEN PROCEDURE

Procédure écrite 1 (22-9-2015): Derogations school 2015

Votes: 19 votes yes

Decision: Board votes in favour of the proposed derogations in the written procedure.

Procédure écrite 2 (12-10-2015): School calendar 2016-2017 - Written procedure school 2015/05

Votes: 13 votes yes and 2 votes abstain

Decision: Board votes in favor of proposed school calendar 2016-2017 in the written procedure.

Procédure écrite 3 (13-10-2015): Exemption APEEE fee yes or not and should allow APEEE fees to be included in the social fund support?

Votes: 13 votes no and 1 vote abstain

Procédure écrite 4 (11-11-2015): Support negative position of other APEEEs, or support the lignes directives or abstain.

Votes: 8 votes yes to support negative position of other APEEEs

Decision: no final decision made.

Procédure écrite 5 (10-12-2015): Approval of the board report of the Board meeting of 22/10/2015

Votes: 11 votes yes

Decision: report of October Board meeting has been approved.

Procédure écrite 6 (15-12-2015): Approval of the APEEE Budget 2015-2016

Votes: 12 votes yes + 1 vote abstain

Decision: APEEE Budget 2015-2016 is approved.

Procédure écrite 7 (21-12-2015): Approval resolutions to be proposed to the AGM on 25/1/2016

Votes: 13 votes yes

Decision: Resolutions are approved and will be proposed to the AGM on 25/1/2016

Procédure écrite 8 (22-12-2015): Annual report 2015 to be proposed to the aGM on 25/1/2016

Votes: 12 votes yes

Decision: Annual report APEEE 2015 has been approved and will be proposed to the AGM on 25/1/2016

Procédure écrite 9 (15-1-2016): Approval of the board report of the Board meeting of 8/12/2015.

Votes: 11 votes yes + 1 vote abstain

Decision: The report of the Board meeting of 8/12/2015 has been approved.