

**APEEE BXL II – WOLUWE  
BOARD REPORT**

<b>Date</b>	: <b>7 December 2017 from 18:30 to 23:00</b>
<b>Location</b>	: <b>Canteen – Woluwe</b>
<b>Present (15)</b>	: Vanessa AULEHLA - Anthony BISCH - Manuela CARAMUJO – Bengt DAVIDSSON - Jovita LAZDINIENE- Rose Mc CARTHY - Johan MELANDER - Albert RAEDLER - Guido RICCI - Sara RODA - Andreas ROGAL - Johanna SAARENTALO-VUORIMÄKI - Pernilla SJÖLIN - Francesca TUDINI - Jan von PFALER
<b>Excused (5)</b>	: Mounia BENYAHIA - Ana Dumitrache - Katarzyna HOREMANS – Mario NAVA - Bettina SCHMIDBAUER-MOGENSEN
<b>Others</b>	: Anja GALLE, Director of the APEEE

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**I Agenda points:**

Approval of the agenda: Agenda is approved taken into account point on the enrolment policy and the suggested distribution of all flying sections in Berkendael, as well as points on WoluwInfo newsletter, APEEE bill board in the school secondary building and transport incident of today 7/12/2017.

Approval of the minutes of the Board meeting of 23/11/2017: minutes of the Board meeting of 23/11/2017 are approved and will be circulated to the info class reps for distribution to the parents.

**Action point:** Interparents: Enrolment policy guidelines were approved. Proposition is made to communicate this to the parents via article in WoluwInfo Newsletter. However decision is made that a standalone communication should be done given the importance of the topic. Proposition to ask K. Horemans to prepare the communication.

Meetings and attendance question: Upcoming meetings are:

- Pre-meeting SAC on Friday 8/12 at 8:00: F. Tudini, B. Davidsson and J. Melander to meet with S. Sharron on security & safety.
- CEA meeting on 11/12/2017. K. Horemans will attend
- SAC meeting on 12/12/2017 at 8:30 in Titanic room. B. Davidsson, F. Tudini, R. Mc Carthy, J. Melander, S. Roda to attend.
- CEP&M meeting on 14/12 at 16:15. A. Dumitrache, A. Bisch, B. Davidsson and A. Raëdler to attend.
- Meeting Interparents & APEEEs with Commissioner Oettinger on 14/12 at 18:30 F. Tudini to attend
- Organization of dinner Board in January. Doodle was sent to all Board members. Almost all members can make it on Friday 26 January, so dinner will be organized on that date.

**Action point:** all Board members to communicate to F. Pelister whether they will come with their partner or not to the dinner on 26/1/2018.

**II. Discussion points / vote:**

1. Annual general meeting:

- Rapport du commissaire + schema BNB: all Board members received the rapport du commissaire and a copy of the annual accounts of the APEEE at 31/8/2017 transposed into the BNB scheme, using the ACCON program. The schema BNB has been drawn up by Mr Clocquet, Auditor, according to the new international standards applicable to the reports of the auditor on the annual accounts stopped after 26 June 2017. As foreseen by

article 53 of the law on the Non-Profit organizations, this report is sent to the general management body (Board).

Vote is taken to approve the report of the Commissioner and the annual accounts at 31/8/2017.

**Vote:** all Board members present vote in favor.

**Decision:** Board approves.

Mr Clocquet has completed the evaluation rules with a sentence on the allocation of results to the affected funds. This same sentence is repeated in Appendix 5.3 (page 13/21).

Vote is taken to approve these evaluation rules and present to the AGM the resolution: "The GENERAL MEETING approves the accounts 2016-2017 presented and approves the allocation of the results into the 5 corresponding department's allocated funds."

**Vote:** all Board members present vote in favor.

**Decision:** Board approves

- **Update on annual report:** At the moment only 2 texts received for the annual report.  
**Action point:** All working group coordinators are urged to send the requested texts to A. Galle as soon as possible.

### III. **Any other business:**

- 1) **Interparents:** Interparents meeting took place on 30/11 + 1/12 in Bergen (Holland).  
Topic discussed were Commission veto on budget, enrolment policy, how to check the language skills of the teachers, contract-agent options.

Question is asked whether there is any document which can be quoted to see how successful our students are once they go to university? There's an effort now from the inspectors to follow up on the evolution of the students once they go off to the university.

#### 2) **Update from the WG & task forces:**

- **CEES:** CEES meeting took place on 7/12 at 17:00. Following topics were discussed:
  - 80% of the teachers are occupied either with the oral BAC or the correction of the S5/S6 exams at the end of the school year, so many are not available to organize non-compulsory trips or workshops for the S1-S4 students. The school is open to the idea to go to Overijse and organize more meaningful workshops there. We should start gathering ideas.
  - Derogations: As a consequence of this year's problems in September, the school will fix their demands for the next school year earlier (May). If the demand will be too few, then the school will not ask for the derogation. All agreed that if ever, a solution at political level has to be taken otherwise it would mean that there will be less choices for students.
  - Syllabus and marking scheme. Marking scheme seems ok from the schools management and teachers perspective. A real problem is the delay of the syllabus of math and science. Teachers have seen drafts which seemed unacceptable. To be followed up with them and interparents.
  - Amendment to the secondary regulations are published on the school website: <http://www.eeb2.eu/site/node/1487> APEEE asked school management if the school has notified parents about the amendments, so that they are aware of these changes. They promised to do so.
  - The working group of the use of mobile phones to continue its works in February 2018 on the basis of concrete proposal.
  - S3/S4 playground. Exchange of views. No progress so far but students have divergent views on what is needed.

- Update on S6 trips. List is composed for all 225 pupils. few parents complained as 3rd option estimated not acceptable.
- School management gave an update on the situation of teachers: replacement was found for a geography teacher and DE chemistry; long sick leave in Dutch section to be clarified; still a vacant post in EN and IT section.
- IT: update on IT meeting of 5/12: discussion is held on the possible implementation of functional mailboxes such as [ItalyPrimary@woluweparents.org](mailto:ItalyPrimary@woluweparents.org) and [President@woluweparents.org](mailto:President@woluweparents.org), etc. and filing connected to this for the Board and how to be organized. Question is asked whether the Board could agree that each language section represented in the Board disposes of 1 functional mailbox? It could also be working group orientated. Remarks are made that the current information system seems to work well. However, the objective should be process oriented and not only person oriented. The aim is to make it as easy as possible for the parents and the Board members in order to request or find information.

**Action point:** Board members are asked to send their feedback to the email of the J. Melander by 13/12.

Question is asked whether the Board can give the IT working group a mandate to look for a filing / archive system? Final approval can then be given after the consultation by 10 January to appoint a provider for the function email boxes and a filing system. Estimated cost for this would be 7500 euro yearly cost and 7500 euro installation cost.

- Other points discussed during the IT meeting on 5/12 were:
  - New invoicing system: has been implemented. Invoices have been sent to the parents. Things left to do: training to be organized and MCH to provide documentation.
  - New privacy legislation in effect from May 25, who does what by when and with which budget? Question is asked whether the Board agrees with the following steps to be taken for the way forward:
    - Step 1: Interparents: A. Rogal to contact Interparents to discuss the possibility for Interparents to hire a data protection officer who would be responsible for all the APEEEs.
    - Step 2: Other APEEEs: share a data protection officer with the 3 other APEEEs in Brussels.
    - Step 3: work together with the school and share the data protection officer with them.
    - Step 4: contact an external consultant

**Decision:** all Board members agree with this way forward.

- Webpage
- Communication
- Change of password method for APEEE website
- CEP&M: update is given on the pre-meeting which took place with the deputy director of primary. Following topics were discussed:
  - The school calendar
  - The infrastructure of the primary building: an inspection will be organized for the primary building by the SG to make an inventory of all technical issues. Considering the results, we can then decide with the School what should be the next steps.
  - Maintenance issues

- Prevention violence in the playground project. The school has already selected the material and will send the bill to APEEE before the end of the year. The Director thanked very much for this initiative.
- Disciplinary measures – information was requested on the use of summary suspension and if parents are invited to meet Director before applying a suspension sanction, in order to discuss school concerns with parents and the way forward to bring the student back on track. The deputy director of primary mentioned that this is done. Parents are invited to meet with him before applying a suspension as a disciplinary measure. The disciplinary measures and the procedure that he applies is explained in article 40 onwards of the General School Regulations <http://www.eeb2.eu/site/files/information/General%20rules%20of%20the%20ES%202014-03-D-14-en-5.pdf>

Proposition is made to discuss further with the deputy Director of primary in order to obtain a more transparent way / procedure on how to deal with this matter.

- Policy on video-surveillance
- School development plan 2017-2018 – requested to add "infrastructure" to the plan, if possible.
- 9th hour rattrapage classes organized by the school for students from P3 to P5 on Tuesday and Thursday from 15:20 to 16:05 is very important for educational reasons. Following this, parents have contacted the APEEE to ask whether the primary children can take the bus at 16:20. Information is given that primary and kindergarten children are not allowed to take the 16:20 buses. In case the APEEE would allow the primary children to take these buses this would mean an important change in the APEEE bus organization (hiring of bus supervisors, getting more buses, changing the bus routes in the short period of time following a decision that a pupil will need educational support, increase of transport price etc) which the Association is not able to tackle for the moment

Discussion is held and decision was made to inform the School Management that the APEEE cannot provide this service for primary students. A message to inform the parents on this has been published on the APEEE website. See link: <http://woluweparents.org/en/2017/12/13/rattrapage-classes-for-primary-students/>

- Points for SAC meeting of 12/12/2017:
  - Request to reinstate the separate school working group on safety and security.
  - Small maintenance that can be done by the school – paint classes (not done in the last 15 years); clean school debris of works.
  - Discuss and prepare a plan B for heating and air conditioning problems.
  - Policy on video-surveillance – inform paper from Anthony Bish and request way forward. Three proposals:
    - a. Wait for the appointment of the Data Protection Officer by the Secretary-General who will work with the European Schools on data protection issues and seek support with him directly; or
    - b. the school can contact other European schools, independently, that have already declared the use of cameras with the Belgian competent authority (see <https://eloket.privacycommission.be/elg/publicRegister.htm?decArchiveId=66264>) more information at the "Commission de la vie privé" <https://www.privacycommission.be/fr/cameras-de-surveillance>; or
    - c. the APEEE could provide help drafting a policy on video surveillance

- School Multiannual plan 2016-2020 – discuss points therein, follow-up on the actions/evaluations, and add new items - include heating, air conditioning for the summer, video surveillance policy, water fountains.
- Report from WG Security & Safety: update is given on the Security & Safety meeting which took place on 6/12/2017. Following topics were discussed:
  - Nomination of B. Davidsson as working group coordinator of Security & Safety WG
  - From 2013 to 2015 the school organized on a regular basis (4 to 5 times a year) a Security & Safety meeting with the APEEE.
  - Develop a systematic way of working
  - Work on the mandate and set priorities for the working group.
  - Pre-meeting with School Director on 8/12/2017 at 8:00 with the following agenda points:
    - Staircase primary building – update (the Régie has replied to our letter requesting a timely intervention).
    - Bus parking – need for school staff/surveillance in the afternoon.
    - Re-establish HSSG meetings.
    - Ask for school management list of building works to be done, and priorities.
    - Ask for contract EEB2 school vs the building authority (RdB) on the school site. The intention is to identify who is responsible for what.
    - HSSG with presence of security office Ms Mireille Debusscher (security officer). Ask to present a systematic approach to look at risk, her views and findings and plans, at the next SAC meeting on 18/01/2018.
    - Will an inspection be organized at the school? What kind of inspection?
    - Access to the school.
    - Screening of the people working for external companies (for example bus drivers).

3) Working methods: F. Tudini has revised the document and send version 16 to all Board members. However, she considered that the inputs given via version 15 were not of enough quality and mainly represent a step back. Decision is taken not to vote on the text. Question is asked to A. Rogal to revise the document and send a final version to the Board for approval immediately after the Christmas holidays, for approval via written procedure.

**Action point:** A. Rogal to revise the document and send a final version to the Board for approval by 10 January 2018 via written procedure.

4) Delegation of authority: input were given for a brainstorming on a possible revision of the document of delegation of authority. The document needs to be discussed further following these inputs. Proposition is made to continue to do this via email and organize approval of the document via written procedure.

5) Preparation meeting with Commissioner Oettinger: discussion is held on which points the Board members think are important to bring up at the meeting with Commissioner Oettinger on 14/12. Decision is taken that our intervention should mainly focused on supporting the points that Interparents will make as points of common interest:

- Governance
- Teaching
- Funding
- Recruitment en teachers

6) WoluwInfo newsletter: Board members are requested to send their articles to A. Rogal as soon as possible.

7) Transport incident on 7/12/2017: an incident with bus 4 which happened on 7/12 in the afternoon (16:20) is reported.

**Action point**: A. Galle to check with transport department what happened and report back to the Board.

**Annual General Meeting will take place on Monday evening 29/1/2018.**