

**APEEE BXL II – WOLUWE
BOARD REPORT**

Date	:	24 April 2018 from 19:00 to 23:15
Location	:	Canteen – Woluwe
Present (19)	:	Vanessa Aulehla (left at 21:00) - Ruta AVULYTE-JELAGE - Anthony BISCH - Manuela CARAMUJO - Bengt DAVIDSSON - Ana DUMITRACHE - Sanjee GOONETILAKE - Katarzyna HOREMANS - Jeroen JANSS - Saïda KHANBOUBI - Jovita LAZDIENE - Johan MELANDER - Albert RAEDLER (left at 22:12) - Guido RICCI (left at 22:12) - Andreas ROGAL - Johanna SAARENTALO-VUORIMÄKI - Bettina SCHMIDBAUER-MOGENSEN - Francesca TUDINI - Jan VON PFALER
Absent (3)	:	Mounia BENYAHIA – Christian BONDESON-EGGERT - Cristina P.M. SARMENTO
Others	:	Anja GALLE, Director of the APEEE Reggy du Moulin, APEEE Prevention Advisor

I Information from Prevention Advisor:

Mr R. du Moulin, APEEE Prevention Advisor, informed the Board about the role and the tasks of the prevention advisor of the internal service. He also informed the Board about the responsibilities of APEEE Board members concerning the prevention, protection and well-being at work.

The prevention advisor assists the employer in the implementation of measures referred to in the Welfare Act. The prevention advisor fulfills its mission independently of the employer and the employees.

The tasks of the prevention advisor of the internal service are outlined in the documents which were presented to the Board, as well as the responsibilities of the Board members.

The employer shall take the necessary measures to promote the well-being of the employees in the performance of their work" (art. 5, art. 5, § 1, law 4/8/96). It's the task of the prevention advisor to report any risks to the employer.

Mr R. du Moulin confirms to the Board that at the moment there's no immediate significant risk to report.

The President thanks Mr du Moulin for the information and the work done.

II Agenda points:

1. Approval of the agenda: Agenda is approved taking into account adding the point of "week without meat" under any other business.
2. Approval of the minutes of the Board meeting of 5/3/2018: minutes are approved and will be published on the APEEE website and sent to the info class reps for distribution to the parents of their class.
3. Meetings & attendance question:
 - a. On 15/5/2018 meeting with school management: F. Tudini, J. Melander and B. Schmidbauer-Mogensen to attend
 - b. On 17/5/2018 SAC (school advisory council) meeting. F. Tudini to attend.
 - c. On 24/5/2018 CEA meeting: K. Horemans to attend
 - d. Conference with Mr Oettinger scheduled on 24/5 & 25/5/2018

- e. On 25/5 ADP (garderie of the Commission) is organizing a meeting for the new parents on the APEEE services in the Charlemagne building. A. Galle, D. Vincent, R. du Moulin and A. Jean Villanueva will attend for our APEEE.
- f. the date of the next welcome morning coffee will be confirmed soon.
- g. The annual general meeting of the APEEE will take place on Thursday evening 24 January 2019 at the Charlemagne building.

III Special request from V. Aulehla:

1) Feedback from CEES meeting of 24/4/2018: following points were discussed at the CEES meeting of 24/4 that was attended by Vanessa A., Bettina S; Manuela C. Johanna S and Francesca T.:

- **Préau S3/S4:** School management informed that after requests made by parents and students the following improvements will be implemented after the May holidays: smoke detectors will be installed in toilets; the art classes will decorate the preau and paint the toilets; as a test until the summer break S3/S4 students will be given access to the S1/S2 preau at lunch time when the S1/2 students are not using it. Furthermore parents made the point that the preau for S3/S4 students in the middle of the adolescence it is really not a good place and nobody needs to wonder if students become aggressive there. Best option would be to transfer S3/S4 preau to a more central and decent area of the school
- **Career counseling – orientation:** School management informed that the Career counseling – orientation activities will be restructured giving students more possibilities to get information on other universities than the ones in their L1 language (see also latest Woluwenewsletter interview with coordinator Ms Chesse Chesnot. Parents reminded school that the school website needs urgently an update on this.
- **Streaming S1 to S3 in L2:** Parents requested update in order to find out if transfer from/to upper class is possible during the 3 years of streaming. School management informed that there is a little margin for teachers to place students in the upper or the normal class. This little flexibility is managed by teachers. School management has full trust in their assessment. Parents reiterated the importance to avoid giving the impression that the upper class gets special treatment (trips, extra activities) and mentioned the possibility to do a survey among parents to evaluate the first years of implementation. School management has no strong feeling on this issue but feel it is too early to assess the benefit of the streaming approach and recalled that according to the syllabus B1 level is the goal at the end of S3.
- **Food/Drinks automates:** Lessons to be learnt from survey conducted by students. Healthier food/drinks possible? Phasing out of automates possible? School management agreed to speak to Director Sharron and Mr Mees in order to see how flexible the contract with the company is.
- **School rule:** Implication of Directors decision that no students is allowed on school premise after school if not inscribed in garderie/school activity. No solution was found. Parents wanted to check with activity persiscolaire.
- **Communication between teachers, parents and students:** Parents reiterated the problem that there are very different and sometimes uncoordinated ways teachers communicate with their students as regards information on homework; additional teaching material; weekly, monthly, yearly school plan, things to do in case of absence, extra last

minute info for exams. Some teachers are using the agenda, some SMS system, some Facebook, some emails, some photocopies... Some teachers combine several tools... Parents stressed the importance that the school internal working group on this issue will find soon solutions. School management acknowledged the problem which is partly due to a lengthy transition process from one system (SMS) to another (office 365) and as a first step wanted to improve the communication to parents in the beginning of the next school year.

- **Bac diplomas:** They will be handed out on 6 July at 2 pm. School management informed that unfortunately up to 10 students won't eventually not be able to participate at this event as they have medicine test in Brussels in parallel.
- **Mobile phone:** Parents reported back from the survey conducted among parents which showed almost 75% agreement to ban GSM in the canteen while the position of the parents as regards the cafeteria is divided 50 to 50. Students (as regards preau and yard) and teachers (as regards corridors and preau) had no reliable news to share.
- **Recruitment:** School management informed about the situation of new recruitment needed for the next school year in the different language section. Discussions with national authorities ongoing. Next meeting will show if problems/delays are to be expected.

2) BAC Prizes 2018: information is given on the background on the BAC prizes which the APEEE has given in the past to the students at the BAC ceremony.

a) In 2009 & 2010 prizes were given by the APEEE for Social Sciences and Natural Sciences (4 prizes in total).

b) In 2011 the APEEE Board was approached by the math teachers of secondary about creating a standalone BAC prize for 5 hour maths. The Board discussed and decided to create prizes for:

- Natural sciences 5 hour maths
- Natural sciences 3 hour maths
- Natural sciences 4 hour chemistry
- Natural sciences 4 hour physics
- Natural sciences 4 hour biology
- History
- Social sciences 4 hour geography
- Social sciences 4 hour economics

c) in 2014 the secondary Deputy Director asked the APEEE to reduce the list of prizes to sport, music and social prize. As well as reduce the 100 euro FNAC voucher to a 50 euro FNAC voucher, since the school also only give a 50 euro voucher.

Therefore as of 2014 the APEEE has been giving the sports, music and social prize (50 euro voucher + certificate + trophy).

Discussion is held how to proceed for 2018. Proposition is made that selection criteria should be created for the prizes.

Action point: V. Aulehla to send a draft with selection criteria for the social, sport & music prize to the Board. And investigate whether there's an art prize.

IV Discussion points and vote:

1. **GDPR update where we are in our quest for compliance:**

- a. privacy statement for the APEEE is being prepared.
- b. Information is given that A. Galle will take on the task of DPO (Data Protection Officer) for APEEE. The DPO will report to the Bureau of the APEEE.
- c. An action plan for the APEEE on dataprotection is being prepared.
- d. Audit of the APEEE computer infrastructure has been done by MCH. They will prepare an price offer for a bi-annual control.

The Data Protection Officer of the Secretary General Office met the Woluwe APEEE on 9/2/2018. The Data Protection Officer stressed that her priority was to draft the privacy statement for the enrolment documents. It should be recalled that by this way parents provide their personal data and the ones of their kids to the school which later provide them to APEEE. The obtention of these personal data is essential for the smooth functioning of the services provided by APEEEs. Emilie Demeyer, Data Protection Officer of the Secretary General Office agreed to work with us in a collaborative way and to send us an advanced draft.

The school has now hired a data protection officer (Ms Laudati) who will work 1 day per week at the school. A meeting with her and Mr Sharron is scheduled on Wednesday 25/4 at 11:00. J. Melander and A. Galle will attend the meeting.

Office 365: request has been made to Microsoft Germany and we are awaiting the contact with the vendor. The idea is to switch email addresses during the month of July, in order not to interrupt the day to day business.

2. **Delegation of authority, suggestion on revision based upon experience:** is postponed to the next Board meeting.
3. **HSS Working group mandate:** all Board members received the mandate of the HSS working group. Question is asked whether it can be approved.

Vote: all board members present vote in favor

Decision: the HSS mandate 2018 is approved

On Wednesday 25/4 the HSS WG meeting will take place. The safety audit of Arista, which the school organized, is not yet available. Therefore the meeting will be mainly on health and little on safety. After the meeting Mr Sharron and Mr Mees will guide a tour around the school to show the infrastructure to the Board members.

V Any other business:

- 1) **Interparents:** Interparents meeting was organized on 12 & 13 April 2018. Following items were discussed at the interparents meeting:
- a. Conference with Mr Oettinger
 - b. New logo for Interparents
 - c. Language policy

Proposition is made to organize a meeting with the Board members on language policy.

Action point: J. von Pfaler to send a doodle to the Board in order to set a date for the meeting.

Discussion is held on the organization of a second carnet oral. Information is given that following the Deputy Director it's not possible to organize such a second day. If we would like to have a 2nd

carnet oral, then changes would have to be made and therefore the help of Interparents would be needed. Several options are discussed:

Option 1: APEEE takes this to the Interparents level

Option 2: APEEE asks the teachers to organize the 2nd carnet oral in the evening

Option 3: 1 carnet oral is kept and we remind the parents that they can always contact the teachers for a meeting

Conclusion: proposition to give a mandate to J. von Pfaler to investigate whether the other schools / APEEEs are interested in taking a 2nd carnet oral forward.

Action point: J. von Pfaler to bring it to the level of Interparents.

2) CEA / new school: information is given that there will not be a 5th school for a long time. In the current enrolment policy flying classes can still be created.

3) Topics for meeting with school management of 15/5/2018:

- Surveillance of S3 students after school
- Overcrowding safety audit Arista
- Communication to the parents from the school
- School waste recycling programme: how is it done?
- Painting of the walls? Update?
- Préau S3/S4: a long term solution?
- Communication, working methods, terms of reference between school & parents: organizing regular working meetings between school & parents.

Topics for the HSS working group:

- Request for extra crossing in the Avenue Oscar Jespers.

Topics for Active community working group:

- request to clean the school twice a year
- distribution of fruit to the students during school time
- compost project

4) Task force on the use of mobile phones: a meeting was held on the topic. About 378 replies from parents to the survey: 74% says no mobiles in the canteen. 50% / 50% for use of mobile phones in the cafeteria. The reasons why are:

- Social interaction
- Mobile phones are unhealthy

Next steps is to define the use of the mobile phone in the other areas in the school. School is now awaiting the reply from the counselors & the students on the other areas. Once the school has received those replies another meeting will be organized on the topic and hopefully there will be an outcome for implementation during the next school year.

5) Feedback from CEP&M meeting of 19/3/2018: following information on CEP&M was shared:

Before the CEP&M, we consulted all class representatives on the parents' concerns. We received about 40 to 50 emails for a total of around 100 inputs to prepare the meeting.

The main points which were discussed are the following:

Anti-bullying and violence prevention: This issue is one of the main concern of the parents. The school explained the different actions which were undertook (quiet room, yellow angels...).

APEEE representatives welcomes the work done but highlight that more could be done, especially in terms of communication. APEEE is willing to help. A dedicated meeting will be organized on this question.

Letters: Last March, the school sent about 70 letters to parents stating that the concern kids could be in a situation to redo his/her year. APEEE received a large feedback from parents stating that this letter was unexpected. They considered that this way of communication was inappropriate and would have expected prewarning at an earlier stage in the year. School explained the procedure for sending this letter and explained that teachers informed parents along the year. School therefore considered that letter should not come as a surprise and recalled that such letter did not constitute a final decision but a warning. Parents have always the possibility to ask for feedback on their kids or a meeting with the professor.

Second carnet oral: Parents This should be the opportunity to have a second time in the year (eventually in March) the possibility to have an exchange teachers/parents as this is the case in Belgium schools. School explains that it is not possible to free an additional school day in accordance with the current rules which are decided at Secretariat General level.

Recruitment of seconded and local recruited teachers: School explained how needs in terms of seconded teachers are established and transmitted to the secretariat general. School and APEEE representatives discuss the difficulty to recruit local teachers with

Absence and replacement of teachers: Apeee representatives highlighted that in case of long absence of teachers, class representative should be informed in the best delay and negative impacts for the kids should be mitigated.

Conclusion:

- a meeting with the primary & kindergarten class reps to be scheduled during which the members of the CEP&M WG can meet with them in order to report on the last CEP&M meeting and address the primary & kindergarten issues.
- To streamline our way of collecting the input of the different class reps in the sections via a survey.

6) APEEE souvenirs: the PT section is organizing a show-room of Portuguese Universities on 16th May at our school. The Commissioner, Carlos Moedas, responsible for Research, Science and Innovation (and parent at our school), will be coming to do the "opening ceremony". Question is asked whether an APEEE "souvenir" could be offered to our guests? So far, there are 7 Universities coming and the Commissioner.

Vote: Board members agree to provide APEEE souvenirs.

Proposition is made for M. Caramujo to explore the possible souvenirs with APEEE logo (water bottle, coffee mug, pen etc).

Action point: M. Caramujo to send budget request to budget group.

7) Week without meat: is postponed to the next Board meeting.

Next Board meeting will take place on Wednesday 23/5/2018 at 19:00 in the canteen of the teachers.