

**APEEE BXL II – WOLUWE
BOARD REPORT**

Date	: 5 March 2018 from 19:00 to 23:10
Location	: Canteen – Woluwe
Present (17)	: Vanessa Aulehla - Ruta AVULYTE-JELAGE - Anthony BISCH - Christian BONDESON-EGGERT - Bengt DAVIDSSON - Ana DUMITRACHE - Sanjee GOONETILAKE - Katarzyna HOREMANS - Jeroen JANSS - Johan MELANDER - Cristina P.M. SARMENTO - Guido RICCI - Andreas ROGAL - Johanna SAARENTALO-VUORIMÄKI - Bettina SCHMIDBAUER-MOGENSEN - Francesca TUDINI - Jan VON PFALER
Absent (5)	: Mounia BENYAHIA – Manuela CARAMUJO - Saïda KHANBOUBI - Jovita LAZDIENE - Albert RAEDLER
Others	: Anja GALLE, Director of the APEEE Erwin Van Dijck, Finance & Administration Manager

I Agenda points:

1. Approval of the agenda: Agenda is approved taking into account adding the points of
 - a. Prix de mémoire under II discussion points and vote;
 - b. Woluweinfo Newsletter under point IV any other business;
 - c. Info on enrolment policy

and postponing the point on update of delegation of authority to next Board meeting.
2. Approval of the minutes of the Board meeting of 7/2/2018: 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 6/3/2018: meeting with school on mobile phones. B. Schmidbauer-Mogensen, J. Saarentalo-Vuorimäki, S. Goonetilake and V. Aulehla will attend.
 - b. On 15/3 meeting with school management: F. Tudini, A. Raedler, J. Melander and B. Schmidbauer-Mogensen to attend.
 - c. On 16/3 CEA meeting: K. Horemans will attend
 - d. On 19/3 at 18:00 CEP&M meeting. A. Bisch to attend. CEP&M working group members to confirm to A. Bisch who can attend the CEP&M meeting.

II Discussion points and vote:

1. **Priorities for 2018 of the working groups:**

Interparents: the following point was identified as priority for 2018 for Interparents:

1. Regular meetings with the Board members on Interparents

CEES working group: the priorities of the CEES working group will be presented at the next Board meeting.

Canteen working group: the following points were identified as priorities for 2018 for the canteen working group:

1. Installation of self service in the canteen of the staff: survey on self service has been mailed to all teachers and schools staff. The survey shows that already more people are willing to try out the self service than the actual number of people eating at the moment at the canteen of the staff. Request from teachers for self ser-

vice has been existing quite some time. Mail will be sent to Board with proposal budget of 40.000 euro in order to install the self service. Once the budget is approved the audit concerning the electricity in the canteen of the teachers can be done. It's needs to be checked whether the electricity in the canteen of the staff is adequate to support the self service system.

2. Continue to improve the quality of the meals
3. Improve the communication with the stakeholders by:
 - Organize visit of the kitchen for parents / teachers
 - Organize visit of the kitchen for children
 - Write articles for WoluwInfo Newsletter

Proposition is made to see whether students could perform a task in the canteen (cleaning tables, washing dishes)?

Action point: to check with Mr Vincent and Mr Orlovski what is possible.

Transport working group: the following points were identified as priorities for 2018 for the transport working group:

- 1) Revisiting the bus parking agreement with the school: the bus parking agreement of 2012 attributes certain obligations on APEEE and school which are not always complied.
- 2) Bus parking: installation of chalet for transport staff on bus parking.

Extra-curricular activities working group: an extra-curricular activities meeting will be organized in March. Points on the agenda are:

- Managing the expectations of the parents;
- Dealing with the limitations due to the limited space;
- New activities to be developed;
- Aligning the pick-up procedure for the parents of kindergarten children at the APEEE supervision with the pick-up procedure which is already implemented for the parents of the kindergarten children at the supervision of the Garderie of the Commission;
- Other points raised by APEEE.

IT Working group: the following points were identified as priorities for 2018 for the IT WG:

- 1) GDPR, safe storage of the APEEE data: at the IT meeting M. Attoresi, one of the leading experts on the GDPR directive, informed that the best protection when processing of data is carried out is done within the 365 environment. This is one of the advantages of having email accounts within the environment and documents in there. The IT group endorsed the decision by A. Galle and A. Sioen that our office staff will move to Office 365 (Germany) in order to save our data on something safer than a hard drive and make historical data available for the whole office in line with access rules that will be set by A. Galle and A. Sioen, reviewed by A. Bisch. This will cost be maximum 165 (ex VAT) Euros/month and falls within A. Galle's budget.
- 2) Data Protection Officer (DPO): MCH (supplier of Winbook solutions to our system, including new billing software) will be approached to see what it would cost to have them as the legally obligatory Data Protection Officer (DPO) for 2018 and possibly beyond if we cannot find a solution together with the other Belgian APEEE's. Decision for 2018 to be taken when cost available according to delegation of authority. Beyond 2018 will depend on the other APEEEs.
- 3) E-billing: the IT group strongly support the move to electronic billing that will happen over the next 12 months. It will save postage, paper cost and handling cost. The following steps are planned:

- a. before end of June: users can opt in to receive invoice by email
 - b. before end of November: users can opt out from receiving invoices by email
 - c. before end of February 2019: obligatory (exceptions will be allowed when approved by A. Galle)
- 4) Volunteering database: users of our database will be given the opportunity to opt in to the Active Volunteers and Mentors group, if technically and work wise feasible. The active community will be the continuation of what R. McCarthy launched last year and mentor so we can provide a possibility to meet a real life person who works with a field that a secondary student might find interesting. More will come after the cost and feasibility has better understood.
 - 5) Update password in the secured zone: questions has been raised on how passwords are reset. A. Sioen has updated the method, it is in testing and should soon be available. He will prepare a communication on this for the parents.

Health, Safety & Security working group: For this year, the working group has identified the following priorities:

- 1) to ensure a good and healthy micro-climate and wellbeing for the pupils;
- 2) to ensure that occupational health and safety assessment of the school will be organized, that the school is aware of associated risks and is in compliance with regulations and policies;
- 3) to support the school to identify major infrastructural problems of the school site and support them in their contacts with appropriate authorities and agencies;
- 4) to foster the exchange of information with the school aiming at offering a safe, secure and child-friendly school environment for the pupils.

Based on the priorities, detailed programmes or action list to be developed by the working group.

Communication working group: the following points were identified as priorities for 2018 for the communication WG:

- 1) Prepare APEEE communication policy and guidelines;
- 2) Review existing channels, in particular the APEEE website;
- 3) Contribution of all Board members to the WoluwInfo newsletter

Enrolment policy working group: overcrowding that is taking place in all schools in Brussels is a fact since a few years; it looks like many parents who wish to have their children enrolled in the school of their first choice will actually not get this place; Central Enrollment Authority (CEA), being the sole instance that is responsible for enrollment policy, drafts each year an enrollment policy paper that stipulates the legal basis and the general conditions of enrollment for a given year; parents enrolling their children in our school may receive a negative response once the enrollment process is finalized; it may be the case for the sections in which the number of children has reached the threshold as indicated in the enrollment policy paper; CEA tries to seek the solution and attribute the place in another school in Brussels; as in the nursery and primary cycle, there is the place in the Berkendael site, it is likely that the overarching number of pupils in the sections where the maximum number of pupils is reached will be directed to that site and, as a consequence, a flying class in Berkendael is created; we speak at the moment about the SV, IT, PT classes.

Mr Sharron has asked M. Debusschere, who's the Prevention & Safety advisor of the Central Bureau, to conduct an assessment study together with Arista in order to obtain a legal base for refusing new enrolments.

Active community working group: meeting will be organized this Thursday 8/3. During that meeting the priorities will be discussed.

Welcome policy working group: a meeting will be organized. During that meeting the priorities will be discussed. Interaction with the other working groups will be crucial. One key issue to be solved is if we want to extend this welcome service to parents already in the school. Another point will be on sharing good practices all over the sections. And inform parents about what's ahead of them (steaming, test in 5th primary etc).

Education support working group: the following points were identified as priorities for 2018 for the Education support WG:

- 1) Personal support to parents;
- 2) Info-evening on Education Support, November 2018 (contents to be advanced based on the results achieved during the year);
- 3) Work on "gifted kids/ enfants surdoués": possible joint event with the other 3 APEEE;
- 4) Work in cooperation with EC Disability Group to possible event on "support to families with disable children"- possible joint event with the other 3 APEEE;
- 5) Together with the school, identify the support materials for students with dyslexia, dyscalculia, etc and organizing a list for purchase (school budget for 2019);
- 6) List of therapists and useful contacts (social workers of the Institutions, etc): update website. As a common concern, share the idea and results inter-APEEE.
- 7) Interparents subjects: UN Convention, etc.
- 8) Updating the Survey on Education Support on 2019. Work to be done cross-ES schools;
- 9) Exit interview: collect data/platform

Budget: budget to be voted by the budget working group.

1. Conference on Learning Disabilities by Dr Lobo Antunes, 26/02/2018

Total cost: 800€ / 4 APEEE = 200€ per APEEE

2. info-evening, November 2018 (2017 10€/person)

3. event on "gifted kids/ enfants surdoués" (speaker +)

4. conference on "support to families with disable children" (speaker +)

Total asked for 2,3,4: 1500€

Action point: M. Caramujo to send request for the budget to the budget working group.

Compliance & risk assessment working group: meeting will be organized in March or April.

Volunteering database WG: The volunteer database taskforce is in the process of searching, defining and recognizing the role of parent volunteers and parent mentors. A meeting will be held on 16 March. Currently a structure is being created with guidelines to launch a questionnaire to the school community.

Action point: Documents to be prepared for the next Board meeting.

Mobility programme: school has decided to stop S4 exchanges. Exchange for S5 students is either a term or a short time. 5 students this year are coming to our school and 15 students from our school are going.

- Priority for this working group is to confirm to the school that the APEEE can only assist in bringing families in contact with each other.

Brexit: publication has been done of the draft agreement by the Commission. In 1 sub paragraph the European schools are mentioned. It's only a first draft.

Future of the Brussels school & overcrowding: the intention is to write to Mr Marcheggiano and ask him for an update on the impact assessment, since this should be the basis for the next enrolment policy.

- Priority is to push for the impact assessment.

CEP&M working group: the following points were identified as priorities for this year for the CEP&M WG:

- 1) Contribution Well being of the children & preventing violence (anti-bullying – integrating in the syllabus of the school)
- 2) Coherence of the 9 section education programme with the European School syllabus (materials, content, education support).
- 3) Infrastructure: to foster exchange of information
- 4) To streamline communication on education issues between parents and the school (spring oral carnet)

2. **Update of delegation of authority**: is postponed to the next Board meeting

3. **Request for approval of investment in safe IT storage/accessibility**:

1) The IT group arrived to the conclusion that the Board must provide secure (European) handling of our data and email to the board members in order to be within the boundaries of the law. We need to minimize our know risks and ensure that data exchanges via email are duly protected.

The proposal is that all board members get their own Office 365 (Germany-based) account connected to APEEE. The contract provides secure email and 1 terabyte storage/member. The cost for this will be 11 euro/member/month ex VAT. For the rest of this budget year the cost would be 1,210 Euro ex VAT and for next budget year 2,905 Euro ex VAT.

Proposal to vote on: proposal to go with Office 365 Germany account with a budget of 1,210 Euro ex VAT for this budget year and for next budget year 2,904 Euro ex VAT

Votes: 2 Board members abstain, all other present Board members vote in favor.

Decision: proposal has been approved and can be implemented.

2) Long-term Data Protection Officer (DPO) solution beyond 2018. We are a too small organization to have our own full time DPO. To hire an external company is expensive and they do not know our purpose, structure etc.

The IT WG group would like to ask the board to mandate F. Tudini to start a discussion with the Presidents from the other 4 Belgian APEEE's to have one common DPO since they will know what we are doing and why. Focus is Belgian since then the local law framework will be common. Possible start date for common data protection officer could be January 1st -19. However, this will not help us from implementation date of GDPR May 25th, -18. For that see "Short term DPO Solution" explained under point II 1.

Proposal to vote on: proposal to give a mandate to F. Tudini to start a discussion with the Presidents from the other 4 Belgian APEEEs to have one common DPO.

Vote: all Board members vote in favor.

Decision: proposal is approved and F. Tudini is given a mandate to start a discussion with the Presidents from the other 4 Belgian APEEEs to have one common DPO.

4. **Memorial**: discussion is held on the topic. Proposal is made that in order to organize such a memorial criteria should be established.

Proposal to vote on: proposal to give a mandate to F. Tudini to contact P. Reiffenrath and ask his opinion on the organization of a memorial.

Vote: all Board members vote in favor

Decision: proposal is approved.

IV Any other business:

1) Interparents:

- Information is given that the BoG asks that the Moc orals are better organized.
- Brexit: 30/3/2019 – information on what will happen after 30/3 to be mailed to the Board members
- Meaning of the dominant language
- Information is given on proposal to change the baccalaureate. Proposal would be to skip the pre-bac and replace it by a project work.

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

- Revise the Bus parking agreement.
- Request for the kindergarten parents to use the same pick-up procedure as the kindergarten parents whose children attend the Garderie of the Commission.
- Brainstorm on préau of S3-S4
- Procedure of the disciplinary measure: when the Director takes a decision on a sanction for a student what can be the influence in the future on the life of the student? School could communicate better on the procedure, the steps taken etc. It's important that the procedure is clear to the parents. Ask the school to communicate better on the topic. Proposition is made to look for creative solutions in order to confront the secondary students with the drug topic for example by inviting former drug users to talk to the students about their experience.
- Working conditions in primary building & wet walls in the LT classes.

3) Feedback from CEES meeting of 22/2/2018: All Board members received the minutes of the CEES meeting of 22/2/2018 with the following points in particular:

- Detailed follow up on the issues from last time on the situation of the S3/S4 preau, the continued smoking in toilets; the general bad conditions of the toilets; the bad odour in the preau due to malfunctioning of the ventilation and canalization.
 - How to prevent smoking in toilets: All agreed that as a start the school would place some simple smoke detectors in the toilets.
 - Graffiti etc in the toilets: General agreement that the ART classes could be invited to paint the toilets "toilet art project"
 - Bad odour problem: It was agreed to follow this up with Mr Mees in order to see if solution could be found at school level before involving Régie de Bâtiment (which takes a lot of time)
 - Request from the students: the possibility was discussed if seats to be given to S3 and S4 students in the S1 and S2 preau at lunch time
 - the possibility of moving the S3/S4 preau will be followed up later.
- Derogation issue in S6 + S7: in S5 the students need to decide which subjects they want to take in S6+S7. As the school management announced in the last meeting that for the coming year it will take decisions earlier in the process in order to avoid last minute cancelling of courses, a follow up was given by the school management. The first round of consultation has been done for the choices to be made for S6 in 2018/2019. APEEE asked to be consulted on the outcome of the 2nd round.
- As regards the large demand of changes from L2 French to L2 English in S6, students representatives explained it with the fact that teachers who are teaching all of the L2 classes expect too much from their students. The school management acknowledged that this could be a reason for the large number of requests and promised to follow up the issue with the French class teachers.
- New marking scheme: school management distributed the marking system and informed that main concerns raised in last CEES meeting by teachers on the syllabus and attainment description on the content of science subjects (physics, chemistry,

mathematics, biology) seem to resolve in a good way. Teachers confirmed that there are confident even if new syllabus won't be ready for September (nota bene: While the marking system is starting as of September 2018, the syllabuses are still being reviewed to be operational by September 2019. Training is ongoing and on track. The next training session is planned for 16 April.

- Absence of teachers: school management presented a note on the management of absence of teachers in order to follow up requests made by APEEE. APEEE offered to help school elaborating on the basis of this information a note for parents in order to improve the communication flow, as this is a recurrent concern of parents.
- Ant bullying policy: School management explained the difference between the KIVA and the "no blame" approach. KIVA is a broad school program that focusses on anti-bullying by interventions on three levels: school, class and individual. A school that buys the license gets all didactic tools, booklets for pupils etc. The school stays in contact with the scientific department in Turku who gives feedback, evidence, statistics...Kiva incorporates also no blame approach, disciplinary measures, it promotes social skills and self-awareness. A school that decides to implement and buy KIVA must start from maternal and gradually go on in the course of the years. It means that a lot of teachers need to be trained, etc. No Blame is a method that deals with bullying situations by organizing interventions and support for bullies, bullied and bystanders. In EEB2 secondary we decided to focus on systematic training on social skills in S1, where teachers of the guidance team offer during at least 10 lessons techniques to enforce social skills and self-awareness. This meets as well the objectives of a broad school program as mentioned for KIVA. S2 gets some teambuilding training during the school trip end of October and other year groups get training according to specific needs. In "Wat werkt tegen pesten" K. Van Rooijen-Mutsaers, N. Udo, D. Wieke and W.Daamen published in 2015 from Nederlands Jeugd Instituut, Utrecht initiatives to improve mutual relations have a positive impact on social climate. Out of daily life in EEB2 and feedback from educational advisers and surveillants we conclude that there were, are significant improvements, even without key performance indicators.
- Communication between teachers and students: APEEE reported that the way how teachers communicate with their pupils differs a lot. Some are using SMS, others emails other Facebook. A proper structured communication as regards school plan, homework's, extra info for exams, things to study in case of absence etc would be beneficial and asked if school has some guidelines on this. It would also be useful if pupils have access to teaching material of other classes/sections. Issue will be followed up.
- Educational Support: The APEEE informed the school that the parents of students on ILS complain that the school do not have adequate material for students with dyslexia and dyscalculia. The APEEE asked for a list of the existing material and is available to help establishing a list of material to be purchase for next school budget 2019. The school management promised to follow this up.
- Evaluation of the streaming L2 process: APEEE would expect a written communication on this before or in the summer. The school management informed that they estimate 2 years would be too soon for a proper evaluation and promised this for 2019. Should APEEE do a survey?

4) Points for CEP&M meeting of 19/3/2018: all Board members are welcome to send points for the agenda of CEP&M meeting to B. Davidsson.

5) APEEE prefabs: the school is brainstorming on finding a place for the S3-S4 students and move them from their préau to another place. Each year the APEEE is asked whether the APEEE offices (9 staff members) can move from the prefabs to the préau.

- The préau S3-S4 is at the moment not suitable to be used as an office for the APEEE staff. In order to make it suitable construction works would need to be done such as breaking out walls, getting rid of the bad odor of the toilets etc.
- The APEEE has its own IT & communication system / cabling. Belgacom would have to be contacted in order to install the right cabling so that the server can be moved and the telephone lines can be installed.
- The school has no clear idea yet what they would like to use the prefabs for. It cannot be that based on an unclear decision of the school the APEEE staff is moved to another location. The risk exists that the school next school year will propose to the APEEE to move again, because the school discovered that things have changed and the overcrowding problem has not been solved by the move.
- A move of the APEEE offices will cost a seriously amount of money. If the school is willing to pay for all the construction and moving costs for the APEEE, could this money not be used to turn the préau into a nice place for the students?

6) Focal point for disciplinary measures: has been discussed under point IV 2.

7) WoluwInfo newsletter: all Board members are invited to send a brief text on themselves + picture to A. Rogal by the end of next week. If any questions, please don't hesitate to contact Andreas Rogal.

Next Board meeting will take place on Tuesday 24/4/2018 at 19:00 in the canteen of the teachers.