

APEEE BXL II – WOLUWE
“Introduction session 1-2-2018”
Minutes integrated with additional general information

Date	: 1 February 2018 from 18:30 to 22:00
Location	: Canteen – Woluwe
Present (17)	: Vanessa AULEHLA - Ruta AVULYTE-JELAGE - Antony BISCH - Christian BONDESON-EGGERT - Manuela CARAMUJO - Bengt DAVIDSSON - Sanjee GOONETILAKE - Katarzyna HOREMANS - Jeroen JANSS - Cristina P.M.SARMENTO - Albert RAEDLER - Guido RICCI - Andreas ROGAL - Johanna SAARENTALO-VUORIMÄKI - Bettina SCHMIDBAUER-MOGENSEN –Francesca TUDINI - Jan VON PFALER
Excused (5)	: Mounia BENYAHIA - Ana DUMITRACHE - Saïda KHANBOUBI - Jovita LAZDINIENE - Johan MELANDER
Others	: Rose Mc CARTHY – Board member in 2017 John LUX Erwin VAN DIJCK, Manager Administrative and Finance of the APEEE Anja GALLE, Director of the APEEE Ferhan PELISTER, Secretariat

I Welcome

Board members are welcomed to the “Introduction” session. They received a tour of the canteen kitchen and were given information by P. Orlovski, Chef de cuisine.
All Board members received a folder with information on the APEEE and an entrance badge..

II General presentation of the APEEE and the European school system:

General presentation of the APEEE and the European school system: presentation is given on the APEEE mission, the role and responsibilities of the APEEE Board, the legal liability and governance:

APEEE mission: An excellent education for all children:

- Work with school management and Secretary General to deliver high educational standards and optimum results for all pupils.
- Achieve a broad educational experience that includes cultural, sporting and personal development.
- Deliver essential services in transport, extra-curricular activities, canteen.
- Represent the interests of parents and pupils towards the school authorities and other stakeholders.

APEEE Board: role and responsibilities

- Support and represent parents in their interaction with the school.
- Represent parents and pupils interests in governance and funding decisions and in ensuring the good management of the school system.
- Ensure legal conformity, financial probity safety and good practice in all APEEE activities and I its own reporting and management obligations.
- Ensure that the services the APEEE provides are in line with parents needs and wants and at delivered consistently to the highest possible standard.
- Inform and consult key stakeholders on our activities and strategies, starting with its most important stakeholders – the parents and class reps.
- Develop a network with teachers, in your section, with parents and other APEEEs.

Legal liability

- Woluwe Parents ASBL is a legal entity, under the governorship of a Board of Directors (The Board).
- Generally the ASBL bears responsibility for the errors of its representatives.
- Board members are legally accountable for their actions with respect to the ASBL.
Action point: all Board members are invited to carefully read the document on liability of directors and board members of a Non-Profit Organization and protection of bank deposits, which they received at the meeting.

Governance

- General Assembly of APEEE
- APEEE Board
- Class representatives
- Parents

Key counter-parties and forums

- **The Conseil d'Administration d' l'école (C.A. – Governing Board):** The APEEE President and Vice-presidents attend the school C.A. meetings, which are held twice a year.
- **School advisory committee (SAC):** is a forum to discuss the strategic development of the school. The role of the SAC is to discuss, analyze and make proposals on for example the school's budget plan, the school's annual plans etc. The SAC invites 5 members of the APEEE Board to attend their meetings.
- **Health & Safety & Security Group (HSSG):** meetings used to be organized by the school several times per year. In 2017 the school decided that these meetings would be stopped and the topics would be discussed during the SAC meetings. In reality then what happened is that the agenda of the SAC meeting is so long that there was never sufficient time left to discuss the health, safety & security topics. At the end of 2017 upon request of the Board, the school agreed to organize separate SAC meetings dedicated to only the health, safety & security topics. **Therefore the HSSG has now become part of the SAC.**
- **The Conseil d'éducation:**
 - Conseil d'éducation primaire et maternelle (**CEP&M**): each section is represented by a Board member at the CEP&M, which means 9 Board members can attend. Usually it concerns the Board members who have children in primary.
 - Conseil d'éducation élargie secondaire (**CEES**): 4 APEEE Board members attend the CEES meetings.

Governance of European School system

- The Board of Governors (Governing Board): the BoG meets twice per year
 - Comprises "educational representatives from each Member state plus Commission, Nato
 - National delegations -> important to have good contact with the representatives of the member states and invest in lobby work.
 - Board members are advised to benefit from meetings held in Brussels to meet up with BoG-delegates and inspectors from their MS.
- Budget Committee:
 - Ultimate decision making entity for school system.
 - Subcommittee of the BoG
- Joint Teaching Committee

- Advises BoG on all decisions with budget implications.
- Prepares for BoG decisions all pedagogically related topics.

- Working groups
 - Report either to BoG, JTC or Budget committee
 - 80+ from New Marketing to secondary reform

- Group d'accompagnement (Commission)
 - APEEE meeting with the Commission to prepare for the BoG and budget committee

- Interparents
 - Representative organization for all European schools
 - Campaigns on all school system issues

Detailed information on the administrative organs of the European schools is available on <https://www.eursec.eu/fr>

Important: information on confidentiality rule: information which is distributed among the Board members is for the information of the Board members only and is not to be distributed outside the Board, unless otherwise communicated. The Board operates on a basis of trust. Confidentiality is also requested on discussion during the meetings.

III Explanation about the role/work done by the Bureau and the working groups in 2017 - working methods - role and responsibilities

Information was given on the functions and structure of the APEEE. Each member of the APEEE Board is mandated to consult their section. Best practice is shared: board members from each section are invited to organize information meetings with their sections to inform them about the pending issues and give information on what the Board is doing.

Internal Working methods – document with internal working methods is available in the folder

This document has been created by the Board 2017 and is intended to provide guidance to APEEE members on how to meet the objectives of the organization in an efficient way, and ensuring clarity of processes and procedures and efficiency of the day-to-day management of the APEEE Bodies.

Action point: all Board members are encourage to go through the document in order to obtain a clear overview on procedures and working methods.

APEEE Board structure consists out of:

1) Bureau:

- The Bureau is stipulated in the APEEE statutes and consists out of the President, the Vice-president Administrative affairs, the Vice-president pedagogical affaires, the treasurer, the information secretary, the secretary and a Board member without portfolio (7 members in total).
- The Bureau is responsible for developing an HR strategy, managing HR, monitor Board efficiency and effectiveness with strategy and targets approved by the General Assembly.
- The Bureau also takes care of the succession and continuity management
- A document giving an overview of the workload of the president's tasks in terms of participation in meetings has been distributed ahead of the meeting.

2) All APEEE Board members: lead and participate in work groups

3) Director: manages services & staff

4) Administrator: administrative tasks

Pedagogical working groups: (see information in folder)

- Interparents:
 - 1 working group coordinator and 2nd Board member to represent our APEEE at Interparents.
 - Members: all Board members are welcome to join.
 - Meetings: Interparents organizes around 4 to 5 meetings per year, each time at a different European school.
 - Contributing to long term pedagogical issues like European school system reform.
 - Making our voice heard in IP.
- CEP&M:
 - 1 working group coordinator who's responsible for the working group and who coordinates the working group.
 - Members: each section is represented by a Board member who has a child in primary or kindergarten. Recommended to have a back-up in place for continuity.
 - Meetings: about 4 CEP&M meetings are organized by Javier Arnedo each year. Important to organize a prep-CEP&M meeting before each CEP&M meeting in order to prepare for the CEP&M meeting.

Open issues on CEP&M from 2017 listed by Sara Roda:

- Follow-up with APEEE WG Safety and security on the developments of the primary building infrastructure – find out results of inspection by secretary general of- fice and according to conclusions send a new letter to the Régie the Bâtiments.
- Preventing violence in the playground – suggest Deputy Director Mr Arnedo that surveillance team wears a small flag with the languages that they can speak so that it is more visual to students when they want to talk with surveillants; inform parents about new external toys (a picture and an article in the magazine could be a good); division of territory with paint according to different colours would be the ultimate goal (there is unfortunately no budget); follow-up on the work of the well-being team (see novelties and progress, request to be informed about initiatives proposed by team and results: for example, mediation in class – ensure that all teachers are doing it and/or request Deputy Director if this is one of the goals of the well-being team; report of Frederic Hardy – any further measure which can be implemented? What is the opinion of Mr Enrique Ezquarra);
- Follow-up on drinking fountains for primary students
- Follow-up on garderie issues – Ana Dumitrache and Ana Galle are responsible for taking FW this dossier
- Results of fact-finding missions for a second carnet oral in the Spring – discuss with Bengt Davidsson way forward
- School policy on surveillance – discuss with Anthony Bisch next steps

Next steps – organize a meeting of the WG to define priorities (Annual report is a good base to see latest developments)

- CEES:
 - 1 working group coordinator who's responsible for the working group and who coordinates the working group.
 - Members: each section is represented by a Board member who has a child in secondary. Recommended to have a back-up in place to ensure continuity.
 - Meetings: about 4 CEES meetings are organized by J. Schmelz each year. Important to organize on a continuous basis a pre-CEES meeting in order to prepare and discuss ongoing topics for the CEES meeting.

Briefing on CEES by Vanessa Aulehla:

- Starting point for 2018 priorities should be analysis of topics and work done in 2017 (see 2017 annual report and minutes of 2017 board meetings)
- Topics covered in 2017 range from wellbeing policies (antibullying, drugs, infrastructure...) to closely study related challenges (lost lessons, syllabus, quality of teaching, BAC, streaming...)
- Our approach to build critical but also constructive partnership with school management and teachers was successful. On the one hand, management intensified information/communication efforts with parents and in our meetings a frank and open discussion on problems has been established seeking together for better conditions for effective teaching and quality in our school.

Next steps – organize a meeting of the WG to define 2018 priorities

Operational working groups: (see information in folder)

- Canteen group: Bettina Schmidbauer-Mogensen informs about the canteen working group activities and future projects.
 - Projects done in 2017:
 - Repair of the basement ceiling has been done by the Régie des Bâtiments
 - Vegetarian week was organized, upon request of the students of the Ecolo group
 - Meeting with class representatives has been organized
 - Picture of canteen meal is published on the APEEE website on a daily basis: <http://woluweparents.org/2017/12/21/menu-8-janvier-2-fevrier/>
 - Projects for 2018:
 - Installation of self-service for the canteen of the teachers / staff
 - 1 working group coordinator who's responsible for the working group and who's in contact with the APEEE Director and the Canteen Manager to ensure canteen continues to deliver the optimum service for the pupils.
 - Members: a minimum of 2 Board members to join the canteen working group.
 - Meetings: up to the canteen working group to decide how many meetings they want to organize, or whether they want to discuss matters via email.
- Transport group: Albert Raedler informs about the transport working group activities and future projects.
 - Projects done:
 - Ipad track system used by the bus supervisors which allows the APEEE transport office to know at every moment where a child is. This system was developed in-house by Aliocha Sioen.
 - Projects for 2018:
 - Replacement of the walkie-talkies for the bus parking
 - Installation of container / chalet on the bus parking
 - Improve the visibility of transport information on the APEEE website
 - 1 working group coordinator who's responsible for the working group and who's in contact with the APEEE Director and the Transport Manager to ensure the transport department continues to deliver the optimum bus service for the pupils.
 - Members: a minimum of 2 Board members to join the transport working group.
 - Meetings: up to the working group to decide how many meetings they want to organize, or whether they want to discuss matters via email.
- Extra-curricular activities: Kasia Horemans informs about the extra-curricular working group activities, the challenges and limitations
 - 1 working group coordinator who's responsible for the working group and who's in contact with the APEEE Director and the Manager of the extra-curricular activities in order to ensure to continue to deliver the high quality of activities which parents demand.

- Members: a minimum of 2 Board members to join the working group.
- Meetings: up to the working group to decide how many meetings they want to organize, or whether they want to discuss matters via email.
- Information: Andreas Rogal informs about the information working group.
 - Points to focus on:
 - Newsletter: the first edition of 2018 will be launched before the Easter holidays.
Action point: Every Board members is asked to write a short paragraph about him/herself and send it to Andreas Rogal.
Action point: every Board member is welcome to send in articles for the newsletter
 - Social media: Facebook & Twitter
 - 1 working group coordinator. Working group is responsible to facilitate the sharing of information between APEEE Board members and support the overall communications efforts of the APEEE.
 - Members: a minimum of 2 Board members to join the working group.
 - Meetings: up to the working group to decide how many meetings they want to organize, or whether they want to discuss matters via email.
- IT Group: Anthony Bisch informs about the activities of the IT working group.
 - Projects done in 2017:
 - Implementation of Winbooks Logistics -> this invoicing programme replaces the former programme. Through this new invoicing programme the APEEE accounting will be able to improve the accounting service.
 - Projects for 2018:
 - Sending invoices via email
 - Possibility for the parents to consult their invoice in the secured zone
 - Organizing functional email addresses for the Board
 - Filling system for the APEEE archives
 - Data protection
 - 1 working group coordinator. Working group is responsible to drive the development of key IT projects.
 - Members: a minimum of 2 Board members to join the working group.
 - Meetings: up to the working group to decide how many meetings they want to organize, or whether they want to discuss matters via email.
- Security & Safety: Bengt Davidsson informs about the Security & Safety working group. The working group has been set on the rails again, and is now ready to define topics of interest.
 - 1 working group coordinator. Working group is responsible to monitor the security and safety situation.
 - Members: a minimum of 2 Board members to join the working group.
 - Meetings: up to the working group to decide how many meetings they want to organize, or whether they want to discuss matters via email.
- Budget group:
 - 1 working group coordinator. Working group is there to support the treasurer and APEEE staff in preparing the budget.
 - Members: consist out of the President, Vice-Presidents, Treasurer and a minimum of 2 additional Board members to join the working group.
 - Meetings: up to the working group to decide how many meetings they want to organize, or whether they want to discuss matters via email.
- Enrolment policy group: Information is given by Kasia Horemans.

- 1 working group coordinator. Working group is there to monitor new developments regarding enrolment policy.
 - Members: all board members are encouraged to be part of this working group and are asked to get themselves familiar with the enrolment policy in order to be able to give information to the parents of their section in case they are consulted by them.
 - Meetings: up to the working group to decide how many meetings they want to organize, or whether they want to discuss matters via email.
- Active Community: Information is given by Manuela Caramujo.
 - 1 working group coordinator. Working group launches projects such as data base community, conferences etc.
 - Members: all board members are encouraged to be part of this working group.
 - Meetings: up to the working group to decide how many meetings they want to organize, or whether they want to discuss matters via email.

Open issues listed by Sara Roda and communicated by Manuela Caramujo are:

- Conference for parents and secondary students in French on "Trucs et astuces pour bien profiter de la toile. Dangers d'internet, des réseaux sociaux et des jeux en ligne." given by Mr Olivier Bogaert, Belgium Police Commissionaire of the Computer Crime Unit, to take place on Thursday, 12 April 2018 (surfonstranquille@gmail.com)
- Relaunch volunteers database -The data collected shall be shared with the school management (Directors and secretariat) as well as APEEE Board and Secretariat, respecting personal data regulations.
- Visit Bees project once concluded – Prof Valerio Rovai
- Saturday crafting / Mindfulness – follow-up with Mariana Senos dates for crafting, and Patricia Veiga for mindfulness;
- Inter-European School Tennis Tournament: confirm with APEEE secretariat what is needed.
- Continue to follow-up activities Imagine Tomorrow Group – contact is Mariana Senos and Filipa Pimentel
- Follow-up with CEES on the improvement of playground areas for S3/S4 – students were going to send their comments to the school on what would they like
- Next year's "thank you dinner for volunteers" – update the mailing list, making sure that all volunteers from library are included (ask Karima for the updated list)

Next steps – organize a meeting of the WG to define priorities (good base are last year's priorities which some could be reviewed, renewed or deleted; 2017 annual report is also important to take a look)

- Welcome policy working group:
 - Rose McCarthy prepared a message with information explaining in detail the functioning of the welcome policy working group and documents. This has been mailed to the Board.
Request is made to look at all options of securing a Co-Ordinator for Volunteers, for supporting the school events, and supporting the volunteers, linking them up and definitely having a school/APEEE event every year to thank them for their time and generosity of spirit in supporting the school.
 - Francesca Tudini thanks Rose McCarthy for everything she has done to set up the welcome policy working group. Rose has done a tremendous job getting this project of the rails and turning it into a successful working group!

- Education support working group: Manuela Caramujo informs about the activities of the education support working group.
 - 1 working group coordinator.
 - Parents are entitled to ask an APEEE Board member to join them when they are invited by the school for a meeting on an Educational Support topic. Therefore all Board members are encouraged to obtain a general knowledge of the topic.
 - Members: a minimum of 2 Board members to join the working group.
 - Meetings: up to the working group to decide how many meetings they want to organize, or whether they want to discuss matters via email.
 - On 26/2/2018 a joint conference with the other APEEEs will be organized in our school on the topic: "ADHD, Autism and Dyslexia, by Dr Lobo Antunes

Focus people: (see information in folder)

- Proposition is made to appoint a focus person for the end of year activities for S1 to S5 students in June. To work together with the school to help activities for the students.
- SWALS:
 - 1 working group coordinator.
- CAT II & III:
 - 1 working group coordinator.

Action point: During the first Board, after the one where coordinators are nominated, the working group coordinators will be asked to prepare the priorities for their working group for 2018 in cooperation with the members of their group.

IV Conclusion:

Board members are asked to have a look at the **structure document** in the folder and to reflect on the areas of interest in order to be able to make a choice to which working groups they would like to join. Advice is given: to take in due account the workload related to the different position, membership in 1 or 2, max 3 WGs is recommendable. Working groups are flexible and membership can be changed if appropriate.

The first Board meeting will take place on Wednesday 7/2/2018 at 18:30 at the canteen of the teachers. Sandwiches will be provided at the Board meeting.