

**APEEE BXL II – WOLUWE**  
**RESOLUTIONS VOTEES & DECISIONS APPROUVEES**  
**PAR LE CONSEIL D'ADMINISTRATION 2017**  
**(période du 8-2-2017 jusqu'à 29-1-2018 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. 8-2-2017 – page 1 point II**

**Elections:**

- 1) Elections of the President, Vice-Presidents, Bureau members and working group coordinators.  
 The various functions of the bureau members and working group coordinators are outlined and the election of the new President is organized.

**Chairperson & Bureau:**

- President:  
 2 candidates are standing for the position of President: Jan von Pfaler and Francesca Tudini. Both candidates present themselves and give their arguments why they are standing for the position of President of the APEEE.

Voting is organized on whether the voting for the President should be done by hand or in writing? 11 Board members voted in favour for voting by hand

**Decision:** voting for the position of the President will be done by hand.

Voting for the President:

- Francesca Tudini: 12 votes in favour
- Jan von Pfaler

**Decision:** Francesca Tudini is elected with majority.

- Vice-president Administrative affaires: **Johan Melander**  
 Votes: Johan Melander is elected unanimously
- Vice-president Pedagogical affaires: **Jan von Pfaler**  
 Votes: Jan von Pfaler is elected unanimously
- Treasurer: **Jovita Lazdiniene**  
 Votes: Jovita Lazdiniene is elected unanimously
- Secretary: **Mario Nava**  
 Votes: is elected unanimously



- Information secretary: **Andreas Rogal**  
Votes : Andreas Rogal is elected unanimously
- Board member without Portfolio: **Bettina Schmidbauer-Mogensen**  
Votes: Bettina Schmidbauer-Mogensen is elected unanimously

**Working group coordinators and the members of the pedagogical groups:**

- Working group coordinator for Interparents: **Andreas Rogal**  
Second member: **Jan von Pfaler**  
**Decision:** Andreas Rogal is elected as coordinator for Interaprents and Jan von Pfaler is elected as second member for Interparents.
  - Members: all members of the Board.
  - Working group coordinator for kindergarten and the primary (CEP&M):
    - Working group coordinator: **Bettina Schmidbauer-Mogensen**  
**Decision:** Bettina Schmidbauer-Mogensen is elected as working group coordinator for CEP&M
    - Members:
      - German section: Albert Raedler and Anthony Bisch
      - Anglophone section: Rose Mc Carthy and Andreas Rogal
      - Finnish section: Jan von Pfaler
      - French section: Mounia Benyahia and Ana Dumitrache
      - Italian section: Francesca Tudini and Guido Ricci
      - Lithuanian section: Jovita Lazdiniene
      - Dutch section: Katarzyna Horemans
      - Portuguese section: Sara Roda
      - Swedish section: Bengt Davidsson
  - Working group coordinator for secondary (CEES): 2 candidates are coming forward: Pernilla Sjölin and Vanessa Aulehla
- Voting for the function of working group coordinator CEES:
- Pernilla Sjölin: voted in majority
  - Vanessa Aulehla
- Decision:** Pernilla Sjölin is elected with majority. Vanessa Aulehla will act as back-up.
- Members:
    - German section: Bettina Schmidbauer-Mogensen
    - Anglophone section: Adam Watson-Brown
    - Finnish section: Johanna Saarentalo-Vuorimäki
    - French section: Mario Nava and Mounia
    - Italian section: Vanessa Aulehla
    - Lithuanian section: Jovita Lazdiniene
    - Dutch section: Katarzyna Horemans
    - Portuguese section: Manuela Caramujo
    - Swedish section: Pernilla Sjölin

2) Identification of working group members

**Working group coordinators and the members of the operational groups:**

- Canteen group: coordinator: **Bettina**
  - Members: Johan Melander, Johanna Saarentalo-Vuorimäki, Albert Raedler, Anthony Bisch, Sara Roda, Guido Ricci
- Transport group: coordinator: Albert Raedler
  - Members: Johan Melander, Anthony Bisch, Bengt, Guido Ricci

- Extra-curricular activities: coordinator Katarzyna Horemans
    - Members: Johan Melander, Francesca Tudini, Andreas Rogal, Ana Dumitrache, Manuela Caramujo, Mounia Benyahia, Bettina Schmidbauer-Mogensen, Anthony Bisch, Guido Ricci
  - IT Group: Coordinator: **Johan Melander**
    - Members: Andreas Rogal, Adam Watson-Brown, Bengt Davidsson, Katarzyna Horemans, Bettina Schmidbauer-Mogensen
  - Health & Safety: Coordinator: **Johan Melander**
    - Members: Johanna Saarentalo-Vuorimäki, Bengt Davidsson, Manuela Caramujo, Ana Dumitrache, Mario Nava, Anthony Bisch, Mounia Benyahia.
  - Communication working group: Coordinator: **Andreas Rogal**
    - Members: Francesca Tudini, Rose Mc Carthy, Ana Dumitrache, Sara Roda
  - Budget group: coordinator: **Jovita Lazdiniene**
    - Members: Johan Melander, Albert Raedler, Francesca Tudini, Jan von Pfaler, Sara Roda, Mario Nava
  - Enrolment policy working group: A group which discusses the position of the APEEE regarding the enrolment guidelines to be submitted to the BoG.
    - Coordinator: **Katarzyna Horemans**
    - Members: all members of the Board.
  - Compliance & risk assessment: **coordinator: Albert Raedler**
    - Members: Johan Melander, Francesca Tudini, Bengt Davidsson
  - Active Community working group: **coordinator: Sara Roda**
    - Members: Vanessa Aulehla, Katarzyna Horemans, Rose Mc Carthy, Manuela Caramujo
- Focus persons for the following topics:**
- SWALS: will be included in CEP&M & in CEES working group.
  - Cat II & III students: will be included in the enrolment working group.
  - Education support: coordinator: will be decided later.
    - Members: Manuela Caramujo, Adam Watson-Brown, Ana Dumitrache, Mounia Benyahia, Jan von Pfaler

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

Vote is taken on the proposal of the school for the organization of "Mindset for Exams" workshop:  
Do we support the proposal of the school and share the cost of the workshop (max 550 euro)?

**Votes:** all voted in favor unanimously

**Decision:** APEEE will support the workshop and share the cost of the workshop up to max 550 euro.

Vote is taken on the following:

Students need who register need to pay a participation fee of 5 euro and money will be kept in order to organize other such events.

**Votes:** all voted in favor unanimously

**Decision:** a 5 euro participation fee will be asked from the students.

Vote is taken on the following:

Give mandate to Vanessa Aulehla to discuss further with L. Andries.



**Votes:** all voted in favor unanimously

**Decision:** mandate is given to Vanessa Aulehla to discuss further with L. Andries.

### **C.A. 9-3-2017 – page 4**

#### **Discussion points / vote:**

#### **3) Task forces for horizontal issues**

- **Future of the Brussels schools & overcrowding** in general: all Board members are part of the taskforce.
- **Drugs & abuses:** members of the task force are: J. Lazdiniene, P. Sjölin, J. Melander
- **Internal working methods:** members of the task force are: J. Melander, J. von Pfaler, F. Tudini, S. Roda
- **Welcome/induction policy:** members of task force are: R. Mc Carthy, A. Rogal, F. Tudini, B. Schmidbauer-Mogenssen, J. Saarentalo-Vuorimäki

Welcome and support service for new families:

- Consultation, partnership and research
- Creating and shaping a service evidences by the research
- Developing wider support for new pupils in partnership with the school
- **Brexit** and reporting to the Board for further discussion: Members volunteering to be part of the task force are A. Watson-Brown, V. Aulehla, R. Mc Carthy, A. Rogal, M. Caramujo, J. von Pfaler
- **SEN:** proposition is made to create a working document, which can be published on the website for the parents. Members volunteering to work on the topic are J. von Pfaler, A. Rogal, A. Watson-Brown, M. Caramujo, Kim Revill, Miquel França. A draft questionnaire on SEN services prepared by Miguel França would be sent to Board Members for comments and approval. S. Roda requested that this questionnaire is sent afterwards to parents that benefit from SEN.
- **Mobility programme:** members of the task force are: A. Rogal, A. Raedler

### **C.A. 25-4-2017 – page 1**

#### **Discussion points / vote:**

1) Chinese classes: On 10/3/2017 a meeting was organized by Mr Sharron with the APEEE (J. von Pfaler, P. Sjölin, F. Tudini and A. Galle, the representatives of the China Mission to the EU and the teachers Ms Vlietinck and Ms Luo). Mr Sharron would like us to consider the organization of Chinese classes within our extra-curricular activities. The China Mission has a funding programme called Confucio classroom which can be used to fund the classes.

Questions is asked whether the APEEE would like to organize Chinese classes and take on the proposal of the China Mission for funding.

**Decision:** Board members agree that APEEE could first explore the possibility to organize Chinese classes for primary as an extra-curricular activity taking into account the current APEEE conditions (pay of the teacher and price of the classes for the parents.)





**Action point:** J. von Pfaler to contact Ms Vlietinck and inform her about the decision of the Board to explore the possibility to organize Chinese classes for primary and discuss contract and terms, but without the financial support of the China mission.

9) Task description for parent volunteers: discussion is held on whether parent volunteers can join the APEEE working groups. The APEEE statutes (article 2 page 9) stipulate that: "tous les parents ont la possibilité de participer aux travaux de l'Association, notamment aux groupes de travail constitués par le Conseil d'Administration visés à l'article 16."

It is pointed out that parent volunteers have not received a mandate from the AGM and are not elected Board members. Board members have a responsibility towards the parents and the APEEE, which parents volunteers have not.

**Board members agree that the parent volunteers are welcome to join the working group meetings, but have no right to vote and they could be invited to leave the meeting if sensitive issues need to be discussed. The working group would then meet in closed sessions.**

10) School trips: F. Tudini informs that during the meeting on 5/4/2017 with Mr Sharron, he talked about the mandatory and not mandatory school trips.

The not mandatory school trips are organized on a volunteering basis by the teachers. Mr Sharron informed that the organization of the financial accounts of these non mandatory school trips cause an extra workload for the school accounting department and it might be possible that in the future the school will no longer be able to manage the extra work.

Question is asked by Mr Sharron whether it would be possible for the APEEE to set up an account to handle the financial side of the organization of the school trips? Question is discussed by the Board and proposition is made to explore the option for a financial derogation at the General Secretary Office. Proposal is also made to check with the other APEEEs how the organization of non mandatory school trips is done in their schools.

**Decision:** Board agreed that APEEE cannot set up such an account to handle the financial side of the organization of the school trips.

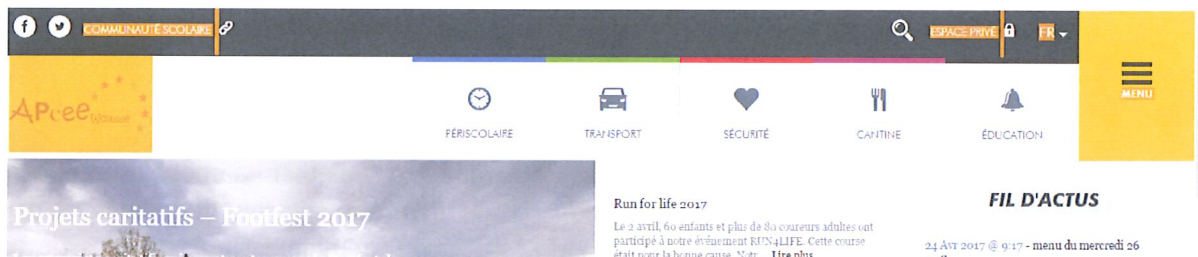
**Action point:** F. Tudini to advice the school to explore the option for a financial derogation.

**Any other business:**

- Information: A. Rogal informs about a meeting he had with A. Galle and A. Sioen on social media strategy. Following topics were discussed:
  - that APEEE disposes of Twitter & Facebook page but these are not used often.
  - proposition is made to relocate the information in the section "MENU" on for example the Board + Mission & statutes + school life, on the front page of the website. The section "security" on the front page could be changed into "Info" and this section could then gather all information on the board, mission & statutes, school life, glossary, WoluwInfo and Security. This relocation could be done by A. Sioen.

**Decision: Board agrees with this relocation.**





Question is asked whether in the secured zone a page for parent volunteers can be added? To be checked with A. Sioen.

**Action point:** Social media strategy to be discussed at the next Board meeting.

## **C.A. 10-5-2017 – page 1**

### **Agenda points:**

**Action points from the 25/4/2017 Board report:**

**Action point:** V. Aulehla has drafted a letter for the S7 parents concerning the BAC exams and mailed it to the Board members for comments. She's awaiting a reply from S. Conyers Barber from Interparents before sending the letter to the S7 parents.

**Action point:** dissemination of information to parents is postponed to the next Board meeting.

**Action point:** Advice and training on security issues for parents – AMOK: proposition is made to give a mandate to A. Bisch to organize such a training and invite the school management in order to give information on the security measures implemented in the school. Information will be given to the parents that this conference will not tackle any security issues of the school.

**Proposition:** do we agree that APEEE organizes this training on security for parents – AMOK?

**Vote:** majority of Board members vote in favor of the proposal.

**Decision:** Board members agree to give mandate to A. Bisch to organize an AMOK training for the parents at our school.

**Meetings and attendance question:** Upcoming meetings are:

On 11/5/2017: F. Tudini, J. Melander and J. von Pfaler will have meeting with Mr Sharron.

On 16/5/2017: at 12:30 canteen committee working group with the school. F. Tudini, J. Melander, B. Schmidbauer-Mogensen and A. Galle to attend.

Question is asked whether Board meetings should start at 18:30 or at 19:00?

**Decision:** majority of Board members present vote to keep the start of the Board meeting at 18:30.

Discussion is held on choosing the dates (Monday, Tuesday, Wednesday and Thursday) and proposition is made to alternate the days as of 2018.

**Decision:** as of 2018 the days of the Board meetings will be alternated between Monday, Tuesday, Wednesday and Thursday.

### **Discussion points / vote:**

1) Charity concert organized by 4 APEEEs: S. Roda mailed the proposal concerning the organization of a charity concert to the Board members.

*Handwritten signature*



**"Charity concert organized by 4 APEEEs** – We received a request from APEEE Laeken to support a charity concert taking place on 8 January 2018. The benefits would go to a Belgian ASBL and the suggestion from the organizer is "Solidarité Grands Froids" <http://www.solidaritegrandfroid.be/>. The risk for APEEE, if tickets are not sold out, would be paying €1250. **Working Group Active Community agreed to recommend to the Board to limit our risk to €300.**

**Action point:** F. Tudini to contact C. Daguet-Babich in order to receive more information on the topic.

3) Bees project: S. Roda send to the Board the request from Mr Valerio Rovai, teacher at the school, for financial help to implement the bees project for the total amount of €800. The hives will be placed at the school boarder, on the other side of the school exit. Mr Sharron already approved the project. In the past Mr Rovai has worked with primary students on Wednesdays afternoons, and he can provide information to any class which is interested.

**Vote:** majority of Board members vote in favor of the Bees project and support the project for 800 euro.

**Decision:** S. Roda can contact Mr Valerio Rovai and confirm that the APEEE Board will support the bees project for 800 euro.

#### **Any other business:**

1. Extra-curricular activities 2017-2018:

- a. Increase prices: in order to avoid a loss for the coming years, the extra-curricular activities working group proposes to increase the price for extra-curricular activities for 2017-2018 by 10%. The loss for 2016-2017 is estimated at 31.000 euro, due to indexation, payment of travel expenses (home/school/home) for the monitors, as well as due to increase of supervisors and hours of supervision following the security measures. In order not to increase prices again in 2019/2020 this proposal was made. Proposition of price increase of 10% was mailed to the budget committee, who has approved.

**Proposal:** question to approve the 10% increase of the prices of the extra-curricular activities for 2017-2018.

**Vote:** majority of board members voted in favor of the 10% price increase for 2017-2018.

**Decision:** implementation of the 10% price increase for the extra-curricular activities 2017-2018 is approved.

- b. Run for Life: all Board members received a written update on the Run for Life event. Unfortunately a loss was made (1.103,98 euro). Proposition is made to donate 500 euro to Charity Save the Children.  
**Vote:** majority of Board members voted in favor of giving 500 euro to the Charity event and cover the loss made
- c. Extra-curricular activities: K. Horemans has mailed the report of the extra-curricular activities meeting of 8/5/2017 to the Board.

2. Project on IT: information is given that currently there are 2 IT working groups:

- a. 1 working group across the other APEEEs in which data protection and office 365 are discussed.  
Discussion is held on the use of Office 365 at the school, on the implementation and the user friendliness. Proposition is also made to receive more training from the school on the use of Office 365.





- b. 1 working group within the APEEE which is discussing and analyzing the total overview of the APEEE IT environment. Several meetings will be held over the next several days on this topic.
- 3. Chinese classes: Information is given that interviews are being organized with teachers who can teach Chinese classes. Feedback on the outcome will be given at the next Board meeting.
- 4. Mindset for exams workshop: this information was mailed to the Board members before the Board meeting as an information point.

As one of the first decisions of the newly elected board, we have given our financial support for a mindset for exams workshop that the school management proposed for S6 and S7 pupils on Saturday, 18 March 2017. At the meeting of 8 February, the Board voted on sharing the cost of the workshop with the school and to use the money paid by the students for similar workshops in future. 42 students participated, mostly from S7, and Jen from Live-N-Learn (live-n-learn.co.uk) was very good in getting them active on a Saturday morning. Tips on Time management, on studying techniques, on how to avoid stress and how to have a growth mindset and confidence were given in interactive and funny way.

Total cost: 845 Euro

50%: 422,50 (APEEE contribution)

APEEE gained 210 euro (the money from the 42 students who participated) for similar workshops in future

- 5. Twitter & Facebook: A. Rogel asks the Board whether he can receive a mandate to use the Twitter and Facebook account of the APEEE.

**Vote:** majority of Board members voted in favor.

**Decision:** A. Rogal is given the right to use the Twitter and Facebook account of the APEEE.

## **C.A. 6-6-2017 – page 2**

### **Discussion points / vote:**

- 1) Point on IT: J. Melander has mailed an investment request to the Board concerning the implementation of a new invoicing programme. The current APEEE billing system is causing problems and is not functioning well. Bugs appear which means the current system is not stable and reliable. The company 56K could implement a new invoicing system and also add new functionalities such as electronic invoicing and invoice visibility in the secured zone of the APEEE website. The cost would be 20.000 euro.

A meeting is scheduled with the company 56K on Thursday 8/6/2017 to discuss their offer more in detail.

Question is asked whether a mandate can be given to J. Melander and J. von Pfaler to sign a contract with the company 56K if they are satisfied with the information received on Thursday. The contract would consist out of replacing the invoicing programme, adding new functionalities and training of A. Sioen for the function of data protection officer.

Proposition is made to ask the company 56K to provide a maintenance contract for follow-up after the implementation and training of staff.

**Vote:** vote is taken on whether the Board agrees to give a mandate to J. Melander and J. von Pfaler to sign a contract with the company 56K for 20.000 euro.

**Votes:** unanimous vote

**Decision:** J. Melander and J. von Pfaler have received the mandate to sign a contract with the company 56K for the amount of 20.000 euro for implementation of a new invoicing programme.

- 2) Survey on the use of mobile phones in secondary: S. Roda has mailed information on the survey to the Board. The question is asked whether the Board would like to send the survey to the parents on behalf of the APEEE concerning the use of mobile phones? If there's no consensus or majority the Portuguese Board members can send the survey to the Portuguese parents since they have received a mandate from the PT parents.  
Do we want to send the survey on behalf of APEEE or per section?

**Vote:** do we agree to send the survey to the parents on behalf of APEEE? All Board members vote in favor.

**Action point:** S. Roda to send the questions to the Board for comments.

- 3) Preventing violence in the playground project: Prof. Hardy's report was mailed to all Board members. Prof Hardy gave a discount and therefore the APEEE saved quite some money. The total amount charged for the conference, the visit to the school and the preparation of the report was 1500 euro. The amount saved was 1000 euro as the initial budget was 2500 euro.

The request is made to the Board for the possibility to use the saved 1000 euro, requesting an additional 500 euro to use on 3 objectives:

- a) Specific training for surveillants (1 hour x 3 weeks)
- b) Specific training for teachers (2h to focus on mediation only / "space parole")
- c) 3 capsules: filming and editing during the "space parole" with students in order to record/keep track of how these sessions should be, so that teachers can train future colleagues on the issue, and to use it as a tool to raise awareness among students about this topic. Prof Hardy suggests one class of MAT, one of P3 and one of P5.

Discussion is held on the topic. Evaluation strategy is advised. How will success be defined? (lower the rate of violence in the playground, inform the parents etc). How much should the project improve the situation in the playground?

**Vote:** vote is taken on giving S. Roda a mandate to implement the project of Prof Hardy for the budget of 1500 euro and in cooperation with the school (cost between now and end of December no more than 1500 euro).

**Vote:** all Board members voted in favor

### III. Any other business:

6. Chinese classes: question is asked whether the APEEE is willing to organize Chinese classes for primary P1-P2 + P3-P5 + S1-S3 during the school year 2017-2018 under the auspices of the Confucius Classroom? Discussion is held on the topic. It's important if the Board decides to go along with the Confucius classroom programme that information to parents is transparent and that is published with the description of the course on the APEEE website.

**Vote is taken on the following:** to give mandate to A. Galle to choose teacher and organize Chinese classes under the auspices of the Confucius classroom programme.

**Vote:** 1 vote against + 13 Board members voted in favor





7. Welcome service : R. Mc Carthy has mailed a proposal on the welcome service - launch welcome event to the Board.
  - a. Proposition to convert the task force Welcome service into a working group.
  - b. Proposal for a launch of the APEEE welcome service on the 5th September 2017 in partnership with the school. Strong event at the beginning of September: can we have the service and have the welcome event?
  - c. The budget: what would the cost be for the drinks and food to be served at the welcome event? Information is given that each year the APEEE already offers the drinks and food served at the Welcome cocktail organized by the school for the new parents.  
**Action point:** A. Galle to confirm the cost of the food and drinks at the welcome cocktail last year to R. Mc Carthy.
8. A. Watson-Brown is leaving the Board as of September 2017: The President thanks A. Watson-Brown for his contribution as a member of the Board over the past 2 years. His work and input has been highly appreciated. The Board wishes A. Watson-Brown and his family all the best for the future.
9. Director APEEE BxL II: information is given to the Board that after a trial period the Bureau has decided to ask A. Galle to continue the function of Director for the APEEE BxL II. Ms Galle has accepted the offer and will continue as the Director of APEEE BxL II. The Board members congratulate Ms Galle with the nomination.

#### **C.A. 20-9-2017 – page 2**

##### **. Discussion points / vote:**

- 4) Working methods: F. Tudini has mailed the draft document on internal working methods to the Board members. Proposition is made to have a document ready before the election of the next Board. This document could become the guidelines for the current and future Boards.
- 5) Catering budget for the Education support event on 20/11/2017: all Board members received the document with the information on the organization of an Education support event for parents at the canteen at the school. The budget for this event is 10 euro/per person.  
**Vote:** organization of Education support event on 20/11 with budget of 10 euro/per person. All Board members vote in favor.

**Decision:** budget for the Education support event is approved.

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

10. Annual general meeting:
  - Draft OJ/Agenda for the AGM (planning + who to invite): next AGM will be organized on Monday 29/1/2018. In order to prepare the agenda decision should be taken on whether the Board would like to invite the school management or any other visitors to the AGM.
  - Resolutions? question is asked whether the Board wants to propose any resolutions at the AGM? Information is given on the following:
    - Any proposal of which the object is **to amend the Statutes** shall be made by the Administrative Board. The Administrative Board shall give the members of the Association **not less than one month's advance notice** of the date of the AGM which will decide on the said proposal. The General Meeting may only debate amendments to the APEEE statutes **if the amendments have been explicitly indicated in the notice convening the meeting and if at least**



**two thirds of the full members are present or represented at the meeting.**

In case resolutions are proposed which change the APEEE statutes then **documents for the AGM need to be ready 1 month before the AGM.**

- The General meeting **may adopt internal rules of procedure. A three-fifths majority** of the full members present or represented shall be required for the purpose of approving or amending the rules of procedure. Any proposal to amend the rules of procedure, submitted by the Administrative Board and sent to the Secretariat **at least one month** before the General Meeting.

Therefore it's important to decide on whether to have such resolutions or not in advance, so that everything can be prepared in time.

#### 11. Update from the WG & task forces:

- a) Changes in the WGs (CEP&M + set up of the Welcome service):
  - a. Welcome
  - b. CEES: P. Sjölin is resigning from her position of working group coordinator. Question is asked who would be willing to take on the task of CEES working group coordinator. V. Aulehla is happy to take on the task.  
**Vote**: all Board members vote in favor  
**Decision**: V. Aulehla is as of now CEES working group coordinator
  - c. CEP&M: S. Roda is replacing B. Schmidbauer-Mogensen for the position of CEP&M working group. A. Raedler and A. Bisch (back-up) will be the working group members for DE section in the CEP&M.
  - d. SEN: M. Caramujo has been appointed SEN working group coordinator. Members of the SEN working group are J. von Pfaler, A. Rogal, P. Sjölin and M. Benyahia
  - e. Question is asked whether anybody else would like to join a working group or change working groups or positions. No other changes are noted.
- b) Welcome committee: feedback is given on the work done by the welcome committee. The welcome pack for primary and secondary are a success.

Project on creating welcome video with students showing their school is ongoing. Meeting on 25/9 with Colm Kehoe to discuss further.

Discussion is held on a budget for the Welcome morning coffee. Proposal is made to have a 165 euro budget for the welcome morning coffee event.

**Vote**: all board members vote in favor of a maximum of 165 euro budget for the welcome morning coffee event.

**Decision**: a maximum of 165 euro is allocated for each welcome morning coffee event

Discussion is held on how the volunteers, who are dedicating their time and effort to help the APEEE, can be rewarded. Proposition is made to organize a dinner or buffet for them in the canteen.

**Decision**: all Board members agree with the idea to organize a dinner or buffet for the volunteers.

- c) Extra-curricular activities: Last week the APEEE was informed by the school that we would only be able to use the sport fields on Monday, Tuesday, Thursday and Friday as of

15:30. However, the extra-curricular activities start at 15:30 in order to allow the primary students to participate to an activity right after school.

A meeting with the school management and the person responsible for the time-scheduling was organized in order to discuss the availability of the sports fields for the APEEE activities. J. Melander, F. Tudini, A. Sioen and A. Galle attended that meeting. Finally the school confirmed that the APEEE can use 2 sport fields on Monday and Friday as of 15:30. On Tuesday and Thursday there are no sport fields available until 16:10.

Since the extra-curricular activities already start next Monday 25/9 it's too late to cancel the registrations. Therefore it has been decided that the APEEE will organize the football and athletics activities as scheduled, meaning as of 15:30, and try to find a cooperation with the school sport teachers to use a part of the sport field on Tuesday and Thursday as of 15:30.

For next year it will be important to remind the school that it is essential to inform us in advance, during the month of May or June, about the availability of the sport fields and part of the sport hall for the APEEE for the next school year.

12. IT project - update: contract with the company MCH has been signed. MCH company will prepare the APEEE extranet to be linked to the Winbooks logistics, in order to organize the invoicing. Project is scheduled to be ready and tested by 15/10/2017.
13. Budget working group: Update is given on the Social Fund projects for 2017-2018. Up till now following projects have been accepted:

1) Model United Nations:

It concerns the Model United Nations project. Mr Kehoe will attend the event in Munich with 8 students from our school ). This request was also done last school year, and was approved.

The way of funding is as follows: 1/3 is paid by the school, 1/3 is paid by the parents of the participating pupils, 1/3 is paid by APEEE. The total cost for this activity would be 4560 €. Cost for APEEE = 1520 €. Budget group approved the request.

2) Request from parent: - financial support for the school trip to Ireland in October 2017. Following the rules of the social fund the APEEE could intervene for 75% of the cost, which would be 244€. This would leave 81€ to be paid by the parent. Budget working group approved the request.

3) 5 welcome coffee mornings

4) Conference "born to be wild" on 22/11/2017 organized by B. Schmidbauer-Mogensen

5) Conference SEN on 20/11/2017 organized by M. Caramujo

## **C.A. 19-10-2017 – page 1**

### **Discussion points / vote:**

14. Annual general meeting:

- Draft OJ/Agenda for the AGM (who to invite): Next AGM will be organized on Monday evening 29/1/2018 at 19:00 in the GASP meeting room at Charlemagne Center. All Board members have received a draft agenda for the next AGM in which the following modifications were proposed:

- invite the school management to be present at 21:45
- date of introductory meeting on Thursday 1/2/2018 at 18:30 and date of first Board meeting on Wednesday 9/2/2018 at 18:30.

**Decision**: Board members agree on both dates.



**Action point:** F. Tudini to contact Mr Sharron and discuss the invitation to the AGM.

**Decisions:** Board members agreed to invite the school management at the AGM and agree with the proposed dates for the introductory meeting and the first Board meeting.

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

**Decision:** Board members approve number of vacant mandates.

- Financial report 2016-2017 + Budget 2017-2018: The financial report and the budget have been mailed to all Board members.  
Information is given that a loss of 21.002,01 euro is budgeted for 2017-2018. The prices of the warm meals in the canteen will raise with 0,20 cent. The prices of the transport subscription will raise to 1.365 euro.

The APEEE has a reserve of 1.550.683,28 euro. However, 1.398.348,66 euro is "passif" social, which by law must be kept in reserve in order to pay the APEEE employees in case the APEEE would stop its activities. This shall be better reflected in the financial report.

Discussion is held on the Social Fund and proposal is made to promote the Social Fund more among the parents.

The Auditor, Mr Cloquet, will come to the next Board meeting to inform the Board members about his audit and the "rapport du commissaire aux comptes".

Voting on the financial report and the budget are done.

**Vote:** all Board members vote in favour of the financial report and the budget.

**Decision:** Financial report 2016-2017 and the budget 2017-2018 can be presented to the AGM.

**Action point:** invite Mr Cloquet to the 23 November Board meeting for audit report.

- APEEE Membership fee 2018-2019: Budget working group made the proposition 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 2018-2019 will be kept at 45 euro (of which 5 euro for social fund). This will be proposed to the General Assembly.

- E-voting for elections at G.A.: At the last AGM the elections of the Board members were organized via E-voting. Question is asked whether the elections of the board members can be done again via E-voting at the next AGM?

**Decision:** Board members agree to organize the elections of the Board members via E-voting. Paper documents to be prepared and to bring to the AGM for back-up.

**Action point:** check with A. Sioen whether the voting via I-pads has been corrected as was requested last year.

### III. Any other business:

- Interparents: feedback on Interparents meeting of 9-10/10/2017 is given. Following topics were discussed at the Interparents meeting, reporting in detail only made regarding points the board expressed interest for.
  - Preparation of the Joint Teaching Committee meeting.



- Sarah Seabee resigned as President of Interparents. The only candidate which came forward is Pere Moles Palreja, President of Uccle, and he has been elected as the President of Interparents.
- Website of Interparents
- Data protection: question is asked whether the information on data protection which Interparents receives and distributes to its members could also be distributed to the Board members.
- Event Fames in Frankfurt – more detailed information will be mailed to the Board members
- Marking scheme
- Executive hiring

**Action point:** J. von Pfaler send document on BAC from DOCEE to Board members.

**Action point:** A. Rogal send information on data protection to Board members.

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

d) Active community: the report of the activity community meeting of 29/9 has been mailed to the Board members. Following topics were briefly communicated:

- Finding speaker for surfer sans danger
- Finding speaker on games addiction as well as on mobile phones and use of excessive screens by primary children.
- Conferences on drugs
- WG Education Support is organizing a conference on "Learning Disabilities: ADHD, Autism and Dislexia" for February 2018
- Imagine tomorrow - Calendar for Saturday's workshop activities
- Preventing violence in the playground – brief information is given on the state of play, informing that the school was analyzing Prof Hardy's report and deciding on the actions to take. The allocated APEEE budget of €1500 should be used until December 2017 and could address the following areas: a) training on mediation for teachers and the surveillance team; b) improve playground areas (with games, painting division of areas); or c) help prepare a video which could be used in the future by the school to facilitate discussion on this topic with students and in-house teacher training.

**Decision:** The APEEE Board is in favor of the possibility of spending the money of €1500 (including VAT) to improve the playground areas in the primary, either by buying the rubber balls (mentioned by the German teacher at the last CEP&M meeting) and other items for the primary playground (buddy bench, outside games, etc.), and/or to contribute to the painting of the division lines areas in the primary playground.

e) Welcome committee: feedback is given on the work done by the welcome committee. The welcome morning coffee was organized on 9/10/2017 and it went very well. Mr Sharron, Mr Schmelz, Mr Arnedo, Ms Andries and Mr Van Geel attended the event. The next Welcome coffee morning for new parents is planned to coincide with the Christmas fair (9<sup>th</sup> December), where a table is reserved where the new parents will be invited to attend the faire with their children. This is a family-event, where they can network with other families. A mail will be sent to them to call up to the table where they will be warmly received and heard as to any issue they need following up, any matter that is left outstanding will be followed up by email. The Welcome Board volunteers will be welcomed to assist if they are planning to attend the fair.

Question is asked whether a document exists which explains what a Board member can do when accompanying a parent to a disciplinary council meeting with the school. What is

the role of the APEEE in these situations besides supporting the parents? The query is raised of the role of APEEE board members in each language section when contacted by a parent for support in disciplinary proceedings. Question is asked specifically what the role is of the Board members. Discussion is held on the topic.

It is recalled that in the past APEEE was excluded from meetings related to disciplinary measures and only admitted to SEN-related meetings. In relations to the former ones, recent discussions with the school management seems to show a more open approach from their side and the principle should be that APEEE is accepted to take part upon request of the parents (given that exclusion of third parties is normally imposed for confidentiality reasons).

Proposal is made that Board members should be able to do more in order to support the parents.

- f) CEP&M: all Board members received a copy of the report of the CEP&M meeting of 16/10/2017. Following topics were discussed during that meeting:
  - a. Garderie of the Commission: the school is creating a MoU with the Garderie of the Commission in order to improve the organization of the garderie.

**Action point:** A. Dumitrache to organize a meeting with the Garderie of the Commission, J. Arnedo and A. Galle on the supervision of the Garderie.

- g) IT group update: a meeting will be organized. Topics which will be on the agenda are:
  - a. Compliance with directives on storing data
  - b. Plan 2018
  - c. Functional mailboxes

Information is given that the implementation of Winbooks Logistics (billing software) in the APEEE computer system is almost done. Last tests will be done on Tuesday 23-10-2017. If tests are successfully the invoices will be printed and sent to the parents.

5) Working methods: document on working methods has been mailed to the Board today – same version as before the Board of September. Discussion is held on how to proceed and whether the Board members want to rework it, since the item has not been included in the agenda, the working group has only met once. The working group meet on 7 – 8 or 9/11/2017. The point will be foreseen for the November Board meeting.

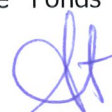
**Action point:** A. Galle to send invitation to the Board for the working group meeting on 7 November at 20:00 at Johan's house.

## **C.A. 23-11-2017 – page 1**

### **Report of the "Commissaire aux comptes":**

Presentation and approval of the Report of the "Commissaire aux comptes": Mr Clocquet, 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 2016-2017 and in conformity with the Statute of the Asbl. Mr Cloquet informs about the legal obligations the APEEE has as an "asbl". All 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 2016-2017. Mr Cloquet explains about the allocation of the result and the choice which the APEEE has in this matter. The APEEE can either decide not to allocate the result 2016-17 but to leave it on the "Résultats reportés" or can decide the allocation of the result 2016-17 to the "Fonds





Affectés" of the 5 departments. As has been done last year, the result will be allocated to the "Fonds Affectés" of the 5 departments.

This has been added to the resolutions for the AGM: Resolution 2: "The General meeting approves the accounts 2016-2017 presented and approves the allocation of the results into the 5 corresponding department's allocated funds."

A vote is taken to approve the Rapport du Commissaire aux comptes and the financial accounts 2016-2017 in order to make the documents available to the Annual General Assembly for final approval.

**Vote:** All Board members present vote in favor to approve and to make the "rapport du commissaire aux comptes" available to the Annual General Assembly for final approval.

**Decision:** The "Rapport du commissaire aux comptes" has been approved and can be presented to the General Assembly.

Mr Clocquet has been invited to the Annual General meeting on 29/1/2018 to answer possible questions from the parents. Mr Clocquet confirmed his presence.

The President thanks Mr. Clocquet for being present at the Board meeting and for all the work he has done for auditing financial results of the APEEE.

## **II. Discussion points / vote:**

### **15. Annual general meeting:**

- **Final OJ/Agenda for the AGM:** Next AGM will be organized on Monday evening 29/1/2018 at 19:00 in the GASP meeting room at Charlemagne Center. All Board members received the final agenda with the resolutions for the AGM.

Ms P. Sjölin, Board member for the Swedish section, with a 2 year mandate has announced that unfortunately she probably will not be able to continue her mandate because of changes in her professional career. Due to this the number of vacant mandates changes from 13 to 14.

The Board thanks Ms Sjölin for her time invested in the Board, her support and all the work done.

**Decision:** Board approves 14 as the number of vacant mandates.

**Decision:** Final agenda and resolutions are approved by the Board.

**Action point:** The agenda with the resolutions will be mailed to all the class representatives in December, once we have received the confirmation of the Commission concerning the meeting room.

- **Approval of the electoral office for the AGM:** 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 Manuela Caramujo, Ms Jane Deasy, Mr Andreas Reindl, Ms Ieva Eggink and Mr Andreas Rogal have volunteered to become members of the electoral office. Mr Andreas Rogal has volunteered to act as President of 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.

- **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 **by Friday 1/12/2017 at the latest.**

16. **Charity concert:** The Board confirms its decision that the 300 euro will only be used in case there's a loss following the organization of the charity concert.





### III. Any other business:

- 1) Interparents: the next Interparents meeting will take place on 30/11 + 1/12 will be organized in Bergen (Holland).

Topic which might be on the agenda is the enrolment policy, including whether new sections can be installed in Berkendael. Discussion was held on the topic. President suggested that the latest draft version of the policy is circulated once again.

**Decision:** Board confirmed the opinion that all sections must be protected on the same level and not to make any difference.

Request to put Carnet oral for the primary on the agenda of Interparents. The implementation of a second carnet oral date during spring time (March / April). The objective is to improve the communication between the teachers and the parents. The first oral carnet appointment is in November, then a second which is via a written letter sent to the parents. The school has apparently the obligation to only organize 1 carnet oral.

The possibility to organize a second carnet oral was discussed with the deputy director of primary during CEP&M meeting. The deputy director informed that the school can't decide on this. This should be done via the Joint teaching committee. Proposition is made to ask that there would be an obligation for the teacher to contact the parents when the child is confronted with problems during the school year in due time.

**Action point:** A. Rogal to ask Interparents whether this could be discussed.

**Action point:** Latest document on enrolment policy to be mailed again to the Board for comments. Board members are welcome to send their comments to A. Rogal and J. von Pfaler by 29/11.

- 2) Update from the WG & task forces:

- h) CEP&M: next CEP&M meeting will be on 14/12. S. Roda can't attend on 14/12 at 16:15. B. Davidsson, A. Bisch and A. Dumitrache will attend the CEP&M meeting. On 29/11 a conference call will be organized with the working group to prepare the CEP&M meeting.

**Action point:** A. Galle to check with E. Van Dijck whether the APEEE has received an invoice for the material concerning the project violence in the playground.

Conference on "Trucs et astuces pour bien profiter de la toile. Dangers d'internet, des réseaux sociaux et des jeux en ligne": the conference will be organised on 12/4/2018 . The conference will be given by Commissaire Boagaert and is mainly for parents and secondary students. Conference will be in French. Cost of the conference will be 100 euros.

**Decision:** Board approves the organization of the conference and the cost.

Video-surveillance: APEEE can give support to the school on video-surveillance but it's the school who needs to decide what's the purpose or objective of the video-surveillance will be. Utilization should comply with the laws.

### C.A. 7-12-2017 – page 1

#### Discussion points / vote:

17. 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:**

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

- **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.





- 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/>



## **Assemblée générale ordinaire du 29-1-2018**

### **L'Assemblée Générale approuve à la majorité l'ordre du jour.**

#### **Résolution votée à la majorité**

L'ASSEMBLÉE GÉNÉRALE nomme comme scrutateurs: Mme Manuela Caramujo, Mme Jane Deasy, Mme Ieva Eggink, M. Andreas Reindl, et M. Andreas Rogel le dernier étant Président du Bureau électoral, et fixe à **14** le nombre de « croix » maximum par bulletins.

#### **Résolution votée à la majorité**

L'ASSEMBLÉE GÉNÉRALE approuve les comptes 2016-2017 qui lui sont présentés et approuve l'affectation des résultats de l'exercice au fonds affectés des 5 départements.

#### **Résolution votée à la majorité**

L'ASSEMBLÉE GÉNÉRALE approuve le projet de budget 2017-2018 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 la majorité**

L'ASSEMBLÉE GÉNÉRALE donne décharge au Commissaire pour son mandat concernant l'exercice comptable écoulé.

#### **Résolution votée à la majorité**

L'ASSEMBLÉE GÉNÉRALE approuve le rapport d'activité pour l'année 2016-2017.

#### **Résolution votée à la majorité**

L'ASSEMBLÉE GÉNÉRALE donne décharge de sa gestion au Conseil d'Administration sortant pour l'exercice 2016-2017.

#### **Résolution votée à la majorité**

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 (5-5-2017): Flight activity above the European school:**

5 votes against and 4 votes in favour and 1 expressed abstention.

**Decision:** Information will be given to parent that the APEEE cannot launch the petition, even in the name of one parent.

### **Procédure écrite 2 (26-6-2017): proposition to send letter to Headmaster concerning improvement of the secondary playground.**

11 votes in favour of sending the letter, 2 votes abstain.

**Decision:** letter is sent to Headmaster.

### **Procédure écrite 3 (27-6-2017): proposition from Interparents to extend the mandate of the Interparents President until December 2017.**

13 votes in favour.

**Decision:** in favour to extend the mandate of the Interparent President.

### **Procédure écrite 4 (30-6-2017): organisation of parent evening on performance pressure and motivation in the first school years.**

12 votes in favour

**Decision:** conference can be organized.



**Procédure écrite 5 (3-7-2017): proposition to change the date of the November board meeting to 23/11/2017.**

19 votes in favour.

**Decision:** date 23/11/2017 is approved.

**Procédure écrite 6 (13-7-2017): request to invest up to the approved amount for an invoicing solution from a supplier that both our employees and working group finds to be the best.**

13 votes in favour.

**Decision:** proposal is approved.

**Procédure écrite 7 (21-12-2017): approval of the report of the December Board meeting.**

13 votes in favour.

**Decision:** report of the 7-12 Board meeting is approved.

**Procédure écrite 8 (9-1-2018): Proposal of the self service project for the canteen of the personnel / staff**

13 votes in favour + 2 votes only in favour to give mandate to present the project + 1 vote abstain

**Decision:** self service project is approved.

**Procédure écrite 9 (11-1-2018): approval of the annual report 2017 and to present it to the AGM of 29/1/2018.**

14 votes in favour.

**Decision:** annual report 2017 is approved and can be presented to the AGM on 29/1/2018.

**Procédure écrite 10 (11-1-2018): approval of the document with the working methods Board.**

12 votes in favour.

**Decision:** working methods document is approved.

**Procédure écrite 11 (22-1-2018): proposal for breakdown cost for joint conference on 5/2/2018**

14 votes in favour.

**Decision:** breakdown costs for joint conference on 5/2/2018 is approved.

