

APEEE BXL II – WOLUWE
RESOLUTIONS VOTEES & DECISIONS APPROUVEES
PAR LE CONSEIL D'ADMINISTRATION 2016
(période du 2-2-2016 jusqu'à 26-1-2017 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. 22-2-2016 – page 1 point III

1) Elections of the President, Vice-Presidents, Bureau members and working group coordinators.

G. Houghton-Clarke, former President of the Board, welcomes the Board members and congratulates them on their election. 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: **Francesca Tudini**
Votes: is elected unanimously
- Vice-president Administrative affaires: **Johan Melander**
Votes: is elected unanimously
- Vice-president Pedagogical affaires: **Jan von Pfaler**
Votes: is elected unanimously
- Treasurer: **Jovita Lazdiniene**
Votes: is elected unanimously
- Secretary: 2 candidates are standing for the position of secretary.
 - Christian Farrar-Hockley: 11 votes in favour
 - Carlos Trejo: 7 votes in favour
 Decision: **Christian Farrar-Hockley** is elected with majority.
- Information secretary: **Andreas Rogal is elected with majority**
Votes : 17 votes in favour and 4 vote abstain
- Board member without Portfolio: **Mario Nava is elected with majority**
Votes: 19 votes in favour and 2 votes abstain

Working group coordinators and the members of the pedagogical groups:

- Working group coordinator for Interparents: **Christian Farrar-Hockley**
- 3 candidates are standing for the position of working group coordinator Interparents:
First voting:
 - Christian Farrar-Hockley: 7 votes in favour
 - Carlos Trejo: 7 votes in favour
 - Jan von Pfaler: 6 votes in favourSecond voting:
 - Christian Farrar-Hockley: 8 votes in favour
 - Carlos Trejo: 6 votes in favour
 Decision: **Christian Farrar-Hockley** is elected with majority.
- Members: all members of the Board.

- Working group coordinator for kindergarten and the primary (CEP&M):
 - Working group coordinator: **Bettina Schmidbauer-Mogensen**
 2 candidates are standing for the position of working group coordinator for CEP&M:
 Maria Alice Eichler: 3 votes in favour + 1 vote abstain
 Bettina Schmidbauer-Mogensen: 10 votes in favour
Decision: Bettina Schmidbauer-Mogensen is elected with majority.
- Members:
 - German section: Bettina Schmidbauer-Mogensen
 - Anglophone section: Andreas Rogal
 - Finnish section: Jan von Pfaler
 - French section: Fiona Meyer Estrada
 - Italian section: Corinna Valente
 - Lithuanian section: Jovita Lazdiniene
 - Dutch section: Katarzyna Horemans
 - Portuguese section: Sara Roda (back-up: Maria Alice Eichler)
 - Swedish section: Peder Biström
- Working group coordinator for secondary (CEES): **Jan von Pfaler** (back-up: Carlos Trejo, Philippe Lenne, Philipp Reifenrath, Adam Watson-Brown)
 - Members:
 - German section: Philipp Reifenrath
 - Anglophone section: Adam Watson-Brown
 - Finnish section: Johanna Saarentalo-Vuorimäki
 - French section: Mario Nava
 - Italian section: Dorota Bianco
 - Lithuanian section: Jovita Lazdiniene
 - Dutch section: Philippe Lenne
 - Portuguese section: Maria Alice Eichler (Back-up: Sara Roda)
 - Swedish section: Johan Melander

2) Identification of working group members

Working group coordinators and the members of the operational groups:

- Canteen group: coordinator: **Carlos Trejo**
 - Members: Johan Melander, Albert Raedler, Bettina Schmidbauer-Mogensen, Andreas Rogal
- Transport group: coordinator: **Philippe Lenne**
 - Members: Johan Melander, Corinna Valente, Albert Raedler
- Extra-curricular activities: coordinator: **Dorota Bianco**
 - Members: Johan Melander, Katarzyna Horemans, Peder Biström, Andreas Rogal, Christian Farrar-Hockley
- IT Group: Coordinator: **Johan Melander**
 - Members: Andreas Rogal, Adam Watson-Brown, Jovita Lazdiniene, Christian Farrar-Hockley
- Health & Safety: Coordinator: **Johan Melander**
 - Members: Carlos Trejo, Corinna Valente, Philippe Lenne, Sara Roda, Johanna Saarentalo-Vuorimäki, Peder Biström, Dorota Bianco, Adam Watson-Brown, Philipp Reifenrath
- Information working group: Coordinator: **Andreas Rogal**
 - Members: Adam Watson-Brown, Albert Raedler, Bettina Schmidbauer-Mogensen, Sara Roda
- Budget group: coordinator: **Jovita Lazdiniene**
 - Members: Johan Melander, Albert Raedler, Francesca Tudini, Carlos Trejo, Jan von Pfaler
- 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**
 2 candidates are standing for the position of working group coordinator for the Enrolment policy working group:
 Katarzyna Horemans: 6 votes in favour
 Francesca Tudini: 5 votes in favour + 4 votes abstain
Decision: Katarzyna Horemans is elected with majority.
 - Members: all members of the Board.

- Compliance & risk assessment: coordinator: Name of coordinator will be confirmed after first meeting of Compliance & risk assessment working group.
 - Members: Peder Biström, Dorota Bianco, Johan Melander, Corinna Valente, Albert Raedler.

Focus persons for the following topics:

- SWALS: coordinator: **Jovita Lazdiniene**
- Active community: coordinator: **Maria Alice Eichler**
 - Members: all members of the Board.
- Cat II & III students: coordinator: **Philippe Lenne**
- Education support: coordinator: **Katarzyna Horemans**
 - Members: Fiona Meyer Estrada, Adam Watson-Brown

C.A. 22-2-2016 – page 3 point III

Any other business:

1) Results of the General Assembly of 25/1/2016 - document with mandates: All members of the Board have received the document with the results of the elections as well as the document indicating the length of mandate of each Board member. Results signed by the President of the electoral office will be published on the APEEE website, as well as the document concerning the mandates.

2) Legal service to parents - letter of teachers with petition: discussion is held on the topic and the way forward. Several options are discussed. The proposition is made that the President will contact the representatives of the teachers on Wednesday 3/2 and organize a meeting to discuss the topic and pass on the message that the APEEE Board 2016 understands the situation and will look for a solution, as well as inform them about the existence of the formal complaint court procedure. 2 members of the Board will join the President.

Information is given that in December 2015 a conflict resolution tree for primary & maternal has been developed by the Board. It's a model which makes it easier for parents to understand what steps they need to follow in case of a pedagogical conflict.

Decision: Board members give President mandate to organize meeting with representative of the teachers on the topic of legal service to parents.

Action point: F. Meyer Estrada to send information on the conflict resolution tree structure to the Board for comments and feedback.

4) Tsunami charity funds: Information on the Tsunami charity fund topic has been mailed to all Board members. Proposal is made to vote on the following: does the Board want to use the money for a Tsunami project or does the Board want to use it for more recent charity projects. Discussion with school management is needed about who will communicate what to the parents on the Tsunami charity fund.

Vote: Tsunami: 6 votes in favour

Vote: more recent projects: 9 votes in favour + 5 votes abstain

Decision: money, which the school has transferred to the APEEE social fund, will be used for more recent charity projects.

Action point: Board members are welcome to send proposals for charity projects to Anja. Written voting will be organized after the Carnival holidays to decide to which charity project the money will be donated.

C.A. 3-3-2016 – page 1 point III

III Working group priorities: All Board members received via email the working group priorities for 2016 of CEP&M, CEES and Interparents.

a) Education:

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

- Teacher secondments and local contracts / replacement and their quality
- Communication with parents on the new teachers
- Defining and anti-bullying policy
- Cleaning of the toilets and hygiene

Proposition is made that school should keep data on anti-bullying incidents. Request not for detailed information but for overall numbers.

Decision: the priorities for the CEP&M working group for 2016 are approved.

CEES working group: Working group priorities for 2016 are:

- Cross Board issues:
 - School reform
 - Transparency
- Pedagogical issues:
 - Harmonization:
 - Streaming
 - Educational support
 - Repeat rates
 - Marking system
 - BAC
 - Accessibility to higher education
 - SWALS
 - Career guidance
- School management
 - Personnel
 - Lost lessons
 - School calendar
- Systematic issues
 - Overcrowding
 - Resourcing
 - comprehension
- Other
 - Calculators
- Safety and atmosphere
 - Drug policy
 - School trips
 - Safety issues
 - Bullying

Decision: the priorities for the CEES working group for 2016 are approved.

Interparents: Working group priorities for 2016 are:

- Encourage greater transparency with IP to a wider audience.
- Ensure Brussels II priorities are reflected in IP work.
- Facilitate the sharing of information between ESs.
- Priorities for APEEE within the IP framework for 2016. Emphasis on policy building, within IP-WG, CEES-WG and APEEE-board, to actual questions being raised in IP.

Decision: the priorities for the Interparents working group for 2016 are approved.

b) **Operational groups:**

Canteen: all Board members received a report of the first canteen group meeting. During the canteen group meeting following topics were discussed:

- Wish week
- Survey
- Noise in the canteen
- Refunds due to school trips
- Damages in the kitchen basement

Decision: Board keeps in mind that topics of the canteen must be voted on at the next Board meeting as for the working groups which have not been dealt with tonight.

It is agreed that the Canteen working group will put forward proposals for the possible revision of the Wish Week concept.



Transport: the 1st meeting of APEEE transport working group held on 24/2 focused on 5 issues. The working group priorities for 2016 are:

- Incident follow-up - continuous action: this is a yearly monitoring of incidents or anomalies.
- Morning bus "monitors".
- General overview for legal documents, service agreements, information on website etc.
- Logistics at the bus parking.
- Ipad phase 1 report + discuss phase 2

Decision: the priorities for the transport working group for 2016 are approved.

IT group: information is given that first IT meeting will be held on 14 March 2016 to discuss priorities. Question is asked whether the Board agrees to give a mandate to the IT group to request ODOO a GAP analysis based on the terms of reference of the APEEE?

Voting question: give mandate to IT group to accept the GAP analysis based on the reference of the APEEE or not?

Votes: all Board members present vote in favor.

Decision: IT working group has the mandate to request ODOO for GAP analysis based on the APEEE terms of references.

Information: Working group priorities for 2016 are:

- Improve communication between parents as well as within the entire school community.
- Developing the APEEE's quarterly newsletter.
- Make full use of the APEEEs new and improved website, as well as investigate and develop the opportunities of social media platforms.

Decision: the priorities for the information working group for 2016 are approved.

Budget: APEEE received a request for granting a subsidy to the pupils participating in the Model European Council that will take place in Mol from 9 to 11 March 2016.

Total cost is estimated at 180 € per student. APEEE is asked for a contribution of 60 € per student x 10 students = 600 €.

In the past, APEEE has always contributed for 1/3 of the costs in this kind of activity; 1/3 third was paid for by the school and the remainder third was paid by the parents of the participating pupils.

J. Lazdiniene, coordinator of the Budget working group, informs the Board that the Budget working group has decided to grant the subsidy of 600 euro for the 10 students to participate in the Model European Council.

Decision: APEEE will contribute 600 euro for the 10 students to participate in the Model European Council.

Active community: Working group priorities for 2016 are:

- Engagement of parents: to develop a database with contacts of parents willing to be involved in activities at school on specific issues
- Events:
 - propose a conference related to anti-bullying for primary and secondary.
 - propose an activity for parents and students of secondary with a projection of a film, followed by a debate/conversation around appetizers brought by the parents. The film proposed is called Demain (<http://www.demain-lefilm.com/>)
- Voluntary work:
 - study how to ensure to continue to have the help of parents for voluntary work
 - propose to school a project for secondary students in order to have experiences related to social work.

Decision: the priorities for the active community working group for 2016 are approved.



C.A. 3-3-2016 – page 4 point IV

IV. Any other business:

1) Information concerning decisions Bureau Board 2015:

a) Following decisions were taken by the Bureau in 2015:

- decision to subsidize the European school Science Symposium, as has been done in the past.
- Promotion given to APEEE staff (IT, Transport, Extra-Curricular activities, Supervision and Director).
- Decision to have assessment of APEEE staff once a year.
- GAP analysis: the previous APEEE Bureau has confirmed approval to contract Oodo to perform the GAP analysis for their software with respect to the APEEE needs and requirements.

b) Information is provided on the latest decision of the current Bureau Board to end contract of Kitchen-help (Aide-cuisinière) who started on 25/1/2016.

7) Charity funding: Proposition is made to ask advice from lawyer on the responsibility and whether the APEEE has the mandate to spend the money on another charity project besides the Tsunami funds. Proposition is made to send a letter to the school with what APEEE will propose to do and whether this is in agreement with the school.

At the moment the charity project Médicines sans frontières received 7 votes. Followed by Moas.eu with 4 votes, and Fondation Saint-Luc 4 votes.

Vote: all Board members agree to ask the advice of the lawyer concerning the responsibility of the APEEE on the topic of the charity funding.

Decision: Board agrees on getting the advice of the lawyer on the topic.

Action point: F. Tudini to contact the lawyer to get the advice and share with the Board.

C.A. 6-4-2016 – page 1 point II

a) Security: **Vote is taken on**: "Can the Health & Security working group dispose of 5000 euro in order to organize a security training for staff?" All Board members present vote in favor.

Decision: Health & Security working group can dispose of 5000 euro to organize security training for staff. J. Melander to inform Mr Sharron.

b) Proposal monitors morning buses: all Board members received the proposal from the transport working group for additional monitoring service in the morning buses. The cost of such additional monitors would lead to an estimated increase of 60euro/year on the annual subscription for a total of 1375 euro/year. These increased costs only represent 0,16 euro/day per subscriber.

Vote is taken on: "In order to provide adequate transport services, in particular for pupils of maternelle and primary, the transport group proposes to continue putting in place appropriate surveillance on the morning buses through 37 monitors for an estimated total cost of 150.000 euro per year." 18 voted in favor and 1 vote abstain.

Decision: proposal as described above is approved.

c) Student Exchange program: information is given on the student exchange program. Question is asked whether the program can be supported by the APEEE and whether the students could benefit from the APEEE services?

Vote is taken on: "does the Board agree that APEEE will provide services such as canteen, bus and extra-curricular activities, provided that there is enough space and the fees are paid by the parents?" All Board members agree.

Decision: students from the student exchange program can benefit from all APEEE services, provided that there is enough space and the fees are paid for.

Second question is whether the APEEE can help in finding a host family for the students?

Discussion is held on the topic. **It is clearly stated and agreed by the Board** that the APEEE cannot have any legal responsibility in the student exchange program. APEEE's role would be just to promote the programme and help finding accommodation in a family. The conditions under which the student would be accommodated should be supervised (ex. room facilities, number of meals available, internet, etc.) by parents

themselves and a contract should be signed between students' parents and the hosting family. Risk assessment is asked for. Proposition is made to vote on the topic via written procedure.

d) Eurosport 2017: The secondary sports department of Brussels II is organizing the Eurosport competition in 2017. Each ES has to host students and our school is asked to host about 120 students. APEEE received question from school management whether the APEEE could help to find host families for these students. Discussion is held on the topic.

Decision: Board agrees that APEEE is willing to help promote Eurosport 2017 and help to find host families, but APEEE cannot take any responsibility in case not enough host families can be found.

Action point: F. Tudini will contact S. Sharron and inform him that APEEE can help promote Eurosport 2017 and can help find hosting families, but without taking any responsibility.

e) Tsunami fund: According to the lawyer, the Statutes of the APEEE don't allow to give the money from the Tsunami fund to charity projects. Discussion is held on the topic. Information is given that Associations can receive donations up to 100.000 euro according to Belgian law.

Vote is taken on: "APEEE transfers money from the Tsunami Fund back to the school account".
12 votes in favor – 5 votes against – 1 vote abstain

Vote is taken on: "APEEE transfers money from the Tsunami Fund back to the school account with suggestions to the school on which charity projects to use including the project Tsunami".
12 votes in favor – 4 vote abstain

Decision: APEEE will transfer the money from the Tsunami Fund back to the school account and make proposals to the school to which charity projects they can transfer the money, including

C.A. 6-4-2016 – page 3 point IV

a) Swedish section teacher/lawyer: question is asked whether the Board would support the letter to be send by the lawyer to the school on behalf of the APEEE. Discussion is held on the topic. **Vote is taken on**: "do you support that we send the letter from the lawyer to the school on behalf of the APEEE?"
15 board members are still present at the moment of the voting: 5 vote in favor - 7 vote against and 1 vote abstain.

Decision: letter will not be send to the school on behalf of the APEEE.

C.A. 25-5-2016 – page 2 point II

Goûter in the afternoon: Board members received the proposition about serving a snack to the children at the supervision in the afternoon. Written procedure did not reach the quorum. The proposal is briefly discussed and proposition is made to consult the parents on what they feel about the proposal. It might be good to hear from the parents what they want for their children: a snack in the afternoon or not?

Vote: Question is asked whether the Board agrees to organize a survey on the topic? Board agrees to organize a survey among the parents on the topic.

Decision: each service group to prepare a survey on their services. Point to be further discussed in the June Board meeting.

C.A. 25-5-2016 – page 3 point II

f) Wish week: during the last canteen meeting the wish week was discussed. There are 3 options:

- Have a wish day once a month
- Celebrate the independence day of a country
- Have a wish day every 3 weeks

Vote: vote is taken on whether to cancel wish week or not and change. 1 Board member is against, 3 Board members abstained and 12 Board members voted in favor.

Decision: Wish week is cancelled and will be changed.

Vote: vote is taken on the options to change the wish week into:

- 1 wish day every 3 weeks: 16 board members voted in favor



- 1 wish day every month: no votes in favor
- Celebrate the independence: no votes in favor

Decision: Wish week will be changed into a wish day every 3 weeks.

h) Active community group:

- Database: project is proposed to create a database to know from parents whether they have the wish to be engaged in the school community life. If so, they click yes. If not, they click no. In case they click yes, they can mark their areas of interests and their areas of capacities. The implementation is still open but the database could potentially be run by the school.
Vote: vote is taken whether the Board wants to support the idea of such a database? Board members vote in favor.
Decision: Board supports the idea of a database which regroups the contact details of parents who are willing to be engaged in the school community life.
- Sustainable development in education event: project is proposed to organize a full day event on a Saturday at the school on sustainable development in education. During that day the movie "Demain" will be screened and a workshop involving participants will facilitate discussion on real-life questions faced by EEBs students, their families and the school community. Budget would be 1.075 euro. Event is supported by the school.
Vote: vote is taken on whether the Board agrees to support this project and the budget of 1.075 euro. All Board members in favor.
Decision: Board supports the project.
- Gardening project: project is proposed to organize an event at the school in October for parents, students, teachers and staff to plant flowers. Parents would be asked to bring food so that food from all nationalities would be available and in such a way organize a multi-cultural day at school.
Vote: vote is taken on whether the Board agrees to support this project. Board members are all in favor.
Decision: Board supports the project.

C.A. 25-5-2016 – page 4 point III

Budget: at the budget meeting on 23/5/2016 following decisions were taken:

- A machine will be installed in the cafeteria which will provide sandwiches.
- As of September no more cash will be used in the canteen or the cafeteria.
- Families with more than 3 kids will keep receiving a discount concerning the canteen invoice.
- Transport office has requested to buy a big screen to monitor live the buses at the transport office. Request has been approved and screen will be purchased.
- Cancellation of reduction for "familles nombreuses" for the occasional supervision. As of now the amount of 10 euro per child per day will be charged.
- Bad debts: 5 families are not paying their APEEE invoices for a total of about 10.000 euro. A court procedure will be launched.
- Travel expenses for the monitors of the extra-curricular activities: travel expenses for the route home-work will be paid to the monitors of the extra-curricular activities. This is already the case for the bus supervisors.

C.A. 25-5-2016 – page 5 point IV

2) Kids run - 5km/10 km: Project is proposed to organize an event "Kids run" at the school on a Sunday. The organization "Save the Children" is willing to take the patronage. More information will be given when available.

Vote: vote is taken on whether the Board wants to support this event or not. All Board members vote in favor.

Decision: Board supports the project Kids run 5 km / 10 km.

Action point: K. Horemans to send information on the organization of the event to the Board.

C.A. 8-9-2016 – page I

Agenda points:

- a) Approval of the agenda:
- Agenda is approved.

Question is asked whether the Board meeting of 19 October can be changed to 20 October. All Board members agree

Decision: Board meeting in October will take place on 20 October 2016.

Question is asked whether the Board meeting of 17 November can be changed to 16 November 2016. All Board members agree.

Decision: Board meeting in November will take place on 16 November 2016.

C.A. 8-9-2016 – page II

- **Extra-curricular activities:** F. Tudini informs that D. Bianco resigns, due to work obligations, as working group coordinator of the extra-curricular activities.
Question is asked who would like to take on the task of working group coordinator for the extra-curricular activities? C. Farrar-Hockley volunteers to take on the task. Board members agree and thank C. Farrar-Hockley the offer. B. Schmidbauer-Mogensen volunteers to become a member of the extra-curricular activities working group.

Decision: C Farrar-Hockley takes on the role of working group coordinator of the extra-curricular activities.

C.A. 8-9-2016 – page III

II Topics for discussion:

a) Annual general meeting:

- Draft OJ / Agenda for the G.A. (planning + who to invite): Next AGM will be organized on Thursday evening 26/1/2017 at 19:00.
All Board members have received a draft agenda for the next AGM. Agenda has been discussed and Board members agree with the proposed agenda.

Decision: Board agrees with the proposed agenda for the AGM.

Discussion is held on whether to invite the school management and/or the new Secretary General. Board members decide to postpone this decision to the October Board meeting.

Action point: discuss on who to invite to the AGM at the next Board meeting.

Resolution concerning number of Board members, in order to have 2 Board members for the LT section: question is asked whether the Board wants to propose again the resolution of last year on the possible increase of Board members to 22.

- Resolutions?
 - Resolution concerning number of Board members, in order to have 2 Board members for the LT section: question is asked whether the Board wants to propose again the resolution of last year on the possible increase of Board members to 22.

Vote: voting is done on whether the Board agrees to propose the following resolution to the AGM: "The Association is administrated by the Administrative Board of the APEEE. The Board is composed of a minimum of 11 and a maximum of 22 members. The members of the Board are elected by the General Meeting."

Vote: all board members voted in favor.

Decision: resolution will be proposed to the AGM.

C.A. 8-9-2016 – page V

III Working group activities:

Budget: information is given on the request for support by Mr Colm concerning the participation of 7 students of our school in the Mock United Nations Conference. 1/3 of the cost will be paid by the school, 1/3 is paid by the parents of the participating pupils and 1/3 is paid by the APEEE. The total cost for this activity for the APEEE would be 917 euro.

Decision: The budget group has discussed and approved the request.



C.A. 8-9-2016 – page VI

Active community:

- **Conference on dyscalculia 13/10/2016:** all Board members received the information about the conference on Dyscalculia which will be held on 13/10/2016 and the request for approval to pay for the speaker. 12 Board members voted via email in favor of organizing the conference and for the approval of the cost.
Decision: Organization of conference on dyscalculia and the cost for the conference are approved.
- **Preventing of violence in the playground:** information is given by S. Roda on the event and the cost. This would be an event organized by APEEE and would consist of a conference lectured by Prof Frédéric Hardy, which would also be open to school staff. She also asked Prof Hardy the cost estimate to do a workshop on mediation and prepare a report that provides specific suggestions to improve the playground area in primary, as previously requested by the Board. Prof Hardy is available to visit the school premises on a Thursday or Friday morning (and we can then see if he is able to extend this analysis to the secondary playground as requested by one Board Member during the discussion; authorization/ involvement from Director SCHMELZ to visit this part of the school premises could be needed). He charges €120 an hour and S. Roda believes that the estimate for this assignment would be 5h-10h (but she needs a concrete reply from the Prof). For the evening lecture (1:30m plus time for Q&A) the cost would be €250 plus travel expenses (a total of around €300). For the workshop, it would depend on the numbers hours and content desired. To be followed up with Prof Hardy depending on the Board's decision on the way forward.

Voting: voting is done on whether the Board agrees to organize the conference. All Board members vote in favor.

Decision: Board members agreed to have conference with a maximum amount in terms of cost of €400. For the two other tasks, the Board requests further confirmation on the total price.

C.A. 20-10-2016 – page 2

Agenda points

- **Exchange programme:** there are new guidelines concerning the exchange programme. APEEE needs to give a position on the exchange programme to H. Christiaensen.
Vote is taken on the following question: do we agree to send out a message to the parents looking for a volunteer to take on the task of volunteer for the exchange programme?
Vote: 8 votes in favor
Decision: F. Tudini to prepare a message for the parents to look for parent volunteer for the exchange programme.

C.A. 20-10-2016 – page 3

b) General Assembly:

Draft OJ/Agenda for the G.A.: inviting to the AGM. Approved.

Next AGM will be organized on Thursday evening 26/1/2017 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:

- the presence of the school management team at 21:45
- date of introductory meeting on 1/2/2017 and date of first Board meeting on 9/2/2017
- resolution on the appointment of the company Groupe Audit Belgium sprl:
"The GENERAL ASSEMBLY appoints the company "Groupe Audit Belgium" sprl, Avenue du Bourgmestre Etienne Demunter 5/10, at 1090 Brussels (Jette), represented by Mr Clocquet Jacques, Company Auditor, resident at Avenue du Bélier 12 Woluwe-Saint-Lambert (1200 Brussels), for a term of three years expiring after the Ordinary General Meeting which will approve the annual accounts as at 31 August 2019."
- resolution on the contribution fee to be added to the resolutions:
"APEEE statutes : art. 4 – proposal for revisions "- Article 4 -

The number of members is unlimited and must be at least three. Every member must be a parent of a child at the European School of Brussels II – Woluwe. ("Parent" is understood to mean any person with sole or shared parental authority over the child). All parents are associate members, no formality for membership being required. Associate members shall only vote in an advisory capacity at the General Meeting. **Only families who have paid the APEEE membership fee may use APEEE services, which include but are not limited to, the provision of bus transport to and from the school, provision of school meals and provision of after-school activities. The level of the APEEE membership fee is set each year at the Annual General Meeting."**

Decisions: Board members agreed to invite the school management team at 21:45 at the AGM and agree with the proposed dates for the introductory meeting and the first Board meeting. Board members also approved and agreed to add the resolution on the appointment of the Groupe Audit Belgium sprl for a term of 3 years and the resolution on the membership fee.

Vote is taken on the agenda and the resolutions of the AGM. All Board members voted in favor.

Decision: agenda of the AGM and resolutions are approved.

Action point: F. Tudini to send message to school management (Mr Sharron, Mr Schmelz and Mr Arnedo) to invite them to the AGM.

Number of vacant mandates (14): at the moment there are 14 vacant mandates. If no other Board member with a 2 year mandate resigns then the vacant mandates will remain at 14.

Decision: Board members approve number of vacant mandates.

APEEE Membership fee 2017-2018: 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 2017-2018 is 45 euro (of which 5 euro for social fund). This will be proposed to the General Assembly.

Financial report 2015-2016: The financial report and the budget has been mailed to all Board members today.

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 favor of the financial report and the budget.

Decision: Financial report 2015-2016 and the budget 2016-2017 can be presented to the AGM.

- c) **Preventing violence in the playground:** conference will be organized on preventing violence in the playground on 17/11/2016 with Prof Hardy. Invitation will be sent out on 26 October. The fees for the conference have already been approved at the last Board meeting. Sara Roda requested the Board's approval for two new tasks to be carried out by Prof Hardy: visit premises and report drafting. The cost of the visit estimated by Prof Hardy would be 4 hours (€480) and for the report with practical suggestions to improve the playground area in primary, would be 10 hours (€1200), in a total of €1680. Prof Hardy is available to come and visit the school premises on 26 October at 9:00 and Sara Roda would like to accompany him on that day. We could consider requesting the School that the person responsible for resolving conflicts in primary is also present. Considering possible VAT, the total cost would be around 2.100 euro.

Vote is taken on the total cost of 2.100 euro.

Vote: all Board members voted in favor.

Decision: total cost of 2.100 euro for visit premises and report drafting by Prof Hardy.

C.A. 16-11-2016 – page 1

I Report of the "Commissaire aux comptes":

Approval of the Report of the "Commissaire aux comptes" and presentation and approval of the financial report 2015-2016: Mr Cloquet, 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 2015-2016 and in conformity with the Statute of the Asbl. Mr Cloquet informs about the legal obligations the APEEE has as an "asbl". 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 2015-2016.

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 2015-16 but to leave it on the "Résultats reportés" or can decide the allocation of the result 2015-16 to the "Fonds Affectés" of the 5 departments.

A discussion was held on the information given by Mr Cloquet.

A vote is taken to approve the Rapport du Commissaire aux comptes and the financial accounts 2015-2016 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" and the financial accounts 2015-2016 available to the Annual General Assembly for final approval.

Decision: The "Rapport du commissaire aux comptes" and the financial accounts 2015-2016 have been approved and can be presented to the General Assembly.

Decision: the Budget 2016-2017 has been approved.

C.A. 16-11-2016 – page 3

III Discussion points / vote:

1. Delegation of authority: All Board members received an updated version of the delegation of authority proposal. The 2 comments made at the October Board meeting on the document were both incorporated in the updated version.

Vote is taken on the updated version of the delegation of authority.

Votes: all Board members present vote in favor of the document.

Decision: Delegation of authority document is approved.

2. General Assembly:

- a. Draft OJ/Agenda for the G.A.: All Board members have received the final agenda for the next AGM. This agenda will be mailed to all the class representatives in December, once we have received the confirmation of the Commission concerning the meeting room.

Resolution 4 is discussed: following the explanation given by Mr Cloquet (see point 1) on the allocation of the financial result, proposition is made to add this to resolution 4.

Vote is taken on: to allocate the result 2015-2016 to the "Fonds Affectés" of the 5 departments or not?

Votes: All Board members present vote in favor to allocate the result 2015-2016 to the "Fonds Affectés" of the 5 departments.

Decision: The result 2015-2016 will be allocated to the "Fonds Affectés" of the 5 departments

Decision: Resolution 4 will be modified to: "l'Assemblée Générale approuve les comptes 2015-2016 qui lui sont présentés et approuve l'affectation des résultats de l'exercice au fonds affectés des 5 départements".

- c. E-voting for elections at G.A.: Last year we tested the E-voting in parallel with the voting on paper. The stats and results showed that there has been not any problem, technically speaking. The differences are due to the fact that people did not vote electronically sometimes (or did not have time to do both paper+ electronic). So we can state that the system is ready.

The board has now the legal possibility to enforce the electronic vote as from this AG.

Choice will have to be made understanding and accepting the potential risk of a possible failure as per any system.

A vote is taken on the following: to go for single mean of vote = electronic or not?

Vote: all Board members present vote in favor of the electronic vote.

Decision: The vote at the next AGM will be done electronically.

- d) **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 Ieva Eggink (P4NLA), Ms Jane Deasy (P5ENB), Ms Ruth Lopian (SDEA), Ms NathalieCapillon (P4FRB) and Ms Johanna Saarentalo-Vuorimäki have volunteered to act as tellers for the electoral office. Mr Mario Nava has volunteered to act as President of the electoral office.

Decision: The Board members approve the composition of the electoral office and

C.A. 7-12-2016 – page 4

IV. Any other business:

9) **Summary of the Dyscalculia conference and the possibility to offer maths workshops as extra-curricular activities:** proposition is made to organize maths workshops as extra-curricular activity. Workshops for children who need help and support with math and would be paid by the parents

Vote is taken: Board members agree to organize maths workshops as extra-curricular activity if there's sufficient interest of parents to register their children.

Action point: F. Meyer to send the information to E. Van Dijck and C. Farrar-Hockley for discussion with A. Jean Villanueva.

Assemblée générale ordinaire du 26-1-2017

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

Résolution votée à la majorité

L'ASSEMBLÉE GÉNÉRALE nomme comme scrutateurs: Mme Jane Daesy, Mme Ruth Lopian, Mme Johanna Saarentalo-Vuorimäki et M. Mario Nava le dernier étant Président du Bureau électoral, et fixe à 15 le nombre de « croix » maximum par bulletins.

Résolution votée à la majorité

Statuts de l'APEEE: proposition de révision Article 13.1 Procédure générale:

A. L'association est gérée par le Conseil d'administration de l'APEEE. Le conseil est composé d'un minimum de 11 membres et d'un maximum de 22 membres. les membres du conseil d'administration sont élus par l'Assemblée Générale.

Résolution votée à la majorité

Statuts de l'APEEE: art. 4 – proposition de révision

« - Article 4 -

Le nombre de membres est illimité et doit comporter au minimum trois membres. Tout membre doit obligatoirement être parent d'un enfant de l'École Européenne de Bruxelles II – Woluwe. (Par parent, il faut entendre toute personne qui exerce seule ou conjointement la tutelle parentale sur ledit enfant).

Tous les parents sont membres adhérents, sans qu'aucune formalité d'adhésion soit requise. Les membres adhérents votent uniquement à titre consultatif lors de l'Assemblée Générale.

Seules les enfants des membres qui ont payé la cotisation APEEE peuvent être abonnés aux services APEEE, notamment mais non seulement, le service de transport de bus de et vers l'école, la fourniture de repas scolaires et les activités périscolaires. Le Conseil d'Administration peut fixer les conditions pour les autres membres de la communauté scolaire à utiliser les services. Le montant de la cotisation APEEE est fixé chaque année lors de l'Assemblée Générale annuelle



Résolution votée à la majorité

L'ASSEMBLÉE GÉNÉRALE approuve les comptes 2015-2016 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 2016-2017 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 approuve le rapport d'activité pour l'année 2015-2016.

Résolution votée à la majorité

L'ASSEMBLÉE GÉNÉRALE donne décharge de sa gestion au Conseil d'Administration sortant pour l'exercice 2015-2016.

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 désigne la société civile SPRL Groupe Audit Belgium, avenue du Bourgmestre Etienne Demunter 5/10, à 1090 Bruxelles (Jette), représentée par Monsieur CLOQUET Jacques, Réviseur d'Entreprises, domicilié avenue du Bélier 12, à Woluwé-Saint-Lambert (1200 Bruxelles), pour accomplir le mandat de commissaire de trois ans venant à échéance à l'issue de l'assemblée générale ordinaire qui approuvera les comptes annuels arrêtés au 31 août 2019. Ses émoluments sont fixés à 4.000€ par an (hors TVA), indexables annuellement.

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 (4-2-2016): Letter to teachers: one letter to teachers where we acknowledge the bad communication of the first letter. We propose to teachers to work together on the conflict resolution tree. We commit to suggest to parents that ask for a legal advice to explain them that there is a procedure to be followed and that legal advice is very useful for cases as redoublement, enrolling policy, transfer, change of linguistic section.... For minor issues, like possible conflicts with teachers, we will invite them to follow the conflict resolution tree. It is clear that we will give the name of the lawyer if they wish to have it. In parallel, in our newsletter, we will have an article saying that we very much promote cooperation with teachers and management and parents should always look for dialogue etc. we will promote again the new conflict resolution policy.

Votes: 17 votes yes

Decision: Board votes in favor of the letter to the teachers and the way forward.

Procédure écrite 2 (22-2-2016): Charity projects

Votes: 7 votes for Médecines sans frontières, 4 votes for Fondation Saint Luc and 4 votes for MOAS.EU

Decision: Send message to Mr Sharron concerning the charity projects.

Procédure écrite 3 (27-4-2016): Voting on sending message to lawyers concerning creating pool of lawyers with expertise in fields relevant to the parents.



Votes: 11 voted yes

Decision: decision is approved.

Procédure écrite 4 (4-5-2016): proposal to change date of Board meeting 19/5 to 25/5/2016.

Votes: 17 voted yes, 1 voted no

Decision: decision is approved. Board meeting will be on 25/5/2016.

Procédure écrite 5 (3-10-2016): proposal concerning Cambridge tests. Finally vote was not organized, since it became obsolete.

Procédure écrite 6 (8-11-2016): approval proposal school calendar 2017-2018.

Votes: 12 voted yes

Decision: school calendar 2017-2018 is approved.

Procédure écrite 7 (8-11-2016): approval budget of around 200 euro (+10% margin) for conference on adolescence's problems (alcohol, drugs, anorexia, auto-lesionism, theft etc.)

Votes: 15 voted yes

Decision: budget is approved for the conference.

Procédure écrite 8 (15-11-2016): proposal for students S3 to S7 having to wait for the periscolaire activities might opt for these 2 options: salle de sport (as currently it is the case) and/or salle d'étude of our surveillance next to the préau S3-s4 for those who want to study.

Votes: all voted yes

Decision: decision is approved.

Procédure écrite 9 (18-11-2016): proposal concerning organization of Footfest tombola prizes: do you agree to do the same as last year? One of us buys the prizes, get the reimbursement (against tickets) of the money spent, APEEE then get reimbursed by the Organizing Footfest committee? Do you agree with the same threshold, which was 2500 euro?

Votes: 11 voted yes

Decision: decision is approved.

Procédure écrite 10 (1-12-2016): Resolutions to be proposed to the annual general meeting on 26/1/2017.

Votes: 17 voted yes

Decision: approval to propose the resolutions to the AGM on 26/1/2017.

Procédure écrite 11 (15-12-2016): Proposal to add a resolution concerning discharge of the Auditor and appointment of the Auditor to the resolutions for the AGM of 26/1/2017.

Votes: 11 voted yes

Decision: proposal is approved.

Procédure écrite 12 (13-1-2017): Proposal for approval of the report of the Board meeting of 7 December 2016.

Votes: 10 voted yes and 2 voted abstain

Decision: Board report of 7/12/2016 is approved.



