

May 2023 Board Meeting

Date: Tuesday 23rd May 2023 from 19h to 22h40

Location: Teachers' Canteen Woluwe & Online (ZOOM)

Present in situ: Célia ALVES RODRIGUES – Catarina DUARTE GOMES – Peter EDLIND – Ursula HÖNICH – Wolfgang MÜNCH – Elita PETRAITIENĖ – Albert RÄDLER – Bettina SCHMIDBAUER MOGENSEN – Ulrike STOROST – Monika SZULYOSZKY – Francesca TUDINI – Christian VISANI

ZOOM: Eleonora APPONI-BATTINI – Monika BARABASZ LOPES – Alexander CORNFORD – Vincent CATOT – Andrew Janis FOLKMANIS – Andrea GRGIĆ – Maija KNUTTI – Giacomo SOMMA – Alberto TOSO – David ZELINGER

Absent: Pim GESQUIERE – Nicolas LACROIX – Johanna SCHULYOK

Others: Anja GALLE – Erwin Van Dijck – Julien DANAN – Hong Ha NGUYEN – Paul ORLOVSKI – Clémence EUGENE

All related documents were sent to the Board members before the meeting.

Agenda Point

1. Approval of the agenda

Members request thanking, in the next newsletter, the volunteer Board members who organised the Tombola during the Footfest 2023.

Decision: The Board approves the agenda.

2. Approval of the Board meeting report of 20/03/2023

Decision: The Board approves the report.

3. Approval of the Board meeting report of 27/04/2023

A member asks to remove the mention of the info session following the organisation of an info session by the school.

Decision: The Board approves the report.

Andrea Grgić abstains.

Giacomo Somma leaves the meeting following the first two points.

Discussion points and votes

1. Transport proposal for temporary move P1/P2

Albert Rädler, as treasurer, is given the floor to present the options discussed during the Budget WG meeting on Monday 22nd May 2023.

Option 1 “Direct Home - Evere & Evere - Home”: which implies a new organisation and schedule for the pupils who are moved. However, the contracts are yearly and cannot be of 6 months (most expensive option: 434 913.49€).

Option 2 “Shuttles”: the shuttle buses would transport children from WOL to EVE & back (least expensive: 87,361.11€).

Option 3 “Mixed”: the option includes a mix of the previous options, having shuttles & buses. 3 existing buses + 2 extra buses, with a less expensive total than 1. and higher than 2. The option would have a cost of 187,846.10€.

The Board discusses and agrees to ask the school to cover the amount which would be invoiced to paying parents (for which the European institutions do not cover the transport fee).

The Board proceeds to vote on the following two points.

Vote 1: For the temporary move to Evere of the Woluwe P1 and P2, the Board decides to accommodate for Option 3, i.e. for the time of the move APEEE will hire two additional buses for the direct transfer of the P1 and P2 children from home to Evere in the morning. 3 buses will be reattributed from Woluwe to Evere and will continue after the relocation to Woluwe as normal Woluwe-buses. The board approves the overall estimated extra cost of € 187,846.10 or € 65.59 increase per pupil/subscription (subject to price increases and adjustment according to the actual new inscriptions and registering with APEEE bus services). Should no buses be available for the direct transport home – Evere, the APEEE board approves the extra cost necessary to implement option 2 which consists of a shuttle service between Woluwe and Evere.

21 votes for yes (Monika Barabasz Lopes, Vincent Catot, David Zelinger, Célia Alves Rodrigues, Andrea Grgić, Andrew Janis Folkmanis, Bettina Schmidbauer Mogensen, Francesca Tudini, Maija Knutti, Peter Edlind, Alberto Toso, Alvert Rädler, Ulrike Storost, Alexander Cornford, Catarina Duarte Gomes, Monika Szulyovszky, Wolfgang Münch, Elita Petraitienė, Ursula Hönich, Christian Visani, Eleonora Apponi-Battini) = 100%

Decision: The Board unanimously approves option 3.

Vote 2: The Board agrees to ask the school to pay their share in the price increase, which is an estimated total amount of 35,197.03€ (21,316.33€ for the paying parents plus 13,880.70€ for the shuttle for the pupils not registered with the APEEE Transport Service).

20 votes for yes (Vincent Catot, Bettina Schmidbauer Mogensen, Francesca Tudini, Monika Barabasz Lopes, Andrew Jani Folkmanis, Peter Edlind, Albert Rädler, Eleonora Apponi-Battini, Ursula Hönich, Catarina Duarte Gomes, Monika Szulyovszky, Célia Alves Rodrigues, Elita Petraitienė, Christian Visani, Wolfgang Münch, Maija Knutti, David Zelinger, Ulrike Storost, Andrea Grgić, Alberto Toso) = 100% and 1 vote for abstain (Alexander Cornford).

Decision: The Board agrees, with a 100% majority, to ask the school to pay their share in the price increase, which is an estimated total amount of € 35,197.03 (€ 21,316.33 for the paying parents plus € 13,880.70 for the shuttle for the pupils not registered with the APEEE Transport Service).

Action point: to prepare a communication this week to inform the concerned parents about the outcome of the vote on transport proposal.

2. IT proposal (invoicing & canteen replacement hardware)

C. Duarte Gomes, as coordinator of the IT working group, takes the floor to present the IT project, the state of play, the ticket reports, the progress report, the current budget situation in 2023, and the request for budget 2023-2024.

C. Duarte Gomes informs that the IT renewal system of the APEEE services has been finalized (8 sprint tickets), and that the project will be delivered soon. The APEEE is now looking for a new supplier for the "accounting" system, as the current supplier has not convinced the staff of its skills.

C. Duarte Gomes presented the cost estimation for the "accounting" with the current IT Provider, and presented a new, lower price proposal from a new IT service provider.

The Board agrees to contact the lawyer for advice on how the APEEE can terminate the contract with the current IT Company. The Board discusses and agrees to proceed to vote on the following point under the condition the lawyer confirms the APEEE can terminate the IT Company contract.

The Board agrees that, under the condition that the IT Company contract and new IT service provider offer are not circulated outside the APEEE Board, members can ask to view the documents.

Following a meeting with the BIV provider on Tuesday 23rd May 2023 to discuss the canteen software update, the proposal to vote on the replacement of the hardware is postponed and the Board agrees to discuss from which budget the hardware for the canteen should be financed offline.

Vote 1: Under the condition the lawyer confirms that APEEE can terminate the IT Company contract with no budgetary consequences above 5.000€, the Board approves the following:

- Go ahead with the Audit of our system with new IT service provider, using the existing budget of 2022-2023, for a cost approximately of 14.000,00 Euros with VAT.
- This will allow for the preparation of the financing sprint and a clearer timeline and budget going forward in 2023-2024. The current estimation of the budget required for the financing sprint with new IT Service provider is approximately 59.000€ with VAT.

17 votes for yes (Vincent Catot, Maija Knutti, Andrew Janis Folkmanis, David Zelinger, Catarina Duarte Gomes, Christian Visani, Francesca Tudini, Monika Szulyovszky, Alberto Toso, Ursula Hönich, Ulrike Storost, Albert Rädler, Bettina Schmidbauer Mogensen, Monika Barabasz Lopes, Peter Edlind, Wolfgang Münch, Eleonora Apponi-Battini) = 95%, 1 vote for no (Andrea Grgić) = 5% and 2 votes for abstain (Célia Alves Rodrigues, Alexander Cornford).

Decision: The Board approves with a 95% majority the proposal.

C. Alves Rodrigues decides to abstain on the vote regarding the next steps as she does not have enough information to be able to make an informed decision.

A. Grgić explains that her negative vote stems from the fact that IT Company was presented to the Board as the best service provider in the field to work with this IT provider, that would facilitate invoicing for the parents. It is not clear why the association would rescind the contract with them, if all the services they delivered until now are satisfactory and change to another provider that the association newer worked with and does not know, only on the basis of a lower price. Furthermore, the board members did not receive the contract with the IT Company in advance, or the offer of the new IT service provider, and they do not have an insight in potential legal and financial repercussions

of changing service providers. The association has spent almost 300.000 euros on the IT project, we need to be prudent with project management.

There is an agreement to send the contract with the IT company to the board after the meeting.

3. Proposal date Annual General Meeting

A. Galle, APEEE Director, takes the floor to present the additional available dates of the room De Gasperi to organise the Annual General Meeting (AGM). The APEEE has already booked the room for the 18th December 2023, following the March 2023 Board meeting, for the Extraordinary General Meeting (EGM). The available date in January 2024 is Thursday 11th. A. Galle informs the AGM can be organised up and within February 2024, as the financial accounts need to be approved within 6 months after they are closed (31st August 2023).

The Board agrees to book the room for the 11th January 2024 and reassess the possibility to opt for a date in February, in the Salle Polyvalente, following the experience of the WG Update of Statute informative session to be organised in the salle polyvalente for parents.

Action Point: A. Galle to book the room De Gasperi for Thursday 11th January 2024.

4. Date for Extra-ordinary General Meeting

F. Tudini, as member of the Statutes Working Group meeting, presents the retro planning of the organisation of the EGM. The statutes WG proposes the 7th December 2023 for the Extraordinary General Meeting.

The Board unanimously approves the date.

Action Point: C. Eugene to send a save the date for the EGM to the Board members.

Action Point: A Galle to check availability of the Salle polyvalente for EGM on 7/12/2023 with the school.

The members praise the working group and parent volunteers.

AOB

1. Update from the working groups – priorities

Working group coordinators who have not yet sent their priorities, are asked to send input and the priorities will be attached to the minutes of the 23rd May 2023.

2. Well-being WG: pending issues

The Wellbeing group is to organise a first meeting to discuss the priorities, therefore no priorities will be attached in its name.

3. Parents' satisfaction with APEEE services: state of play and proposals

The Board discussed how complaints can be sent to the APEEE. Complaints can be issued via the APEEE website via the '[contact](#)' tab, to register a remark, feedback or complaint which has been created. Parents have been informed of the new feature and invited to reach out to the APEEE.

The board was informed that in the last two school years (2021-2022 and 2022-2023) about 50 complaints (varying from minor remarks to important issues).

Action Point: C. Alves Rodrigues & A.J Folkmanis to explore the complaint policy proposal.

Meeting ended at 22h40.

Next Board meeting is scheduled on Thursday 22nd June 2023.


WG PRIORITIES 2023-2024

1. Canteen Working Group

- Canteen elevator
 - The canteen elevator remains broken since more than 6 months. We remain in close contact with the school on this. The RdB is aware of the issue.
- Disrespectful behaviour
 - The disrespectful behaviour concerns multiple instances of foul language used by secondary students against canteen staff. Anja and I are meeting with the school on this shortly
- Wed + Friday lunch for Maternelle, P1 + P2 pupils
- Improve cafeteria in the sports hall
 - We are getting quotes to refurbish the sports hall cafeteria to make this a more appealing space for secondary students. We will ask the school to cover part of the cost.
- Survey
 - The survey is intended to gauge students' view on the canteen/cafeteria food on offer, and what they would like to see in future

2. Transport Working Group

1. **Check the need for new schedules**
 - a. new Friday schedule (possibly no big changes because there will be supervision, only a few buses to external OIB garderies needed)
 - b. for the temporary move N/P1/P2 to Evee if confirmed by the school (news expected for April)
 - c. possibility of offering more flexible services in general, including but not limited to having WOL N/P kids on the second bus (pilot project?), second bus for Evee after périscolaire (pilot once a week?), schedules for buses to external OIB garderies, busses from EVE to WOL, new age limit to get off the bus on your own,...
 - d. harmonised bus stops and schedules WOL/EVE (concerns probably only a few stops)
2. **Testing of bus routes before September**
 - a. senior bus monitors will try the routes and check if timetables are feasible
 - b. bus drivers should test drive new routes (timing to be specified, drivers are also on holidays)
3. **Additional indexation for this school year – FBAA (together with Budget Group)**

To be discussed with the Budget Group.  **voted at the Board meeting on 20/03**
4. **Who should be allowed to use our buses? Under which conditions?**
 - a. check if a reduction or free service for children of school's administrative staff is possible (for children of teachers the school pays)
 - b. possibly teachers in exceptional cases (is already the case if there is a strike e.g.)
 - c. possibly parents accompanying their children when they go on a school trip
5. **Check user satisfaction and needs (see points 1 and possibly 4) via a questionnaire**
6. **More structured approach on complaints and better communication to parents**

- a. regular overview of complaints per bus line and type of problem/complaint
- b. regular overview of delays
- c. afternoon bus: how to prevent children from getting too hot in the summer while waiting for the bus to leave
- d. update the website

7. Greening

- a. electric buses (100% electric fleet until 2025, incentives like a charging station in the bus parking)
- b. size of buses, more efficient use of available seats (especially on the afternoon buses)...

8. Bike to School

- a. Installation of pumps, tools, etc
- b. Collaboration with CYCLO Brussels to provide workshop/maintenance training
- c. Involvement/lead by students as much as possible (with APEEE support)
- d. Bike to school support/welcome programme for September 2023
- e. EU School bike share scheme?

3. Extracurricular Activities Working Group

- 1. To assess the new needs, especially in the light of the decision on Friday afternoons/_moves of classes due to works, etc
- 2. To launch a survey to parents of Mat-P1 on their intentions for Friday afternoon
- 3. To enrich the programme as far as possible (being limited by what the school can give to us in terms of space)
- 4. To assess the parents' wishes regarding lunchtime activities for smaller children and possible postponement to the afternoon
- 5. To enrich the programme of stages when the school is closed
- 6. To organise more interactive Open Day: "ateliers", participation in music and sports classes or just try the instruments.
- 7. To invite parents to assist to one class of their children per year or to organise a "week for parents"
- 8. To ask all moniteurs to write a brief text about themselves and their programme to be published in the website.
- 9. To cooperate with the other WGs (WG communication: To follow up to the survey with parents (Friday afternoon, provisional move); IT group: to check if the new website works well; WG canteen: to create videos via a periscolaire activity for the canteen screens (ex how the canteen works); WG community building: to work with other APEEEs for the organisation of activities which will enhance the feeling of being part of the school.
- 10. To organise a structured feedback from moniteurs/surveillance to parents through the office (also personal appointments should be possible).

4. Communication Working Group

- 1. Improve information flow to parents
 - Organisation of townhalls
 - Launch surveys on content, and services, and request feedback regularly from parents.
 - Host cross-sectional meetings
 - Organise workshops for parents

2. Build strong communication between the different stakeholders at school
 - Exposure to LRT, Buddy System, CDE initiatives, pupil initiatives
 - Structure Mobility Program
 - Eurêka opening frequency
 - University information
 - Support FDOS
3. Community building
 - Teacher appreciation day
 - Footfest (tombola, Evere, etc)

5. IT Working Group

May 2023

Background

On 30th October 2020, the APEEE was informed by the IT security unit of the European commission, that the APEEE had been subject to a **cyber-attack and personal information had been stolen**. The APEEE immediately took action to safeguard the systems, to inform the Belgian data regulator (a legal requirement when there is a data breach), and initiated a **full audit of the APEEE IT environment by external consultants**.

The audit identified **several legacy software components that are no longer compatible with modern security standards, plus vulnerabilities in the custom software**. Measures were immediately taken to safeguard the systems and apply patches were possible, but the inescapable conclusion was that the **system is outdated** and at the end of its working life. Without a significant upgrade the system will remain vulnerable and difficult to maintain.

The IT system is essential to the running the APEEE and delivering its services. It does everything from the accounting to ordering food for the canteen to tracking the whereabouts in real time of all pupils using the APEEE bus transport, canteen and afterschool activities, plus much more. **It contains GDPR information about parents and pupils which must be kept safe and secure**. The system has been built up over many years by different APEEE Board, as a mixture of in-house developments, external software packages and custom software written for the APEEE by different service providers.

It was therefore decided to migrate the APEEE IT system to an 'Enterprise' software solution. A competitive tender process was launched (Microsoft, Oracle Netsuit, Odoo, Salesforce and NSI) and a CRM provider was selected.

State of Play

CRM (Customer Relationship Management) and Parent Portal

- ☒ CRM Data Migration (Done)
- ☒ Content Creation and Verification (to be finalized)
- ☒ Invoicing (to be finalized) – **Launch in November 2023**

Project Planning

- Import was done, but divorced families still needed to be considered. ☒ (Done)
- Email Marketing campaign to ask families to update their data. ☒ (To be Finalized). **Only 1/3 of families updated their data. Emails are sent every week (recursive campaign) to parents. (April 2023)**

- Create a set of short videos on how to operate basic functionalities ☐ (To be Finalized).
 - Update household details
 - Add details
 - edit family members
 - Add/change/delete subscriptions
- Import missing families ☐ (To be Finalized).
- List of issues and follow-up ☐ (To be Finalized).
- Sprint 1 to 8 – To close all Tickets - ☐ (To be Finalized).

Website

- Finish arranging text organization
- Still fine-tuning the website.
- Add tables of contents on long pages
- Ask for coordinators to check their service texts
- Test on Desktop / Tablet / Mobile
- Translate to French
- Release date 03/04 ☒ (Done)

Internal release

- Workshop with provider and x ☒ (Done)
- Verification of invoicing from x, renegotiate “rework” invoicing ☒ (Done)

Budget

- Follow-up of all invoices received and paid ☒ (Done)

Next steps 2023-2024

- Launch of the new “Sprint” on “Financing system” of APEEE - ☐ Invoicing (to be finalized) – **Launch in November 2023**
- Check canteen needs on updating IT Environment of the Canteen Management System ☐ (To be Finalized).
- Actively update and improve the new website. Explore the opportunity to engage parents via the Website.

6. CEP&M

Priorities CEPM-group 2023	
Objective	Action
Formal	
Focus meetings more on discussion, less on long presentations or Q&As	Continue separating issues for a simple reply in advance to the meeting and use meeting time for clarification of issues and discussion of a limited number of items.
School community	
Improve the 'closed school approach' to foster an even smoother interaction between school and parents, e.g. visits to school sites	Item for discussion
Update pedagogical FAQs	Maija updates
Collect feedback from all parents representatives to the meetings	Sharing effective practices
Cooperation and harmonization of actions in Evere/Woluwe sites	Item for discussion
Encourage further joint activities of pupils from both sites	Item for discussion
Encourage parents to get to know each others, for example Mobile cafe in the waiting	
Pedagogical questions	
Help ensure we have enough teachers	Not an item for CEPM meetings with school management but sharing good practices in the group and section-specific activities
Info-sessions on specific pedagogical items	Item for discussion
Build the secondary of tomorrow- encourage connection between Primary & Secondary	Item for discussion
Support environmental and sustainability education, e.g. ecolabel project	Item for discussion
Ensure smooth communication to parents on change of timetable for M/P1/P2 as of next school year	Item for discussion
Ensure smooth communication to parents on P1/P2 Woluwe temporary move to Evere	Item for discussion, FAQs
Keep abreast with ongoing pilot on the digital portfolio (Evere is pilot school)	Item for discussion
Support further developments in formative assessments (following the discussion on the (questionable) use of competition as a pedagogical measure in sports, arts and music)	Item for discussion
Ensure teaching is up to date and prepares our kids to future, e.g. ICT skills, media skills	Item for discussion
Well-being	

Support activating the KiVa, an anti-bullying and violence prevention programme	Item for discussion
Ensure wellbeing despite of overcrowding in Woluwe and observe what the growth in student population means for Evere (in particular sports facilities, courtyards, noise level)	Item for discussion
Access, Transport and Sustainability	
Gazebo for parents' waiting area	Not only CEPm issue
Bike 2 School	Not only CEPm issue

7. CEES

CEES -Secondary Education Council (CEES)

Priorities for CEES Working Group 2023

Topic	Objective	Possible actions	Responsible
Exams/BAC 2023 FOLLOW-UP	Students in S7 should be provided with all necessary support to prepare well for the BAC.	<ul style="list-style-type: none"> Monitor the situation and advise school, as needed, to ensure that access of ES students to universities are not impacted negatively. BAC Handbook 2023: https://www.eurasc.eu/Documents/BAC_Handbook-en.pdf Issues to be followed: <ol style="list-style-type: none"> Implementation arrangements for BAC 2023 Webinar to parents and students two weeks before the BAC to explain the rules Pre-BAC: syllabus to be followed 	
S5/S6 Exams NEW	<p>S5/S6 Students have exams twice a year (December and June)</p> <p>Use of an online tool for option choice</p>	<ul style="list-style-type: none"> Request the results of S5/S6 Exams S5/S6 year is a repeating year, give support to parents (complaints Board - http://www.schola-europaea.eu/cree/) Appeals against decisions on repeating a year Article 62 - https://eeb2.eu/swfiles/files/General%20Rules%20Eur%20School%202014-03-D-14-en-7_512.pdf Online tool for S5 Options: Bac Mark (esbacmark.github.io). Used by EEB3. As of 2024, option choice will be online. 	
B-Tests NEW	B-Tests in S4	<ul style="list-style-type: none"> For the next school year (2023-2024), there will be a change with only one B-test per semester (instead of 4 per year). Decision taken by Sec Gen, date of 17 of January 2023 – To be followed 	

Topic	Objective	Possible actions	Responsible
		<ul style="list-style-type: none"> B-tests and exams added to a high number of A-tests and become a major source of stress, which is increasing over the years. Coordination of tests and homework is a problem. There has been attempt to regroup B-tests in 2 week periods with a limitation A-test and homework in this period, but as teachers found that these periods were too long without homework and tests, B-tests are spread over one month. This new approach could reduce stress, if A-tests were not allowed and homework remained limited. 	
New Marking System/Bac FOLLOW-UP	The new marking system needs to be applied in a harmonised way, while ensuring that it does not impact negatively on university enrolments. Different sections are affected differently by the new marks: what will the school do to ensure harmonized application across sections?	<ul style="list-style-type: none"> Explore possibility of test exams Follow discussions on equivalence tables Explore possibility of using national competence tests / PISA test in European Schools – Results presented in January 2023. Still to be shared with Parents Monitor the harmonised implementation of the NMS 	
BYOD policy/digital education FOLLOW-UP	To ensure effective implementation of BYOD policy and encourage school to develop of a comprehensive digital education strategy	<ul style="list-style-type: none"> Geogebra cancelled for exams as of 2022. Use of calculators for S6 exams and BAC in 2022. Follow-up implementation of BYOD (as of 2024/2025) with special focus on privacy and data protection issues Encourage school to start a self-assessment with the use of SELFIE Encourage school to provide appropriate training opportunities, including peer learning for teachers on the innovative use of digital devices Ensure that digital tools are embedded in the teaching and learning process and are systematically used for communication with students and parents beyond distance learning 	
Assessment, homework policy and wellbeing FOLLOW-UP	Improve student wellbeing with a special focus on addressing the root causes of stress and mitigating the impact of the crisis on mental health.	<ul style="list-style-type: none"> Launch reflection on assessment and homework policy to reduce stress Proposal to prepare pedagogical guidelines for teachers, including a code of conduct Follow-up on specific competences linked to well-being SMS as a tool to inform regularly students and parents on the student's progress 	
Career	Improve career guidance	<ul style="list-style-type: none"> Collection of feedback from alumni on universities 	

Topic	Objective	Possible actions	Responsible
guidance FOLLOW-UP	to students and support students/parents in the choice of universities	<ul style="list-style-type: none"> Continue work on exchange of best practise between sections UniSearch contributions Universities Open Days Better contact with Section Coordinators to help students and parents in the choice of Options and Universities 	
Transparency on teacher qualification FOLLOW-UP	Improve transparency about qualifications of teachers	<ul style="list-style-type: none"> Strengthen contacts with inspectors Request school to be transparent versus parents about teacher qualifications 	
Mobility programme FOLLOW-UP	Expand and improve the mobility programme to reach out to more students	<ul style="list-style-type: none"> Clarify role of APEEE in the programme 	
Work Experience S5 NEW	S5 pupils have the opportunity to complete a Work Experience Program in a company during the last two weeks of the school year or during the school holidays.	<ul style="list-style-type: none"> https://eeb2.eu/en/secondary-education-work-experience/ Explore possibility to publicize it 	
School Inspection – 09 March 2022 FOLLOW-UP	Follow-up of School Inspection	<ul style="list-style-type: none"> Follow-up on whole school inspection Monitor the implementation of European School guidelines on key competences Proposal to introduce self-assessment by teachers Proposal to introduce student feedback mechanism Proposal for a teacher mentoring scheme 	
Key Competences FOLLOW-UP	The school should put in place the necessary quality assurance mechanisms, in line with the recommendations of the whole school inspection. Teachers should be prepared to apply competence based learning approaches.		
Annual Pedagogical Plan FOLLOW-UP	The Multi-Annual and Annual Pedagogic Plans and Annual Activity Reports should be accessible on the school web page	<ul style="list-style-type: none"> to promote meaningful dialogue on pedagogical matters, we suggest that pedagogical reflection plays a more prominent and systematic role in the school. The Multi-Annual and Annual Pedagogic Plans and Annual Activity Reports should be accessible on the school web page. 	

Topic	Objective	Possible actions	Responsible
		•	
Reinforce cooperation with CDE	The objective is to reinforce cooperation with the CDE on pedagogical matters	• Regular exchanges with CDE on various topics	
School Trips S6/S7 NEW	Unlike the other 12 European Schools, our school explicitly asked for "no fly" offers only, thereby making chosen destinations accessible only by exhaustive rides of 10-25 hours each way by bus or train <u>and</u> excluding numerous other pedagogically highly valuable destinations.	• Ask school management to revisit the "no fly" policy imposed by its predecessors without any known ex-ante impact assessment and without proper consultation across the school community.	

8. Health, Safety & Security Working Group

The APEEE Working Group "Health, Safety and Security (HSS)" oversees the issues related to the safety, security and health of the students during the APEEE services at school. The main objective is to work with the school on health, safety and security issues discussed, agreed and listed below. The group also works on improving risk management and collaborating with the school for mitigating common risk factors.

The priority points (in random order) agreed by the WG members on 19/03/2023 are the following :

1. Allergies and implementation of the Belgian legislation in the school
2. Data protection of the Parents extranet
3. Precarious situation of hygiene, safety (lack of adequate doors) and proper functioning of the secondary school toilets already in the early morning.
4. Overcrowding : risk assessment for the safety and (mental) health
5. Presence of asbestos in the old NATO site to be demolished.
6. Urban development plans of Brussels for this building/site
7. Parents school badge to access school premises (without a photo on it)
8. Ergonomic workplace (desks, space allocation) for students and APEEE staff
9. Outdoor toilets for the bus drivers located in the bus parking used by kids without supervision
10. Traffic situation in front of both Woluwe and Evere is very chaotic and dangerous (public transport, bicycle lane, many pedestrians and cars in a very small space). In addition, in Evere the APEEE buses and the cars use the same (and thus far only) lane.
11. Safety of the new bike parking at Wol site (mixed access with cars, gives way into a public road with cars and public transport)
12. Before renovation work starts on the main and primary buildings, the walls need to be tested for asbestos - the building falls into a risk group. Information on noise and dust for pupils staying in Woluwe during works are missing.
13. Mental health - the school should address the issue of bullying better and have preventative project days/measures - maybe our MAT 1 and MAT 2 children are still too young, but the issue becomes more important as they get older.
14. Electric installations to be replaced
15. Terrorism trials and the future purpose of the Justitia building
16. Second security staircase in the canteen (Woluwe)*
17. Preventive health care: the school (through the nurses) should inform parents on the availability of certain vaccinations for certain age groups (e.g., PHV now available for free also for boys)